

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on July 25, 2024.

ROLL CALL:

President Donald Olsen
Vice President Sanford Coplin
Secretary Paul Anderson
Assistant Secretary Clinton Miller arrived at 5:31

ADMINISTRATIVE STAFF:

General Manager Judy Vazquez-Varela
Operations Manager Sergio Ochoa
Bookkeeper Amy Saldade
Recorder Rocio Fernandez

ABSENT DIRECTOR(S) & STAFF:

Treasurer Donald Chesterman

DISTRICT COUNSEL:

Absent

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the June 27, 2024, Regular Board Meeting

The motion was made by Director Anderson and seconded by Director Coplin to approve the Regular Board Meeting Minutes of June 27, 2024. Motion carried.

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

OLD BUSINESS:

1. Review and consider approving the final Pajaro/Sunny Mesa Community Services District Public Works Ordinance

A motion was made by Director Anderson and seconded by Director Miller to approve the final Pajaro/Sunny Mesa Community Services District Public Works Ordinance (second reading) with minor edits and publication. Motion carried.

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

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NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for June 2024

Bookkeeper Saldate reported to the Board of Directors that the Water Revenue in June was 2 percent over the budget projection. For the Indirect Expenses, the District saw an increase in Legal Expense due to receiving March through June Invoices and Engineering Services- District Wide had an increase due to receiving April and May Consulting services. Director Coplin expressed his displeasure of the consulting services with Don Rosa, he would like to terminate the contract and recommended this item be brought back to next month's meeting as an action item to cease services with Mr. Rosa.

The District saw an increase in the Direct Expense accounts for Water System Repair and Maintenance and Engineering Expenses due to leak repairs, arsenic media change-out, and easement survey. Other Income had an increase in Hydrant Sales Account for the rental of 3 hydrant meters. June's Total Income was more than Total Expenses by \$63,787. June's Cash was less than May's Cash by \$15,849. June's cash on hand was \$1,202,453.

Bookkeeper Saldate informed the Board that the Net Income for June was \$63,787 due to Indirect Expenses being 20 percent under budget.

A motion was made by Director Miller and seconded by Director Coplin to approve the financial reports for June 2024. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving July 2024 payments
 1. General Fund 633: Total of \$1,469.42
 2. Operating Account: Check No. 25878 through Check No. 25906 totaling \$216,867.53
 3. Reserve Account: Total of \$74,427.00
 4. Street Maintenance Account: Total of \$1,135.15
 5. Pajaro Park Account: Total of \$1,621.47
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$0.00

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Director Miller suggested taking photos and documenting serial number of newly purchased pole saw.

A motion was made by Director Miller and seconded by Director Olsen to approve the July 2024 payments. Motion carried.

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

3. Review and consider approving Draft Profit and Loss Budget Performance Report for Fiscal Year 2023/2024

Bookkeeper Saldate reported to the Board of Directors that the Total Income was just under projected budget at 97 percent. In the Indirect Expenses, the Computer Software, Auto Repair and Maintenance and Credit Card Transaction Fees accounts were over the projected budget. In the Direct Expenses the Parks Repair and Maintenance account was over budget due to the purchase of a new pole saw. Also, the Utilities Street Lighting account was over projected budget due to the PG&E rate increase. In Other Income Bookkeeper Saldate noted that Connection Fees account was noticeably over projected budget due to the four commercial connections.

A motion was made by Director Anderson and seconded by Director Miller to approve the Draft Profit and Loss Budget Performance Report for Fiscal Year 2023/2024. Motion carried.

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

4. Review and consider approving Resolution No. 07-01-24 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges

No discussion.

A motion was made by Director Coplin and seconded by Director Olsen to approve Resolution No. 07-01-24 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges. Motion carried.

