



GRANADA COMMUNITY SERVICES DISTRICT

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

October 16, 2025

This meeting was held in person and via Zoom

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

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

ROLL CALL

Board President Jen Randle, Director Matt Allen, Director Wanda Bowles, and Director Nancy Marsh. Board Vice President Barbara Dye participated via teleconference from 1076 Columbus Street, El Granada. General Counsel Bill Parkin stated that Director Dye was appearing remotely under the Just Cause provision of the Brown Act.

ACTION: Director Marsh moved to approve the request for remote participation by Director Dye. (Marsh/Bowles). Approved 4-0.

Staff: General Manager Chuck Duffy, Assistant General Manager Hope Atmore. District Counsel William Parkin participated via teleconference.

GENERAL PUBLIC PARTICIPATION

Kevin Sniecinski spoke on behalf of the Midcoast Community Council and informed the Board that MCC is wrapping up their year and expect to have only two additional meetings for 2025. Mei Clark, Executive Director of Wilkinson School, shared background information on the school and announced that the school will be expanding into new space to accommodate its middle school program and adding a pre-school and early learning center to serve ages 2-5.

REGULAR MEETING AGENDA

1. Recreation Activities.

- a. Report on Planned Recreation Program Events – Ms. Atmore provided a summary of recent past recreation events and announced other upcoming programming.

2. Granada Community Park and Recreation Center Project.

- a. Updates from Community Recreation Center Ad Hoc Committee – Director Marsh explained the zoning rules that apply to the 480 Avenue Alhambra property and reviewed the Ad Hoc Committee's findings related to the possible sale of the property, concluding that given the limited buyers' market for the property, the public use limitations of the El Granada Gateway District Zoning, and the

community's desire for a community recreation center, the ad hoc committee recommends proceeding as planned with the recreation center plans.

- b. Updates from Staff on Park and Recreation Center Project – Ms. Atmore stated that there will be a public meeting hosted by Supervisor Mueller and Senator Becker along with Caltrans and the San Mateo County Harbor District on October 27 to discuss their parking plans.

General Manager Chuck Duffy introduced Tom Conroy of KCRH Landscape Architecture to discuss the letter from San Mateo County letter related to the pre-application process for the Granada Community Park and Recreation Center Project. Mr. Conroy highlighted that for the County use permit, the Board will need to clarify and define community events and give specific parameters such as hours of operation, frequency of classes, and private vs public events. Mr. Conroy discussed parking issues in light of the planned Caltrans project and stated that he and staff were scheduling a meeting with the Coastal Commission to discuss their comments. The Board discussed having staff develop a use framework that can be reviewed by the Board at a future meeting.

3. **Presentation by Coastside Allies Regarding El Granada Holiday Event** – Kevin Sniecinski presented plans for a series of holiday events and asked the GCSB Board to consider a sponsorship of \$1500 and direct staff and possibly a member of the board to partner to help plan and produce the event.

ACTION: Director Marsh moved that GCSB co-sponsor the event at the \$1500 level and direct staff and Director Dye to represent the District in the partnership. (Marsh/Allen). Approved 5-0.

4. **Engineer's Report** – Mr. Duffy reviewed steps taken to date as part of the sewer main pipeline replacement projects and explained the CCTV work that has been done to determine the material, condition, and the age of some pipes. Director Randle asked for an update on Big Wave and staff stated that they would follow up on status.
5. **Report on Sewer Authority Mid-Coastside Meetings** – Director Marsh stated that the SAM Board authorized a contract to install boiler #2 at the regular SAM meeting. She also reported that of the \$3M budgeted in FY 24-25 for the SAM Force Main project in Montara, approximately \$2.3M was used to pay for past projects and other incidental repairs and maintenance. She stated that next year's budget will include a line item for repairs and maintenance so that it can be more easily tracked and that more clear timelines will be developed to track actual projects that are backlogged. Mr. Duffy stated that the crux of the issue is that the member agency boards approved \$3M for the Force Main project, and only \$700,000 was spent on that project. The remaining \$2.3M was spent on other projects and operating expenses, and that's not what the boards approved. Legal Counsel Bill Parkin advised that the SAM JPA Agreement does not support the idea that money can be moved around following budget approval by the member agencies.

CONSENT AGENDA

6. **September 18, 2025 Regular Meeting Minutes.**
7. **October 2025 Warrants.**
8. **August 2025 Financial Statements.**

ACTION: Director Marsh moved to approve the consent agenda. (Marsh/Bowles).
Approved 5-0.

COMMITTEE REPORTS

9. **Report on seminars, conferences, or committee meetings** – Director Marsh requested to represent the GCSB Board at the next Midcoast Community Council in order to clarify GCSB's position with regards to the Supervisor Mueller's proposal to have GCSB take over the medians in El Granada. The other members of the Board agreed with Director Marsh's request.

INFORMATION CALENDAR

10. **Attorney's Report. (Parkin)**
11. **General Manager's Report. (Duffy)**
12. **Administrative Staff Report. (Atmore)**
13. **Future Agenda Items.**

ADJOURN TO CLOSED SESSION

1. **Conference with Legal Counsel – Existing Litigation (Government Code Section §54956.9(d)(1)).** *City of Half Moon Bay v. Granada Community Services District and Montara Water and Sanitary District* (RPI, Sewer Authority Mid-Coastside) – Santa Clara County (Superior Court Case No. 17CV316927)

RECONVENE TO OPEN SESSION

No reportable action.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:50 p.m.