



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

July 19, 2018

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:30 p.m.

ROLL CALL

President Leonard Woren, Vice President Barbara Dye, Director Jim Blanchard, Director Matthew Clark, and Director David Seaton.

Staff: General Manager Chuck Duffy, District Counsel William Parkin, and Assistant General Manager Delia Comito.

GENERAL PUBLIC PARTICIPATION

ADJOURN TO CLOSED SESSION

1. Conference with Legal Counsel – Existing Litigation (Gov. 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) - San Mateo Superior Court Case No. 17CIV03092.

2. Conference Involving A Joint Powers Agency – Sewer Authority Mid-Coastside (Government Code Section 54956.96):

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code
Section 54956.9 (Two potential cases – circumstances need not be
disclosed pursuant to paragraph (1) of subdivision (e) of Government Code
Section 54956.9)**

Granada Community Services District representatives on SAM joint powers agency board: Jim Blanchard, Chair, and Leonard Woren, Director.

RECONVENE TO OPEN SESSION

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 7:40 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Resident and PAC Member Dale Ross informed the Board of a natural spring on Ave. Portola, which he thought could be used for a water feature when the medians on that street undergo park improvements.

ACTION AGENDA

1. Public Hearing: Consideration of a Sewer Service Charge Increase and Related Enacting Ordinance in Accordance with Articles XIII C and D of the California Constitution (Proposition 218).

The General Manager stated that at the previous meeting, the Board had preliminarily approved the proposed sewer service charge rate increases from the current \$402 per ERU, to \$460 per ERU for FY 2018/19, \$520 per ERU for FY 2019/20, and \$580 per ERU for FY 2020/21. Staff previously mailed notices of the proposed increase to rate payers in accordance with Prop. 218. Mr. Duffy also reviewed the documentation provided in the agenda packet to illustrate the necessity of the rate increases. President Woren opened the Public Hearing, and there were no comments or further protests from those in attendance. Staff reported that six protest letters had been received by the time of the meeting. President Woren then closed the Public Hearing.

ACTION: Director Clark moved to adopt the Ordinance amending District Code Sections 700(04) and (05) to increase residential and non-residential sewer service charges (Ord. 172). (Clark/Dye). Approved 4-0-1, Seaton abstained.

2. Consideration of Approval of Class 3 Mainline Permit to Serve APN 047-144-370, 620 Avenue Portola, Owner: Kostiuk, and Code Exemption to Allow Simultaneous Issuance of Class 3 and A1 Sewer Permits.

The Assistant General Manager reviewed the project details and the reason for the request to issue both permits simultaneously. Director Woren expressed some concern relating to past problems related to issuing the permits simultaneously. Staff stated that current procedures in place will prevent the problems encountered in the past.

ACTION: Director Seaton moved to approve the Class 3 mainline extension permit and to allow staff to issue the Class 1A permit at the same time. (Seaton/Dye). Approved 5-0.

3. Consideration of Variance Application for APN: 048-093-040, 495 Mirada Road, Miramar, 3,697 sq. ft. in the 5,000 sq. ft. Zoning District, Owner: Wilkinson.

District Counsel Parkin reviewed the variance findings report provided. The Board held a brief discussion concerning the required variance findings.

ACTION: Director Seaton moved to approve the variance and related required findings. (Seaton/Clark). Approved 5-0.

4. Public Hearing: Consideration of Granada Community Services District Budget for 2018/19 Fiscal Year.

Mr. Duffy reviewed the budget, which included the sewer service charge increases. The Board held a discussion, and had some questions for the General Manager regarding future capital improvement projects, among other things. President Woren opened the Public Hearing. There were no comments from the public, and staff did not report any written comments received. President Woren then closed the Public Hearing.

ACTION: Director Dye moved to approve the District budget for Fiscal Year 2018/19. (Dye/Clark). Approved 5-0.

5. Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge and Delinquent Garbage Account Reports and Authorizing the Collection of Said Charges on the 2018/19 FY San Mateo County Tax Roll.

Mr. Duffy briefly reviewed the reports provided. President Woren opened the Public Hearing. There were no comments from the public, and staff did not report any written comments received. President Woren then closed the Public Hearing. President Woren asked for a future agenda item to analyze residential water usage.

ACTION: Director Clark moved to approve the Sewer Service and Delinquent Garbage Account Reports and to place the charges on the County tax roll. (Clark/Blanchard). Approved 5-0.

6. Consideration of Assessment District Administrative Budget and Cost Recovery Levy for Fiscal Year 2018/19.

ACTION: Director Dye moved to approve the Assessment District Budget and Cost Recovery for FY 2018/19. (Dye/Clark). Approved 5-0.

7. Consideration of Appointing California Association of Sanitation Agencies (CASA) Voting Representative and Two Alternates.

Staff said that this is similar to the California Special District Association appointment, and if approved, will return with a by-law amendment at a future meeting.

ACTION: Director Dye moved to appoint Director Seaton as the District Representative, to appoint herself and Director Clark as the alternates, and to approve Director Seaton's attendance and reimbursement of expenses at the upcoming CASA conference. (Dye/Clark). Approved 5-0.

8. Consideration of District's Sewer Authority Mid-Coastside Report.

Director Woren reported on the SAM meetings held on June 11 and 25.

CONSENT AGENDA

9. Approval of June 21, 2018 Meeting Minutes.

10. Approval of July 2018 Warrants for \$193,513.87.

11. Approval of May 2018 Financial Statements.

12. Approval of Assessment District Distribution #1-18/19.

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

COMMITTEE REPORTS

- 13. Report on seminars, conferences, or committee meetings.
- 14. Report on Parks Advisory Committee.

INFORMATION CALENDAR

- 15. Attorney's Report. (Wittwer)
- 16. General Manager's Report. (Duffy)
- 17. Administrative Staff Report. (Comito)
- 18. Engineer's Report. (Kennedy Jenks)
- 19. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 10:29 p.m.

SUBMITTED BY:

ATTEST:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: August 16, 2018