



## GRANADA COMMUNITY SERVICES DISTRICT

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

July 17, 2025

This meeting was held in person and via Zoom.

### **CALL REGULAR MEETING TO ORDER**

The regular meeting was called to order at 7:02 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. Public Hearing - Consideration of a Sewer Service Charge Increase and Related Fee Resolution in Accordance with Articles XIII C and D of the California Constitution (Proposition 218). *Item adjourned from June 26, 2025 Special Meeting.***

The General Manager reviewed the proposed 5% rate increase which had been previously discussed at the April 17 board meeting and explained that 73% of the district's operating budget go towards the district's share of the Sewer Authority Mid-Coastside costs. President Randle opened the hearing for public comment. Staff reported that the District received three written protests and there were no other protests or comments. President Randle closed the public hearing.

**ACTION:** Director Marsh moved to approve the sewer service charge increase and related fee resolution. (Marsh/Dye). Approved 5-0.

- 2. Public Hearing – Consideration of Granada Community Services District Fiscal Year 2025/26 Sewer and Parks & Recreation Budgets.**

Mr. Duffy provided an overview of the proposed budget and underscored that the parks and recreation budget and sewer budgets are now fully separated for FY 2025/26. Mr. Duffy explained that the 25/26 sewer budget included \$450,000 for sewer pipe replacement. Mr. Duffy went on to explain that funds from the

Educational Revenue Augmentation Fund (ERAF) could be split between sewer and parks at the board's discretion.

**ACTION:** Director Dye moved to allocate 100% of ERAF funds to the parks and recreation budget. (Dye/Allen). Approved 5-0.

President Randle opened the hearing for public comment. There were no public comments. President Randle closed the public hearing.

**ACTION:** Director Marsh moved to approve the Fiscal Year 2025/26 Sewer and Parks & Recreation Budgets. (Marsh/Allen). Approved 5-0.

**3. Public Hearing: Consideration of a Resolution Adopting the Sewer Service Charge Report and Delinquent Garbage Account Report and Authorizing the Collection of Said Charges on the Fiscal Year 2024/25 San Mateo County Tax Roll.**

Mr. Duffy explained the process for placing sewer service charges and delinquent garbage charges on the San Mateo County tax roll for collection purposes. President Randle opened the hearing for public comment. There were no public comments. President Randle closed the public hearing.

**ACTION:** Director Marsh moved to approve the Resolution adopting the Sewer Service Charges Report and the Delinquent Garbage Charges Report and Authorizing the Collection of Charges. (Marsh/Bowles). Approved 5-0.

**4. Recreation Activities.**

a. Report on Planned Recreation Program Events – Ms. Atmore gave a summary of upcoming events.

b. Update on Skate Ramp Vandalism and Consideration of Repairs – Ms. Atmore provided an update on potential repairs and placement of surveillance cameras.

**ACTION:** Director Allen moved to approve the repairs to the skate ramp and for placement of a surveillance camera. (Allen/Bowles). Approved 5-0.

**5. Granada Community Park and Recreation Center Project.**

a. Consideration of Sean Rose, SR Rose Engineering as Project Manager for Next Phase of Granada Community Park and Recreation Center Development.

b. Consideration of Additional Scope of Work by Kankel, Conroy, Rose + Hill and Scope of Work by Sunset Ecological for Next Phase of Granada Community Park and Recreation Center.

**ACTION:** Director Dye moved to approve both consultant agreements. (Dye/Marsh). Approved 5-0.

c. Consideration of Appointing a Director as a Liaison to Park Project Team.

**ACTION:** Director Bowles moved to appoint Director Dye as Liaison to the Park Project Team. Motion failed due to lack of a second.

**6. Engineer's Report.**

Director Marsh asked for an update on the Big Wave project. Mr. Duffy explained that construction is still in progress and that the connection to the district's sewer main will remain plugged until Big Waves onsite sewer lines have been cleaned and cleared, and until all past due engineering fees have been paid to the District.

**7. Report on Sewer Authority Mid-Coastside Meetings.**

Director Dye stated that the SAM board approved moving forward with a preliminary design for redesign of the SAM electrical building which is to be funded by FEMA funding.

**CONSENT AGENDA**

**8. May 15, 2025 Regular Meeting Minutes.**

**9. June 2025 Warrants.**

**10. July 17, 2025 Warrants.**

**11. May 2025 Financial Statements.**

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

**COMMITTEE REPORTS**

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

**INFORMATION CALENDAR**

**13. Attorney's Report. (Parkin)**

**14. General Manager's Report. (Duffy)**

**15. Administrative Staff Report. (Atmore)**

**16. 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 8:22 p.m.

Attest:

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Hope Atmore, Board Secretary

Date Approved by the Board: August 21, 2025