

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via Zoom Video conferencing was called to order at 5:30 pm on September 22, 2022.

ROLL CALL: President Sanford Coplin
Vice President Donald Olsen
Secretary Donald Chesterman
Assistant Secretary Paul Anderson

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

ABSENT DIRECTOR(S) & STAFF: Treasurer Clinton Miller

DISTRICT COUNSEL: None

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

CLOSED SESSION: None

Action Items

1. Consider and approve the Minutes of the August 25, 2022, Regular Board Meeting

No discussion.

2. Consider and approve Local Hazard Mitigation Plan

Plan is available on District website.

The District acquired a grant for the preparation of the Local Hazard Mitigation Plan from CalOES and FEMA. In October 2021 Rincon Consultants were hired to prepare the Plan. The first step toward the Plan was to create a committee composed of representatives from community and organizations, including Pajaro CAC, PVWMA, City of Watsonville, Monterey County OES, Monterey County Resources Agency, Monterey One Water, Moss Landing Harbor District and Castroville CSD. Along with the committee the District worked on identifying the hazards within the District, creating a vulnerability assessment, mitigation strategy for the hazards identified and involved the public in this process.

The District is in the final stages of the Plan, after tonight's acceptance it will be ready to submit to CalOES for their review, once approved they will then submit to FEMA for approval.

Motion was made by Director Coplin and seconded by Director Anderson to approve the Regular Board Meeting Minutes of August 25, 2022, and Local Hazard Mitigation Plan. Motion carried.

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

OLD BUSINESS:

1. Consider adoption of AB-361 to allow teleconference and virtual meetings Resolution No. 09-01-22

The Board of Directors received the Draft Resolution 09-01-22 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 October 2022.

MINUTES OF REGULAR MEETING – September 22, 2022

Motion was made by Director Anderson and seconded by Director Olsen to approve Resolution No. 09-01-22 AB-361 to allow teleconference and virtual meeting. Motion carried.

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

NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for August 2022

Bookkeeper Saldade informed the Board of Directors that the Water Sales were 3 percent over projected monthly budgeted. Other Employee Expense Budget is above due to the online job advertisement for the meter reader position. Billing Supplies was over budget due to annual order of custom envelopes from PV Printing. We saw an increase in the Interest Expense due to the First Security Finance biannual interest payment for the Reorganization Loan. Membership Fees and Dues budget was increased due to the LAFCO annual payment for Budget Allocation 2022-2023. In the Direct expenses the COP Bond Expense and 2021 Bond Expense had an increase due to the US Bank annual admin fees for the 2015 Water Bond and 2021 Water Revenue Bond. In Other Income we saw an increase in Connection Fees because of the addition of a new 6-inch fire service connection in Pajaro Water System. We also saw an increase in Miscellaneous Revenue from a Wellness Grant received from JPIA that will be utilized for a wellness staff meeting/luncheon that will be scheduled soon. August's income was more than the Total Expenses by \$86,794.88. August's Cash was more than July's Cash by \$146,062. Total August cash on hand was \$807,147. Net income for August was above projected budget.

The total 90 days balance has increased by about \$130 a portion of that balance is owed by a Normco customer who has applied for assistance through LIHWAP and District received payment for the full past due balance for that particular customer which is not reflected in this report. The 60 days past due balance has increased significantly from prior month by approximately \$1,500. All 60 day past due customers received shut-off notices by mail and staff has performed outreach to several of these customers directing them to LIHWAP website for payment assistance.

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

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving September 2022 payments and authorization for Staff to sign checks
 1. General Fund 633: Total of \$2,120.00
 2. Operating Account: Check No. 25174 through Check No. 25197 totaling \$158,262.36
 3. Reserve Account: Total of \$15,059.75
 4. Street Maintenance Account: Check No. 559 for a total of \$491.29
 5. Pajaro Park Account: Total of \$1,350.19
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$0.00

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

Roll Call Vote: Ayes: S. Coplin; D. Olsen; D. Chesterman; P. Anderson
 Noes: None
 Absent: C. Miller
 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. Meter Reader/Maintenance position
 - Job advertisement has not been successful, no applications have been received. A job flyer will be included in the bills.
3. 2021-2022 Annual Audit
 - Field Audit has been complete. Final Audit presentation is expected on November 17, 2022, and Final Draft Audit will be available for review on November 11, 2022.
4. Online Bill Pay Program update
 - 129 ratepayers utilized the Online Bill Pay system in August and 27 have enrolled in auto pay.
5. Pajaro Park Committee
 - Board President would like to set a meeting date to discuss various ideas of funding for operation and maintenance of the Pajaro Park. The agricultural labor housing project was going to fund the park, but this project has received push back. The park Budget is approximately \$60,000, the District receives about \$31,000 annually and the balance is pulled from the initial Park donations remaining funds for approximately two (2) more years. The agricultural housing project had pledged \$25,000 per year for ten (10) years. Directors Chesterman and Miller are in the park committee, General Manager Rosa will set up a meeting in October to discuss ideas.
6. Grant awarded by Department of Water Resources
 - Operations Manager Vazquez was successful in securing a grant for leak detection for all 9 water systems, three (3) of the systems the survey has been completed, three (3) are scheduled for next week and the rest are scheduled in October.
7. Drought Reporting for Springfield
 - In previous years only urban water systems were required to submit drought reporting but the State has identified 258 water systems that are now required to report, Springfield Water System is amongst those identified. Staff has submitted two (2) months or records to the State.
8. District Operations Report
 - Springfield Planning Grant

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- The Environmental work continues. Robert with UC Davis Law Clinic has contacted the State with follow up questions from Lisa Eastman and will get back to the group to discuss.

Generator Project

- To date two (2) generators have yet to be installed. Staff is still waiting for the eleven (11) automatic transfer switches to be delivered.

Multi Community Bottled Water Project

- We received request for one more sign up, totaling about 206 homes receiving bottled water.

LIHWAP

- District received the first LIHWAP payment on September 13, 2022, Staff continues to refer arrears customers to program.

9. Usage Comparison Report 2021/2022


- Most systems water usage is down except for Moss Landing and Springfield, for an overall District decrease in use of 14% for this month last year.

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday October 27, 2022, at 5:30 pm via Zoom videoconferencing.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:04 pm with motion made by Director Anderson seconded by Director Coplin. Motion carried.

Respectfully submitted by:



Sanford Coplin, President



Donald Olsen, Vice President



Judith Vazquez-Varela, Recorder