



GRANADA COMMUNITY SERVICES DISTRICT

MINUTES BOARD OF DIRECTORS SPECIAL AND REGULAR MEETINGS

April 18, 2019

CALL SPECIAL MEETING TO ORDER AT 6:30 p.m.

ROLL CALL

President Matthew Clark, Vice President Barbara Dye, Director Jim Blanchard, Director David Seaton, and Director Eric Suchomel.

Staff: General Manager Chuck Duffy, Assistant General Manager Delia Comito (Regular Meeting only), and District Counsel Bill Parkin.

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. (Parcel "A", APN 047-261-030)

Under negotiation: Instruction to negotiator will concern price and terms.

2. 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) - Santa Clara County Superior Court, Case No. 17CV316927.

RECONVENE TO OPEN SESSION

There was no reportable action in the Closed Session.

ADJOURN SPECIAL MEETING

CALL REGULAR MEETING TO ORDER

The meeting was called to order at 7:40 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

Resident Rosemary Trujillo provided an update on the County's stance regarding ownership of the medians in Ave. Balboa, and requested that the Board not continue to pursue development of any parks type uses on the medians. Resident Jane Pray Silver also requested the same.

ACTION AGENDA

1. Consideration of Request for Refund of Permit Fees for Excess Sewer Capacity: APN 048-033-110, Owner: Matthews.

President Matthew Clark asked Judy Taylor, the owner's agent, to provide information regarding her refund request relating to two sewer permits issued for the Matthew's five-unit bed and breakfast, one issued in 1994 and the other in 1996. She explained the permit process relevant at that time and the sewer capacity transfer program.

A detailed staff report and legal opinion regarding the request were provided in the packet. District Counsel stated that the Board has the discretion to agree to repurchase two ERUs from Mr. Matthew's by paying 90% of the current connection charges, as opposed to the connection charges paid when the permit was issued, and to refund two transfer fees. Counsel further suggested adoption of a Resolution and recording a Restrictive Grant Deed to prevent the discharge of more than two ERUs of wastewater in the future.

ACTION: Director Dye moved to preliminarily approve a refund of 90% of the current connection fee and 90% of the Assessment Reduction Fee (ARF) paid for two ERU's of capacity in accordance provided that a Resolution and Restrictive Grant Deed on future development on the parcel be brought back to the next meeting for final approval. (Dye/Suchomel). Approved 5-0.

2. Consideration to Approve Class 3 Mainline Extension Permit To Serve APN 047-311-030 and 047-312-040, Big Wave, LLC, Associated Resolution, and Joint Subdivision Improvement Agreement.

Staff reported that the District Engineer approved the engineering of the off-site sewer line extension for the project, and indicated that the applicant requires a separate approval from the Board prior to issuance of the permit to serve the project. District Counsel stated that the subdivision agreement was not yet finalized between the County and Big Wave, and would be subject to changes. The Board decided to table the item until the County agreement was finalized.

3. Consideration to Create Parks and Recreation Staff Position.

A staff report listing the responsibilities of the Assistant General Manager and the Administrative Assistant, both full-time positions, was provided to illustrate the need for the District to consider an additional staff person to handle the growing park related tasks which have been taken on by the Assistant GM and other staff.

Mr. Duffy explained that the Parks Advisory Committee (PAC) had recommended the District hire someone to support the summer recreation program among other tasks. Director Dye will communicate with Nancy Marsh, PAC Chair, to draft a job description for the potential position.

4. Consideration to Approve Independent Contractors Agreement with Weist Law Firm for Bond Counsel Services.

Staff reported that retiring Counsel Jonathan Wittwer suggested that hiring bond counsel was the number one priority for the District, since the bonds are soon to be paid off. Staff presented a Statement of Qualifications from Cameron Weist of Weist Law, who has extensive experience working with assessment districts and integrated financing districts, and is familiar with Gerry Laster, the District's prior bond counsel who passed away several years ago.

ACTION: Director Blanchard moved to approve the Agreement with Weist Law for an amount not to exceed \$25,000. (Blanchard/Dye). Approved 5-0.

5. Discuss Provisions of the Sewer Authority Mid-Coastside Memorandum of Understanding with IUOE, Stationary Local No. 39.

This item was presented for the Board's information to discuss the fiscal impact of the changes to the SAM MOU effective on July 1, 2019. Increases to pay, health benefits, vacation-time, and allowances, plus a new incentive pay clause, and an additional holiday are among other new benefits which will cost SAM and the member agencies approximately \$95,000 in additional costs in the first year alone.

6. Consideration of Sewer Authority Mid-Coastside FY 2019/20 General Budget and Associated Resolution.

ACTION: Director Blanchard moved to approve the 2019/20 FY SAM General Budget. (Blanchard/Dye). Approved 5-0.

7. Consideration of Sewer Authority Mid-Coastside Report.

CONSENT AGENDA

8. Approve March 21, 2019 Meeting Minutes.

9. Approve April 2019 Warrants.

10. Approve March 2019 Financial Statements.

11. Approve Assessment District Distribution #10-18/19.

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

COMMITTEE REPORTS

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

A written report on the PAC meeting held on April 2, 2019 was provided by PAC Chair Nancy Marsh.

13. Report on Parks Advisory Committee.

Director Dye will work with staff to draft a letter to the County Parks Department regarding the Quarry Park pump track.

INFORMATION CALENDAR

14. Attorney's Report. (Parkin)

15. General Manager's Report. (Duffy)

16. Administrative Staff Report.

The Assistant General Manager said she spoke with the Sheriff's Department regarding the homeless people living on the Burnham Strip. If they don't leave voluntarily, the District will have to go through the eviction process.

17. Engineer's Report.

The General Manager reported that the CCTV project was underway to assess District mainlines. He also reported that the District Engineer is still working with State Parks to obtain the easement needed for the Mirada Bridge project.

18. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:51 p.m.

ATTEST:

SUBMITTED BY:

Delia Comito, Board Secretary

Chuck Duffy, General Manager

Date Approved by Board: May 16, 2019