



## GRANADA COMMUNITY SERVICES DISTRICT

### **MINUTES BOARD OF DIRECTORS REGULAR MEETING**

March 21, 2024

This meeting was held in person and via Zoom.

#### **CALL REGULAR MEETING TO ORDER**

The Regular Meeting was called to order at 7:01 p.m.

#### **ROLL CALL**

President Nancy Marsh, Director Matthew Clark, and Director Barbara Dye. Director Jill Grant participated via teleconference pursuant to Government Code Section 54953(b) from 128 Coronado St., El Granada. Director Jen Randle was absent.

Staff: General Manager Chuck Duffy, 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 reported that district staff and consultants had met with the San Mateo County Planning Department to discuss the park project. Community member Len Erickson asked about contact with SMC Public Works and commented on parking issues related to the proposed Caltrans bike lane project. Community Member Fran Pollard commented that Caltrans should continue providing parking on the west side of Highway 1.
- b. Report on planned Recreation Program Events – Ms. Atmore updated the Board that the Bookmobile had its first visit, a birding walk had occurred, and that the Egg Hunt would be postponed to March 30<sup>th</sup> due to rain. She also remarked that in April there would be a Harbor Walk, Earth Day Event, Recology Recycling Day, and an additional nature walk in May.

**2. Proposal from Kikuchi + Kankel Design Group for Additional Services For the Granada Community Park Project.**

Mr. Duffy recommended that the Board approve extending the Kikuchi + Kankel contract to cover aspects of project management through the permitting process, at a not-to-exceed amount of \$56,800.

**ACTION:** Director Dye moved to extend the Kikuchi + Kankel contract not to exceed \$56,800 (Dye/Clark). Approved 4-0.

**3. Amendment to the GCSO FY 2023/24 Budget to Incorporate the SAM Budget Amendment for the Princeton Pump Station Replacement.**

Mr. Duffy reviewed the budget amendment circulated by SAM which was previously approved by GCSO at the February meeting. The amendment provided additional funding for the replacement of the Princeton Pump Station and the design of a section of the SAM IPS known as the Montara Force Main. He further explained that the Half Moon Bay City Council approved funding for only the Princeton Pump Station project at their March 5, 2024 meeting, without approving funding for the Montara Force Main design. Mr. Duffy explained that the amended GCSO FY 2023/24 Budget therefore shows an increase of \$255,192.

**ACTION:** Director Clark moved to approve the amended District FY 2023/24 Budget. (Clark/Dye) Approved 4-0.

**4. Engineer's Report.** Director Dye asked if the District would be doing a capital improvement program in the next fiscal year. Mr. Duffy explained that the decision has not yet been made and will be considered as the SAM budget and the sewer service charge study are completed. He emphasized that the upcoming SAM improvements would put pressure on the member agencies and that if mainline pipe replacement had to be delayed, it would not pose any problems with the system.

**5. Report on Sewer Authority Mid-Coastside Meetings.** Director Dye reviewed a recent report and presentation to SAM prepared by an engineering firm concerning wet weather flows at the SAM treatment plant. The report generally showed a need for additional wet weather storage in Half Moon Bay. Mr. Duffy remarked that the preliminary SAM budget had been discussed at the Manager's meeting and Director Dye stated that the budget would be discussed at a special finance committee the following week.

**CONSENT AGENDA**

**6. February 15 Regular Meeting Minutes.**

**7. March 2024 Warrants.**

**8. January 2024 Financial Statements.**

Director Dye asked if GCSO was investing in funds other than LAIF that pay higher interest rates. Mr. Duffy stated that the Board gave previous direction to staff to research other funds and that since that time, money has been moved into CalTrust.

**ACTION:** Director Dye moved to approve the consent agenda. (Dye/Clark).  
Approved 4-0.

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

- 10. Attorney's Report. (Parkin)**
- 11. General Manager's Report. (Duffy)**
- 12. Administrative Staff Report. (Atmore)**
- 13. Future Agenda Items.**

**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; Sixth District Court of Appeal Case No. H049896)*

**RECONVENE TO OPEN SESSION**

No reportable action.

**ADJOURN REGULAR MEETING**

The meeting was adjourned at 8:13 p.m.

ATTEST:

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Hope Atmore, Board Secretary

Date Approved by the Board: April 18, 2024.