

# MINUTES

The special meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 5:32 pm on December 17, 2020.

**ROLL CALL:**

President Harry Wiggins  
Vice President Sanford Coplin  
Secretary Robert Moody  
Assistant Secretary Darlene Lamboley

**ADMINISTRATIVE STAFF:**

Bookkeeper Amy Saldate  
Recorder Judy Vazquez-Varela

**ABSENT DIRECTOR(S) & STAFF:**

Treasurer Michael Moore  
General Manager Don Rosa

**DISTRICT COUNSEL:**

Alan Smith

**ADDITION(S) TO AGENDA:** None

**PUBLIC IN ATTENDANCE:** None

**PUBLIC COMMENTS:** None

**Action Items**

1. Consider and approve the Minutes of the November 19, 2020 Special Board Meeting

Motion was made by Director Wiggins and seconded by Director Coplin to approve the Special Board Meeting Minutes of November 19, 2020. Motion carried.

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

**OLD BUSINESS:** None

**NEW BUSINESS:** (Action Items)

1. Review and consider approving the Financial Reports for November 2020

Bookkeeper Saldate presented the financial report stating an increase in Expenses Indirect due to two Interest payments for the Pajaro Tank Loan. She also noted an increase in Other Income due to a temporary hydrant meter rental. District's current cash on hand as of November 30th, 2020 is approximately \$478,000. The total income vs expense difference is \$51,804.53 and October vs November cash difference of \$53,727.47.

Motion made by Director Moody and seconded by Director Lamboley to approve the November 2020 Financials. Motion carried.

Roll Call Vote:   Ayes:           H. Wiggins; S. Coplin; R. Moody; D. Lamboley  
                      Noes:           None  
                      Absent:        M. Moore  
                      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. 24559 through Check No. 24587 for a total of \$195,609.82

3. Reserve Account: Total of \$3,981.00

**MINUTES OF SPECIAL MEETING – December 17, 2020**

4. Street Maintenance Account: Check No. 529 through Check No. 530 for a total of \$1,003.72
5. Pajaro Park Account: Total of \$1,593.41
6. COP 2010 Account: Total of \$306,281.10
7. Debt Service Reserve Account: Total of \$0.00

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

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

**STAFF/COMMITTEE REPORTS:** (Informational Only)

1. Proposition 218 Proceedings

- Directors would like the notice of Public Hearing Packet to be revised for clarity. Also, they would like to see more detail on the need for the rate increases and change the title of the letter supporting the need for emergency generators. Director Wiggins appointed Directors Moody and Coplin to work with Staff and District Counsel to revise the packet.

2. District office will be closed on the 21<sup>st</sup> thru the 25<sup>th</sup> of December 2020.

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.
- 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.
- **Office began operating with reduced staffing on November 30, 2020.**

4. District Operations Report

Springfield Planning Grant

- Environmental and Technical packages are being finalized.

Pajaro Park

- The Pajaro Park remains closed.
- Director Moore informed staff that Together In Pajaro has interest in funding fencing to open the Pajaro Park play structure. The cost for fencing is \$525 per month, allowing only pedestrian access to Park.

**MINUTES OF SPECIAL MEETING – December 17, 2020**

Hazard Mitigation Plan

- Staff is working on an RFQ to go out early next year to firms interested in completing the work for the Pre-Disaster Hazard Mitigation Plan.

5. Usage Comparison Report 2019/2020

- The water usage was down in Normco, Sunny Mesa and Moss Landing compared to this month last year.

**Closed Session:** None

**NEXT BOARD MEETING:**

The next Regular Board Meeting is to be held on Thursday, January 28, 2021 at 5:30 pm.

There being no further business, the Special Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:01 pm.

Respectfully submitted by:

  
Harry Wiggins, President

  
Sanford Coplin, Vice President

  
Judith Vazquez-Varela, Recorder