

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on March 28, 2024.

**ROLL CALL:**

Vice President Sanford Coplin  
Secretary Paul Anderson  
Assistant Secretary Clinton Miller

**ADMINISTRATIVE STAFF:**

General Manager Judy Vazquez-Varela  
Operations Manager Sergio Ochoa  
Bookkeeper Amy Saldate  
Recorder Rocio Fernandez

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

President Donald Olsen  
Treasurer Donald Chesterman

**DISTRICT COUNSEL:**

Alan Smith

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

**PUBLIC IN ATTENDANCE:** Director Donald Chesterman joined the meeting via zoom at 5:45 pm

**PUBLIC COMMENTS:** None

**Action Items**

1. Consider and approve the Minutes of the February 22, 2024, Regular Board Meeting

The motion was made by Director Anderson and seconded by Director Miller to approve the Regular Board Meeting Minutes of February 22, 2024. Motion carried.

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

**OLD BUSINESS:**

None

**NEW BUSINESS:** (Action Items)

1. Review and consider approving financial reports for February 2024

Bookkeeper Saldate reported to the Board of Directors that the Water Revenue for February was 83 percent of the budget projection, which is normal for this time of year. The District saw an increase in the Accounting and Bookkeeping budget due to the State Controller Financial Transaction Report that was completed by Bianchi, Kasavan & Pope. The Permits budget experienced an increase due to the State Water Resources Control Board annual operating permits for Pajaro, Sunny Mesa and Normco. February's Total Income was more than the Total

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Expenses by \$39,544. February's Cash was more than January's Cash by \$81,064. February's cash on hand was \$1,158,959.

Bookkeeper Saldate informed the Board that the Net Income for February was \$39,544. The shortfall is mainly due to the water revenue which is normal for this time of year.

A motion was made by Director Miller and seconded by Director Anderson to approve the financial reports for February 2024. Motion carried.

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

**MONTHLY EXPENDITURES REPORT FOR REVIEW**

**APPROVAL OF PAYMENTS:**

2. Review and consider approving March 2024 payments
  1. General Fund 633: Total of \$0.00
  2. Operating Account: Check No. 25746 through Check No. 25787 totaling \$175,992.74
  3. Reserve Account: Check No. 123 for a total of \$2,500.00
  4. Street Maintenance Account: Check No. 570 through Check No. 572 totaling \$2,457.46
  5. Pajaro Park Account: Total of \$1,692.13
  6. COP 2010 Account: Total of \$0.00
  7. Debt Service Reserve Account: Total of \$0.00

A motion was made by Director Miller and seconded by Director Anderson to approve the March 2024 payments. Motion carried.

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

3. Motion voting for Election of one Regular Special District Representative to LAFCO

The Board of Directors were provided with a copy of the Ballot and Candidate application and resume. The Directors reviewed and discussed the resumes for both candidates, Director Coplin nominated Mr. Lindley for the Regular Special District Representative to LAFCO. Director Coplin informed the Directors present that one of the candidates is related to attorney Del Piero who worked for our District and was dismissed by the Board of Directors. Director Anderson mentioned that Candidate Jeffries is already serving on 5 Boards.

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A motion was made by Director Coplin and seconded by Director Anderson to nominate Chad Lindley for the Regular Special District Representative to LAFCO. Motion carried.

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

4. Review and consider Consolidation Study for Delany Water System with Vega Road #01 Water System

General Manager Vazquez-Varela informed the Directors that the Delany Water System (Delany WS) would like to pursue a Consolidation Study to the Vega Road #01 Water System (Vega WS), they may be eligible for funding via Small Community Technical Assistance Program. Currently the Delany WS has an inactive emergency connection to the Vega WS. Director Coplin would like to make sure that the study is performed by someone approved by the General Manager and that the District receives a delinquency report of current residents of the Delany WS. Director Anderson would like to make sure that Delany WS pay the connection fee of approximately \$30,000 to consolidate to Vega WS.

A motion was made by Director Anderson and seconded by Director Miller to accept the Letter of Intent for the Consolidation Study. Motion carried.

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

5. Review and consider Resolution No. 03-01-24 Authorizing General Manager to submit a financial assistance application for construction of the Springfield Improvement/Consolidation Project from the State Water Resources Control Board

A Resolution is necessary to move forward with the Construction Grant Application for the Springfield Project, authorizing the General Manager to submit the application and sign the agreement, amendments and changes necessary.

