

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 5:33 pm on January 28, 2021.

ROLL CALL:

President Harry Wiggins
Vice President Sanford Coplin
Secretary Robert Moody joined at 5:39 pm
Assistant Secretary Darlene Lambolely
Treasurer Michael Moore joined at 5:45 pm

ADMINISTRATIVE STAFF:

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

ABSENT DIRECTOR(S) & STAFF:

None

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 December 17, 2020 Special Board Meeting

Motion was made by Director Coplin and seconded by Director Lambolely to approve the Special Board Meeting Minutes of December 17, 2020. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

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

Bookkeeper Saldate presented the financial report stating the District's current cash on hand as of December 31st, 2020 is \$451,662.39. The total income vs expense difference is \$176,941.67 due to the assessment collection and December cash difference of \$26,916.32 less than in November.

Motion made by Director Lambolely and seconded by Director Coplin to approve the December 2020 Financials. Motion carried.

Roll Call Vote: Ayes: H. Wiggins; S. Coplin; D. Lambolely; M. Moore
 Noes: None
 Absent: R. Moody
 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. 24588 through Check No. 24615 for a total of \$178,363.75
3. Reserve Account: Total of \$964.74

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- 4. Street Maintenance Account: Check No. 531 for a total of \$1,056.20
- 5. Pajaro Park Account: Total of \$612.54
- 6. COP 2010 Account: Total of \$9,475.95
- 7. Debt Service Reserve Account: Total of \$0.00

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

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

3. Elect Board Officers For 2021

Motion was made by Director Wiggins to nominate Director Coplin as President. Motion carried.

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

Motion was made by Director Coplin to nominate Director Moody as Vice President. Motion carried.

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

Motion was made by Director Moore to nominate Director Lamboley as Secretary. Motion carried.

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

Motion was made by Director Coplin to nominate Director Moore as Assistant Secretary. Motion carried.

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

Motion was made by Director Coplin to nominate Director Wiggins as Treasurer. Motion carried.

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

Election of Officers 2021 concluded as follows:

- Office: President-Sanford Coplin
- Office: Vice President-Robert Moody
- Office: Secretary-Darlene Lamboley
- Office: Assistant Secretary-Michael Moore
- Office: Treasurer-Harry Wiggins

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4. Prop 218 Ballot Public Hearing Notice Packet

- A copy of the Hearing Notice, Emergency Generators Justification and Protest Letter, was provided to the Board Directors. The proposed hearing date is March 25, 2021 and mailing date February 4, 2021. The Board of Directors requested two modifications be made, first modification requested was on page 35 of packet, on last sentence to substitute the word charge for change. Second modification on page 37 of packet, on second paragraph to capitalize the word Notice.

Motion made by Director Coplin and seconded by Director Wiggins to approve the Hearing date and time along with the Public Notice Packet with modifications. Motion failed.

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

Motion made by Director Coplin and seconded by Director Wiggins to approve the Public Notice Packet with modifications and delay the Hearing date. Motion carried.

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

5. Letter to PG&E Regarding Request for Funding of Generator Project

- Board Directors were provided a copy of the final draft of the letter generated by Staff, Attorney Smith and Directors Wiggins and Moody.
- 3 modifications are to be made, remove language "composed largely" replace with the percentage of population served by District, Staff to provide the percentage to Director Wiggins tomorrow. Add language to letter indicating that if they are not the person to decide on request, to then pass it to the person who can make the decision. Last modification is to indicate that they should contact General Manager Rosa.

Motion made by Director Moody and seconded by Director Coplin to approve the letter to PG&E with modifications. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Pajaro Park, Possible Playground Opening

- In order to reopen the park, temporary fencing is required the cost is \$525.00 per month would be paid by T.I.P. Allowing pedestrian access only, no vehicle parking and no access to the restrooms.
- Staff recommends revisiting this at a later date, when Covid-19 risk is reduced.
- Director Moore requested the fencing proposal be emailed to him.
- District received the \$25,000 contribution from Monterey County for the Pajaro Park Operations.

2. 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.

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- 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.
- No updates to current operational status.

3. District Operations Report

Pajaro Grant-Tank Project

- The project received an award from American Public Works Association for the Environmental aspect for projects under \$5 million.

Springfield Planning Grant

- Environmental and Technical packages are being finalized and will be submitted to State.

Emergency Generators

- A grant application was submitted to CalOES for the purchase of 3 generators for Pajaro Water System requesting a total of \$299,689. Award announcement has not been made.

Hazard Mitigation Plan

- 1st quarterly report was submitted to CalOES for the Pre-Disaster Mitigation Plan. Staff is working on advertisement for Engineering Request Proposal.

4. Usage Comparison Report 2019/2020

- The water usage was down in 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, February 25, 2021 at 5:30 pm.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:37 pm with motion made by Director Moore seconded by Director Lamboley. Motion carried.

Respectfully submitted by:



Harry Wiggins, President



Sanford Coplin, Vice President


Judith Vazquez-Varela, Recorder