



## GRANADA COMMUNITY SERVICES DISTRICT

# Minutes BOARD OF DIRECTORS SPECIAL MEETING

Thursday, September 3, 2015

### **CALL SPECIAL MEETING TO ORDER**

The Special Meeting of the Granada Community Services District Board of Directors was called to order at 6:30 p.m.

### **ROLL CALL**

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

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and District Administrator Delia Comito (7:30 pm meeting only).

### **GENERAL PUBLIC PARTICIPATION**

#### **ADJOURN TO CLOSED SESSION**

- 1. 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.
- 2. 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.
- 3. Conference with Legal Counsel - Significant Exposure to Litigation (Gov. Code Section §54956.9(d)(2)) (one claim)**  
LIABILITY CLAIM  
Claimant: Patricia Armstrong  
Agencies claimed against: Granada Community Services District, City of Half Moon Bay, and Sewer Authority Mid-Coastside
- 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.

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

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant Administrator.

**RECONVENE TO OPEN SESSION**

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

**ROLL CALL**

**GENERAL PUBLIC PARTICIPATION**

**ACTION AGENDA**

**1. Consideration of Variance Application for APN: 048-056-060, 412 Lee Avenue, Miramar, 4,800 Sq. Ft. in 5,000 Sq. Ft. Zone, Owner: Philomena.**

**ACTION:** Director Seaton moved to make the required findings and approve the Variance. (Seaton/Blanchard). Approved 4-0.

**2. Consideration of a Resolution Creating the Granada Parks Advisory Committee.**

The District Administrator explained that the draft Resolution was presented for approval to create an advisory committee for park projects, and that the resolution and related exhibit provides Committee guidelines and general rules of procedure. Resident Chris Johnson expressed his concerns regarding the committee guidelines possibly being too procedural in nature. He also distributed a park projects "wish list" derived from a survey of school-age children for the Committee's consideration. After a general discussion, Robert's Rules of Order is to be removed from the procedures and other minor revisions were requested.

**ACTION:** Director Clark moved to approve the Resolution creating the Granada Parks Advisory Committee with the revisions discussed above (Res. 2015-005). (Clark/Blanchard). Approved 4-0.

**3. Consideration of Granada Parks Advisory Committee Applicants and Potential Appointments.**

Administrator Delia Comito stated that the District had received fourteen committee applications during the public application period. Notices were published in the Half Moon Bay Review, and posted on the District's website and on Nextdoor, a local social media site. Comito then reviewed a spreadsheet that summarized the applicants against the criteria established by the Board to ensure that the committee is balanced in its representation of the community. The criteria identified includes representation by neighborhood and age group, and representation of children and age group, if any, in the household. The Board asked each applicant at the meeting to introduce themselves, and to explain their interest and qualifications for the position.

**ACTION:** Director Clark moved to appoint Barbara Dye, Paul Koelsch, Owen Moore, Brian Overfelt, Dale Ross, Patrick Tierney, and Jeanette Ward as members of the Parks Committee, Moss Beach resident Benjamin Forchini as a non-voting member to represent Coastside residents outside of the District, and

Delia Comito (GCSD), Marlene Finley (SMC Parks), and Sam Herzberg (SMC Parks) as “ex-officio” Committee staff members. (Clark/Seaton) Approved 4-0.

4. **Consideration of Fencing on 150’ Portion of Burnham Strip Property.**  
**ACTION:** Director Woren moved to approve the installation of a split rail fence, or large logs if they are substantially less expensive, at a not-to-exceed cost of \$7,000. (Woren/Seaton). Approved 4-0.
5. **Consideration of Personnel System Manual Amendments Regarding Job Duties and CalPERS Retirement.**  
The Personnel System Manual amendments presented add park related duties to the list of duties of the District Administrator and incorporate the Public Employees’ Pension Reform Act (PEPRA) changes into the retirement benefits section.  
**ACTION:** Director Clark moved to approve the Personnel Manual Amendments as presented. (Clark/Blanchard). Approved 4-0.
6. **Consideration of Resolution Establishing Compensation for the Position of District Administrator.**  
This item was tabled to the next board meeting.
7. **Consideration of Resolution Establishing Compensation for the Position of Assistant Administrator.**  
**ACTION:** Director Clark moved to approve the Resolution as presented. (Res. 2015-006). (Clark/Blanchard). Approved 4-0.
8. **Consideration of a Report by the District’s Sewer Authority Mid-Coastside Representatives.**  
Director Woren provided a review of the latest SAM meeting.

#### **CONSENT AGENDA**

Staff requested tabling Item 12 until the next meeting.

9. **Approval of July 23, 2015 Special Meeting Minutes.**
10. **Approval of August 2015 Warrants (Check No. 5940 to 5982)**
11. **Approval of June 2015 Financial Statements.**
13. **Approval of Assessment District Distribution #1-15/16.**  
**ACTION:** Director Clark moved to approve Items 9, 10, 11, and 13 of the Consent Agenda. (Clark/Blanchard). Approved 4-0.
12. **Approval of July 2015 Financial Statements.**  
Tabled to the next meeting.

#### **COMMITTEE REPORTS**

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

#### **INFORMATION CALENDAR**

15. **Attorney’s Report. (Wittwer)**

- 16. General Manager's Report. (Duffy)**
- 17. Administrator's Report. (Comito)**
- 18. Engineer's Report. (Kennedy Jenks)**

**ADJOURN SPECIAL MEETING**

The special meeting was adjourned at 10:04 p.m.

SUBMITTED BY:

APPROVED BY:

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Delia Comito, Secretary

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Chuck Duffy, General Manager

Date Approved by Board: October 15, 2015