

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on February 27, 2020.

**ROLL CALL:**

President Harry Wiggins  
Vice President Michael Moore  
Secretary Darlene Lamboley  
Assistant Secretary Sanford Coplin

**ADMINISTRATIVE STAFF:**

General Manager Don Rosa  
Recorder Judy Vazquez-Varela

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

Treasurer Robert Moody

**DISTRICT COUNSEL:**

Alan Smith

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

**PUBLIC IN ATTENDANCE:** None

**PUBLIC COMMENTS:** None

**SCHEDULED ITEMS:** None

**Action Items**

1. Consider and approve of the Minutes from the January 23, 2020 regular Board Meeting

Motion was made by Director Moore and seconded by Director Lamboley to approve the regular Board Meeting Minutes of January 23, 2020. Motion carried.

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

**OLD BUSINESS:**

1. Election of Board Officers 2020

Director Wiggins recommended to table the election of Officers. Election to be conducted in the next month meeting. All present members agreed.

2. Consider and approve Water Rate Study update: Technical Proposal from NBS

Director Wiggins asked General Manager Rosa the preferred effective date of implementation. General Manager Rosa would prefer fiscal year for implementation given this would facilitate the annual budget, but he can work with calendar year like he has done for the last five (5) years. General Manager Rosa discussed with Director Coplin that there would be no change in Generator Project start date if implementation to Fiscal year was implemented.

Director Coplin suggested to add language to the proposal to indicate the installation of remote meter reading as one of the Capital Improvement projects. The Directors agreed to direct General Manager Rosa to add remote meter reading to the Capital Improvement Projects.

Motion made by Director Moore and seconded by Director Lamboley to approve the Technical Proposal from NBS with the addition of Remote Meter Reading to the Capital Improvement Projects and cost not to exceed \$40,000. Motion carried.

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

**MINUTES OF REGULAR MEETING – February 27, 2020**

3. Consider approving the Employee Compensation Plan: Proposal from DeLoach and Associates, Inc

General Manager Rosa informed the Board that the Employee Compensation Plan will consider the employees salaries which current salaries take employees to 2015 median, the Plan will be integrated into the Water Rate Study.

There are three (3) components of the Plan are as follow;

- 1) Direct Wages/Salaries Comparison Survey and Review
- 2) Wages and benefits total compensation Survey and Review
- 3) Classification review

General Manager Rosa's recommendation is to complete component one (1) for the amount \$5,355.00 only and to indicate to Robert which Districts we would like researched for the Compensation Survey.

Motion made by Director Moore and seconded by Director Lamboley to approve moving forward with component one (1) with the request that Mr. DeLoach add Districts that are comparable/like to the District. Also, request a connection and employee count with vital statistic for selected District. The Board gives authority to General Manager Rosa to work with Appointed Committee. Motion carried.

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

**NEW BUSINESS:** (Action Items)

1. Consider approving the Draft Financial Reports for January 2020

Motion made by Director Wiggins and seconded by Director Moore to approve the January 2020 Financials. Motion carried.

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

**MONTHLY EXPENDITURES REPORT FOR REVIEW**

**APPROVAL OF WARRANTS/CHECKS:**

2. Review and approve checks
  1. General Fund 633: None
  2. Operating Account: Check No. 24236 through Check No. 24281 for a total of \$178,959.34
  3. Reserve Account: Total of \$18,933.08
  4. Street Maintenance Account: Check No. 511 through Check No. 512 for a total of \$1,028.35
  5. Pajaro Park Account: Total of \$2,256.50
  6. COP 2010 Account: Check No. 844 for a total of \$34,623.08
  7. Debt Service Reserve Account: Total of \$37,218.75

Motion was made by Director Moore, seconded by Director Coplin to approve all accounts for the months of January 2020. Motion carried.

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

**MINUTES OF REGULAR MEETING – February 27, 2020**

Abstain: None

3. Consider approving Wi-Fi at Pajaro Park

Director Moore clarified the request is not to decide whether or not to provide Wi-Fi at the Pajaro Park, rather is there interest from the District in moving forward with supporting an evaluation to install Wi-Fi at the Pajaro Park. Also, he reported that Together in Pajaro (TIP) is working with California State University Monterey and Loaves & Fishes Technology a non-profit in Monterey to provide free Wi-Fi to the patrons of the Pajaro Park.

Motion was made by Director Moore to explore what is necessary to bring Wi-Fi to Pajaro Park as long as it has minimal impact on the District. Motion failed.

