



## GRANADA COMMUNITY SERVICES DISTRICT

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

May 15, 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 7:00 p.m.

### **ROLL CALL**

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

Staff: General Manager Chuck Duffy, Assistant General Manager Hope Atmore.

### **GENERAL PUBLIC PARTICIPATION**

Bruce Kruettel asked that the board consider calculating sewer charges based on water usage instead of a flat rate.

### **REGULAR MEETING AGENDA**

- 1. Consideration of Candidates to fill District Board Vacancy and Resolution Appointing a Board Member** – Candidates who applied to fill the board vacancy, Wendy Jensen, Anthony Applewhite, Matt Allen, and Will Plaxico, each provided information on their backgrounds and why they were interested in serving on the board. Each candidate answered various questions posed by the board. The board held a discussion on the candidates.

**ACTION:** Director Marsh nominated Matt Allen to fill the District Board Vacancy. Director Randle nominated Wendy Jensen. The board first voted on the nomination of Matt Allen. (Marsh/Dye). Approved 3-1 (Randle opposed). Director Marsh moved to approve the Resolution appointing Matt Allen to the Board. (Marsh/Dye). Approved 4-0.

Matt Allen took the oath of office.

- 2. Approval of Audited District Financial Statement for the Fiscal Year Ending June 30, 2024** - Mr. Duffy explained that due to recent changes in the GASB financial regulations, the Assessment District financials and the Sewer and Parks and Recreation financials are combined as of two years ago. Chris Brown from Brown and Company CPA's provided a brief presentation of the District's audited

financial statements. Mr. Brown stated that the District was provided an unmodified clean opinion, and they did not identify any weaknesses in the internal controls.

**ACTION:** Director Marsh moved to approve the Audited Financial Statements for Fiscal Year 2023/24. (Marsh/Bowles). Approved 5-0.

**3. Parks and Recreation Activities.**

- a. Report on Planned Recreation Program Events – Ms. Atmore summarized the previous month’s recreation events, and stated that the next quarterly recycling day will occur on July 19.
- b. Updates on Granada Community Park Project – Ms. Atmore stated that staff met with San Mateo County Planning Staff and that a pre-application and public workshop will be required prior to submitting for the Coastal Development Permit. Ms. Atmore also provided information on Sean Avent with Sunset Ecological Solutions who is assisting with regulatory agency permits, as well as Sean Rose from SR Rose Engineering who is being researched as a possible project manager.

**4. Engineer’s Report** – Mr. Duffy stated that the aerial surveys for the SAM IPS force main project in Montara is underway. Director Marsh asked for the status on the Big Wave connection. Mr. Duffy explained that Big Wave’s connection to the GCSB sewer is plugged until the onsite system can be flushed and engineering fees are paid.

**5. Report on Sewer Authority Mid-Coastside Meetings** – Director Dye provided an update on the First Flush program. Director Dye also stated that the City of Half Moon Bay is questioning the flow allocations calculated by SAM, based on a hydraulic study they recently completed. Director Dye also provided information on the Montara Water and Sanitary District earth movement issues in Seal Cove.

**CONSENT AGENDA**

**6. April 17, 2025 Regular Meeting Minutes.**

**7. April 30, 2025 Special Meeting Minutes.**

**8. May 15, 2025 Warrants.**

**9. March 2025 Financial Statements.**

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

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

**11. Attorney’s Report. (Parkin)**

**12. General Manager’s Report. (Duffy)**

**13. Administrative Staff Report. (Atmore)** – Ms. Atmore stated that following a notice from the Fire Department, a bird survey had been completed by RCD and that the property will be mowed.

**14. Future Agenda Items.**

**ADJOURN REGULAR MEETING**

The regular meeting was adjourned at 9:01 p.m.

---

Hope Atmore, Board Secretary

Date Approved by the Board: July 17, 2025