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

MINUTES OF REGULAR BOARD MEETING – July 25, 2024

STAFF/COMMITTEE REPORTS: (Informational Only)

1. 2023 Flood Damage Report
 - Board Directors reviewed the updated proposals from Tesco Controls and Electrician for the Pajaro and Sunny Mesa Water Systems Motor Control Center replacements. Staff recommended pursuing sole sourcing with Tesco Controls for the MCC replacements. Director Anderson recommended sole sourcing with the stipulation that Tesco Controls provide payment and performance bonds.
2. Pajaro Park
 - The Kubota was found. Director Olsen worked out a discount with the towing company for the recovery of the Kubota. Claim was submitted to JPIA.
3. Water Conservation Program-Sunny Mesa and Vierra Estates Water Systems
 - Board Directors reviewed the work plan negotiated by Staff for a few services to be provided via the water conservation grant. Services included are the replacement of a six-inch meter for Sunny Mesa and low flow toilets and aerators for Ohlone Elementary School. Also, leak detection for the Vierra Estates Water System.
4. Pajaro-Sunny Mesa-Springfield Area Regional Consolidation Project (PSMS)
 - Staff is collaborating with Community Water Center and MNS Engineers for the purpose of a Pajaro, Sunny Mesa and Springfield area Regional Consolidation Project. The PSMS Project includes Consolidation between the Pajaro, Sunny Mesa Water Systems and approximately 88 households in the north of Moss Landing area. More information regarding the project is available on the District's website.
5. 2024 Local Agency Biennial Notice
 - The District's Conflict of Interest Code was amended by the Board of Directors in April 2023. Notice must be submitted this year.
6. Pajaro Water System PFAS Monitoring
 - District requested and received a waiver for the Pajaro Water System PFAS monitoring.
7. Springfield Planning Grant
 - Manager Vazquez-Varela reported that the funding source will now be Emerging Contaminants in Small or Disadvantaged Communities (ECSDC), and it should be an expedited process now expecting funding agreement in September 2024. She also reported that MNS Engineering has completed 100 percent design and Monterey County Health Department is currently reviewing. The Staging Area agreement is still pending North Monterey County Unified School District signature. And two easements are still pending signature.
8. District Operations Report
 - Generator Project
 - Moss Landing Tank site and Marlin pump station were inspected by Monterey Bay Air Resources District on July 23, 2024, and Permits to Operate were received the next day.

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Multi Community Bottled Water Project

- March, April, and May were approved for reimbursements and are pending payment. June's invoices have been submitted for reimbursement.

ACWA JPIA 2024 Wellness Grant

- 2024 Wellness Grant application was approved.

Pajaro Long-term Recovery

- Monterey County Office of Emergency Management informed Staff that applications for recovery assistance are still under review.

Current Water System Repairs

Blackie Road #18 WS:

- One site exceeded the Lead Action level, Staff contacted the site resident, operator coordinated with resident and tested the faucet that exceeded the lead level, the kitchen, and another bathroom. The operator used the lead test strips being used for the Lead Inventory Project to discover a lead valve causing the exceedance. It was recommended to the customer to replace the valve.

Normco WS:

- Installed a ball valve on the customers side at Eden Path due to our meter shut off valve not closing properly.

Pajaro WS:

- A two-inch meter was replaced at the Stender apartment complex, due to the meter not working properly.
- Cayetano/Tot Lot Park shared fence repair was completed on July 19, 2024.

Springfield Road WS:

- A 3/4" ball valve was replaced on July 10, 2024.

Sunny Mesa WS:

- The contractor completed the patch/pave at Silverstone Drive.

Parks:

- Park Staff pressure washed playground at the Cayetano/Tot Lot Park.

9. Usage Comparison Report 2023/2024-June

- Usage is down in five systems. District wide we saw a 6 percent increase in usage compared to this month last year.

CLOSED SESSION:

None

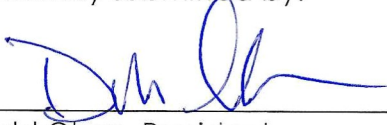
NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday August 22, 2024, at 5:30 pm at the District Office.

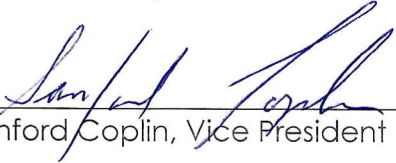
There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:46 pm with motion made by Director Olsen seconded by Director Anderson. Motion carried.

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Respectfully submitted by:



Donald Olsen, President



Sanford Coplin, Vice President



Rocio Fernandez, Recorder