



GRANADA SANITARY DISTRICT  
OF SAN MATEO COUNTY

**MINUTES**  
**BOARD OF DIRECTORS**  
**SPECIAL MEETING**

August 29, 2013

**CALL SPECIAL MEETING TO ORDER**

The Special Meeting of the Granada Sanitary District Board of Directors was called to order at 6:35 p.m.

**ROLL CALL**

President Leonard Woren, Vice President Matthew Clark, Secretary Gael Erickson, and Director Ric Lohman.

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and District Administrator Delia Comito (Open Session only).

**GENERAL PUBLIC PARTICIPATION**

**ACTION AGENDA**

**1. Consideration of Appointment of Labor Negotiator.**

District's Negotiator: Chuck Duffy

Unrepresented employee: District Administrator

**ADJOURN TO CLOSED SESSION**

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

Granada Sanitary District v. County of San Mateo (RPI Big Wave et al.) -  
San Mateo Superior Court Case No. CIV505222

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

Granada Sanitary District Appeal of Big Wave Project to California Coastal  
Commission – Coastal Commission Appeal No. A-2-SMC-11-021

**4. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).**

Agency designated representative: Chuck Duffy

Unrepresented employee: District Administrator.

**RECONVENE TO OPEN SESSION**

District Counsel stated that no reportable action was taken in the closed session.

## **GENERAL PUBLIC PARTICIPATION**

Director Woren reported that the Midcoast Community Council meeting held the previous night drew a substantial crowd regarding the unexpected sale of Moss Beach Park.

## **ACTION AGENDA**

### **5. Consideration of Candidates to fill District Board vacancy.**

Legal Counsel Wittwer stated that the notice of vacancy was posted pursuant to Gov. Code Sec. 1780, and that two letters of application were received by the District. Both candidates, Jim Blanchard and Rocky Coursen, were present at the meeting. The Board proceeded to interview both candidates. Director Lohman commented that it was encouraging that both candidates seemed well suited for the board.

During public comment for this item, El Granada resident Fran Pollard spoke in support of Jim Blanchard for appointment to the Board.

### **6. Consideration of Resolution Appointing Board Member to fill District Board Vacancy and Administer Oath of Office.**

**ACTION:** Director Lohman moved to appoint Jim Blanchard to fill the vacancy and to adopt said Resolution (Res. 2013-007). (Lohman/Erickson). 4-0 Approved.

President Woren administered the Oath of Office to Mr. Blanchard.

### **7. Consideration of Mainline Acceptance: Avenue Cabrillo, to serve: APN 047-291-260, Owner: Valley 88, LLC.**

**ACTION:** Director Clark moved to approve the acceptance of the mainline. (Clark/Lohman). Approved 5-0.

### **8. Consideration of LAFCo Application for Potential Reorganization into a Community Services District with Parks and Recreation Powers:**

- a. Report from General Manager on status of Application to LAFCo;**
- b. Adopting Resolution on Policy Limiting Acquisition and Use of Agricultural Lands for Park and Recreation Purposes; and**
- c. Further directions to General Manager necessary or convenient to the processing to completion of the Granada Sanitary District Reorganization Project (including execution of any related agreements).**

The General Manager reported on his meeting with the Half Moon Bay Parks and Recreation Commission and the Midcoast Community Counsel (MCC). The MCC subsequently submitted a letter to LAFCo in support of the District's proposed reorganization. He noted that he will be meeting with the Cabrillo Unified School District and the City of Half Moon Bay in the coming months.

**9. Consideration of Meeting and Ongoing Issues Report from District Representatives on the Sewer Authority Mid-Coastside Board of Directors.**

Directors Clark and Woren reported on issues from the most recent SAM meeting, which included a change in employee medical benefits.

Staff was directed to write a letter to SAM regarding their contractors use of District property as a staging area.

**10. Consideration of Approval of Beach and Burnham Strip Garbage Receptacle Replacement Project.**

The District Administrator presented this item in order to proceed replacing the existing plastic barrels at Surfer's Beach, Mirada Road in Miramar, and the Burnham Strip lot, with more appropriate and permanent waste receptacles.

**ACTION:** Director Erickson moved to approve the project with a not to exceed amount of \$10,000. (Erickson/Clark). Approved 5-0.

**11. Consideration of District Staff Salary Resolution.**

Counsel Wittwer explained that employee salaries changes must be approved in open session. Staff distributed an amended resolution which added the date of adoption of the Personnel System Manual.

**ACTION:** Director Clark moved to approve the Resolution as amended, increasing the District Administrators annual salary by 4% to \$81,120, effective on September 1, 2013. (Clark/Lohman). Approved 5-0.

**CONSENT AGENDA**

12. Approval of Special & Regular Meeting Minutes for July 18, 2013.
13. Approval of August 2013 Warrants for \$240,146.60 (Checks 5162-5196).
14. Approval of July 2013 Financial Statements.
15. Approval of Assessment District Distribution #1-13/14 for \$10,265.73.
16. Hearing on Appeal of Engineer of Work's denial of request for relief from assessment; APN 047-251-120 (Caron). Set Appeal Hearing for 8/29/13 as required by District Res. No. 2004-019 and then continue it to 9/19/13 Regular Meeting per Agreement by Appellant and District.

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

**COMMITTEE REPORTS**

17. Report on seminars, conferences, or committee meetings.  
Director Woren reported on the July 17 LAFCo meeting he attended.

**INFORMATION CALENDAR**

18. Attorney's Report. (Wittwer) – None.
19. Treasurer's Report. (Erickson) – None.
20. General Manager's Report. (Duffy) – None.
21. Administrator's Report. (Comito) - Nothing further.
22. Engineer's Report. (Kennedy Jenks) – None.

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:45 p.m.

SUBMITTED BY:

APPROVED BY:

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Chuck Duffy, General Manager

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Ric Lohman, Secretary

Date Approved: September 19, 2013