

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:34 pm on June 22, 2023.

**ROLL CALL:**

President Donald Olsen  
Vice President Sanford Coplin  
Secretary Paul Anderson  
Treasurer Donald Chesterman

**ADMINISTRATIVE STAFF:**

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

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

Assistant Secretary Clinton Miller

**DISTRICT COUNSEL:**

Attorney Alan Smith

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

**PUBLIC IN ATTENDANCE:** John Schroeder from the Normco Water System

**PUBLIC COMMENTS:**

Mr. Schroder was interested in the Per and Polyfluoroalkyl Substances (PFAS) sampling in the District, Staff explained that District is required to sample for PFAS if the water source is near a landfill, since the Normco Water System is not near an at-risk area, sampling is not required.

**Action Items**

1. Consider and approve the Minutes of the May 25, 2023, Regular Board Meeting

No discussion.

The motion was made by Director Anderson and seconded by Director Coplin to approve the Regular Board Meeting Minutes of May 25, 2023. Motion carried.

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

**OLD BUSINESS:** None

**NEW BUSINESS:** (Action Items) None

1. Review and consider approving financial reports for May 2023

Bookkeeper Saldate reported to the Board of Directors that the Water Revenue for May is at 89 percent of the projected monthly budget, budget is low compared to historical May usage. Automotive Repair and Maintenance had an increase due to replacement of front brakes and rotors. The Telephone budget was increased due to final bill adjustment. May's Total Expenses were more than the Total Income by \$25,155. May's Cash was less than April's Cash by \$38,878. Total May's cash on hand was \$669,965. Net income for May is negative \$25,155 due to a short fall in water revenue and total expenses.

Significant decrease in the 30 and 60-day delinquency compared to previous month. The make up of the 90-day delinquency consists of 46 accounts and all but 3 are Pajaro customers.

In May, the District received a total of \$4,128 from LIHWAP which was applied to 7 accounts.

Motion was made by Director Chesterman and seconded by Director Anderson to approve the financial reports for May 2023. Motion carried.

**MINUTES OF REGULAR BOARD MEETING – June 22, 2023**

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

**MONTHLY EXPENDITURES REPORT FOR REVIEW**  
**APPROVAL OF PAYMENTS:**

2. Review and consider approving June 2023 payments

1. General Fund 633: Total of \$0.00
2. Operating Account: Check No. 25450 through Check No. 25484 totaling \$228,692.79
3. Reserve Account: Total of \$0.00
4. Street Maintenance Account: Check No. 567 for a total of \$1,521.86
5. Pajaro Park Account: Total of \$1,914.69
6. COP 2010 Account: Total of \$0.00
7. Debt Service Reserve Account: Total of \$0.00

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

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

3. Consider and approve 2023-2024 Pajaro Street Lighting Final Budget

District Counsel is doing research on the codes to be followed, typically an annual engineer report and study is required. This year Counsel recommended proceeding as planned and look into this further the following year.

A motion was made by Director Coplin and seconded by Director Olsen to approve 2023-2024 Pajaro Street Lighting Final Budget. Motion carried.

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

4. Consider and approve 2023-2024 Street Maintenance/Subdivision Maintenance Final Budget

No discussion.

Motion was made by Director Chesterman and seconded by Director Olsen to approve 2023-2024 Street Maintenance/Subdivision Maintenance Final Budget. Motion carried.

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

5. Consider and approve 2023-2024 Pajaro Community Parks/Public Area Final Budget

Total revenue of \$25,000 is received from a 1% Special District Tax, Total Expenses are \$19,200 leaving a surplus of \$5,800 to be transferred to the Pajaro Park Fund.

**MINUTES OF REGULAR BOARD MEETING – June 22, 2023**

A motion was made by Director Anderson and seconded by Director Chesterman to approve 2023-2024 Pajaro Community Parks/Public Area Final Budget. Motion carried.

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

6. Consider and approve 2023-2024 Pajaro Park Final Budget

Total Operating Cost is \$65,400. plus, year, the District received \$5,800 from the Pro-Rata, \$6,000 from the Board Stipend, \$25,000 from Mo. Co. plus a one-time \$35,000 contribution from Mo. Co. providing a total revenue stream of \$71,800, leaving \$6,400 surplus in Park Fund.

The motion was made by Director Coplin and seconded by Director Chesterman to approve the 2023-2024 Pajaro Park Final Budget. Motion carried.

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

7. Consider and approve 2023-2024 Operating/Water Final Budget

General Manager Rosa explained the overall 8% increase in Water Revenue and the decrease in the Salaries and Wages and Employee Retirement budgets due to the change in personnel. Also, discussed an increase to the Workers Compensation Insurance Budget and Casualty/Liability Insurance due to a 20% projected increase in premium. The Soil and Water Testing budget was also increased due to a high cycle year for sampling, he also noted that the Connection Fees budget did not include the Susan Street Project. Total income is \$3,266,250 with a Gross Net of \$851,300 minus Debt Service and Reserve Fund for a total of \$322,500 to remain in the Operating account as reserve.

The motion was made by Director Anderson and seconded by Director Chesterman to approve 2023-2024 Operating/Water Final Budget. Motion carried.

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

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

1. Pajaro Park Update

- The district received a \$35,000 check from Mo. Co. for the Operation and Maintenance on May 26, 2023.
- Directors Coplin reported that after his conversation with Brian Flores and Randy Ishii it seems they are interested in taking over Pajaro Park, and County Counsel informed them that it was illegal to contribute money to Pajaro Park. The Board directed the District Counsel to contact Mo. County Counsel and explain that Pajaro Park is Public, owned by a Public Agency.

2. 2023 Flood Damage Report

- General Manager Rosa reported that Staff met with FEMA and CalOES to begin the application process, and they will return for a site visit.

3. Water Rate Increase

- Water rate increase has been approved by the Board of Directors, 11% effective July 1, 2023. The rate payers will be notified within the June Billing a copy of the notice to be mailed out was provided for review.

**MINUTES OF REGULAR BOARD MEETING – June 22, 2023**

4. District Operations Report

SRF Planning Grant Springfield

- The California Department of Fish and Wildlife, Incidental Take Permit application has been deemed complete, we should receive the Permit in a couple of months.

Generator Project

- Startup did not occur; we are waiting on parts for the exhaust configuration.

Multi Community Bottled Water Project

- Revised application is being reviewed by the State, we have agreed upon monthly reporting and reimbursement submittals.

LIHWAP

- Staff continues to refer customers to the program.

5. Usage Comparison Report 2022/2023-May

- Water usage is down in all the systems by 25% for this month compared to last year.

**CLOSED SESSION:** None

**NEXT BOARD MEETING:**

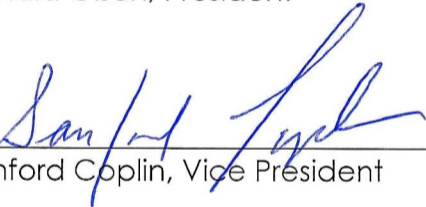
The next Regular Board Meeting is to be held on Thursday July 27, 2023, at 5:30 pm at the District Office.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:26 pm with motion made by Director Chesterman seconded by Director Coplin. Motion carried.

Respectfully submitted by:



Donald Olsen, President



Sanford Coplin, Vice President



Judith Vazquez-Varela, Recorder