



GRANADA COMMUNITY SERVICES DISTRICT

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

December 18, 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 7:01 p.m.

ROLL CALL

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

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

GENERAL PUBLIC PARTICIPATION

None.

REGULAR MEETING AGENDA

1. Election of Board Officers.

ACTION: Director Bowles nominated Director Dye for board president. Director Dye was elected board president by a vote of 5-0.

ACTION: Director Dye nominated Director Bowles for board vice president. Director Bowles was elected board vice president by a vote of 5-0.

2. Resolution Appointing the Sewer Authority Mid-Coastside GCSD

Representatives and Alternates – Both Directors Marsh and Dye stated their willingness to continue to serve on the SAM Board. Directors discussed the roles and responsibilities of alternates.

ACTION: Director Marsh moved to approve a resolution appointing Directors Marsh and Dye as the Sewer Authority Mid-Coastside Representatives, and Directors Bowles and Allen as alternates in that order. (Marsh/Bowles). Approved 5-0.

3. Park and Recreation Activities.

a. Report on Planned Recreation Program Events – Ms. Atmore provided updates on ongoing recreation programming including the cancellation of the El Granada Festive event due to expected poor weather. Ms. Atmore explained that there will

be an indoor backup venue planned for next year in case of bad weather and also stated that GCSO will reimburse for items that were purchased for the event and take possession of those items to store and use next year. Michelle Dragony stated that the event should be a GCSO led event as part of the parks and recreation purview. Kevin Sniecinski explained that he was attempting to return as many items as possible. He also disagreed with the idea that El Granada Festive should be a GCSO event. Laurel Frishman stated that GCSO should take the lead on the El Granada Festive event since it uses taxpayer dollars. Ms. Atmore clarified that unused funds from GCSO would simply remain in the recreation budget.

- b. Update from Staff on Park and Recreation Center Project – Ms. Atmore explained that the architecture firm and engineering firm are re-engaging for the permit process and that proposals from them and other possible contractors should be brought to the board at the January meeting.
- c. Update from Staff Regarding Median Discussions with San Mateo County Staff – Ms. Atmore provided a summary of the recent discussion with San Mateo County staff and stated that the County implied that it would like the District to lead the outreach process. Director Dye reiterated that GCSO's former legal counsel provided an opinion in 2016 that the County owned the medians but that the County itself does not have any formal legal opinion on the matter. Director Marsh emphasized that GCSO cannot afford to maintain the medians without County funding. Melinda McNaughton stressed the historical and wildlife importance of the medians and the concerns of owners adjacent to the medians around noise, trash and liability. Kevin Sniecinski stated that Coastside Allies proposed a pilot program to encourage safe plantings on the medians. Director Randle asked that staff continue discussion with County staff to gather more information.

- 4. Update from Community Recreation Center Ad Hoc Committee** – Director Randle recapped the committee's goals to review all prior research and to do additional research and outreach on the community recreation center in order to offer the Board a final recommendation for moving forward with recreation center plans. Director Marsh highlighted the constraints of maintaining a preschool, the possible sale of 480 Avenue Alhambra, and the recent increased capacity of other coastside preschools. Director Marsh stated that the committee is recommending the District move forward with park and recreation center plans and that no renewal of the lease at 480 Avenue Alhambra be extended beyond August 31st of 2026. Director Randle stated that midcoast families emphasized the general need for preschool capacity and that the recent opening up of spaces at other facilities made this the right time to move forward with the final recommendation.

ACTION: Director Bowles moved to accept the final recommendation of the Community Recreation Center Ad Hoc Committee to extend the Picasso Preschool lease no later than August 31st, 2026, and to proceed with the recreation center plans. (Bowles/Dye). Approved 5-0.

- 5. Engineer's Report** – Mr. Duffy stated that there was no report provided by Kennedy Jenks for the month of December but provided a brief summary on CCTV progress and stated that Big Wave has paid all outstanding engineering fees.

6. **Report on Sewer Authority Mid-Coastside Meetings** – Director Marsh stated that there were no SAM meetings in November. The December meeting included accepting the quarterly and monthly financial reports and approving additional funding for the effluent pump project.
 - a. Update on SAM Budgeting for Infrastructure – Mr. Duffy summarized a meeting between GCSD and SAM staff to review infrastructure budgeting and reporting and emphasized the money budgeted in FYE 2025 and 2026 for the force main in Montara has primarily been used for other projects. He further stated that there remains approximately \$10M worth of work to be done on the force main and that will need to be paid in addition to costs for other incomplete projects. Mr. Duffy suggested that SAM should ask the Ecological Rights Foundation (ERF) for an extension on the work on the force main. Director Marsh stated that going forward the reporting should show the progress versus planned on each CIP project.

CONSENT AGENDA

7. **November 20, 2025 Regular Meeting Minutes.**
8. **December 2025 Warrants.**
9. **October 2025 Financial Statements.**

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

COMMITTEE REPORTS

10. **Report on seminars, conferences, or committee meetings** – Director Dye highlighted a recent Coastside Land Trust Jr. Land stewards walk.

INFORMATION CALENDAR

11. **Attorney's Report. (Parkin)** – Mr. Parkin provided a brief overview AB 827 which now requires financial and fiscal training for board members and managers.
12. **General Manager's Report. (Duffy)**
13. **Administrative Staff Report. (Atmore)**
14. **Future Agenda Items** – Director Marsh asked staff to invite Caltrans to present to the Board on their Surfers Beach Adaptation Concepts Plan. Director Marsh also asked to have the meeting start time revisited at a future meeting.

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 8:33 p.m.

Attest:

Hope Atmore, Board Secretary

Date Approved by the Board: January 15, 2026