

MINUTES

The special meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 5:33 pm on November 19, 2020.

ROLL CALL: President Harry Wiggins
Vice President Sanford Coplin
Secretary Robert Moody
Assistant Secretary Darlene Lamboley
Treasurer Michael Moore joined at 5:44 pm

ADMINISTRATIVE STAFF: General Manager Don Rosa
Bookkeeper Amy Saldade
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF: None

DISTRICT COUNSEL: Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: Jarrod Penner with Bianchi, Kasavan & Pope LLP. He disconnected at 5:54 pm

PUBLIC COMMENTS:

Chair moved to start with will item no. 4 (2019-2020 Final Draft Audit Presentation)

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

Action Items

1. Consider and approve the Minutes of the October 22, 2020 Special Board Meeting

Motion was made by Director Moody and seconded by Director Lamboley to approve the Special Board Meeting Minutes of October 22, 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 October 2020

Bookkeeper Saldade presented the financial report stating an increase in Expenses Indirect due to annual payment of property taxes, audit second progress billing. She also noted an increase in Expenses Direct for landscaping and irrigation repairs at Stone Ridge Estates (this is a pass through as it will be paid by Stone Ridge Account, and an increase in Other Income due to a new connection in Pajaro Water System. District's current cash on hand as of October 31st, 2020 is approximately \$425,000. The total income vs expense difference is \$42,099.53 and September vs October cash difference of \$14,803.18.

Motion made by Director Coplin and seconded by Director Moody to approve the October 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 and directing Staff to sign checks
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 24530 through Check No. 24558 for a total of \$156,547.43
 3. Reserve Account: Total of \$0.00
 4. Street Maintenance Account: Check No. 527 through Check No. 528 for a total of \$3,616.57
 5. Pajaro Park Account: Check No. 847 for a total of \$3,625.82
 6. COP 2010 Account: Total of \$5,573.10
 7. Debt Service Reserve Account: Total of \$0.00

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

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

3. Resolution No. 11-01-20 Designation of Subrecipient's Agent Resolution Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program

CalOES has awarded the District \$112,500 toward creating a Pre-Disaster Mitigation Plan. District will be matching with \$37,500 for a total project cost of \$150,000.

Resolution No. 11-01-20 authorizes the General Manager as the agent to sign documents related to the grant. RFQ to go out early next year to firms interested in completing the work.

Motion was made by Director Moody, seconded by Director Wiggins to adopt Resolution 11-01-20 Designation of Subrecipient's Agent Resolution Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program. Motion carried.

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

4. 2019-2020 Final Draft Audit Presentation

This item was moved before Action Items.

The Board was presented with the Final Draft Audit. The finance committee, District Staff and Jarrod Penner met before Board Meeting to discuss the audit.

Mr. Penner reported there were no significant findings in the financial statements. Also noted that the internal controls are being effective, and the District final standing remains strong.

Director Wiggins reported that two changes were to be made. The first to change the word fiscal to calendar on page 12 of audit. Second change will be a change in language to item 13 (on page 25 of audit) noting that Pajaro Park does not receive revenue, General Manager and Mr. Penner will work on language.

Director Moody noted a 1.6 million increase in revenue, General Manager Rosa explained that the increase was due to Grant reimbursements.

Motion was made by Director Coplin, seconded by Director Lamboley to approve the 2019-2020 Final Draft Audit with two corrections. Motion carried.

MINUTES OF REGULAR MEETING – November 19, 2020

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Proposition 218 Proceedings

- Director Coplin would like to have an extension of the Public Hearing to allow rate payers more time to cast their vote. General Manager Rosa explained that the Public Hearing packet would be mailed out on January 6th, 2021 informing them of the February 25th, 2021, Public Hearing. The ratepayer will have from the moment they receive their packet up to the Hearing night to submit a protest, no need for an extension. Director Moody recommended to proceed with Public Hearing as scheduled for a fair Prop 218 process also noted the importance of having the discussion and would like that noted in the Minutes.
- Staff will provide a draft of the Public Hearing Packet on the December Board meeting for Board review.

2. 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.
- 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.

3. District Operations Report

Pajaro Grant

- Project is 100 percent complete; tank is online and operating on normal mode.

Springfield Planning Grant

- Environmental and Technical packages are being finalized; this will complete the construction funding application.

Pajaro Park

- The Pajaro Park remains closed.
- The Tot Lot has been reopened, following safe reopening guidance provided by California Department of Public Health. Safety guidelines are posted at both entrances to park.
- Director Moore informed staff that Together In Pajaro is interested in funding fencing to open the Pajaro park play structure. He would like a recommendation and plan from staff for next month meeting.

MINUTES OF REGULAR MEETING – November 19, 2020

Emergency Generators

- Grant application was submitted to CalOES for the purchase of 3 generators, well #1, District office, and replacement for well #2 for Pajaro Water System, requesting a total of \$299,689.

Multi Community Bottle Water Project

- Staff received 3 more request for bottled water delivery, totaling 194 homes benefiting from this project.

4. Usage Comparison Report 2019/2020

- Water usage comparison report was revised to show a comparison between the October water usage in current year compared to previous year, for a more relevant comparison.

Closed Session: None

NEXT BOARD MEETING:

The next Special Board Meeting is to be held on Thursday, December 17, 2020 at 5:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:48 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