Motion was made by Director Wiggins, seconded by Director Lamboley to approve District interest in supporting the community in bringing Wi-Fi to the Pajaro Park only if District Staff is not impacted. Motion carried.

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

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

1. Pajaro Park Committee Report: Sandy, Robert Moody

- The District received the \$25,000 operations contribution from Monterey County, it will no longer be necessary to request the funds from the Monterey County.
- Directors Coplin and Wiggins met with Supervisor Phillips to discuss the lack of communication from Monterey County Parks Director, Jim Rodems. The Supervisor does not see any urgency in acquiring funds to replace the turf at the Pajaro Park at this time.
- Directors Coplin and Wiggins also discussed the possibility of utilizing cannabis funds toward park with Supervisor Phillips.

2. Tot-Lot Park

- The District now owns and operates the Tot-Lot Park, as of 2/1/20. The community is happy to see District Staff at park.

3. District Vehicle Update

- 2002 Chevrolet pickup was sold for \$2,300.
- 2007 Chevrolet Trailblazer, terminal transmission failure and engine compartment fire caused \$6,000 in damage, sold the vehicle for \$500.
- Contacted Directors Wiggins and Moore to discuss Trailblazer issue and need for new vehicle. A New vehicle 2020 Chevrolet Colorado Crew Cab 4WD for a cost of \$33,170.84 was purchased for General Manager Rosa but has not yet been delivered.

4. 2018-2019 Audited financials have been finalized

- The District received bound and electronic copies of the finalized financials; they are available for review at the office.

5. Miller Trust Commercial Project – San Juan Road

- The scoping meeting took place on February 20, 2020. General Manager Rosa attended the meeting representing the District and submitted four (4) comments on the Notice of Preparation. First comment was regarding annexation of the property, requesting the identification of the areas (parcels) that would need to be annexed into the District boundaries. Second comment referenced fire flow, project includes addition of a well and storage tank, the District's water system includes water lines that could be utilized for fire flow. Third comment questioned the general plan criteria, project shows 1982 general plan requirements met, but it does not refer to

## MINUTES OF REGULAR MEETING – February 27, 2020

current criteria. Last comment included the allowed water use of 10,000 gallons per day totaling 11-acre feet per year.

### 6. Generator Project – Request for Proposal (RFP)

- The Pre-submittal Meeting was held on February 13, 2020, no one attended. Staff received one inquiry from Rain for Rent.
- The Proposals were due today, February 27, 2020 at 2:00 pm. We did not receive any proposals. General Manager Rosa will contact Tom Yeager, District Engineer to discuss a more aggressive plan to Request for Proposal.

### 7. SB 998 Policy Draft

- Include in the packet is a draft of the policy for Board of Directors review.
- General Manager Rosa reached out to Castroville Community Services District (CCSD) General Manager Tynan for consent to utilize the CCSD's implemented policy for District's use. The policy was reviewed by CCSD's attorney and approved by CCSD's Board of Directors.

### 8. District Operations Report

#### Pajaro Grant

- Concrete ring wall has been installed and foundation has been poured. Site pipping is being installed to booster and tanks. Tank material should arrive on Tuesday 3/2/20. Overall project is progressing on schedule.

#### Springfield Planning Grant

- The final PER and 30% plans have been submitted to State. 1, 2, 3 TCP was not detected in the test well. Staff is working with Sacramento State to complete General Information, Technical and Financial Security Packages that are necessary for construction funding.

### 9. Usage Comparison Report 2013/2020

- Water usage was down in all systems except Moss Landing this month compared to January 2020

## **Closed Session:**

### A. Public Comments for Closed Session

No comment.

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

1. AWC 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
2. 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

Public Employee Performance Evaluation. Subd. (b)(1) of (§ 54957)  
⇒ Title: (General Manager)

Closed session opened at 7:52 pm.  
Return to open session at 7:58 pm.

No final action taken.

## **NEXT BOARD MEETING:**

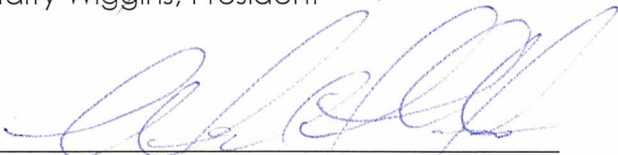
MINUTES OF REGULAR MEETING – February 27, 2020

The next Board meeting is to be held on Thursday, March 26, 2020 at 5:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:59 pm with motion made by Director Moore, seconded by Director Lambolely. Motion Carried.

Respectfully submitted by:

  
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Harry Wiggins, President

  
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Michael Moore, Vice President

  
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Judith Vazquez-Varela, Recorder