

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on April 25, 2019.

**ROLL CALL:** Vice President Sanford Coplin  
Secretary Harry Wiggins  
Assistant Secretary Darlene Lamboley  
Treasurer Michael Moore  
Director Robert Moody

**ADMINISTRATIVE STAFF:** General Manager Don Rosa  
Operations Manager Judy Vazquez-Varela

**ABSENT DIRECTOR(S) & STAFF:** Recorder Simone Coke

**DISTRICT COUNSEL:** None

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

## **PUBLIC IN ATTENDANCE:**

Brian Birkeland resident of Langley/Valle Pacifico  
Elizabeth Birkeland resident of Langley/Valle Pacifico  
Layne Buckley  
Heather Lukacs from Community Water Center  
Vitoria McClellan from Environmental Justice Coalition for Water  
Nancy Blecha from Environmental Justice Coalition for Water

## **PUBLIC COMMENTS:**

1. Brian Birkeland, President of Pacifico Estates Homeowners Association addressed the Board regarding his interests on the presentation from Gerry Malais, Monterey County Office of Emergency Services (OES), and the idea of the installation of transfer switches of Langley/Valle Pacifico and all water systems, generator on trailer or generator at each well site. Mr. Birkeland asked Mr. Malais if the office of OES also made presentations to Homeowners Associations. Mr. Malais answered yes, preferably large groups; they educate the public in disaster preparedness as well as community infrastructure.
2. Heather Lukacs from Community Water Center. In September they opened their office in Watsonville. The Center is a catalyst for community driven water solutions, they work with people who have contaminated wells and support them in acquiring short- and long-term solutions. They work with Community Services Districts (CSD) like Pajaro/Sunny Mesa CSD, since CSDs are the only chance a lot of communities have to get safe drinking water. Ms. Lukacs is currently working with a community north of Springfield Water System, Springfield, Bluff and Jensen Roads, whom have bad water quality and is requesting the District support them in their application for interim bottled water funds, to provide bottled water to this community. Ms. Lukacs presented the Board with a letter requesting support from the District.

## **SCHEDULED ITEMS:**

1. Welcome and Introductions: New Board Director, Robert Moody from Normco Water System

Director Coplin welcomed new Board Director Robert Moody

Director Moody was appointed by the Board of Supervisors on April 23, 2019, he has not been sworn in, Director Moody was advised to contact Monterey County office or Supervisor Phillips' office to be sworn in.

2. Office of Emergency Services for Monterey County (OES): Gerry Malais to give presentation on Disaster Mitigation Plan

The Multi Jurisdiction Hazard Mitigation Plan's purpose is for better response and recover from emergencies and disasters. Districts like PSMCSD can join at any time. The purpose of the plan is to assess the risks the agency would face and the actions to be taken to lessen them. The

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benefits of joining the plan are that once you partner with Monterey County and identify risks and mitigate them by getting assistance from the County. Another benefit is the opportunity to apply for Federal Grants. Mr. Malais will be providing the District with a template of a Hazard Mitigation Plan to better guide the District once the Plan is complete it must be approved by the District's Board of Directors, upon approval it can be submitted to the County of Monterey for approval, then County will submit to FEMA. The Plan is required to be reviewed every 5 years. Disaster Council meets two times per year for a public meeting. Mr. Malais assigned Kelsey Scanlon, member of his OES team, to assist the District in the Plan process.

**CONSENT ITEMS:**

1. Consider and approve of the Minutes from the March 28, 2019 regular Board Meeting

Motion was made by Director Wiggins and seconded by Director Moore to approve the regular Board Meeting Minutes of March 28, 2019. Motion carried.

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

2. Consider and approve the March 2019 Financials.

Motion made by Director Moore and seconded by Director Lamboley to approve the March 2019 Financials. Motion carried.

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

**OLD BUSINESS:** None

**NEW BUSINESS:** (Action Items)

1. 2018-2019 Proposal Budget Amendment

Reallocation of funds within the current budget to reflect anticipated legal expenses. There was a discussion between Director Lamboley and General Manager Rosa on whether an amendment to a current Budget is allowable. GM Rosa informed Director Lamboley that it is normal practice for agencies to revise the budget mid fiscal year.

Consider and approve the 2018-2019 Budget Amendment, reallocating funds to reflect anticipated legal expenses.

