

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via Zoom Video conferencing was called to order at 5:35 pm on June 23, 2022.

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

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

ABSENT DIRECTOR(S) & STAFF: Treasurer Clinton Miller

DISTRICT COUNSEL: Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

CLOSED SESSION: Closed session began at 5:38 pm.

Conference with Labor Negotiators (California Government Code §54957.6)

- District designated representatives: (Board President Sandy Coplin and Board Vice President Donald Olsen)
- Unrepresented employee: (General Manager)

Return to Open Session at 6:30 pm, no final action taken.

Action Item: General Manager's Employment Contract. Resolution No. 06-02-22

Director Coplin reported on the Action Item, General Manager's Employment Contract, Resolution No. 06-02-22 amended today to be effective July 1, 2022. An Ad Hoc Committee was formed consisting of Board President Coplin and Vice President Olsen to negotiate an employment contract with the Pajaro/Sunny Mesa Community Services District, General Manager Don Rosa, the contract is \$184,910 for fiscal year 2022-2023 comprised of 3 economic factors, first a 2.5 percent previously approved annual increase, a 5 percent inflation increase given to all District employees and a 2.5 percent increase to help close the 15.25 percent gap between the 6 comparable surrounding General Managers. Also, there will be an additional increase of 2.5 percent effective July 1, 2023, and thereafter, the vacation days are increased to 30 days annually after 20 years of employment with the District, the vacation is no longer lost, any earned vacation not used will be paid at the end of the calendar year. There will be no loss of sick leave, any earned sick leave not used, up to five days, shall be paid the first paid period of the new year. The contract is for a term of 60 months, and it can be extended by the District Board of Directors for one year commencing January 1, 2025, and every year thereafter, to always have a remainder of 2 years of the contract. The copy of the General Managers contract and Resolution 06-02-22 is attached.

Motion was made by Director Chesterman and seconded by Director Olsen to approve Resolution No. 06-02-22 General Manager employment contract amendments. Motion carried.

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

MINUTES OF REGULAR MEETING – June 23, 2022

Action Items

1. Consider and approve the Minutes of the May 26, 2022, Regular Board Meeting

No discussion

Motion was made by Director Chesterman and seconded by Director Anderson to approve the Regular Board Meeting Minutes of May 26, 2022. Motion carried.

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

OLD BUSINESS:

1. Consider adoption of AB-361 to allow teleconference and virtual meetings Resolution No. 06-01-22

The Board of Directors received the Draft Resolution 06-01-22 to allow teleconference and virtual meetings based on the Governor's Executive Order No. N-08-21 (Jun. 11, 2021) and the Legislature adopted AB-361 as an Urgency Measure. Staff recommends considering the proposed resolution to continue with virtual meetings unless the Governor rescinds the Executive Order No. N-08-21 Staff will prepare for an in-person meeting. Staff recommends virtual meeting in July 2022.

Motion was made by Director Chesterman and seconded by Director Coplin to approve Resolution No. 06-01-22 AB-361 to allow teleconference and virtual meeting. Motion carried.

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

NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for May 2022

Bookkeeper Saldade informed the Board of Directors that the Water Sales were basically on budget, 99 percent of monthly budget. District Wide Repair and Maintenance Budget increase in budget due to the purchase of fuel transfer pump for District generators mobile fuel refill, this was paid by 2021 Bond funds. We saw an increase on Permits due to Annual Renewal of Water System Operating Permits, to Monterey County Environmental Health. May's Total Income was more than Total Expenses by \$18,533. May's Cash was more than April's Cash by \$73,148, increase was due to assessment funds transfer from Monterey County Account to Operating Account. Also, from reimbursement received from LHMP and Bottled Water Grants.

Net Income for May is normal for year to date. Next month the entire fiscal year Income will be reported.

The Pajaro/Sunny Mesa/Vega 90 days Aging Balance is \$85.93 all being accrued by one customer, this balance was collected after distribution of Agenda. The 90-day balance in the Moss Landing/Prunedale is reducing every month, Springfield customer has continued to timely make the prearranged payments.

Regarding the fire hydrant incident in Pajaro Water System, the invoice was submitted to the responsible party.

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

MINUTES OF REGULAR MEETING – June 23, 2022

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving June 2022 payments and authorization for Staff to sign checks

Bookkeeper Saldate

1. General Fund 633: Total of \$0.00
2. Operating Account: Check No. 25082 through Check No. 25110 totaling \$115,867.02
3. Reserve Account: Total of \$7,393.75
4. Street Maintenance Account: Check No. 553 through Check No. 556 totaling \$2,569.37
5. Pajaro Park Account: Total of \$2,086.48
6. COP 2010 Account: Total of \$0.00
7. Debt Service Reserve Account: Total of \$0.00

Motion was made by Director Chesterman seconded by Director Olsen to approve the June 2022 payments and authorize Staff to sign checks. Motion carried.

