



GRANADA SANITARY DISTRICT  
OF SAN MATEO COUNTY

**MINUTES**  
**BOARD OF DIRECTORS**  
**SPECIAL & REGULAR MEETINGS**

Thursday, June 19, 2014

**CALL SPECIAL MEETING TO ORDER**

The Special Meeting of the Granada Sanitary District Board of Directors was called to order at 6:35 p.m.

**ROLL CALL**

President Matthew Clark, Vice President Leonard Woren, Secretary Jim Blanchard, Treasurer David Seaton, and Director Ric Lohman.

Staff: General Manager Chuck Duffy, District Counsel Jonathan Wittwer, and District Administrator Delia Comito (Open Session only).

**GENERAL PUBLIC PARTICIPATION**

None.

**ACTION AGENDA**

**1. Consideration of Appointing General Manager as Real Property Negotiator.**

District's Negotiator: Chuck Duffy

Property under negotiation: District Offices and Building at 504 Avenue Alhambra, El Granada, California.

Negotiating parties: Marlborough Group and/or ALAW, as Trustee under Deed of Trust and/or Unknown New Owner by purchase at noticed auction and/or any other successor in interest to Building at 504 Alhambra Avenue and Granada Sanitary District.

**ACTION:** Director Woren moved to approve appointing the General Manager as Real Property Negotiator for the District. (Woren/Lohman). Approved 5-0.

**ADJOURN TO CLOSED SESSION**

**2. Conference with Real Property Negotiator, Chuck Duffy (Government Code Section 54956.8).**

Negotiating parties: Marlborough Group and/or ALAW, as Trustee under Deed of Trust and/or Unknown New Owner by purchase at noticed auction and/or any other successor in interest to Building at 504 Alhambra Avenue and Granada Sanitary District.

Property under negotiation: District Office Space and Building at 504 Avenue Alhambra, El Granada, California.

3. **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.
4. **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.
5. **Conference Involving a Joint Powers Agency - Pursuant to Government Code Section 54956.96.**  
Per Sewer Authority Mid-Coastside Agenda Item 10.A on May 19, 2014, discussion will concern:  
Labor negotiations: Unrepresented Employee - Title: General Manager - Government Code 54957.6 – SAM Designated Representatives: Board of Directors  
Local agency representatives: Directors Leonard Woren and Ric Lohman.

### **RECONVENE TO OPEN SESSION**

There was no reportable action taken in the Closed Session.

### **ADJOURN SPECIAL MEETING**

### **CALL REGULAR MEETING TO ORDER**

The Regular Meeting of the Granada Sanitary District Board of Directors was called to order at 7:33 p.m.

### **GENERAL PUBLIC PARTICIPATION**

El Granada resident Tim West congratulated the Board on the recent passage of Measure G which reorganized the District into a Community Services District, and expressed his optimism about future possibilities. He offered his full assistance to the Board, and stated an interest in providing input on behalf of the young adults in the community regarding the type of parks they would like to have.

### **REGULAR AGENDA**

1. **Resolution of Appreciation and Commendation to Leni Schultz, Fran Pollard, and other members of the Granada Parks Committee.**

President Clark read the Resolution of Appreciation proclaiming the District's appreciation and recognition to the Committee for their efforts which substantially contributed to the passage of Measure G to reorganize the District into a Community Services District. Committee Members Leni Schultz, Fran Pollard and Dan Haggerty were present at the meeting and special certificates were awarded to each member. Schultz and Pollard individually addressed the Board, and thanked the Board and staff for their hard work and success.

**ACTION:** Director Woren moved to approve the Resolution of Appreciation to the Granada Parks Committee. (Woren/Lohman). Approved 5-0.

**2. Consideration of the District's Reorganization into a Community Services District with the Addition of Park and Recreation Powers.**

The General Manager informed the Board that he had been in touch with LAFCo Executive Director Martha Poyatos to thank her for her hard work and effort in the CSD process, and to discuss the next steps in becoming a CSD. Director Woren gave a summary of the steps in the election process and added that LAFCo will be recording a Certificate of Completion of the reorganization upon the County issuing the final election results for Measure G.

