

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 4:32 pm on May 28, 2020.

**ROLL CALL:** President Harry Wiggins  
Vice President Sanford Coplin  
Secretary Robert Moody  
Assistant Secretary Darlene Lamboley  
Treasurer Michael Moore joined at 4:51 pm

**ADMINISTRATIVE STAFF:** General Manager Don Rosa  
Recorder Judy Vazquez-Varela

**ABSENT DIRECTOR(S) & STAFF:** None

**DISTRICT COUNSEL:** Alan Smith joined at 5:32 pm

**ADDITION(S) TO AGENDA:** None

**PUBLIC IN ATTENDANCE:** Robert DeLoach of DeLoach & Assoc, Inc.

**PUBLIC COMMENTS:**

General Manager Rosa requested to change order of agenda and start with New Business item ten (10) 2020 Compensation Study Update, Board Chair accepted.

**Action Items**

1. Consider and approve the Minutes of the April 23, 2020 Regular Board Meeting

Motion was made by Director Wiggins and seconded by Director Lamboley to approve the Regular Board Meeting Minutes of April 23, 2020. Motion carried.

Roll Call Vote: Ayes: H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore  
Noes: None  
Absent: None  
Abstain: None

2. Consider and approve the Minutes of the April 29, 2020 Special Board Meeting

Motion was made by Director Lamboley and seconded by Director Coplin to approve the Special Board Meeting Minutes of April 29, 2020. Motion carried.

Roll Call Vote: Ayes: H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore  
Noes: None  
Absent: None  
Abstain: None

**OLD BUSINESS:** None

**NEW BUSINESS:** (Action Items)

1. Review and consider approving the Financial Reports for April 2020

Motion made by Director Moody and seconded by Director Coplin to approve the April 2020 Financials. Motion carried.

Roll Call Vote: Ayes: H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore  
Noes: None  
Absent: None  
Abstain: None

**MONTHLY EXPENDITURES REPORT FOR REVIEW**

**APPROVAL OF CHECKS:**

2. Review and consider approving of checks

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1. General Fund 633: None
2. Operating Account: Check No. 24336 through Check No. 24357 for a total of \$160,199.02
3. Reserve Account: Total of \$870.00
4. Street Maintenance Account: Check No. 517 through Check No. 518 for a total of \$8,471.82
5. Pajaro Park Account: Total of \$966.42
6. COP 2010 Account: Check No. 823 for a total of \$291,355.36
7. Debt Service Reserve Account: None

Motion was made by Director Wiggins, seconded by Director Coplin to approve all accounts for the month of April 2020. Motion carried.

Roll Call Vote:	Ayes:	H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore
	Noes:	None
	Absent:	None
	Abstain:	None

3. Review and consider Capital Improvement Plan – 10-year look-ahead

A copy of Staff Report, 2022-2025 Budget Projection, 5 Year Capital Improvement Plan (extended out 5 additional years) 2021-2030 Capital Reserves and Expenses Summary were provided to the Board.

Motion was made by Director Moody, seconded by Director Coplin to approve the Capital Improvement Plan 10-Year look-ahead. Motion carried.

Roll Call Vote:	Ayes:	H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore
	Noes:	None
	Absent:	None
	Abstain:	None

4. Review and consider 2020-2021 Pajaro Community Parks/Public Areas Preliminary Comparison Budget

The Board was provided with a copy of the 2020-2021 Pajaro Community Parks/Public Areas Preliminary Comparison Budget.

Motion was made by Director Coplin, seconded by Director Lamboley to approve the Preliminary 2020-2021 Pajaro Community Parks/Public Areas, Pajaro Street Lighting, Street Maintenance/Subdivision Maintenance and Pajaro Park Comparison Budgets and Publications. Motion carried.

Roll Call Vote:	Ayes:	H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore
	Noes:	None
	Absent:	None
	Abstain:	None

5. Review and consider 2020-2021 Pajaro Street Lighting Preliminary Comparison Budget

The Board was provided with a copy of the 2020-2021 Preliminary Pajaro Street Lighting Comparison Budget.

Motion was made by Director Coplin, seconded by Director Lamboley to approve the Preliminary 2020-2021 Pajaro Community Parks/Public Areas, Pajaro Street Lighting, Street Maintenance/Subdivision Maintenance and Pajaro Park Comparison Budgets and Publications. Motion carried.

Roll Call Vote:	Ayes:	H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore
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**MINUTES OF REGULAR MEETING – May 28, 2020**

Noes: None  
Absent: None  
Abstain: None

6. Review and consider 2020-2021 Street Maintenance/Subdivision Maintenance Budget

The Board was provided with a copy of the 2020-2021 Street Maintenance/Subdivision Maintenance Preliminary Budget.

Motion was made by Director Coplin, seconded by Director Lamboley to approve the Preliminary 2020-2021 Pajaro Community Parks/Public Areas, Pajaro Street Lighting, Street Maintenance/Subdivision Maintenance and Pajaro Park Comparison Budgets and Publications. Motion carried.

Roll Call Vote: Ayes: H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore  
Noes: None  
Absent: None  
Abstain: None

7. Review and consider 2020-2021 Preliminary Pajaro Park Comparison Budget

The Board was provided with a copy of the 2020-2021 Preliminary Pajaro Park Comparison Budget.

Motion was made by Director Coplin, seconded by Director Lamboley to approve the Preliminary 2020-2021 Pajaro Community Parks/Public Areas, Pajaro Street Lighting, Street Maintenance/Subdivision Maintenance and Pajaro Park Comparison Budgets and Publications. Motion carried.

