



GRANADA SANITARY DISTRICT
OF SAN MATEO COUNTY

MINUTES
BOARD OF DIRECTORS
SPECIAL & REGULAR MEETINGS

Thursday, August 21, 2014

CALL SPECIAL MEETING TO ORDER

The Special Meeting of the Granada Sanitary District Board of Directors was called to order at 6:37 p.m.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Consideration of Appointment of Labor Negotiator.

District's Negotiator: Chuck Duffy

Unrepresented employee: District Administrator

ACTION: Director Woren moved to appoint the General Manager as Labor Negotiator. (Woren/Seaton). Approved 5-0.

2. Consideration of Appointment of Labor Negotiator.

District's Negotiator: Chuck Duffy

Unrepresented employee: Assistant Administrator

ACTION: Director Woren moved to appoint the General Manager as Labor Negotiator. (Woren/Seaton). Approved 5-0.

3. Consideration of Appointing General Manager as Real Property Negotiator.

District's Negotiator: Chuck Duffy

Property under negotiation: Vacant Land with no address located on Obispo Road from Avenue Portola to Coronado (adjoining U.S. Post Office), El Granada, California. APN 047-261-030

Negotiating parties: Harbor District and Granada Sanitary District.

The following community members commented on the property negotiation: Robert Klein, Fran Pollard, Dan Haggerty, Bill Kehoe, Diane Ross, Dale Ross, and Dave Olsen. A written comment was received from resident Leni Schultz. In general, the speakers supported the idea of acquiring the property for utilization as needed by the community, after the District reorganizes into a Community Services District.

ACTION: Director Woren moved to appoint the General Manager as Property Negotiator. (Woren/Lohman).

Director Seaton moved to amend the motion to delay the appointment of the Property Negotiator. There was no second for the motion to amend.

Vote conducted on original motion. Approved 4-1, Seaton opposed.

ADJOURN TO CLOSED SESSION

- 1. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).**
Agency designated representative: Chuck Duffy
Unrepresented employee: District Administrator
- 2. Conference with Labor Negotiator Chuck Duffy and Board of Directors (Government Code Section 54957.6).**
Agency designated representative: Chuck Duffy
Unrepresented employee: Assistant Administrator
- 3. Conference with Real Property Negotiator, Chuck Duffy (Government Code Section 54956.8).**
Negotiating parties: Harbor District and Granada Sanitary District
Property under negotiation: Vacant Land with no address located on Obispo Road from Avenue Portola to Coronado (adjoining U.S. Post Office), El Granada, California. APN 047-261-030.
Under negotiation: Instruction to negotiator will concern price and terms of payment
- 4. Conference with Real Property Negotiator, Chuck Duffy (Government Code Section 54956.8).**
Negotiating parties: Working Dirt (New Building Owner and Landlord) and Granada Sanitary District
Property under negotiation: District Offices and Building at 504 Avenue Alhambra, 3rd Floor, El Granada, California
- 5. 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

6. 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

RECONVENE TO OPEN SESSION

General Counsel announces that no reportable action was taken.

ADJOURN SPECIAL MEETING

The Closed Session was adjourned to the end of the Regular Agenda.

CALL REGULAR MEETING TO ORDER

The Regular Meeting of the Granada Sanitary District Board of Directors was called to order at 7:40 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Director Seaton reiterated his opinion that the District should postpone certain considerations and explained his preference to set other priorities.

Director Woren stated his opinion that the District would benefit from property ownership versus paying rent for a District office.

REGULAR AGENDA

1. Consideration of the District’s Reorganization into a Community Services District with the Addition of Park and Recreation Powers.

The General Manager reported that ten of the twelve conditions to be completed by October 1st, as required by LAFCo for the reorganization were completed, and that staff was working to finalize the last two conditions: 1). The Agreement between the County of San Mateo Parks Department and the District for parks and recreation services, and 2). The need to contract a surveyor for a Metes & Bounds legal description of the GCSD boundary.

2. Consideration of Short Term Agreement with San Mateo County Parks Department to Implement the Midcoast Action Plan for Parks and Recreation as an Interim Plan for Services.

District Counsel reviewed the changes made to the Agreement as requested by the County since the Agenda packet was distributed. He said the template used is a “boiler plate” standard for independent contract agreements, which outlines the action plan and other requirements and guidelines needed for the County to provide interim park services. The Agreement also specifies the fees and costs for services, and includes provisions for future park venues.

President Clark introduced Marlene Finley, Director of County Parks, who attended the meeting to confirm the County’s goodwill intent to carry out the action plan and

provide assistance and support for the District's transition. She assured the Board that the County will not have the ability to act independently or to make decisions. The board held a general discussion.

ACTION: Director Lohman moved to approve the Agreement presented with modifications changing all references of, "District General Manager" to "District," except in sections that provide procedural authority. (Lohman/Woren).
Approved 5-0.

3. Consideration of Resolution Establishing Compensation for the Position of District Administrator.

Action: Director Woren moved to approve a 6% salary increase for the District Administrator effective on September 1, 2014. (Woren/Lohman). Approved 4-1, Seaton abstained.

4. Consideration of Resolution Establishing Compensation for the Position of Assistant Administrator.

Action: Director Woren moved to approve a 6% hourly rate increase for the Assistant Administrator effective on September 1, 2014. (Woren/Lohman).
Approved 4-1, Seaton abstained.

5. Consideration of Report and Ongoing Issues by District's Sewer Authority Mid-Coastside Representatives.

Director Lohman reported that modifications were made to the SAM Administrative Policy and the General Manager's contract, provided an update on the recycled water ad hoc committee, reported a new Collections worker was hired, and stated that the direct metering project was put on hold due to costs.

Director Woren reported that he felt the new General Manager was doing a very good job.

CONSENT AGENDA

Director Woren requested that Item 7 be held for discussion.

6. Approval of Special and Regular Meeting Minutes for July 17, 2014.

8. Approval of July 2014 Financial Statements.

9. Approval of Assessment District Distribution #1-14/15 for \$5,119.07.

ACTION: Director Woren moved to approve Items 6, 8, and 9. (Woren/Lohman).
Approved 5-0.

7. Approval of August 2014 Warrants for \$250,095.83 (Checks 5558-5587).

Director Woren pointed out that the column recently added to warrants appeared to be off by one line. Staff indicated that nothing significant was affected and that the report may be approved as presented. Director Woren requested that the corrected report be provided at the next meeting.

ACTION: Director Woren moved to approve Consent Agenda Item 7.
(Woren/Blanchard). Approved 5-0.

COMMITTEE REPORTS

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

Director Lohman reported that he will be attending a LAFCo meeting in Ontario in October and will miss the District's October meeting.

12. Attorney's Report. None

13. Treasurer's Report. None.

14. General Manager's Report. None.

15. Administrator's Report. A written report for the period of 7/12 to 8/15/14 was provided in the agenda packet.

16. Engineer's Report. None.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:50 p.m.

ADJOURN TO CLOSED SESSION

RECONVENE TO OPEN SESSION

There was no reportable action taken in the Closed Session.

ADJOURN SPECIAL MEETING

The special meeting was adjourned at 9:30 p.m.

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Jim Blanchard, Secretary

Date Approved: October 9, 2014