**3. Consideration of Grand Jury Report Regarding District Website.**

The General Manager indicated that this item was presented for information only, and that staff will draft a response for presentation at the July board meeting. The item was tabled to the next meeting.

**4. Consideration of District Social Media Presence.**

This Item was placed on the Agenda at the request of Director Seaton, to gauge support for a District social media presence by establishing a Facebook page and possibly other social media platforms for the public's benefit. President Clark distributed a CSDA article regarding social media which pointed out the importance of policy development and implementation before going online, and noted his concern about the possible effect of the additional workload on staff. The Board agreed that if the District was going to establish a social media presence, it would be best to have it coincide with the District reorganization. The Board directed the General Manager to investigate other local agencies involvement in social media and their policies, and to return with the findings at the October board meeting.

**5. Consideration of Resolution Approving Sewer Authority Mid-Coastside General Operations and Capitalized Maintenance Project Budget for Fiscal Year 2014-15.**

The General Manager stated that the SAM budgets contained in the packet were unchanged from the budget presented at the May board meeting. Two modifications were suggested: 1) amend the title of the resolution for the Capitalized Maintenance Budget to read as follows ". . . its General Budget *and Associated Capital Maintenance Budget* for Fiscal Year 2014/15"; and 2) change the percentages in the Capitalized Maintenance Budget Ownership Distribution Table to correctly reflect the following ownership allocation and related budget amount: HMB 50.5%, GSD 29.5%, MWSD 20%.

**ACTION:** Director Lohman moved to approve the SAM Operations and associated Capitalized Maintenance Budgets as amended above, and to adopt the associated resolution. (Res. 2014-005). (Lohman/Woren). Approved 5-0.

**6. Consideration of Resolution Approving Sewer Authority Mid-Coastside Collections Budget for Fiscal Year 2014-15.**

**ACTION:** Director Woren moved to approve the SAM Collections budget, and to adopt the associated resolution. (Res. 2014-006). (Woren/Lohman). Approved 5-0.

**7. Consideration of District Budget for Fiscal Year 2014-15.**

The General Manager stated that the budget contained in the packet was unchanged from the budget presented at the May board meeting

**ACTION:** Director Woren moved to approve the District budget as presented for Fiscal Year 2014-15. (Woren/Blanchard). Approved 5-0.

**8. Consideration of Annual Financial Statements and Audit Report for Fiscal Year 2012/13.**

The General Manager reported that the financial statements show that the District is in sound financial condition.

**ACTION:** Director Lohman moved to approve the Financial and Audit statements for the fiscal year ended June 30, 2014. (Lohman/Woren). Approved 5-0.

**9. Consideration of Report and Ongoing Issues by District's Sewer Authority Mid-Coastside Representatives.**

Directors Lohman and Woren reported that talks concerning the possible provision of recycled water were discussed at the last SAM meeting, as was the potential metering of various SAM main lines.

**CONSENT AGENDA**

**10. Approval of Special and Regular Meeting Minutes for May 15, 2014.**

**11. Approval of June 2014 Warrants for \$124,833.17 (Checks 5494-5520).**

**12. Approval of May 2014 Financial Statements.**

**13. Approval of Assessment District Distribution #11-13/14 for \$4,680.63.**

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

**COMMITTEE REPORTS**

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

Director Woren reported on the Midcoast Community Council meeting held regarding traffic and trails.

**INFORMATION CALENDAR**

15. Attorney's Report – No report.

16. Treasurer's Report – No report.

17. General Manager's Report – No report.

18. Administrator's Report - A written report for the period of 5/10 to 6/13/14 was provided.

19. Engineer's Report – No report.

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:20 p.m.. At the request of Director Woren, the meeting was adjourned in memory of Mr. Eddie Andreini, owner of Andreini Brothers Construction, who had a long-standing relationship with the District and who was a prominent and well-known presence in the community.

SUBMITTED BY:

APPROVED BY:

---

Chuck Duffy, General Manager

---

Jim Blanchard, Secretary

Date Approved: July 17, 2014