



GRANADA SANITARY DISTRICT
OF SAN MATEO COUNTY

MINUTES
BOARD OF DIRECTORS
SPECIAL & REGULAR MEETINGS

June 20, 2013

CALL SPECIAL MEETING TO ORDER

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

ROLL CALL

President Leonard Woren, Vice President Matthew Clark, Secretary Ron Fenech Sr., Treasurer Gael Erickson, and Director Ric Lohman.

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and District Administrator Delia Comito (Open Session 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 Involving a Joint Powers Agency - Pursuant to Government Code Section 54956.96.

Per Sewer Authority Mid-Coastside Agenda Items 2.A, and 2.B, on June 10, 2013, discussion will concern:

2.A. Public Employee Employment – Title: Manager – Government Code 54957

2.B. Labor negotiations: Unrepresented Employee - Title: Manager - Government Code 54957.6

Local agency representatives: Directors Leonard Woren and Ric Lohman

4. Conference with Legal Counsel – Initiation of Litigation (Gov. Code Section §54956.9(d)(4)). (One potential case).

RECONVENE TO OPEN SESSION

The Board will continue the Special Meeting Closed Session after the Regular Meeting.

CALL REGULAR MEETING TO ORDER

The Regular Meeting was called to order at 7:45 p.m.

ROLL CALL

GENERAL PUBLIC PARTICIPATION

El Granada resident Laura Stein suggested that the Board consider going to electronic meeting packets and hiring a professional to redesign the District's website.

REGULAR AGENDA

1. Consideration of Variance Application: Bakshi, for APN 048-022-350, Cortez, Miramar, 8,800 Sq. Ft. Parcel.

District Counsel reviewed the variance findings report. He indicated that the original two parcels comprising the property were conveyed into separate ownership prior to the County's Subdivision Map Acts, thereby meeting requirement 1. Director Woren cited his issue against building on two merged lots at 8,800 sq. ft., preferring three merged lots at 13,200 sq. ft. which meets the 10,000 sq. ft. zoning minimum.

ACTION: (Lohman/Fenech). Approved 4-0-1 (Woren abstained).

2. Consideration of LAFCo Application for Potential Reorganization into a Community Services District with Parks and Recreation Powers:

- a. Report from General Manager on status of Application to LAFCo;
- b. Adopt Policy Limiting Acquisition and Use of Agricultural Lands for Park and Recreation Purposes (draft Resolution No. 2013-004); and
- c. Further directions to General Manager necessary or convenient to the processing to completion of the Granada Sanitary District Reorganization Project (including execution of any related agreements).

The General Manager reported on his meeting with Director Lohman and the Cabrillo Unified School District Board President and School Superintendent. This meeting was part of the continuing efforts to present the District's proposed reorganization proposal to various community groups and agencies. He indicated that the feedback received thus far was mostly positive.

Director Woren reported on his attendance as District Representative at the San Mateo County Parks and Recreation Commission meeting. The committee approved sending a letter generally supporting the District's reorganization.

Director Lohman reported on his attendance at the MROSD meeting, indicating that the District reorganization will be addressed at a future meeting.

The General Manager noted that the District had received a comment letter from the San Mateo County Harbor District which will be circulated to the Board.

District Counsel was directed to revise the draft Agriculture policy as appropriate to express the intent of the Board for the next board meeting. Mr. Wittwer will also coordinate the revised draft with the Agricultural Policy Committee.

3. Consideration of November 5, 2013 Election, Length of Candidate Statements, and Payment for Candidate Statements.

ACTION: Director Clark moved to approve the policy to allow up to 400 words in the candidate's statements and that each candidate will pay for their own statement costs. (Clark/Erickson). Approved 5-0.

4. Consideration of Annual Financial Statements and Audit Report for Fiscal Year 2011/12.

The General Manager reported that the financial statements show that the District is in sound financial condition. Director Woren requested that the statement on page 4 stating that the "the COP was used to pay for cost overruns associated with the SAM Wastewater Treatment Plant Expansion" be corrected. The COP was actually used for gap financing of the project.

ACTION: Director Lohman moved to approve the report as amended above. (Lohman/Clark). Approved 5-0.

5. Consideration of Draft District Budget for Fiscal Year 2013/14.

Mr. Duffy reported that the only change to the budget the Board reviewed at the May meeting is the addition of a non-recurring revenue line item to account for SAM's refund to the District of excess reserves accumulated throughout the years.

ACTION: Director Lohman moved to approve the final District Budget. (Lohman/ Erickson). Approved 5-0.

6. Consideration of Assessment District Administrative Budget and Cost Recovery Levy for Fiscal Year 2013/14.

ACTION: Director Clark moved to approve the Assessment District Administrative Budget and Cost Recovery as presented. (Clark/Erickson). Approved 5-0.

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

Directors Lohman and Woren provided a review of the last SAM meeting. Highlights of the meeting included a discussion of an electrical system upgrade project, and the fling of the Notice of Completion for the Wet Weather Flow Management Project.

CONSENT AGENDA

8. Approval of Special Meeting Minutes for May 23, 2013.
9. Approval of June 2013 Warrants for \$132,741.28 (Checks 5101-5133).
10. Approval of April 2013 Financial Statements.
11. Approval of May 2013 Financial Statements.
12. Approval of Assessment District Distribution #11-12/13 for \$4,068.00
ACTION: Director Clark moved to approve the Consent Agenda.
(Clark/Erickson). Approved 5-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

14. Attorney's Report – None.
15. Treasurer's Report – None.
16. General Manager's Report – None.
17. Administrator's Report – None.
18. Engineer's Report – None.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 9:31 p.m.

RECONVENE TO SPECIAL MEETING

The special meeting was reconvened at 9:45 p.m.

ADJOURN TO CLOSED SESSION

RECONVIENE TO OPEN SESSION

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

ADJOURN SPECIAL MEETING

The special meeting was adjourned at 9:59 p.m.

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Ric Lohman, Secretary

Date Approved: July 18, 2013