



GRANADA COMMUNITY SERVICES DISTRICT

Minutes BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

Thursday, October 20, 2016

CALL SPECIAL MEETING TO ORDER

ROLL CALL

President Matthew Clark, Vice President Jim Blanchard, Director David Seaton, Director Ric Lohman and Director Leonard Woren.

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer and Assistant General Manager Delia Comito.

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

1. Conference with Real Property Negotiator (Government Code Section 54956.8).

District's Negotiator: Chuck Duffy.

Negotiating parties: Jan Gray, Realtor for Property Owner Wayne Impink, and Granada Community Services District.

Property under negotiation: Vacant Land with no address located on Obispo Road, El Granada, California. APN 047-251-100

Under negotiation: Instruction to negotiator will concern price and terms of payment.

RECONVENE TO OPEN SESSION

District Counsel announced that 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 7:35 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Director Woren announced the upcoming recycling drop-off event.

ACTION AGENDA

1. Consideration of Access and Use of the Burnham Strip Property Ad Hoc Parking Lot.

The General Manger explained the recent problems with construction staging occurring on the property. The Board held a discussion regarding various options to restrict activity and the parking of large vehicles without District permission. Staff will write a letter to the Manager of County Public Works asking that their contractors contact the District prior to any use of the property.

El Granada resident Dale Ross suggested that contractors use the County Yard in Princeton for their staging.

Counsel will look into the legal requirements for signage and report back at the next meeting.

2. Consideration of District Logo.

The logo was revised and presented to the Board with the changes requested at the last meeting, and option 7B.3 was favored.

El Granada resident Dale Ross noted that the flag on the sailboat was turned the wrong way, and suggested that the Board add a silhouette of a girl on a swing to the logo, which was used as the logo by the Measure "G" group, Granada Parks.org.

ACTION: Director Lohman moved to approve logo 7B.3 with the modifications mentioned by Mr. Ross. (Lohman/Woren). Approved 5-0.

3. Consideration of Resolution Adopting a Bylaw for the District Purchasing Policy.

Counsel Wittwer reviewed the Resolution and the revisions he had made to the purchasing policy language. He indicated that as a CSD, the District must adopt a policy, although the one presented does not include formal procedures, they may be adopted at a later date.

ACTION: Director Woren moved to approve the Resolution Adopting the Bylaw for the District Purchasing Policy with the amendments made by Counsel. (Woren/Lohman). Approved 5-0.

4. Consideration of Status of Park Related Projects, Including the El Granada Medians and Use of CUSD Surplus Property, and Possible Direction to the Granada Parks Advisory Committee.

General Manager Duffy reported on the conference with CUSD Superintendent Jane Yuster, who indicated that the school board decided to not lease the EG surplus property, but offered the Clipper Ridge property.

ACTION: Director Woren moved to direct GPAC to investigate the CUSD Clipper Ridge surplus property for park use. (Woren/Lohman). Approved 5-0.

5. Consideration of Report by District's Sewer Authority

Mid-Coastside Representatives.

Director Lohman reported on the status of the Recycled Water Project.

Item 6, the September 15, 2016 Meeting Minutes, were pulled for discussion.

CONSENT AGENDA

6. **Approval of September 15, 2016 Meeting Minutes.**
7. **Approval of October 2016 Warrants for \$168,104.12 (checks 6316 – 6346).**
8. **Approval of August 2016 Financial Statements-Revised format.**
9. **Approval of Assessment District Distribution #3-16/17.**

6. **Approval of September 15, 2016 Meeting Minutes.**

Director Seaton made a motion to revise Item 2 - Response to the Grand Jury Report of the minutes based on material facts, but the motion died for the lack of a second.

ACTION: Director ____ moved to approve Item 6 of the Consent Agenda with the amendment _____. (/) Approved 4-1. Seaton opposed.

ACTION: Director Woren moved to approve Consent Agenda Items 7, 8 and 9. (Woren/Lohman). Approved 5-0 .

COMMITTEE REPORTS

10. **Report on seminars, conferences, or committee meetings.**

INFORMATION CALENDAR

11. **Attorney's Report.**

Counsel reported that the Armstrong case was dropped by the plaintiff.