Motion was made by Director Wiggins and seconded by Director Moore to approve 2018-2019 Budget amendment, reallocating funds to reflect anticipated legal expenses. Motion carried.

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

2. Edits to Minutes: January 29, 2019.

Director Coplin requested that the actual statement made by Judith Vazquez-Varela be included in the written Minutes. Director Wiggins stated that the Minutes of January 29, 2019 had already been approved with no reason to revisit.

No motion made. Motion died.



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**MONTHLY EXPENDITURES REPORT FOR REVIEW**

**APPROVAL OF WARRANTS/CHECKS:**

1. General Fund 633: None
2. Operating Account: Check No. 23732 through Check No. 23782 for a total of \$165,834.58
3. Capital Reserve Account: for a total of \$25,365.77
4. Street Maintenance Account: Check No. 492 through Check No. 493 for a total of \$ 1,176.99
5. Pajaro Park Account: Check No. 824 through Check No. 827 for a total of \$1,508.19
6. COP 2010 Account: None

Motion was made by Director Moore, seconded by Director Lamboley to approve all accounts for the month of March 2019. Motion carried.

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

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

1. Water Rate Study: Discussion on possibly conducting a new rate study for 2020

The current rate study potential increase will end January 2020. Staff has been in communication with NBS Governmental Consultants to determine the timeline and the costs associated with the new study. For budgeting purposes, it would be easier to implement any new rates effective July 1<sup>st</sup> to coincide with the District's fiscal year. The entire rate study process takes about six (6) months, if the Board would like to have the study ready for May 2021, the study would need to commence November of 2020. Water rate study would cost about \$40,000, these costs would not to include staffing level study nor salary survey with compensation schedule. In the last study the cost for the salary survey was approximately \$8,000. The District's current compensation schedule is 5 years old with the top step representing the median for 2015. Director Moore would like to include a new salary survey with compensation schedule and potentially utilize the current staffing level study for the future study.

The current rate study was performed by NBS, they were chosen based on qualification (Professional Services), District did not go out to bid. If the Board chooses to search for another agency to complete the future rate study, we could advertise a Request For Proposal (RFP).

Director Wiggins requested Staff to include this item as an action item to the upcoming Board Meeting Agenda.

Director Lamboley requested to include information/clarification regarding Prop. 218 when it comes to sending out the ballot for the rate increase.

2. Online Bill Pay System: Discussion on cost and practicality

MOM software offers on-line bill pay with a cost of \$3750 for initial set up and licenses. Monthly maintenance fees are \$243 per month, credit card transactions would include a 3.5% plus a twenty (20) cents fee per transaction. Electronic Check would be cheaper, but Staff was not quoted an exact number. Customers would have to initiate the on-line registration; customers could opt for reoccurring payments auto-pay and would be noticed after the fact.

The current cost of mailing out a water bill is fifty-five (55) cents, at a rate of \$243 per month it would take 442 customers utilizing paperless service to break even.

Staff recommendation is that if the Board chooses to proceed with providing this convenience to a selected people, the District would have to pay the \$3750 fee and given the monthly fee of \$243 per month the cost for billing would increase, a more cost effective



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option would be necessary. Director Coplin suggested a questionnaire to search for the interest of our rate payers, Staff was directed to send out a questionnaire.

### 3. JPIA Representative from our District

Board President to appoint a director to represent PSMCSD. Director Moore was appointed to be the JPIA representative for the District, Director Moore accepted and was informed of the available Board of Director's Manual.

### 4. Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA)

The new SVBGSA fees have been determined and approved for Normco, Langley/Valle Pacifico, Blackie Road #18 and Vierra Estates of \$2.26 per parcel, annually, this fee will be placed on the tax roll. PSMCSD staff will provide all parcel numbers served by the District affected by the fee by May 2019. Director Wiggins directed staff to include a memo in the water bills explaining that the District will be providing SVBGSA a list of parcels for the implementation of the new fees.

### 5. Board Ethics and Sexual Harassment Training

Sexual Harassment Prevention-Webinar August 2, 2019, 2:00 – 4:00 pm at the District office, this is an interactive webinar, Staff will set up so all attendees will receive credit for seminar. Directors Lambole and Coplin plan on attending. All Directors are due for training every two (2) years.

Ethics Training can be done online via [acwjpia.com](http://acwjpia.com). All Directors are due for training, post training certificate of completion will need to be submitted to Staff.

