

MINUTES

The special meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via Zoom Video conferencing was called to order at 5:30 pm on December 15, 2022.

ROLL CALL: President Sanford Coplin
Vice President Donald Olsen
Secretary Donald Chesterman
Assistant Secretary Paul Anderson
Treasurer Clinton Miller

ADMINISTRATIVE STAFF: General Manager Donald Rosa
Bookkeeper Amy Saldade
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF: None

DISTRICT COUNSEL: Attorney Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

CLOSED SESSION: None

Action Items

1. Consider and approve the Minutes of the November 17, 2022, Special Board Meeting

No discussion.

Motion was made by Director Olsen and seconded by Director Miller to approve the Special Board Meeting Minutes of November 17, 2022. Motion carried.

Roll Call Vote: Ayes: S. Coplin; D. Olsen; D. Chesterman; P. Anderson; C. Miller
Noes: None
Absent: None
Abstain: None

OLD BUSINESS:

1. None

NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for November 2022

Bookkeeper Saldade informed the Board of Directors that the Water Sales were 11 percent under projected monthly budget, which is typical for winter months. The Accounting and Bookkeeping budget was high due to progress billing number 3 for the 2022 Audit. We also saw an increase in the Automotive Repair & Maintenance budget due to new tires purchased for the 2020 Chevy Colorado. We saw an increase in Other Income due to backflow assembly testing completed for calendar year. November's income surpassed the Total Expenses by \$50,007. November's Cash was more than October's Cash by \$54,335. Total November cash on hand was \$902,517. Net income for October was above projected budget by \$40,000 due to backflow testing and Hydrant sales, in conjunction with lower monthly expenses.

The total 90 days balance has increased by about \$111. The 60 day balances have decreased by \$250. The delinquent Springfield customer has brought their balance to \$11,900. One Vierra and one Moss Landing customer have fallen into 90 day delinquency and have been referred to LIWHAP assistance.

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Motion was made by Director Olsen and seconded by Director Chesterman to approve the financial reports for November 2022. Motion carried.

Roll Call Vote: Ayes: S. Coplin; D. Olsen; D. Chesterman; P. Anderson; C. Miller
 Noes: None
 Absent: None
 Abstain: None

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving December 2022 payments and authorization for Staff to sign checks
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 25269 through Check No. 25294 totaling \$159,223.61
 3. Reserve Account: Total of \$240.00
 4. Street Maintenance Account: Check No. 562 for a total of \$1,085.18
 5. Pajaro Park Account: Total of \$1,475.94
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$0.00

Motion was made by Director Anderson and seconded by Director Miller to approve the December 2022 payments and authorize Staff to sign checks. Motion carried.

Roll Call Vote: Ayes: S. Coplin; D. Olsen; D. Chesterman; P. Anderson; C. Miller
 Noes: None
 Absent: None
 Abstain: None

3. 2021-2022 Final Draft Audit Presentation

Board Members received copy of Draft Financial Statements.

Motion was made by Director Anderson and seconded by Director Olsen to approve the 2021-2022 Audit as presented. Motion carried.

Roll Call Vote: Ayes: S. Coplin; D. Olsen; D. Chesterman; P. Anderson; C. Miller
 Noes: None
 Absent: None
 Abstain: None

4. Elect Board Officers for 2023

Operations Manager Vazquez-Varela conducted the Board Officers Election by stating that any member of the Board may nominate themselves or any other member of the Board for any office. After each nomination there can be a discussion and any member can decline or accept nomination. After each discussion Vazquez-Varela called for votes.

- Office: President – Donald Olsen
- Office: Vice President – Sanford Coplin
- Office: Secretary – Paul Anderson
- Office: Assistant Secretary – Clinton Miller
- Office: Treasurer – Donald Chesterman

MINUTES OF SPECIAL MEETING – December 15, 2022

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Operations update: due to COVID-19
 - Meetings will resume in-person on January 26, 2023 urging participants to wear a mask or face covering.
2. District Office will be closed from December 26 to December 30
 - Office will reopen on January 2, 2023. The water operators will work 3 half days to ensure the water systems are fully operational.
3. Pajaro County Sanitation District (PCSD)
 - Staff has forwarded the Resolution to Monterey County (Mo. Co.) representative. General Manager Rosa reported on yesterday's brief meeting with Mr. Rauber, Mo. Co. representative. Mo. Co. will slow the process down to review the conditions the District submitted. Mo. Co. has made good head way in the upgrades to the PCSD infrastructure. Mo. Co. is not interested in operations and maintenance they would like to terminate wastewater operations. General Manager Rosa let them know the District is only interested in the PCSD and no other areas. Mo. Co. will not pay for any insurance, and they did not agree to provide a grant writer at no expense to the District. A grant is the only way the District can obtain funds to purchase equipment for operations, Staff is being persistent on this item, Mr. Rauber will check all his resources for a definitive answer in the next meeting.
4. Pajaro Park Funding Update
 - Director Coplin reminded the Board of his prior meeting with Supervisor Phillips regarding the request of \$45,000 from the Board of Supervisors (BOS) but would not make it to the agenda in November nor December, hopefully make it to the January agenda. Director Coplin recommended new Board President Olsen to stay in contact with Supervisor Office to make sure the Park funding request make it to the January Agenda.
 - Director Coplin attended a Hearing on Tuesday regarding the Agriculture Housing Project in Pajaro, the BOS overturned decision allowing project to move forward. The Agriculture Housing Project Representative had promised the District \$25,000 donation for 10 years toward Operation and Maintenance funding for the Pajaro Park but since their project was modified, lowering the number of units by one third, they will now commit to donating \$25,000 for 5 years. The connection fees will go toward the Capital Improvement Fund.
5. Online Bill Pay Program update
 - 119 ratepayers utilized the system in October and 106 have enrolled in autopay. The number of ratepayers utilizing the Bill Pay Program is steadily increasing.
6. District Operations Report
 - Springfield Planning Grant
 - The Environmental work continues. The Extraordinary Development Application for a Combined Development Permit has been deemed complete and will be presented to County Planning Commission hearing on February 22, 2023.
 - Leak Detection Grant
 - The remaining 3 systems have been completed on December 7 and 8, 2022, report was received.
7. Usage Comparison Report 2021/2022
 - Water usage is down in all systems by an overall 17.6% for this month compared to last year.

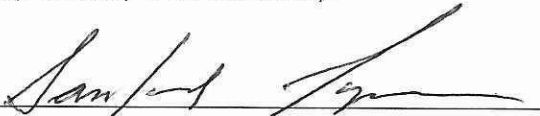
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NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday January 26, 2023, at 5:30 pm at District Office.

There being no further business, the Special Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:18 pm with motion made by Director Anderson seconded by Director Miller. Motion carried.

Respectfully submitted by:



Sanford Coplin, President



Donald Olsen, Vice President



Judith Vazquez-Varela, Recorder