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

3. Review and consider 2022-2023 Pajaro Street Lighting Final Budget

Per Proposition 218 requirements the Public Hearing date will be October 27, 2022.

Motion was made by Director Anderson seconded by Director Chesterman to approve 2022-2023 Pajaro Street Lighting Final Budget and Public Hearing Date, October 27, 2022. Motion carried.

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

4. Review and consider 2022-2023 Street Maintenance/Subdivision Maintenance Final Budget

No discussion.

Motion was made by Director Olsen and seconded by Director Chesterman to approve the 2022-2023 Street Maintenance/Subdivision Maintenance Final Budget. Motion carried.

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

5. Review and consider 2022-2023 Pajaro Community Parks/Public Area Final Budget

No discussion.

MINUTES OF REGULAR MEETING – June 23, 2022

Motion was made by Director Anderson and seconded by Director Olsen to approve the 2022-2023 Pajaro Community Parks/Public Area Final Budget. Motion carried.

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

6. Review and consider 2022-2023 Pajaro Park Final Budget

No discussion.

Motion was made by Director Olsen and seconded by Director Chesterman to approve the 2022-2023 Pajaro Park Final Budget. Motion carried.

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

7. Review and consider 2022-2023 Operating/Water Final Budget

General Manager provided an update to the Budget Notes, Water Revenue Budget has been reduced to a more conservative number now that we have the actual income thru June, inclusive of the 13 percent rate increase and considering implementing conservation thru all fiscal year. Salaries and Wages changed slightly. Casualty/Liability Insurance Budget has a substantial increase of 15-20 percent industry wide, final number will be provided in one month. Fuel-Trucks Budget has been increased slightly due to current fuel prices increasing about 50 percent from last year budget. All other budgets remained the same.

Motion was made by Director Chesterman and seconded by Director Anderson to approve the 2022-2023 Operating/Water Final Budget. Motion carried.

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

8. Review and Consider amending Signature Cards for all Financial Institutions

Staff recommends adding Paul Anderson to all Financial Institution signature cards. The amendments will be provided to the bank and brought back to the Board of Directors for signature.

Motion was made by Director Chesterman and seconded by Director Olsen to approve amending signature cards to all Financial Institutions. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Operations update: due to COVID-19

- No changes to COVID-19 District Operations
- Office remains closed to public; continuing to take payments by phone or drop off
- Office is at 100% staffing with physical distancing requirements met and health screening protocols in place: masks or face coverings to be worn at all times while indoors.
- No vendors or members of the public are allowed into Office

MINUTES OF REGULAR MEETING – June 23, 2022

2. Small Community Drought Relief Grant (Water Storage Replacement/Rehabilitation)

- General Manager Rosa and MNS Engineers conducted a site visit of the storage tanks and completed the Assessment Memo to be included in the application. We will know the Application submittal date by next Board Meeting.

3. MOM – On-line Bill Pay Program

- District Staff and Corbin-Willits technicians have begun work on project, it is expected to be ready on July 1, 2022. A flyer will be included in the next billing informing customers of On-Line Bill Pay Program

4. Water Rate Increase

- Increase of 13% has been approved by Board of Directors effective July 1, 2022. A notice will go out with next billing informing the rate payer of increase.

5. District Operations Report

Springfield Planning Grant

- Staff is reviewing Memorandum of Understanding from CWC for the Technical Assistance for the Engineering plans be brought to 100%, currently they are at 30%.

Generator Project

- Staff has put in place three (3) generators awaiting electrician for installation. Generators were placed at Matterhorn and Normco #3 well sites, and Normco booster station. Three (3) more generators are in cue to prepare for installation, the transfer switches are expected to arrive on schedule.

.71 Acre Surplus Property

- District has received \$5,142.81.

6. Usage Comparison Report 2021/2022

- Most systems water usage was down, except for Vega, Langley/Valle Pacifico and Blackie.

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday July 28, 2022, at 5:30 pm via Zoom videoconferencing.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:12 pm with motion made by Director Anderson seconded by Director Olsen. Motion carried.

Respectfully submitted by:


Sanford Coplin, President


Donald Olsen, Vice President


Judith Vazquez-Varela, Recorder