



GRANADA COMMUNITY SERVICES DISTRICT

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

February 19, 2026

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

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

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

1. Park and Recreation Activities.

- a. Report on Planned Recreation Program Events – Ms. Atmore provided a summary of past events including painting, sewing, and Recology Recycling Day as well as future events including a history walk and edible food walk.
- b. Update from Staff Regarding Median Discussions with San Mateo County Staff – Ms. Atmore reported that staff had a meeting with County staff and conveyed the District's concerns regarding ownership of the medians, liability issues, and potential landscaping costs. Director Dye asked if County staff had produced a legal opinion on their claims that the adjacent private property owners had ownership of the medians, and reiterated that the GCSD Legal Counsel had provided an opinion several years ago that the County owns the medians. Staff responded that the County had not produced a legal opinion. Director Marsh stated that the issue of ownership of the medians was between the property owners and the County.

2. Consideration of Use Framework for Granada Community Park and Recreation Center

– Ms. Atmore provided background on the process for developing a draft Use Framework which is a requirement of the County for the District's Coastal Development Permit. Director Randle noted that if the number of events are added up, it appears we are proposing up to 19 after hours events per week. Director Marsh recommended a maximum number of events per month and also pointed out that when an operational plan is developed that there should be

specific direction for amplified sound. Director Randle emphasized the need for clarity and transparency in the use framework to ensure the community is not surprised later in the process. Staff will review the Use Framework further and bring the item back to the board next month.

- 3. Consideration of Temporary Use Permits for Vendors on GCSB Owned Properties** – Ms. Atmore explained that though the District Ordinance Code does allow for issuance of permits for vendors on District property, staff was not recommending moving forward with the process while the District is pursuing park permitting. Board consensus was to take no action on the agenda item.
- 4. Updated Conflict of Interest Code Policy** – Ms. Atmore explained that the updated Conflict of Interest Code was more concise than the District's current Code and that it should make the requirements for filing financial disclosure forms more clear going forward.
ACTION: Director Marsh moved to approve the updated Conflict of Interest Code. (Marsh/Randle). Approved 5-0.
- 5. Updated Special Counsel Services Agreement for the Assessment District and Associated Integrated Financing District** – Ms. Atmore presented a brief overview of the Assessment District and stated that Weist Law was brought on by the District in 2022 when the bonds were paid off. Mr. Duffy explained that Weist will present a statement of facts and make policy recommendations to the Board for future assessment district procedures. Mr. Duffy stated that the attorney's fees are paid from the Assessment District fund.
ACTION: Director Marsh moved to approve the Special Counsel Services Agreement. (Marsh/Randle). Approved 5-0.
- 6. Engineer's Report** – Mr. Duffy stated that Kennedy Jenks Engineers is working on a recommended CIP list based on the CCTV work that was done and provided a summary of other items on the Engineer's Report. Director Dye asked that the Administrative Report be moved up on the agenda to follow the Engineer's Report.
- 7. Report on Sewer Authority Mid-Coastside Meetings.**
 - a. Update on SAM Budget Process, and O&M and Infrastructure Reporting – Director Marsh stated that the Finance Committee met and had a first review of the 2026-27 SAM budgets. She highlighted that personnel costs are increasing and also explained that the infrastructure budget poses challenges. Director Marsh reported that \$5M of the \$6.5M funded by the member agencies for the SAM Montara force main replacement project over the past two years has been spent by SAM on other older projects or general maintenance and repairs. Director Marsh also explained that the proposed 2026-27 SAM budget has \$3.5M allocated toward the force main replacement, but that a mid-year budget amendment would likely be needed because the project is estimated to cost \$12-\$13M. Director Marsh also emphasized that the finance committee is instructing SAM management to provide more transparent managerial accounting of infrastructure expenditures for past projects, current projects, and O&M cost overages. Mr. Duffy reiterated this point and stated that budgeted projects are delayed for multiple years and consistently go significantly over budget.

Director Dye explained that SAM had sought proposals to install solar panels at the wastewater treatment plant in order to reduce electrical costs. The company that was chosen proposed placing the panels on the land to the east of the plant, but SAM was informed by a local homeowner but that the area is environmentally sensitive. They are now looking at alternative locations but there is a tight timeline as there are specific incentives that require the project be shovel ready by July 1. Director Dye also commended the SAM staff and the collections team for their commitment during the recent storms.

- b. FOG Inspection Results for District Businesses – Ms. Atmore explained the process and results of the recent FOG testing.

CONSENT AGENDA

8. January 15, 2026 Regular Meeting Minutes.

9. February 2026 Warrants.

- 10. December 2025 Financial Statements** – Director Dye asked for clarification on the parks reserves and Mr. Duffy confirmed that park expenditures are paid out of that reserve. Director Marsh commented that the increase in property taxes is consistently \$50,000 per year and the ERAF increase is approximately \$20,000 per year.

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

COMMITTEE REPORTS

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

INFORMATION CALENDAR

12. Attorney's Report. (Parkin)

13. General Manager's Report. (Duffy)

- 14. Administrative Staff Report. (Atmore)** – Ms. Atmore stated that staff has been working on the Assessment District procedures, distribution of 1099's, the audit for FY 2024-25, the District's Sewer Service Management Plan, and clearing out the Portola Pump Station storage room.

15. 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 8:45 p.m.

Attest:

Hope Atmore, Board Secretary

Date Approved by the Board: March 19, 2026