



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

May 21, 2020

**THIS MEETING WAS HELD VIA TELE- CONFERENCE AS PERMITTED BY
GOVERNOR'S EXECUTIVE ORDER N-29-20.**

CALL SPECIAL MEETING TO ORDER

The Special Meeting was called to order at 6:30 pm.

ROLL CALL

President Barbara Dye, Vice President Matthew Clark, Director David Seaton, and Director Eric Suchomel. Director Jim Blanchard was absent.

Staff: General Manager Chuck Duffy, District Counsel Bill Parkin, and in Open Session only, Assistant General Manager Delia Comito, and Parks and Rec Coordinator Claudia Marshall.

ADJOURN TO CLOSED SESSION

1. Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).

City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District (RPI, Sewer Authority Mid-Coastside) – Santa Clara County Superior Court Case No. 17CV316927.

RECONVENE TO OPEN SESSION

There was no reportable action taken in Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:32 pm.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Report on Parks and Recreation Activities.

Director Dye reported that the draft plans for Burnham Park should be completed in time for the June meeting. Kikuchi & Kankel is working with the San Mateo County Resource Conservation District to incorporate a drainage plan to improve the stormwater run-off. She said that County Planning seems favorable towards the project.

Ms. Marshall, Parks and Rec Coordinator, suggested starting the recreational walk programs in July, and purchasing a microphone for the walk leaders. The Board was agreeable to the idea.

2. Consideration of Request to Open Skate Ramp.

The General Manager explained that the closing of the skate ramp was due to the County Health Officer's Order to reduce the spread of COVID-19. Due to the nature of "high touch" equipment, District Counsel said it may be difficult to meet the requirements to reopen it.

Michelle Dragony, a Parks Advisory Committee Member, said that the County was allowing skate parks to open, and she was interested in helping the District to do that.

The Board held a discussion. Despite the Board's desire to open the skate ramp, there was concern expressed about keeping users safe. It was decided to wait to see if the County Order restrictions are eased or lifted in the next couple of weeks.

3. Consideration of Draft Sewer Authority Mid-Coastside General Budget for Fiscal Year 2020/21.

Director Dye indicated that the SAM Budget was presented clearly this year, in comparison to prior years. Mr. Duffy provided a review of the budgeted capital improvements and operational costs. The Board held a brief discussion, and the item was tabled for approval at the next board meeting.

4. Consideration of Draft Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2020/21.

Mr. Duffy reviewed the budget, and said it was a collaborative effort of the member agencies. Efficiencies have been made, and all agencies will have an equal percentage of their lines cleaned during the year.

5. Consideration of Draft Fiscal Year 2020/2021 Budget.

Mr. Duffy provided a review of the budget. He indicated that the amount of property tax revenue allocated to parks is discretionary, and suggested leaving the sewer service side allocation at \$200,000. He reviewed the administrative expenses and explained the added line item for unfunded pension liability. The Board held a discussion primarily about the expenses anticipated for parks. The budget will be brought back for approval at the next meeting.

6. Consideration of Independent Contractors Agreement for General Manager Services.

This item was tabled from the April meeting in order to provide a schedule of charges. The fee for the General Manager will increase by \$10 per hour, from \$185 three years prior to \$195 currently.

ACTION: Director Suchomel moved to approve the agreement as presented. (Suchomel/Clark). Approved 4-0.

7. Consideration of Sewer Authority Mid-Coastside Report.

Directors Clark and Dye reported on the April 27th and May 11th SAM meetings.

CONSENT AGENDA

8. Approve April 16, 2020 Special and Regular Meeting Minutes.

9. Approve May 2020 Warrants.

10. Approve March 2020 Financial Statements.

11. Approve Assessment District Distribution #10-19/20.

ACTION: Director Suchomel moved to approve the Consent Agenda. (Suchomel/Clark). Approved 4-0.

COMMITTEE REPORTS

12. Report on seminars, conferences, or committee meetings.

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy)

15. Administrative Staff Report. (Comito)

Staff provided an update on trash issues at a couple of local beaches.

16. Engineer's Report. (Kennedy Jenks)

17. Future Agenda Items.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 9:25 pm.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: June 18, 2020