

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on December 18, 2025.

ROLL CALL:

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

ADMINISTRATIVE STAFF:

General Manager Judy Vazquez-Varela
Bookkeeper Amy Saldade
Recorder Rocio Fernandez

ABSENT DIRECTOR(S) & STAFF:

Secretary Clinton Miller
Operations Manager Sergio Ochoa

DISTRICT COUNSEL:

Heidi Quinn, absent

ADDITION(S) TO AGENDA: No additions. The General Manager requested that action item #2 be the first item discussed before the consent agenda.

PUBLIC IN ATTENDANCE: Zoom: "Michael"; Santiago Garcia from the Springfield Community.

PUBLIC COMMENTS: None

CONSENT AGENDA: (Action Items)

1. Consider approval of the Minutes of November 20, 2025, Regular Board Meeting
2. Review and Approve December 2025 Payments

1. General Fund 633: Total of \$0.00
2. Operating Account: Check No. 26405-26410 totaling \$204,709.94
3. Reserve Account: Check No. 142-143 totaling \$729,815.45
4. Street Maintenance Account: Check No. 594-596 totaling \$3,696.94
5. Pajaro Park Account: Total of \$1,857.24
6. COP 2010 Account: Total of \$0.00
7. Debt Service Reserve Account: Total of \$0.00

Directors Anderson and Chesterman both agreed the minutes were good.

A motion was made by Director Chesterman and seconded by Director Olsen to approve the Consent Agenda. Motion carried.

Roll Call Vote: Ayes: P. Anderson; D. Olsen; S. Coplin; D. Chesterman

MINUTES OF REGULAR BOARD MEETING – December 18, 2025

Noes: None
Absent: C. Miller
Abstain: None

OLD BUSINESS:

1. None

NEW BUSINESS: (Action Items)

1. Consider approval of financial reports for November 2025

Bookkeeper Saldade reported to the Board of Directors that there was a 2% shortfall in Water Revenue for November. In the Indirect Expense Account, Other Employee Expense was over budget due to custom embroidered jackets and sweatshirts for Staff. The Small Tools-Repair and Maintenance Account was over budget due to a new hedge trimmer, and the Membership Fees and Dues had an increase due to the annual California Special Districts Association membership, which increased 3.5% from the previous year.

The Total Income was more than the Total Expenses by \$72,944. November's cash on hand, combining the Operating and Reserve Accounts, was \$1,809,717.86, which was less than the previous month.

Net Income was above the monthly budget projection by 8%.

A motion was made by Director Anderson and seconded by Director Olsen to approve the financial reports for November 2025. Motion carried.

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

2. Consider approval of the 2024-2025 Draft Financial Audit

Jarrod Penner with Bianchi, Kasavan & Pope presented the draft financial audit to the Board of Directors and confirmed that the District received a clean, unmodified opinion, with no material weaknesses or evidence of fraud.

A motion was made by Director Anderson and seconded by Director Chesterman to approve the 2024-2025 Draft Audit as presented. Motion carried.

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

3. Consider approval of Resolution No. 12-01-25 Adopting Calendar Year Regular Meeting Schedule

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No discussion.

A motion was made by Director Olsen and seconded by Director Chesterman to approve Resolution No. 12-01-25 adopting calendar year regular meeting schedule. Motion carried.

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

4. Consider approval of the Election of Board Officers for 2026

Election of Officers for 2026 concluded as follows:

Office: President-Paul Anderson
Office: Vice President-Donald Olsen
Office: Secretary-Donald Chesterman
Office: Assistant Secretary-Sanford Coplin
Office: Treasurer-Clinton Miller

A motion was made by Director Anderson and seconded by Director Coplin to approve the Election of Board Officers for 2026. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Office will be closed from December 22nd through 26th, 2025
 - Office will re-open on December 29, 2025
 - Water Operators will work on a limited basis to ensure water systems are fully operational.

2. Springfield Water System Improvements Project
 - The amendment to the Grant agreement to change construction reimbursements from a quarterly to a monthly schedule is still pending, expected in January 2026.
 - Construction of the east and west tanks is near completion. Lateral line installation up to the meter is near completion. Chemical building construction is in progress. Water line installation in the Moss Landing Mobile Home Park is in progress. The project is on schedule. Staff followed up with the on-site Construction Inspector regarding traffic dust control concerns. The contractor has met the requirements of the encroachment permit and has escalated the clean-up efforts to improve conditions in the area where temporary pavement has been installed. At this point, staff consider the matter to be in compliance.
 - The onsite inspector has a meeting scheduled with Mr. Garcia on Monday, December 22, 2025, to discuss the documents requested.

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3. Pajaro-Sunny Mesa-Springfield Area Regional Consolidation Project (PSMS)
- The team continues to work on land acquisition. District Counsel has completed the four (4) property easements review.
 - Communication between the State Water Resources Control Board (SWRCB), Community Water Center, and Staff is ongoing regarding the request for additional information related to the Expedited Drinking Water Grant.
 - The Initial Study/Mitigated Negative Declaration (IS/MND) is still under public review.

4. District Operations Report

Multi-Community Bottled Water Project

- The reimbursement request for September and October services has been approved and processed for reimbursement.

Pajaro Long-Term Recovery

- Pajaro Park field turf replacement was completed on December 11, 2025. The playground turf and equipment are expected to be completed on December 24, 2025. Staff are preparing to reopen the park in the last week of the year.

Electric Vehicles Feasibility

- Staff attended the Monterey Bay Air Resources District (MBARD) Advisory Committee Meeting on Thursday, December 4, 2025, where a presentation was provided for the Proposed Electric Vehicle Charging Infrastructure Program. As a follow-up, MBARD Staff connected the District with Central Coast Community Energy (3CE) to explore available programs for public Agencies related to Electric Vehicles and charging infrastructure. A meeting with 3CE is scheduled for the second week of January 2026.

Current Water System Repairs

Blackie Road #18 WS:

Langley/Valle Pacifico WS:

- Arsenic media was changed on November 21, 2025.

Moss Landing WS:

Pajaro WS:

Springfield Road WS:

Sunny Mesa WS:

- A ¼" copper tube on the clave-valve developed a leak, fixed by the Staff.
- Subdivision fire zone curbs are being repainted.

Vega Road #01 WS:

Vierra Estates WS:

Parks:

- Pajaro Park two lights failed. One light fuse burned out, and the other was damaged by vandalism. Awaiting repair estimate from electrician.

5. Usage Comparison Report 2024/2025-November

- General Manager Vazquez-Varela reported that two water systems had higher-than-normal usage due to some major leaks on the customer side. District water usage was down 4 percent in November compared to the same month last year.

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CLOSED SESSION:

The closed session began at 6:20 p.m. and ended at 6:23 p.m.

FINAL ACTION:

1. Consider approval of Resolution No. 12-02-25 Amending General Manager Employment Contract

No discussion.

A motion was made by Director Anderson and seconded by Director Coplin to approve Resolution No. 12-02-25, amending General Manager Employment Contract. Motion carried.

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

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday, January 22, 2026, 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 6:24 pm with a motion made by Director Anderson, seconded by Director Olsen. Motion carried.

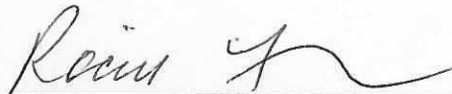
Respectfully submitted by:



Paul Anderson, President



Donald Olsen, Vice President



Rocio Fernandez, Recorder