Roll Call Vote: Ayes: H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore  
Noes: None  
Absent: None  
Abstain: None

8. Review and consider 2020-2021 Operating/Water Preliminary Comparison Budget

The Board was provided with a copy of the 2020-2021 Operating/Water Preliminary Comparison Budget.

Motion was made by Director Moody, seconded by Director Moore to approve the Preliminary 2020-2021 Operating/Water Comparison Budget subject to an expected amendment to account 5000 Salaries and Wages and Publication. Motion carried.

Roll Call Vote: Ayes: H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore  
Noes: None  
Absent: None  
Abstain: None

9. Review and consider Pajaro Generator Replacement

The current generator at the Pajaro Water System facility is 35 years old and is no longer operable, equipment is obsolete; parts and experienced technicians are difficult to locate. The rental of a backup generator is costing the District \$5,000 per month. The cost for replacing and installing of equipment is \$103,000. The Board was provided with a copy of Sourcewell flyer/NJPA contract purchasing program, a copy of Caterpillar Finance Proposal (\$8,000 finance charges) and a copy of Sourcewell Membership agreement.

Motion was made by Director Coplin, seconded by Director Lamboley to approve financing the replacement and installation of the Pajaro Water System Generator. Motion carried.

Roll Call Vote: Ayes: H. Wiggins; S. Coplin; R. Moody; D. Lamboley; M. Moore  
Noes: None  
Absent: None  
Abstain: None

10. 2020 Compensation Study Update

The Board was provided with a copy of the final report from Robert DeLoach. Mr. DeLoach collected data from the 6 selected Agencies, he reviewed, analyzed, and collected salary data to evaluate the effectiveness of the District's current compensation plan. Mr. DeLoach recommended to the Board to elect to lead, lag or match the marked median.

Mr. DeLoach performed an analysis of the job functions performed by District employees. He then was able to match and compare the job functions to the elected agencies. Based on data collected, the Office Staff or any of the Staff was not overpaid but rather underpaid. The District's highest step is that of the 2015 median and the starting step is possibly median of 2011.

The Board can elect to lead, lag or match market median. A schedule representing the Boards election can be created by General Manager Rosa for review. This schedule can be updated annually following the approach by spending a few hours of research performed by General Manager and one Staff member or consultant, per year.

The Board discussed the District financial impact, Staff morale and retention of employees based on the approach of an 8 percent salary increase for all staff excluding the General Manager.

Motion was made by Director Moody, seconded by Director Moore to task the General Manager Rosa to formulate a detailed recommendation to NBS regarding salary schedule for the upcoming five (5) years with a target of 15 percent lag of the 2020 median. Motion carried.

Roll Call Vote:	Ayes:	H. Wiggins; S. Coplin; R. Moody; D. Lambolely; M. Moore
	Noes:	None
	Absent:	None
	Abstain:	None

**STAFF/COMMITTEE REPORTS:** (Informational Only)

1. Generator Project-District Wide

- Quinn Cat has completed the equipment sizing for all locations.
- Darrel Varni Electric is working on installation cost estimates.
- Tom Yeager-District Engineer is working with staff to create a prioritized purchase and installation schedule, as well as total project costs.

2. Water Rate Study

- Attached in packet is a copy of the Preliminary Data request from NBS.
- Staff has completed request except for the current approved Budget and Capital improvement Plan. Once these two items are approved by the Board, they will be forwarded to NBS.

3. District Operation: changes due to COVID-19 and "Shelter in Place" order

- District office will remain open with strict guidelines.
- District Parks have been closed
- Copies of notice at District office and list of duties for office.
- No Vendors or members of the public are allowed into office.
- Office is staffed daily by General Manager and one administrative employee.
- Payments are being received; no change given.
- District has a verbal agreement in place for Mutual Aid with both Castroville CSD and Aromas WD. District Counsel is working on a written agreement.
- Staff is currently working with ACWA-JPIA to draft and indemnity agreement for liability.
- President Wiggins and Vice President Coplin conducted a conference call with General Manager and Operations Manager to plan for "worst case scenario"
  - President now has District Office keys and alarm codes and has advised Staff to have Operations Manuals, keys to facilities and system maps readily available on the conference room table.

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- Contact information for all Board Members, employees and vendors are available in binder.
- Notices mailed to customers with May bills indicating that their water is safe and unaffected by COVID-19, copy of notice included in packet.
- Office remains closed to public; continuing to take payments by phone or drop-off.

4. District Operations Report

Pajaro Grant

- Tank project is 95 percent complete. The only component left to install the fill/mixing system scheduled to arrive July 1, 2020.

Springfield Planning Grant

- The Cultural and Biological reports have been completed and submitted to the District Engineer for review.

Pajaro Park

- The Pajaro Park remains closed. Staff is working with YMCA in an effort to facilitate the Summer Camp Program and Staff is currently communicating with TIP with regard to the Summer Lunch Program. As of now both programs are on hold, pending Park availability.

5. Usage Comparison Report 2013/2020

- Water usage is down in all systems compared to this month in 2013

**Closed Session:** None

**NEXT BOARD MEETING:**

The next Board meeting is to be held on Thursday, June 25, 2020 at 4:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:20 pm with motion made by Director Wiggins, seconded by Director Lambolely. Motion Carried.

Respectfully submitted by:

  
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Harry Wiggins, President

  
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Sanford Coplin, Vice President

  
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Judith Vazquez-Varela, Recorder