



GRANADA COMMUNITY SERVICES DISTRICT

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

April 17, 2025

This meeting was held in person and via Zoom.

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

The regular meeting was called to order at 7:02 p.m.

ROLL CALL

Board President Jen Randle, Director Wanda Bowles, Director Barbara Dye, and Director Nancy Marsh. Director Jill Grant was absent.

Staff: General Manager Chuck Duffy, Assistant General Manager Hope Atmore, and District Counsel William Parkin.

GENERAL PUBLIC PARTICIPATION

Virginia Chang Kiraly provided a brief explanation of LAFCO and thanked the Board for upholding good governance through censuring a fellow director. Kevin Sniecinski, as MCC liaison, stated that the MCC would like to agendize a follow up report on the survey and for GCSD to consider how the MCC might assist in moving the park forward. As a community member, Kevin stated that he attempted to attend the GCSD meeting from Director Grant's home as a teleconference location but was not permitted. Kathryn Slater Carter echoed Ms. Kiraly in commending the board for its actions.

REGULAR MEETING AGENDA

1. Draft Sewer Authority Mid-Coastside General Budget for Fiscal Year 2025/26

(9:12) – Mr. Duffy stated that O&M portion of the budget was relatively flat year-over-year, and that the infrastructure costs would be \$3.6M for the 1st section of the SAM IPS pipeline replacement located in Montara. SAM Rep Director Dye stated that she is comfortable with the SAM budget.

Kevin Sniecinski asked if federal government budget issues would impact the District's budget. Director Dye stated that the only federal money to affect the SAM budget would be through possible FEMA grants. Kathryn Slater Carter commented that the SAM budget process was very easy this year. Delia Comito stated that there should be more detail provided in the SAM budget.

ACTION: Director Dye moved to approve Resolution 2025-004 approving the Sewer Authority Mid-Coastside General Budget for FY 2025-26. (Dye/Marsh).
Approved 4-0.

- 2. Draft Sewer Authority Mid-Coastside Contract Collection Services Budget for Fiscal Year 2025/26 (18:22)** – Mr. Duffy explained that the SAM collection services is a completely separate item from the general budget and stated that the collections crew does a very good job.

ACTION: Director Dye moved to approve Resolution 2025-005 approving the Sewer Authority Mid-Coastside Collections Budget for FY 2025-26. (Dye/Marsh). Approved 4-0.

- 3. Consideration of Bartle Wells Associates Sewer Service Charge Report and Rate Study and Potential Increase in the Sewer Service Charge for Fiscal Years Ending 2026-2030 (22:22)** – Mr. Duffy provided an overview of the proposed Sewer Service Charge increases outlined in the report from Bartle Wells, and stated that the 5% increase for each of the next 5 years should be sufficient to cover expected costs. He also noted that the 5% increase is a maximum, allowing for board discretion each year. Director Dye pointed out that the GCSB rates continue to be lower than surrounding districts. Mr. Duffy reminded the Board that the next meeting was scheduled for June 19th which is a federal holiday. The Board suggested the regular meeting be adjourned to June 26th, which date will be used for the Prop 218 public hearing notice.

Kevin Sniecinski asked if there have been instances in the past five years when the SAM plant or sewer IPS system has been overwhelmed. Mr. Duffy stated that the wet weather storage tanks have been used at various times but there have not been spills due to the system being overwhelmed that he is aware of.

ACTION: Director Marsh moved to approve the sewer service rate study with a maximum increase in rates of 5% per year for the next 5 years, and direct staff to begin the Prop 218 process to increase the sewer service charge. (Marsh/Bowles). Approved 4-0.

- 4. Resolution to Update the District's SAM Representatives (34:22)** – Mr. Duffy stated this item was requested by members of the Board. Director Marsh stated that she has lost confidence that Director Grant would represent the District as opposed to representing herself and that she would be more comfortable having a different SAM alternate representative. Kevin Sniecinski stated that he felt the majority of the community would agree with the action. Director Randle stated she also supports the action. Virginia Chang Kiraly commended the Board again for its actions.

ACTION: Director Marsh moved to approve the Resolution to update the SAM representatives to Director Bowles as first alternate and Director Randle as second alternate and Directors Marsh and Dye as primary representatives. (Marsh/Dye). Approved 4-0.

