



GRANADA COMMUNITY SERVICES DISTRICT

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

November 20, 2025

This meeting was held in person and via Zoom.

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

The regular meeting was called to order at 7:00 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. District Counsel William Parkin participated via teleconference.

GENERAL PUBLIC PARTICIPATION

Kevin Sniecinski provided an update from the Midcoast Community Council. Katka Gomes, Executive Director of the Muchia Te' Indigenous Land Trust stated that there is increasing support for naming the park Chiguan Park.

REGULAR MEETING AGENDA

1. Recreation Activities.

- a. Report on Planned Recreation Program Events – Ms. Atmore gave a brief overview of past and upcoming recreation events including planning of the upcoming El Granada Festive.
- b. Consideration of the Formation of a Recreation Committee – Director Dye suggested soliciting invitations to create a new Recreation Committee. Director Marsh highlighted the need for a charter for the group and emphasized that a committee should have substantive things to do. Directors Dye, Randle, and Marsh discussed how such a committee could also help inform future recreation plans for the new park and recreation center. There was consensus to bring the idea back to the Board at a future date with more specific parameters.
- c. Consideration of Use of Skate Ramp and Dirt Lot for El Granada Festive Events, December 19 and 21 – Kevin Sniecinski of Coastside Allies provided an update on planning for El Granada Festive.

ACTION: Director Dye moved to allow for overflow parking as needed for the El Granada Festive Event. (Dye/Marsh). Approved 5-0.

2. Granada Community Park and Recreation Center Project.

a. Updates from Project Team on Park and Recreation Center Project – Landscape Architect Tom Conroy provided updates to the Granada Community Park and Recreation Center plan. Mr. Conroy explained that the changes made are in response to the County's summary letter following the pre-application process and that all components of the original plan are maintained but have been shifted. He highlighted changes in the parking, ditch realignment, bathroom, and entry plaza. Mr. Conroy listed items needed for the CDP application including updated civil plans, lighting plan, arborist review, water use and biological and aquatic resources updates. Director Allen asked how the size of the skateboard area was impacted by changes. Mr. Conroy said it is slightly smaller but comparable. Tom also provided further details regarding the County right of way and its impact on the walking trails.

3. Consideration of Amendment to District Personnel Manual – Mr. Duffy introduced proposed amendments to the Personnel Manual that would increase employer contributions toward insurance premiums for employees.

ACTION: Director Marsh moved to approve the proposed amendments to the Personnel Manual. (Marsh/Allen). Approved 5-0.

4. Consideration of Variance for APN 048-013-590, Coronado Avenue, 4,396 Sq. Ft. Parcel in a 10,000 Sq. Ft. District, Owner: Exempt Marital Trust, Thomas J. Carey – Ms. Atmore provided an overview of the variance application and the findings provided by General Counsel.

ACTION: Director Marsh moved to approve the variance for APN 048-013-590 and make the required findings. (Marsh/Bowles). Approved 5-0.

5. Engineer's Report – Ms. Atmore stated that Big Wave provided final payment for outstanding engineering fees and that the final steps are being taken to connect to the District's system.

6. Report on Sewer Authority Mid-Coastside Meetings – Director Dye provided an overview of recent work at the SAM plant that required shutting down the entire plant in order to move the control room including switches as part of the cybersecurity project. Director Marsh stated that a presentation was given to the SAM board on the potential relocation of the plant's electrical building. Options included adding a second story to the current electrical building or the administrative building, moving the equipment to a Half Moon Bay workshop adjacent to the property, or building a new structure across from the administrative building. Director Marsh explained that the current study has been funded by a FEMA grant and that if the project is not pursued, the approximate \$500,000 in grant money must be returned to FEMA but that the Board felt it was worth the risk in order to have a shovel ready plan. Director Dye stated that SAM staff feels confident that additional grant money could be procured. The deadline to start the project is before the end of 2026. Mr. Duffy reminded the Board that there may be less expensive solutions that should be considered such as a knee wall with a lock system. Additionally, he stated that a previous study from 5 to 7 years prior projected the cost of moving the building at \$7-\$9M. Director Dye highlighted that GCSB flow rates are currently at 17.04%.

- a. Discussion on SAM Budgeting for Infrastructure – Mr. Duffy summarized his findings related to SAM infrastructure spending including funding of past projects that are well overbudget and overdue. Mr. Duffy emphasized the need for more transparent reporting by SAM as well as the legal question of whether or not money can be spent on items that were not listed in an approved budget, which District counsel concurred with. Mr. Duffy went on to say that there is insufficient detail in the current SAM updates to the board and finance committee which hinders board members' ability to understand fiscal year expenditures on certain projects and make informed decisions. Director Dye asked where additional budgeted project money should sit if a project will span multiple years. Director Marsh emphasized the importance of time management of projects and not having projects snowball forward. She further stressed that they should only budget for projects or the portion of a project that they can actually accomplish within the fiscal year. Mr. Duffy stated that staff would be following up with SAM management for further discussion.

CONSENT AGENDA

7. **October 16, 2025 Regular Meeting Minutes.**
8. **November 2025 Warrants.**
9. **September 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.**

INFORMATION CALENDAR

11. **Attorney's Report. (Parkin)**
12. **General Manager's Report. (Duffy)**
13. **Administrative Staff Report. (Atmore)**
14. **Future Agenda Items** – Director Randle asked that staff bring the median discussion back in December. Director Bowles asked if there was to be future discussion of the Picasso lease and Director Marsh stated that an update from the ad hoc committee would be brought to the Board at the December meeting.

Mr. Duffy stated that the originally planned closed session would not be needed.

ADJOURN TO CLOSED SESSION – Not held.

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

Report any reportable action taken in Closed Session.

ADJOURN REGULAR MEETING

The Regular Meeting was adjourned at 8:29 p.m.