



GRANADA COMMUNITY SERVICES DISTRICT

Minutes BOARD OF DIRECTORS SPECIAL MEETING

Thursday, December 14, 2017

CALL SPECIAL MEETING TO ORDER

The special meeting was called to order at 6:37 p.m.

ROLL CALL

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

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and Assistant General Manager Delia Comito.

GENERAL PUBLIC PARTICIPATION

None.

ADJOURN TO CLOSED SESSION

- 1. Conference with Real Property Negotiator (Government Code Section 54956.8).**
District's Negotiator: Chuck Duffy.
Negotiating parties: Half Moon Bay Fire Protection District and Granada Community Services District.
Property under negotiation: Vacant Land with no address located at Obispo Road and Avenue Portola, El Granada, California. (APN 047-261-030)
Under negotiation: Instruction to negotiator will concern price and terms.
- 2. Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9(d)(2)). (One potential case).**
- 3. 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.
- 4. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9(d)(1)).** Administrative Liability Complaint R2-2017-1024 issued by the San Francisco Regional Water Quality Control Board.
- 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.

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

Agency designated representative: Chuck Duffy

Unrepresented employee: Assistant General Manager.

RECONVENE TO OPEN SESSION

There was no reportable action from Closed Session. The Closed Session will be reconvened at the end of the Meeting.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

None.

ACTION AGENDA

1. Election of 2018 District Board Officers.

President Blanchard opened the floor for nominations.

ACTION: Director Clark nominated Director Woren for Board President. The motion was approved by unanimous consent. (Clark/Dye). Approved 5-0.

ACTION: Director Woren nominated Director Dye as Board Vice-President. The motion was approved by unanimous consent. (Woren/Clark). Approved 5-0.

The newly appointed officers took their positions.

2. Consideration of Variance Application for APN: 047-275-060, Columbus Street, El Granada, 2,984 sq. ft. in 5,000 sq. ft. zoning district, Owner: Erica Adams.

Director Dye recused herself from the meeting for the duration of this item due to the fact that her residence is within 500' of the proposed project. District Counsel Wittwer reviewed the required findings for the variance. He indicated that in May of 2017, the District adopted Ordinance 169, which allows the Board to limit a project to two bedrooms if the parcel is less than 60% of minimum parcel size. The applicant had expressed concern over this issue as the subject project proposes three bedrooms. The Board held a discussion. Mr. Wittwer suggested that because the project had been approved by the County prior to the District's adoption of the Ordinance, the Board could grandfather her project.

ACTION: Director Clark moved to approve the variance on the basis that the project application was deemed complete by the San Mateo County Planning Department prior to the adoption of District Ordinance 169. (Clark/Blanchard). Approved 4-0.

Director Dye returned to the meeting.

3. PUBLIC HEARING: Consideration of an Amendment to the Franchise Agreement with Recology of the Coast for Solid Waste and Recycling Services and a Resolution Amending and Approving a New Rate Schedule for Fees and Charges for Solid Waste and Recycling Services in Accordance with Articles XIII C and D of the California Constitution (Proposition 218).

Mr. Duffy reviewed the proposed First Amendment to the Franchise Agreement with Recology of the Coast, which provides for a rate increase of 5.76% effective on 1/01/18, revises green-waste service, caps yearly rate increases at 6%, changes residential pick up start time from 7:00 am to 6:00 am, and extends the agreement through 2027. He reported that staff had mailed the required public hearing rate increase notices to the District ratepayers as required by Prop. 218.

President Woren opened the public hearing. Staff reported that four written protests to the proposed rate increase were received. Resident David Olsen suggested that he would like composting services to be added to the agreement. President Woren closed the public hearing.

ACTION: Director Clark moved to find that no majority protest to the rate increase was received by the District. (Clark/Blanchard). Approved 5-0.

ACTION: Director Blanchard moved to approve the amendment to the Recology Franchise Agreement as presented, and to approve the Resolution to adopt the new rate schedule effective January 1, 2018. (Blanchard/Clark). Approved 4-1, Director Seaton opposed.