- 5. Renewal of Agreement with District Legal Counsel Wittwer Parkin, and with Case Related Legal counsel Davis, Bengston & Young, APLC (39:52)** – Mr. Duffy recommended approval of the contract and stated that the firms have done a good job.

ACTION: Director Dye moved to renew the agreement with Wittwer Parkin, and also with Davis, Bengston & Young, APLC. (Dye/Bowles). Approved 4-0.

- 6. Renewal of Agreement with District Engineer Kennedy Jenks (41:39)** – Mr. Duffy stated that the District has been very happy with Kennedy Jenks over the years and suggested approval of the agreement.
ACTION: Director Marsh moved to approve renewal of agreement with District Engineer Kennedy Jenks. (Marsh/Randle). Approved 4-0.
- 7. Discussion of Board Meeting Teleconferencing and Board Member Attendance Policy (42:45)** – Mr. Parkin summarized the traditional, state of emergency, or just cause teleconferencing rules. Mr. Duffy stated that the proposed policy reflects the government code. Director Marsh asked if the Board can restrict the use of traditional teleconferencing by policy and require that members attend in person if they are in the District. Mr. Parkin stated that a separate policy could be drafted regarding public access to meetings via teleconference. Mr. Parkin suggested an additional line to the policy that would allow members to attend via teleconference only if they are outside of the district. Kathryn Slater Carter suggested that the board send letters to their state representatives supporting an extension of the just cause teleconferencing policy. Keven Sniecinski asked if Director Grant contacted the Board to say she would not attend and thanked the Board for addressing the attendance issue.
ACTION: Director Marsh moved to adopt the Board Member Attendance and Teleconferencing Policy with discussed edits. (Marsh/Bowles). Approved 4-0.
- 8. Consideration of the Formation of an Ad Hoc Committee to Research Use Options Related to 480 Avenue Alhambra (1:11:06)** – Director Randle recapped the recommendations of the previous ad hoc committee and summarized possible goals and intentions of a newly formed ad hoc committee. Director Marsh agreed with the goals and stated that there had not been much outreach since April of 2023 due to the focus on the MND. Directors Bowles and Dye concurred that more communication would be helpful. Kevin Sniecinski stated that the Board should firmly refute misinformation about the park while doing outreach. Michelle Dragony said that the Parks Advisory Committee once served as the outreach committee for the park and should be brought back.
ACTION: Director Dye moved to form an ad hoc committee consisting of Directors Randle and Marsh to implement the recommendations made in Director Randle's memo. (Dye/Bowles). Approved 4-0.
- 9. Parks and Recreation Activities (1:27:51)** – Ms. Atmore provided a summary of the past month's events as well as upcoming events. Ms. Atmore also stated that staff is working with KCRH to prepare the Coastal Development Permit application and that staff had met with San Mateo Resource Conservation District (RCD) regarding vegetation management. Kevin Sniecinski informed the Board about the RCD's chips program.
- 10. Engineer's Report (1:36:26)** – Mr. Duffy stated that the District CIP planning will be starting in June and July. Mr. Duffy said he would request updates from SAM management on the force main in Montara.

11. Report on Sewer Authority Mid-Coastside Meetings – Directors Dye and Marsh
had no further updates on SAM.

CONSENT AGENDA (11:38:13)

12. March 20, 2025 Regular Meeting Minutes.

13. April 17, 2025 Warrants.

14. February 2025 Financial Statements.

ACTION: Director Marsh moved to approve the Consent Agenda.
(Marsh/Bowles). Approved 4-0.

COMMITTEE REPORTS (1:39:47)

15. Report on seminars, conferences, or committee meetings – Director Dye gave a
brief summary of the Leadership Council San Mateo workshop she attended. Kevin
Sniecinski suggested that a cross organizational calendar would be useful for all
agencies.

INFORMATION CALENDAR

16. Attorney's Report. (Parkin)

17. General Manager's Report. (Duffy)

18. Administrative Staff Report. (Atmore)

19. Future Agenda Items.

ADJOURN REGULAR MEETING

The regular meeting was adjourned at 8:48p.m.

Hope Atmore, Board Secretary

Date Approved by the Board: May 15, 2025