

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via Zoom Video conferencing was called to order at 5:33 pm on August 25, 2022.

ROLL CALL:

Vice President Donald Olsen
Assistant Secretary Paul Anderson
Treasurer Clinton Miller

ADMINISTRATIVE STAFF:

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

ABSENT DIRECTOR(S) & STAFF:

President Sanford Coplin
Secretary Donald Chesterman

DISTRICT COUNSEL:

None

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: Santiago Garcia joined at 5:43 pm, no comment.

PUBLIC COMMENTS: None

CLOSED SESSION: None

Action Items

1. Consider and approve the Minutes of the July 28, 2022, Regular Board Meeting

No discussion.

Motion was made by Director Miller and seconded by Director Anderson to approve the Regular Board Meeting Minutes of July 28, 2022. Motion carried.

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

OLD BUSINESS:

1. Consider adoption of AB-361 to allow teleconference and virtual meetings Resolution No. 08-01-22

The Board of Directors received the Draft Resolution 08-01-22 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 September 2022.

Motion was made by Director Anderson and seconded by Director Miller to approve Resolution No. 08-01-22 AB-361 to allow teleconference and virtual meeting. Motion carried.

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

NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for July 2022

Bookkeeper Saldate informed the Board of Directors that the Water Sales were 18 percent over monthly budgeted projection. Computer Software Budget increase above budget due to the purchase and installation Online BillPay Program. We saw a decrease in the Credit Card Transaction Fees due to the 4% transaction fee paid by customer as of July 1. Utilities-

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Well Site budget was increased due to high water usage contributing to increase in well pump run duration. In Other Income we saw an increase in Connection Fees because of the addition of five (5) ¾ inch connections to the Pajaro Water System. July's Total Expenses were less than Total Income by \$107,401. July's Cash was less than June's Cash by \$57,874, mainly due to the Pajaro Valley Water Management quarterly payment and the Take Permit for the Springfield Water System. Total July cash on hand was \$661,085. Net income for July was above projected budget, mainly due to a combination of the new connections and lower Total Expenses for month.

The total 90 days balance decreased by about \$11 compared to previous month, past due balance is owed by one customer in Springfield who is on a payment plan and has requested LIHWAP assistance.

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

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving August 2022 payments and authorization for Staff to sign checks
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 25147 through Check No. 25173 totaling \$157,752.85
 3. Reserve Account: Total of \$10,526.25
 4. Street Maintenance Account: Check No. 558 for a total of \$1,304.28
 5. Pajaro Park Account: Total of \$1,479.50
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$4,856.25

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

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

3. Review and consider Resolution 08-02-22 a Resolution of the Pajaro/Sunny Mesa Board of Directors of the Pajaro/Sunny Mesa Community Services District Authorizing the Grant Application, Acceptance, and Execution for the Pajaro/Sunny Mesa Community Services District Tank Rehabilitation(s)

General Manager Rosa informed the Board of Directors that the Grant Application has been submitted and received by the California Department of Water Resources. This Resolution is to grant the General Manager authorization to execute the grant and provide any additional documentation necessary for the Grant execution.

Motion was made by Director Miller and seconded by Director Anderson to approve Resolution 08-02-22 of the Pajaro/Sunny Mesa Board of Directors of the Pajaro/Sunny Mesa Community Services District Authorizing the Grant Application, Acceptance and Execution for the Pajaro/Sunny Mesa Community Services District Tank Rehabilitation(s). Motion carried.

Roll Call Vote: Ayes: D. Olsen; P. Anderson; C. Miller

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Noes: None
Absent: S. Coplin; D. Chesterman
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

2. 2021-2022 Annual Audit

- Bianchi, Kasavan & Pope has met with Staff to begin audit process. BKP plans to be in office for field audit on September 13 - 15. BKP requested a Provided By Client (PBC) list, Staff is about 90 percent complete with the list. Audit presentation is tentative for November 2022.

3. District Operations Report

Springfield Planning Grant

- Staff is working with Robert Mullaney from the UC Davis Law Clinic on drafting the Water Agreement between the District and the Moss Landing Mobile Home Park. The Environmental work continues. Community Water Center (CWC) held an onsite meeting with State Water Boards Members to discuss the Springfield Project and other CWC projects

Generator Project

- All eight (8) generators have arrived in Salinas Caterpillar, preparation is being made for installation over the next three (3) months. All concrete pads necessary have been poured and ready. Tomorrow four (4) more generators will be delivered. In the following week 2 generators will be delivered. We are still waiting for the automatic transfer switches.

Hazard Mitigation Plan

- The Hazard Mitigation was provided to the Committee for their review. The draft LHMP will be available for review beginning September and we will hold a public meeting on September 15, 2022, at 5:30. Staff invited Board members to join.

Multi Community Bottled Water Project

- Staff has submitted a request for time extension and additional funds to continue providing bottled water to the Springfield Water System and neighboring areas.

LIHWAP

- Staff has contacted customers who will benefit from program and provided Central Coast Energy Services (CCES) link to program. Staff attended a meeting with CCES to discuss the process.

4. Usage Comparison Report 2021/2022

- Most systems are down, except Springfield usage is up this month compared to this month last year. Overall usage is up by 11 percent.


NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday September 22, 2022, at 5:30 pm via Zoom videoconferencing.

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There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:03 pm with motion made by Director Miller seconded by Director Anderson. Motion carried.

Respectfully submitted by:



Sanford Coplin, President



Donald Olsen, Vice President



Judith Vazquez-Varela, Recorder