

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 4:32 pm on June 25, 2020.

ROLL CALL: President Harry Wiggins
Vice President Sanford Coplin
Secretary Robert Moody
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: Amy Saldate PSMCSD Bookkeeper joined at 5:03 pm.

PUBLIC COMMENTS:

General Manager Rosa requested to change the order of agenda and start with Closed Session, Board Chair accepted.

Action Items

1. Consider and approve the Minutes of the May 28, 2020 Regular Board Meeting

Motion was made by Director Wiggins and seconded by Director Coplin to approve the Regular Board Meeting Minutes of May 28, 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 May 2020

Motion made by Director Moody and seconded by Director Lamboley to approve the May 2020 Financials and Checks. 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
 1. General Fund 633: None
 2. Operating Account: Check No. 24358 through Check No. 24395 for a total of \$142,144.96
 3. Reserve Account: Total of \$857.12
 4. Street Maintenance Account: Check No. 519 through Check No. 520 for a total of \$13,473.58
 5. Pajaro Park Account: Total of \$598.50

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- 6. COP 2010 Account: Check No. 824 through Check No. 825 for a total of \$831,286.03
- 7. Debt Service Reserve Account: None

Motion was made by Director Moody, seconded by Director Lamboley to approve the May 2020 Financials and Checks. Motion carried.

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

- 3. Review and consider 2020-2021 Final Budgets-no changes, or edits from the Preliminary Budgets

A copy of the Street Lighting, Street Maintenance, Public Parks/Public Areas, and Pajaro Park Final Budgets were presented to the Board of Directors.

Motion was made by Director Wiggins, seconded by Director Coplin to approve the 2020-2021 Street Lighting, Street Maintenance, Parks/Public Areas and Pajaro Park Final Budgets. 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 2020-2021 Operating/Water Final Budget

The Board was provided with a copy of the 2020-2021 Operating/Water Final Budget. This budget includes changes due to the approved salary increases.

Motion was made by Director Moody, seconded by Director Coplin to approve the 2020-2021 Operating/Water Final Budget. Motion carried.

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

- 5. Review and consider Compensation Schedule

The Board was provided with a copy of the compensation schedule reflecting an 8% increase to all hourly employees, then a 2% increase for the next four years. Schedule is currently budgeted for, over the 5-year period. The Board was also provided with a draft compensation schedule reflecting a median comparison methodology, with a goal of 10% lag, this option was disregarded.

The Board amended the compensation schedule to reflect an 8% increase to all hourly employees, then a 2% increase for the next four years with the exception of Maintenance Operator I and II to receive and increase of 5% for the next four years.

Motion was made by Director Coplin, seconded by Director Lamboley to approve the Compensation Schedule July 1st, 2020 reflecting an 8% increase to all hourly employees, then a 2% increase for the next four years with the exception of Maintenance Operator I and II to receive an increase of 5% for the next four years. Motion carried.

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. Generator Project-District Wide-Update

- The Board of Directors were provided with a copy of the total equipment costs totaling \$812,000.
- Springfield Water System is not included in the list because a generator is included in project plans to be funded via grant funding.
- Major projects, like this generator project, are usually funded via a bond financed over a long period of time, costing the rate payer less per year. General Manager Rosa was directed to research 20-year and 25-year terms of payment. Once the information is presented to the Board, there will be a decision made on the method to fund the Generator Project.

2. Water Rate Study

- Project is on schedule.
- Regular communication between NBS and District Staff.
- Compensation schedule and budgets will be provided to NBS.

3. 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.
- Office is staffed daily by General Manager and one administrative employee.
- 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.
- Staff is currently working with ACWA-JPIA to draft and indemnity agreement for liability.
- 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 at all times while indoors.

4. District Operations Report

Pajaro Grant

- Tank project is awaiting a mixing system that should arrive by the 6th of July; the completion goal is end of July. To achieve this goal, three crews are proposed: mixing install, piping system completion and electrical group. If the three groups work in parallel, project will be completed by July 31st.

Springfield Planning Grant

- The District Engineer has reviewed and approved Cultural and Biological reports. Monthly conference call is scheduled on June 24, 2020.

Pajaro Park

- The Summer Lunch Program, drive-thru and walk-up, is taking place at the Pajaro Park. The Park is closed for all other use.

Multi Community Bottled Water Project

- We received a request for bottled water delivery in the Struve Road area and it was approved totaling 190 deliveries.

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5. Usage Comparison Report 2013/2020

- Water usage is down in most systems except for Moss Landing Harbor Water System 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. Public Employee Performance Evaluation. Subd. (b)(1) of (§ 54957)
⇒ Title: (General Manager)

Closed session opened at 4:34 pm
Out of closed session at 5:02 pm

No final action taken.

NEXT BOARD MEETING:

The next Board meeting is to be held on Thursday, July 23, 2020 at 4:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:10 pm with motion made by Director Coplin, seconded by Director Moody. Motion Carried.

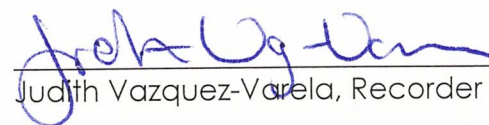
Respectfully submitted by:



Harry Wiggins, President



Sanford Coplin, Vice President



Judith Vazquez-Varela, Recorder