



GRANADA COMMUNITY SERVICES DISTRICT

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

January 15, 2026

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

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

GENERAL PUBLIC PARTICIPATION

Cesar Castiyo from Gladis Food Mini Market requested that the Board grant a permit to operate the Gladys Food Truck on District property. Director Dye requested that this issue be agendized for the February meeting and directed staff to provide further discussion and a possible permitting process.

REGULAR MEETING AGENDA

1. Park and Recreation Activities.

- a. Report on Planned Recreation Program Events – Ms. Atmore provided updates on past and future recreation programs. Director Dye suggested a Deer Creek walk and encouraged the public to reach out to District staff with ideas for programming.
- b. Update from Staff Regarding Median Discussions with San Mateo County Staff – Ms. Atmore stated that GCSD staff would be meeting with SMC staff on January 16th and that there would be updates forthcoming. Director Dye reiterated that GCSD had a legal opinion stating that the County owned the medians.

- #### **2. Proposal for Additional Civil Engineering Services by BKF Engineers for the Granada Community Park and Recreation Center** - Mr. Duffy combined and provided an overview of the four proposals covering agenda items 2-5. He stated that BKF Engineers provided an additional scope of services to include 60% design and stormwater plans with a not-to-exceed amount of \$40,000; Group 4 Architects will provide a lighting plan, an updated cost estimate, and responses to County comments with a not-to-exceed amount of \$15,000; additional landscape architectural services will be provided by KCRH with a not-to-exceed amount of \$93,000; and a new proposal for a Traffic Impact Analysis and Mitigation Plan, as required by the County, was provided by AMG Engineers with a not-to-exceed

amount of \$70,000. Director Marsh asked if these additional reports would provide a cost estimate for review by the Board and Mr. Duffy confirmed that cost estimates would appear on a future agenda. Mr. Duffy read the combined motion as follows: to move approval of additional services, Items 2, 3, 4, and 5: Item 2) BKF engineering services, not to exceed \$40,000; Item 3) Group 4 architectural services, not to exceed \$15,000; Item 4) KCRH landscape architectural services, not to exceed \$95,000; and Item 5) traffic and mitigation plan by AMG, not to exceed \$70,000.

ACTION: Director Marsh moved to approve the motion as stated for Items 2, 3, 4, and 5. (Marsh/Bowles). Approved 4-0.

3. Proposal for Additional Architectural Services by Group 4 Architects for the Granada Community Park and Recreation Center.

ACTION: Included in the motion above.

4. Proposal for Additional Landscape Architectural Services by KCRH for the Granada Community Park and Recreation Center.

ACTION: Included in the motion above.

5. Proposal for Traffic Impact Analysis and Mitigation Plan by AMG Engineers for the Granada Community Park and Recreation Center.

ACTION: Included in the motion above.

6. Consideration of Changing the Starting Time for the District

Regular Board Meeting – Ms. Atmore stated that the item was requested by Director Marsh and that in September of 2023, the meeting time had been moved from 7:30 p.m. to 7:00 p.m. Director Allen stated a preference for maintaining the 7:00 p.m. start time due work and timing issues, and the rest of the board concurred. No action was taken.

7. Engineer's Report – Mr. Duffy reported that CCTV recordings are being reviewed by Kennedy Jenks and that there are only approximately 1,300 feet of 1920's sewer remaining.

8. Report on Sewer Authority Mid-Coastside Meetings – Director Dye stated that the GCSB flow for December was 15.6%, and that reduction in flow saves the District money. Director Marsh added that each percentage point reduction saves approximately \$100,000 per year. Director Marsh reported that SAM staff had expressed concern about the Princeton Pump Station's ability to keep up with inflow during wet weather. Director Marsh explained that the Finance Committee requested changes to SAM's reporting to show line-by-line monthly expenditures for all ongoing infrastructure projects, equipment repairs, and general plant repairs, and that these changes should also be reflected in the next fiscal year budget. Director Marsh reiterated that of the \$3M SAM budgeted for the SAM IPS force main replacement in Montara in FY 2024-25, only approximately \$500,000 went to force main costs. The remaining \$2.4M went to past ongoing projects, or general plant and equipment repair. Similarly, of the \$3.5M budgeted in FY 2025-26 for the force main replacement, approximately \$400,000 has been spent on incidental items and \$800,000 has been spent on the force main to date.

Mr. Duffy emphasized the importance of the entire SAM board having the opportunity to review detailed financials. Mr. Duffy also stated that there should be clear legal understanding that if the District and the other member agencies allocate money for a specific project in an approved budget, that money should only be spent on that project. He proposed that GCSB Legal Counsel contact SAM's Legal Counsel to discuss. Director Marsh suggested that a re-negotiation of project timing for the force main in Montara should be conducted with the Ecological Rights Foundation in order to spread the costs of the project over a longer time frame. Mr. Duffy stated that GCSB may need to delay its own CIP plan if that money is needed for the SAM force main replacement.

CONSENT AGENDA

9. December 18, 2025 Regular Meeting Minutes.

10. January 2026 Warrants.

11. November 2025 Financial Statements.

ACTION: Director Marsh moved to approve the Consent Agenda.
(Marsh/Bowles). 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) Mr. Duffy summarized a response letter prepared by staff regarding potential re-zoning of six parcels currently owned by the Cabrillo Unified School District. Ms. Atmore provided a summary of a letter prepared by staff in response to the Caltrans Surfer's Beach Adaptation Concepts Plan.

15. Administrative Staff Report. (Atmore)

16. Future Agenda Items.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:15 p.m.

Attest:

Hope Atmore, Board Secretary

Date Approved by the Board: February 19, 2026