



GRANADA COMMUNITY SERVICES DISTRICT

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

April 16, 2026

This meeting was held in person and via Zoom.

CALL REGULAR MEETING TO ORDER AT 7:00 p.m.

This meeting was called to order at 7:00 p.m.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

Half Moon Bay resident Chad Hooker, read his recent letter to the editor of Coastside News in which he argues the need for the consolidation of the three sewer agencies on the coastside.

REGULAR MEETING AGENDA

1. Park and Recreation Activities.

- a. Report on Planned Recreation Program Events – Ms. Atmore provided updates on last month's events including the annual Egg Hunt held at Quarry Park, which was a great success. Upcoming events include a Deer Creek walk in June.
- b. Update on Granada Community Park and Recreation Center – Ms. Atmore reviewed the work done by the various consultants, including updated drawings by KCRH and BKF and the traffic study being conducted AMG.
- c. Proposal from CPM regarding Project/Construction Management – Mr. Duffy reported that CPM is well suited to assist with project budgeting, project phasing, and pre-construction permitting and support. The size and experience of the firm makes them a good fit for the Granada park project.

ACTION: Director Randle moved to approve the proposal from CPM for Project/Construction Management. (Randle/Allen). Approved 5-0.

2. Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 General Budget

Mr. Duffy provided an overview of the proposed FY 2026/27 SAM budget and stated that the O&M budget is increasing approximately 15%. More to the point, the main issue for discussion is the upcoming \$14 million SAM Montara forcemain project.

There are three main issues included in the SAM Budget for the board to review:

- 1) Mr. Duffy reported that the FY 2024/25 budget, as approved by the three member agencies in accordance with the JPA, included \$3 million for the SAM Montara forcemain project. However, only \$500,000 of those funds were used towards the project. The remaining funds were used to fund major cost overages for past infrastructure projects and general O&M overages.
- 2) again, in FY 2025/26, \$3.5 million was budgeted for the SAM Montara forcemain, of which approximately \$2-2.5 million will have been spent on the forcemain, with the remaining money used to cover overages in O&M or on older projects that are over budget.
- 3) because of this re-allocation of funds, which runs counter to the budget language in the JPA, staff is proposing language in the Resolution of Approval for the coming FY 2026/27 SAM General Budget to explicitly state that Infrastructure funding can only be used for the specific projects as identified in the budget.

Director Randle asked if we are now in a hole on the forcemain project, and Mr. Duffy confirmed that instead of having \$6.5 million set aside to pay for the project, because of the re-allocation of funds to other O&M and projects, SAM is only \$2-3 million towards funding the project. He stated that according to SAM's General Manager, the 3 member agencies will collectively need to fund \$12 million over the course of the coming fiscal year for the SAM Montara forcemain.

Director Marsh provided updates on planned changes to SAM's financial reporting which she suggested to the SAM Finance Committee, including: (1) adding an equipment repair line item in the O&M budget to track repairs and equipment replacement; (2) requiring line item details for individual project expenditures in the infrastructure budget; (3) prohibiting transfers of funds between projects; (4) establishing that if a project carries forward from one fiscal year to the next, it will be included in the next budget; (5) only budgeting money on a project that can/will actually be spent in that fiscal year.

Mr. Duffy resumed his explanation of staff recommendations concerning the SAM budget and stated that the Forcemain amount requested by SAM is arbitrary and will need to be adjusted following receipt of the McGuire Hester estimate. Therefore, staff is recommending the board approve a budget that includes \$600,000 for the other infrastructure projects, and withhold budgeting for the Forcemain project until the full cost of the project is known. He also recommended that the board direct staff to communicate these plans with SAM and the other member agencies.

ACTION: Director Randle moved to approve staff recommendations including: (1) inclusion of explicit language in GCSB's budget resolution detailing how infrastructure money is to be allocated; (2) request that SAM budget include only the \$600,000 in other infrastructure funding until the full cost estimate for the SAM Montara forcemain is known; and (3) direct staff to communicate this direction to SAM and the other member agencies. (Randle/Bowles). Approved 5-0.

- 3. Draft Sewer Authority Mid-Coastside Fiscal Year 2026/27 Collections Budget –**
Mr. Duffy explained that staff would be requesting clarification on previous year overruns and underruns and that the collections budget would be presented without change in conjunction with the general budget at the next meeting.
ACTION: This item was tabled until the next board meeting.
- 4. Consideration of Updated Sewer System Management Plan –** Ms. Atmore provided an overview of the updated Sewer System Management Plan and highlighted the changes that were required by the State Water Regional Control Board in preparing the document.
ACTION: Director Marsh moved to approve the updated Sewer System Management Plan. (Marsh/Randle). Approved 5-0.
- 5. Engineer's Report –** No additional updates.
- 6. Administrative Staff Report –** Ms. Atmore reported that she attended a meeting with Caltrans, the Harbor District, the Coastal Commission, and various other agencies to share information on their projects and ways to coordinate and collaborate wherever possible.
- 7. Report on Sewer Authority Mid-Coastside Meetings –** Director Marsh explained that SAM has been investigating installation of solar panels through a PPA agreement at the treatment plant for a potential savings of approximately \$20,000 per year. The timeline to approve the agreement is challenging due to CEQA requirements and the lease agreement for the plant site with Half Moon Bay.

CONSENT AGENDA

- 8. March 19, 2026 Regular Meeting Minutes.**
- 9. April 2026 Warrants.**
- 10. February 2026 Financial Statements.**

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

- 12. Attorney's Report. (Parkin) –** Mr. Parkin stated that the judge issued a proposed order of denial of the fee motion filed by Montara.
- 13. General Manager's Report. (Duffy)**
- 14. Future Agenda Items.**

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:21 p.m.

Attest:

Hope Atmore, Board Secretary

Date Approved by the Board: May 21, 2026