



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS REGULAR MEETING

July 20, 2023 at 7:30 p.m.

THIS MEETING WAS HELD IN PERSON AND VIA ZOOM.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:31 pm.

ROLL CALL

President Nancy Marsh, Vice President Jen Randle, Director Matthew Clark. Director Barbara Dye and Director Jill Grant participated remotely via teleconference.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito, Assistant General Manager Hope Atmore and District Counsel William Parkin.

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

1. Parks and Recreation Activities.

a. Report on Granada Community Park and Recreation Center.

Project Manager Ray Razavi updated board and staff on the project description being developed for the CEQA and permitting work, potential grants, procurement of irrigation water, and the biological and cultural reviews.

b. Consideration of Summer Recreation Program.

Director Dye requested that staff schedule events for Fall to include nature and history walks and a possible adaptive bike outing.

2. Report on Assessment District.

Assistant General Manager Comito gave an overview of the Assessment District status now that the bonds have been paid off, and recommended that the board develop a budget and procedures going forward. Ms. Comito introduced Bond Counsel Cameron Weist for questions. Mr. Weist will develop the first draft of the assessment district procedures.

3. Approval of Audited District Financial Statements for the Fiscal Year Ending June 30, 2022.

President Marsh reported a correction to the listed Board of Directors as of June 30, 2022 and that this information was relayed to the auditor. Assistant General Manager Comito stated that the next audit will start in October.

ACTION: Director Clark moved to approve the Audited FY 2021/22 Financial statements. (Clark/Randle). Approved 5-0.

4. Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge Report and Delinquent Garbage Account Report and Authorizing the Collection of Said Charges on the Fiscal Year 2023/24 San Mateo County Tax Roll.

Board President Nancy Marsh opened the Public Hearing. There were no public comments. Staff stated that notice of Sewer Service Charge was properly noticed in the local newspaper and no written protest was submitted.

ACTION: Director Dye moved to approve the Resolution. (Dye/Clark). Approved 5-0.

5. Approval of Sewer Authority Mid-Coastside Revised Fiscal Year 2023/24 General Budget (from June 26th SAM meeting) and Related Resolution.

Director Dye reported that the Half Moon Bay City Council refused to approve a budget that would include the repairs to the Montara force main section of the SAM Intertie Pipeline. The new June 26th SAM budget includes preliminary design work for the Montara force main repairs, replacement of the plant emergency generator and the plant boilers. After mid-year, the SAM board agreed to revisit the SAM budget upon resolution of the lawsuit filed by Half Moon Bay against the other two member agencies.

ACTION: Director Dye moved to approve the revised June 26th SAM budget. (Dye/Grant). Approved 5-0.

6. Engineer's Report.

The District Engineer reported that the Phase 2 work for the District sewer main replacement program had been completed, and a Notice of Completion would need to be filed.

7. Report on Sewer Authority Mid-Coastside Meetings.

Director Dye reported SAM has exceeded its budget in some categories and is using reserves to cover shortfalls.

8. Resolution Expressing Gratitude and Appreciation to Delia Comito.

The Board of Directors and district staff commended Assistant General Manager Delia Comito's dedication to the District and thanked her for her years of service. Community Member Fran Pollard also congratulated Ms. Comito on her retirement.

ACTION: Director Clark moved to approve the resolution (Clark/Randle). Approved 5-0.

CONSENT AGENDA

9. June 15, 2023 Special and Regular Meeting Minutes.

10. July 2023 Warrants.

11. May 2023 Financial Statements.

12. Assessment District Distribution #1-23/24.

ACTION: Director Randle moved to approve the Consent Agenda. (Randle/Clark). Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

14. Attorney's Report. (Parkin)

15. General Manager's Report. (Duffy)

16. Administrative Staff Report. (Comito) Assistant General Manager Comito reminded the board of the upcoming recycling drop off event. She also reported that the RV's parked at the Granada Community Park site had been stickered and had moved.

17. Future Agenda Items. Board President Marsh asked if the start time for future Regular Meetings could be addressed to start a half an hour earlier.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:14 p.m.

Date Approved by the Board: August 17, 2023.

ATTEST:

Hope Atmore, Board Secretary