

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:31 pm on February 23, 2023.

ROLL CALL: President Donald Olsen
Vice President Sanford Coplin
Assistant Secretary Clinton Miller
Treasurer Donald Chesterman

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

ABSENT DIRECTOR(S) & STAFF: Secretary Paul Anderson

DISTRICT COUNSEL: Attorney Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the January 26, 2023, Regular Board Meeting

No discussion.

Motion was made by Director Chesterman and seconded by Director Coplin to approve the Regular Board Meeting Minutes of January 26, 2023. Motion carried.

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

OLD BUSINESS:

1. None

NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for January 2023

Bookkeeper Saldade informed the Board of Directors that the Water Revenue is at 78 percent of the projected monthly budget due to the storms and Pajaro evacuation. The Salaries and Wages budget was high due to Annual Sick Leave and Vacation Accruais. We also saw an increase in the Permits budget, the State regulated systems annual Water System Permits were paid. The Total Expenses were more than the income by \$46,841. January's Cash was less than December's Cash by \$50,978. Total January's cash on hand was \$881,818. Net income for January is negative \$46,841 due to the combined factors of low water sales and higher salary expenses.

The total 90 days balance has increased by \$205. The 90 days balance has increased by \$667 since August 2022 when we began referring customers to LIWHAP, when in the application process, applicants often cease payments during the approval process. 1 LIWHAP application has been approved and 4 others are currently under review, 4 of them are 90 days delinquent.

The motion was made by Director Miller and seconded by Director Chesterman to approve the financial reports for January 2023. Motion carried.

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

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Abstain: None

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving February 2023 payments
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 25325 through Check No. 25358 totaling \$111,606.83
 3. Reserve Account: Total of \$3,576.25
 4. Street Maintenance Account: Check No. 564 for a total of \$1,035.17
 5. Pajaro Park Account: Total of \$1,370.65
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$0.00

Motion was made by Director Coplin and seconded by Director Chesterman to approve the February 2023 payments. Motion carried.

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

3. Review and consider approving proposed amendment to water rate schedule

General Manager Rosa was advised by Attorney Smith to check agricultural rate adoption history, the agricultural rates were not included in the original ordinance rate schedule. Also found that the District formation documents do not allow for water for agricultural use. The rates first appeared on the 2004 rate schedule amendment, probably due to an agriculturally based user. General Manager Rosa recommended removing the agricultural rate from the current rate schedule. Director Miller added that the District does not provide water for agricultural purposes and supported the recommendation by General Manager Rosa.

Motion was made by Director Coplin and seconded by Director Chesterman to approve removing agricultural rates from the water rate schedule. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Operations update: due to COVID-19
 - General Manager Rosa reported no change to District operations, the office continues to be open to the public, and continues to take payments in person and by phone.
 - Office is at 100 percent staffing, with physical distancing and health screening protocols in place: masks or face coverings are encouraged but not required.
2. Pajaro County Sanitation District (PCSD) Update:
 - Manager Rosa did not receive the summary that was going to be provided by Monterey County Staff.
 - Manager Rosa discussed the email from Debbie Cruz with ACWA JPIA where he asked Debbie if the sewer pipe is covered by the Property Program.

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Debbie responded that physical damage to the pipeline is not covered by the program, but the third-party damage is covered if the District is deemed liable. District Counsel Smith recommends information be presented to the Board as it becomes available for discussion once all necessary information has been discussed then presented to the Board for approval.

- Director Coplin does not want the District to be liable for any spills, the District cannot afford to put the rest of the District at risk for sewer expenses.

3. District Policies needing updating: GM Don Rosa and Attorney Alan Smith

- A copy of a schedule was provided listing policies that need an update or that are necessary. The order of the schedule can be altered based on District needs.

4. Streamline-Special District Website Engine

- Staff met with Streamline. Streamline is a website development system that works specifically with Special Districts like ours. They ensure that the websites meet ADA compliance as well as all other government requirements and work on accomplishing transparency. They charge a one-time \$250 migration fee and a monthly \$249 fee for maintenance and support. Currently, Staff maintains the website. Board directed Staff to move forward with initiation of contract with Streamline.

5. On-line Bill Pay program Update:

- 125 ratepayers utilized the system in January.
- 122 have enrolled in autopay.
- Directors suggested we re-send the On-line Bill Pay flyer in our bills in the near future.

6. District Operations Report

SRF Planning Grant Springfield

- The Planning Commission Hearing is set for March 8, 2023, if approved, the project will be environmentally compliant.

Generator Project

- Transfer switch installation has begun and made good progress, electrician was at two (2) sites today and two (2) sites yesterday. We are still waiting for one (1) transfer switch, expecting delivery in June.

Hazard Mitigation Plan

- The plan has been reviewed by FEMA and is eligible for final approval pending on PSMCSD Board adoption. The resolution for adoption will be brought to the Board at the next regular Board Meeting. Completion of this plan will allow the District to be eligible for FEMA grant funding for projects called out in the plan.

LIHWAP

- The fourth referred customer has been approved for payment and funds have been received. Five other customers have been referred to the program and are in application or review process.

7. Usage Comparison Report 2022/2023

- All water system usage is down this month compared to this month last year by 22.3 percent.

CLOSED SESSION:

The closed session began at 6:24 p.m. and ended at 6:40 p.m.

No final action was taken.

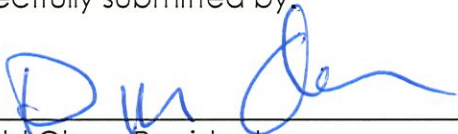
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NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday March 23, 2023, at 5:30 pm at the District Office.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:43 pm with motion made by Director Chesterman seconded by Director Miller. Motion carried.

Respectfully submitted by:



Donald Olsen, President



Sanford Coplin, Vice President



Judith Vazquez-Varela, Recorder