

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 5:33 pm on August 27, 2020.

ROLL CALL:

President Harry Wiggins
Vice President Sanford Coplin
Secretary Robert Moody joined at 6:30 pm
Assistant Secretary Darlene Lamboley
Treasurer Michael Moore

ADMINISTRATIVE STAFF:

General Manager Don Rosa
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF:

None

DISTRICT COUNSEL:

Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

Action Items

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

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

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

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

Motion made by Director Coplin and seconded by Director Lamboley to approve the July 2020 Financials. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF CHECKS:

2. Review and consider approving of checks and directing Staff to sign checks

1. General Fund 633: Total of \$208,188.29
2. Operating Account: Check No. 24435 through Check No. 24470 for a total of \$176,191.03
3. Reserve Account: Check No. 118 for a total of \$7,096.84
4. Street Maintenance Account: Check No. 522 for a total of \$1,685.41
5. Pajaro Park Account: Total of \$1,141.93
6. COP 2010 Account: Total of \$5,814.60

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7. Debt Service Reserve Account: Total of \$6,431.25

Motion was made by Director Wiggins, seconded by Director Lamboley to approve the July 2020 Checks, and direct Staff to sign checks. Motion carried.

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

3. Review and consider acceptance of Draft Water Rate Study
(This item was moved to be discussed towards the end of the meeting)

The Board of Directors received a copy of the Draft Water Rate Study. All known costs, including generators, reserves and operational costs were considered in the proposed rates shown on figure 16 of the Draft Study. General Manager Rosa suggested exploring other options of higher fixed charge rather than volumetric, possibly a rate structure of 50% of costs from fixed meter charges and 50% from volumetric rates or 60%/40%. This structure would continue to allow the ratepayer more control of the water bill. Once these two options are available, General Manager suggested setting a Special Meeting to discuss and choose an option most comfortable for the Board.

The average water bill proposed in the Draft Study, assuming 6 units, would be \$58.26, if the Generator Project should be removed from the Study, the bill would drop to \$51.50. Possibly the ratepayer would accept the proposed rate better, if we informed them that the Generator Project will be the bulk of the proposed rate increase, approximately \$7.00 per month per connection.

Motion was made by Director Moody, seconded by Director Coplin to accept the Draft Report with edits to final report, and completion date of September 24, 2020. 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 Resolution No. 08-01-20 Authorizing General Manager to Apply for Funding, Sign and Submit Application for Funding from the Drinking Water State Revolving Fund

Staff is working with State in the Springfield Water System Construction Grant Funding Application. MNS' Engineer's report estimated the project cost to be \$8.5 Million.

Motion was made by Director Moore, seconded by Director Lamboley to approve Resolution No. 08-01-20 Authorizing General Manager to Apply for Funding, Sign and Submit Application for Funding from the Drinking Water State Revolving Fund. Motion carried.

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

5. Review and consider Resolution No. 08-02-20 Approving the Application for Per Capita Grant Program

Staff is in communication with Office of Grants and Local Services (OGALS) regarding the application process for the \$177,952.00 allocated to the District for the purpose of capital outlay at the Pajaro Park. Staff has put together a list of possible projects. Director Moore would like the Community to have input in the possible Pajaro Park projects.

Director Wiggins has requested this item be added to next month's Board Meeting for further Discussion

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Motion was made by Director Wiggins, seconded by Director Coplin to approve Resolution No. 08-02-20 Authorizing General Manager to Apply for Per Capita Grant Program. Motion carried.

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

6. 2020-2021 Lighting Assessment

Staff would like to set 2020-2021 Lighting Assessment Hearing for October 22, 2020 at 5:45 pm. The Board was presented with a copy of the Hearing Notice to be distributed 45 days prior to Hearing date. The District currently has 213 lights in the assessment district and assesses 793 parcels. There will be no change to the assessment amount from previous year.

Motion was made by Director Lamboley, seconded by Director Coplin to approve 2020-2021 Lighting Assessment Hearing for October 22, 2020 at 5:45 pm. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Possible Grant Funding Source Identified for the Purpose of Pajaro Tank #1 Rehabilitation

- MNS Engineers contact Staff regarding possible Grant Funding for the rehabilitation of the Pajaro Tank #1, estimated at \$750,000 to \$1,000,000. Staff is working with Karen Nilsen a funding consultant.

2. Cal-OES

- Application for funding has been resubmitted with revisions, District is requesting \$150,000.
- If funded, District will contract with consultant to generate the Local Hazard Mitigation Plan.

3. District Wide Generator Project

- Board requested of Staff to review project scope and cost in attempt to identify cost saving potential.
- Staff presented the Board with a report of potential savings. Option 1 identified a potential savings of \$35,500 with the removal of 4 generators and the addition of a mobile generator and necessary equipment. Option 2 consists of the removal of 4 smaller generators that serve booster sites leaving a total of 21 connections without water in the event of a power outage. Director Coplin commented that everyone should be considered in the project and no customer should be left out of project.

4. Local Wildland Fires-Impact on Operators

- JPIA recommended all employees work indoors when poor air quality exists.
- Water Quality Labs-both labs that are utilized by the District are available with limited staffing, no impact to date.

5. 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.
- 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.

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- 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.
 - 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.
- Office will be at full staffing beginning July 6, 2020 with physical distancing requirements met and health screening protocols in place; masks or face coverings to be worn always while indoors.
- All field personnel to work from home (stand-by) when air quality is bad.

6. District Operations Report

Pajaro Grant

- New tank connection has been tested, tank has been filled and disinfected. Currently contractor and Staff are completing minor touchups, substantial completion is August 31st.

Springfield Planning Grant

- Construction Application: General Information and Financial Packets are under review. Monthly conference call is scheduled on August 26, 2020.

Pajaro Park

- Summer Lunch Program, drive thru and walk-up, ended Friday August 14, 2020. The Park remains closed.

7. Usage Comparison Report 2013/2020

- Water usage is down in most systems except for Springfield Water Systems compared to this month in 2013.

Closed Session:

A. Public Comments for Closed Session

No comment

B. Conference with Legal Counsel-Existing Litigation (Government Code § 54957)

1. AWC Holdings Trust and AWC II Holdings Trust vs the County of Monterey through its Board of Supervisors et al Case No. 18CV1746, Monterey County Superior Court, filed May 11, 2018
2. Steve Pacheco, Trustee of the Salinas Land Holding Trust vs Pajaro/Sunny Mesa Community Services District et al Case No. unknown, Monterey County Superior Court, filing date unknown

Closed session opened at 7:04 pm

Out of closed session at 7:15 pm

No final action taken.

NEXT BOARD MEETING:

The next Board meeting is to be held on Thursday, September 24, 2020 at 5:30 pm.

A Special Meeting is to be scheduled on September 9th or 10th, 2020 at 5:30 pm.

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There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:17 pm with motion made by Director Coplin, seconded by Director Moore. Motion Carried.

Respectfully submitted by:



Harry Wiggins, President



Sanford Coplin, Vice President



Judith Vazquez-Varela, Recorder