4. Consideration of Approving Resource Conservation District Scope of Work Proposal for Vegetation Management at Burnham Strip and Related Amendment 1 to Independent Contractor Agreement.

After some discussion, the Board decided to table this item until a staff member of the RCD was available to attend the meeting to clarify some questions regarding the proposal.

5. Consideration to Approve Proposal to Create a Preliminary Park Conceptual Design for the Burnham Strip Parcel.

The Board was presented with three proposals from landscape architects to produce a draft conceptual park design. The Board held a lengthy discussion regarding the best way to move forward and about what park related improvements would be appropriate for the Burnham Strip. Residents Dave Olson, Nancy Marsh, and Fran Pollard provided their input to the Board.

ACTION: Director Dye moved to approve the conceptual design proposal from Kikuchi + Kankel Design Group, to be attached to the District's standard consultant agreement, for a not-to-exceed amount of \$18,000. (Dye/Clark). Approved 4-1, Director Seaton opposed.

6. Consideration of Office Lease Renewal with Working Dirt, LLC.

Staff reported that the new lease would keep the base rent at the current amount of \$4,200 per month for a three-year period. The only change requested by the landlord is an additional \$250.00 per month to be paid by the District toward common area maintenance costs.

ACTION: Director Dye moved to approve the lease agreement as presented. (Dye/Blanchard). Approved 5-0.

7. Consideration of Resolutions to Establish Compensation for District Staff and Adopt SDRMA Insurance Plans.

This item was tabled until the next board meeting.

8. Consideration of District Banking Institution.

This item was requested by Director Clark. He feels the District should discontinue banking with Wells Fargo in light of the "Sham Account" scandal last year. He read a statement from the State Treasurer who said the State will not be doing business with Wells Fargo due to their unfair business practices. After some discussion, the Board directed staff to investigate alternative banking institutions, and to report the findings at a future meeting.

9. Consideration of Resolution Appointing Representatives and Alternate to the Sewer Authority Mid-Coastside Board of Directors.

Both existing representatives expressed their interest in continuing on the SAM Board of Directors. Director Seaton also expressed his desire to be appointed as the District's representative to SAM. The Board held a discussion.

ACTION: Director Dye moved to adopt the resolution appointing Directors Woren and Blanchard as the SAM Representatives, with Director Clark serving as the alternate. (Dye/Blanchard). Approved 4-0-1, Director Seaton abstaining.

10. Consideration of an Amendment to the GCSD FY 2017/18 Budget for the Emergency Repair of the SAM Wastewater Treatment Plant Electrical System.

General Manager Chuck Duffy reported that he had been informed that the SAM Treatment plant has lost its main power feed due to a rusted ducting system, and the plant has been running on emergency generator power since that time. SAM is requesting additional funds above and beyond those included in the budget to fund the expected \$490,000 repair.

ACTION: Director Clark moved to approve the GCSD budget amendment and associated resolution as presented. (Clark/Blanchard). Approved 5-0.

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

The District's SAM representatives reported on the latest SAM meeting and the Strategic Plan workshop held.

CONSENT AGENDA

- 12. Approval of October 19, 2017 Meeting Minutes.**
- 13. Approval of November Warrants for \$192,445.45.**
- 14. Approval of December Warrants for \$265,193.94.**
- 15. Approval of September 2017 Financial Statements.**
- 16. Approval of October 2017 Financial Statements.**
- 17. Approval of Assessment District Distribution #5-17/18.**

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

COMMITTEE REPORTS

- 18. Report on seminars, conferences, or committee meetings.**

INFORMATION CALENDAR

- 19. Attorney's Report. (Wittwer)
- 20. General Manager's Report. (Duffy)
- 21. Administrative Staff Report. (Comito)
- 22. Engineer's Report. (Kennedy Jenks)
- 23. Future Agenda Items

RECONVENE TO CLOSED SESSION

RECONVENE TO OPEN SESSION

There was no reportable action from Closed Session.

ADJOURN SPECIAL MEETING

The Special Meeting was adjourned at 11:15 p.m.

SUBMITTED BY:

APPROVED BY:

Delia Comito, Secretary

Chuck Duffy, General Manager

Date Approved by Board: January 18, 2018