GRANADA COMMUNITY SERVICES DISTRICT

MINUTES
BOARD OF DIRECTORS
REGULAR MEETING at 7:00 p.m.

October 15, 2026

CALL REGULAR MEETING TO ORDER AT 7:00 p.m.
The meeting was called to order at 7:01 p.m.

ROLL CALL
Board President Barbara Dye, Board Vice President Wanda Bowles, Director Nancy Marsh, and Director Jen Randle. Director Matt Allen was absent.

Staff: Assistant General Manager Hope Atmore. General Manager Chuck Duffy attended via Zoom. District Counsel William Parkin was absent.

GENERAL PUBLIC PARTICIPATION
President Dye shared that she had recently visited Groveland Community Services District (GCSD) in Groveland, CA which also operates a park, playground, and skate park and has signs highlighting the history of the area.

Assistant General Manager Hope Atmore stated that she serves as a Director on the Board of Senior Coastsiders and that she would not participate in the first agenda item discussion.

Director Wanda Bowles disclosed a financial interest and conflict of interest related to Senior Coastsiders pursuant to Government Code Sections 1090 and 1091. Director Bowles recused herself and left the meeting room for Agenda Item 1.

REGULAR MEETING AGENDA

1. **Presentation by Senior Coastsiders for Consideration of a Development Partnership on the Park Property at 480 Ave. Alhambra** – Executive Director Sandi Winter explained that Senior Coastsiders is seeking office and event space on the Midcoast in order to expand access to its services and programs, and thanked the GCSD Board for exploring a possible partnership in constructing a new second building on the 480 Alhambra property. Ms. Winter highlighted potential areas of collaboration including the various classes, intergenerational programming, shared use of space after regular business hours, and volunteer opportunities. The Board discussed the potential scope of programming and the importance of ensuring partnership accommodates the broader community.
   Community member Patrick Tierney expressed strong support for the potential partnership but stressed the need to serve the entire community.

ACTION: Director Marsh moved to direct staff to continue discussions with Senior Coastsiders regarding the potential to partner on creating a joint project as a Midcoast home for Senior Coastsiders. (Marsh/Randle). Approved 3-0-1. (Wanda Bowles recused).

Director Bowles rejoined the meeting at this time.

2. **Park and Recreation Activities.**
   a. Report on Planned Recreation Program Events – Ms. Atmore provided a summary of recent recreation programming including the Learn to Draw, Friday Yoga, and Quarterly Recycling Event. Ms. Atmore also reported that planning is underway for the El Granada Winter Festival. Director Randle asked if local elementary schools could be involved in decorating the tree. The Board also made suggestions for possible food trucks at the Winter Festival.
   b. Updates on Granada Community Park and Recreation Center Project – Ms. Atmore reported that that the project team is compiling responses to County comments for the Coastal Development Permit, and also reported that a Request for Qualifications for design/build services for the 480 Alhambra building was advertised in the Daily Journal and on the IMS website.
      - Initial review of proposed floor plan options for 480 Avenue Alhambra – Ms. Atmore provided an overview of two options, one with staff space and one without staff space on site. Director Marsh emphasized that CPM specifically include firms with experience designing and constructing community recreation centers. Board members discussed the importance of functionality of the space, providing adequate workspace for staff, sufficient space for recreation programming, adequate storage space, and indoor/outdoor access. Mike Wassermann with Capital Program Management clarified the progressive design-build process and emphasized that the Board will have multiple opportunities to provide input and guide the design. Mr. Wassermann also noted that the current approach is to complete the park and renovate the existing building within the available budget while preserving opportunities for future improvements as funding becomes available.
        Community member Patrick Tierney stressed the need to have staff on site, event oversight, facility management, catering facilities, and sufficient storage.

      ACTION: Director Randle moved to direct that staff space be included in the Granada Park and Recreation Center building at 480 Avenue Alhambra. (Randle/Marsh). Approved 4-0.

3. **Proposal for Municipal Advisory Services by Ridgeline Municipal Strategies, LLC, for Funding of the Park and Recreation Center Project** – Ms. Atmore provided a summary of steps taken by CPM to solicit firms for financial advisory services and stated that based on CPM's scoring matrix, Ridgeline Municipal Strategies, LLC was recommended to the Board for engagement.

   ACTION: Director Randle moved to approve the agreement with Ridgeline Municipal Strategies LLC, for municipal advisory services. (Randle/Bowles). Approved 4-0.

4. **Proposal for Independent Contractor Agreement with Dudek for General Manager Services** – Ms. Atmore presented a three-year extension of the independent contractor agreement with Dudek for General Management services with an increased hourly rate from $225 to $255. Board members recognized General Manager Chuck Duffy's experience and expertise in managing sewer districts and providing technical and operational guidance to GCSD.

   ACTION: Director Bowles moved to approve and extend the Contractor Agreement with Dudek for General Manager services. (Bowles/Randle). Approved 4-0.

5. **Report on Sewer Authority Mid-Coastside Meetings** – Director Marsh reported that work on SAM IPS Montara force main replacement project is progressing with some work occurring before January and more substantial activity anticipated in the spring. Director Marsh also explained that the SAM board will be undertaking a strategic planning process and highlighted that an intended outcome is to establish specific goals for SAM that can be used to evaluate the General Manager's performance. Director Dye provided an explanation of the recent failure of SAM's electrical bus duct which shut down power to the entire plant and has required SAM to rent a temporary generator to maintain plant operations. General Manager Chuck Duffy explained that this was the third time in recent years that the bus duct failed. Directors Marsh said SAM is working with PG&E on temporary power and that the bus duct provider will be analyzing the failure in order to propose an improved system. Director Dye discussed a presentation by One Shoreline regarding a potential partnership with the US Army Corps of Engineers to improve infrastructure resilience at the plant in response to sea level rise. Director Marsh stated that the planning phase would involve a 50/50 cost-sharing arrangement and that if it moved to construction, the federal contribution could cover up to 65% of eligible costs. She emphasized that this is not part of the electrical building relocation project but that there could be some cross-over. She further explained that this study is instead focused on the berm around the plant and the repercussions of the creek widening due to sea level rise.

6. **Engineer's Report** – Ms. Atmore summarized projects on San Juan Avenue and an upcoming project in Princeton.

7. **Administrative Staff Report** – Ms. Atmore provided a brief summary of a recent meeting of the San Mateo Midcoast Planning Partners, highlighted the upcoming GCSD candidate forum, and reported that staff is coordinating a first meeting of the Ad Hoc Committee for the skate area of the park.

CONSENT AGENDA

8. **September 17, 2026 Special Meeting Minutes**
9. **September 17, 2026 Regular Meeting Minutes** – Director Marsh made a minor correction, noting that Director Randle seconded the motion to appoint Director Allen to the skate Ad Hoc Committee.
10. **October 2026 Warrants.**
11. **August 2026 Financial Statements.**

    ACTION: Director Marsh moved to approve the Consent Agenda.

(Marsh/Randle). Approved 4-0.

COMMITTEE REPORTS

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

INFORMATION CALENDAR

13. Attorney's Report. (Parkin)

14. General Manager's Report. (Duffy)

15. Future Agenda Items.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:26 p.m.

Attest:

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Hope Atmore, Board Secretary

Date Approved by the Board: November 19, 2026