12. **General Manager's Report. (Duffy)**

13. **Administrative Staff Report. (Comito)**

14. **Engineer's Report. (Kennedy Jenks)**

ADJOURN REGULAR MEETING

The meeting was adjourned at 9:18 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: November 17, 2016

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Director Woren announced that the Resource Conservation District was asking for volunteers for the First Flush program.

ACTION AGENDA

1. Consideration of Resource Conservation District Proposal for Burnham Strip Property Resource Management Plan.

Delia Comito, the Assistant General Manager, explained that this item came about in response to a Board request to eradicate pampas grass on the Burnham Strip parcel and other District property. She introduced RCD Executive Director Kellyx Nelson, who would explain the proposal, and Joe Issel, RCD Natural Resource Specialist.

Ms. Nelson reviewed the proposal indicating that it was prepared with the District goals in mind, which are to eradicate invasive non-native plants, to restore native plant growth, repair the riparian area(s), and to improve wildlife habitat, water quality and storm water drainage on the property. She explained that as part of the Local Agency Formation Commission (LAFCo) reorganization process, the District entered into a Memorandum of Understanding with the RCD, to provide resource management services on lands acquired or operated by the District for park and recreation purposes.

The Board held a discussion. Ms. Nelson confirmed that the proposal includes the RCD securing all required permits for the project. The following members of the public supported the proposal: Barbara Dye and Fran Pollard.

Director Lohman suggested that the process include check points for the Board to assess the progress and to approve the ongoing work.

ACTION: Director Lohman moved to approve the proposal including the board check points. (Lohman/Seaton). Approved 5-0.

1. Consideration of Approving List of Proposed Park Improvements on El Granada Medians as Recommended by the Park Advisory Committee (PAC) for Submission to San Mateo County.

Ms. Comito explained the item is for Board approval of a list requested by Nicholas Calderon of San Mateo County Real Property Services at a meeting held on 8/4/16 regarding the District's proposed improvements to the EG medians. The list is comprised of both passive and active recreational improvements based on the conceptual plan for median #8 (Balboa circle) approved by the Park Advisory Committee (PAC). The County intends to indicate which improvements they will

allow on the medians. She reported that the County's position is that property owners adjacent to the medians have an underlying fee to the middle of the roadway, and that Public Works has a road easement, and improvements beyond benches and pathways are not within their authority.

The following public members addressed the Board:

Pat Tierney, PAC Chair – He recommended that the District not improve the medians if some active recreational improvements are not allowed by the County.

Chris Johnson, EG Resident – Expressed dismay at the County's refusal to accept ownership of the medians.

Dorothy (add last name) – Against having a pump tract on the medians.

After holding a discussion, the Board agreed to add specific recreational improvements to the list.

ACTION: Director Lohman moved to approve the list with the discussed amendments. (Lohman/Seaton). Approved 5-0.

At this time, the District's Action Plan including passive and active recreation on the medians, is on hold. Once the Board approves a list, staff will prepare a cover letter to

3. Consideration of Draft Concept Design by PAC for a Proposed Park Located on the Cabrillo Unified School District El Granada Surplus Property North of Sonora Avenue.

Ms. Comito indicated a focus toward the CUSD surplus property in light of the County's intent to limit active recreation on the EG medians. A meeting with the CUSD Superintendent on 07-22-16 was positive. At the previous meeting, PAC approved a park concept design, which is before the Board for submittal to the school district. Counsel Wittwer stated that the proposal was preliminary as additional information is needed to move it forward. A discussion was held.

The following public members supported the proposal and offered their comments: Pat Tierney, Chris Johnson and Fran Pollard.

The Board discussed several options on how to present the concept to the school district, and opted to provide the concept design to the Superintendent, and to send a separate letter to the school district board advising them of the District's interest in the surplus property.

ACTION: Director Lohman moved to approve the actions stated above. (Lohman/Blanchard). Approved 4-0.

ADJOURN REGULAR MEETING

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: September 15, 2016