### 6. Pajaro Park: Equipment needs to be replaced due to wear

Together in Pajaro (TIP), has offered to fund the cost of installation for a total of \$7289.54, the worn/broken equipment is covered by warranty and is in storage ready to be installed. As soon as the funding is received the proposal will be signed and move forward to installation.

Fundraising report: Director Coplin/Harry Wiggins

The District owns a few Parks, Pajaro Park receives \$25,000 annually from Monterey County for the operation of the park. Director Coplin and Wiggins have been looking into possibilities for fundraising. Director Coplin has been researching Carnivals as an option of raising funds, if a good turnout is achieved the District could receive \$10,000 to \$12,000 but they need to be located in a very visible, high traffic location. The only probable location that meets the desired location is the railroad yard.

Another of the possibilities for fundraising is selling ad spaces/signs surrounding the playing field. City of Watsonville sells signs for their park, they receive \$500 per year per sign, the cost of making the sign is unknown. There is restriction on where the signs can be placed, there are about 17 available panels where these signs can be placed around the park.

Director Wiggins informed the Board that the Pajaro Park annual operating cost is about \$50,000 assuming that Monterey County will continue to provide \$25,000 then we can search 10 donors from our community possibly organizations or individuals to commit to donating \$2,500 we can make up the difference of what is necessary to operate the park. The District would need to contact TIP a nonprofit organization to channel in the funds raised.

### 7. District Operations Report:

- Pajaro Grant-
  - Preconstruction meeting was held here at District office on April 3, 2019. Notice to proceed was issued to Anderson Pacific, and they began onsite work on April 17, 2019. On Tuesday April 24, 2019 an Anderson Pacific construction vehicle hit a power pole causing it to lean, causing the power cables to hang lower and got caught on the vehicle pulling them and bringing down three power poles. Thankfully no one was hurt

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but there was damage to a couple vehicles. The power to the facility and nearby areas was out and quickly restored by PG&E. The District's well site was out of power for a total of 27 hours and all repairs have been made.

- Springfield Planning Grant-
  - Progress telephone conference was held on April 10, 2019 with the State Funding department. MNS Engineering is working on providing the State with a more detailed scope and budget for their approval. Next conference call is scheduled for tomorrow. Victoria Nava-McClellan, from Environmental Justice Coalition for Water (EJCW) has begun door to door outreach in Springfield Road. EJCW held a meeting in collaboration with Community Water Center (CWC) Heather Lukacs. Ms. Lukacs has reached out to staff regarding the bad quality water in the Bluff/Jensen Roads and would like for the District to act as the lead agency in the application for emergency bottled water funding. Staff will determine how much time will be necessary to assist Ms. Lukacs in the application process and report to the Board in the next Board meeting. Also Ms. Lukacs will provide information regarding the number of homes affected by the bad water quality and correspondence with the State regarding advance payment.

8. Usage Comparison Report 2013/2019-

- March 2019 Usage Comparison Report
  - Water usage is down in all systems compared to this month in 2013.

**Closed Session:**

A. Public Comments for Closed Session

No comment

B. Conference with Legal Counsel-Existing Litigation (Government Code § 54957)

- ACWA Holdings Trust and AWC II Holdings Trust vs the County of Monterey through its Board of Supervisors et al Case No. 18CV1746, Monterey County Superior Court, filed May 11, 2018
- Steve Pacheco, Trustee of the Salinas Land Holding Trust vs Pajaro/Sunny Mesa Community Services District et al Case No. unknown, Monterey County Superior Court, filing date unknown

Closed session opened at 7:48 pm

Out of closed session at 7:53 pm

No final action taken.

**NEXT BOARD MEETING:**

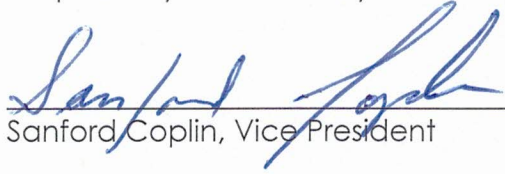
The next Board meeting is to be held on Thursday May 29, 2019 at 5:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:56 pm with motion made by Director Moore, seconded by Director Lamboley Motion Carried.



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Respectfully submitted by:

  
Sanford Coplin, Vice President

  
Harry Wiggins, Secretary

  
Judith Vazquez-Varela, Recorder