A motion was made by Director Miller and seconded by Director Anderson to approve Resolution No. 03-01-24 Authorizing the General Manager to submit application. Motion carried.

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

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

1. 2023 Flood Damage Report
  - Staff has reached out to CalOES for submittal process of the retention reimbursement request. CalOES has sent a list of required documents to continue with request. Director Coplin would like to set up a committee to support Staff with reimbursement process.

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### 2. Small Suppliers Water Conservation Assistance Program

- Board Directors received the flyer that will be included in next month billing regarding the Small Suppliers Water Conservation Assistance Program. Community Water Center and District Staff secured Technical Assistance for Springfield Water System and Moss Landing Mobile Home Park. The Springfield customers will be eligible to receive free replacement of water-efficient toilets and showerheads and may be eligible for known leak repairs. Installation is to commence April 29, 2024. Two homes are now enrolled. Program will also be available for the Sunny Mesa Water System.

### 3. District Operations and Maintenance Funding Program

- Blackie Rd. #18 Water System is on the Group 1-Statewide Prioritization list for Operation and Maintenance Funding. Blackie WS may be eligible for State subsidy to lower water bills by 2.5 percent of the Medium Household Income. Staff have applied for funding.

### 4. District Operations Report

#### Springfield

- The staging area agreement is being drafted by UC Davis Staff; North Monterey County has approved the area considered for the staging area. Monterey County LPA is reviewing conditions of compliance for approval of the Coastal Development permit.

#### Pajaro Park

- Director Coplin would like to set a date to request Pajaro Park funding prior to the Board of Supervisors Budget approval for 2024-2025.

#### Generator Project

- Staff continue to work with Monterey Bay Air Resources District to finalize permit process for the new generators.

#### Multi Community Bottled Water Project

- October and November reimbursements have been received and December 2023 request has been approved for reimbursement.

#### ACWA JPIA 2023 Wellness Grant

- The Blue Zones Project will be making a presentation on May 9, 2024, at 10 am.

#### LIHWAP

- The District has received \$57,822 to date.

#### Tank Replacement/Rehabilitation Grant Project

- State Representative requested a pre-application to be submitted to find the correct funding source for tank project, staff is working on pre-application.

#### Pajaro Long-term Recovery

- Staff met with the Department of Emergency Management at Pajaro Park to discuss the set-up of the Monterey County tent, trailer, and portable generator for the public recovery assistance program.

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- Director Anderson will contact a field designer to request a free design report for the replacement of the Pajaro Park turf.

### Current Water System Repairs

#### Blackie Road #18 WS:

#### Langley/Valle Pacifico WS:

- The abandoned boat was removed from our well site on 3/11/24.

#### Moss Landing Harbor WS:

- The rehabilitation of well 1 is complete and bacteriological sample was absent for total coliform and the well is now on standby.
- The VFD fan for booster pump 3 failed, it was replaced on 3/7/24 and is now working properly.
- On 3/12/24, a boat fire at the Moss Landing dock was put out by the fire department and it did not affect the water system.

#### Normco WS:

- The tank site booster pumps 1 and 2 have been replaced and housing has been installed to protect them from the weather.
- 50 percent caustic soda was approved and is now online providing neutral ph levels.
- Well 1 cla-valve had a minor copper tubing leak, it is now repaired and working properly.
- Berta Ridge Place Pressure Reducing Valve had a minor leak, it has been repaired and is back online.

#### Pajaro WS:

#### Springfield Road WS:

- Minor leak near well, to be repaired when weather conditions permit.

#### Sunny Mesa WS:

- Added 30 lbs. of air to the hydropneumatics tank, the VFD has not failed since.
- Well 1 rehabilitation began early February, we are awaiting the video results to determine the next step.

#### Vega Road #01 WS:

- Vista Verde well generator radiator leak has been repaired.

#### Vierra Estates WS:

- Saia Brothers trucked 4 loads of water into the Arrowhead tanks due to a customer side leak on Matterhorn Place. The leak was repaired by a customer, the water loss was approximately 8,000 gallons per day.

### 5. Usage Comparison Report 2023/2024-February

- Usage is down in most systems except for Moss Landing and Vierra Estates. District wide we saw a 7.4 percent decrease in usage compared to this month last year.

**CLOSED SESSION:** None

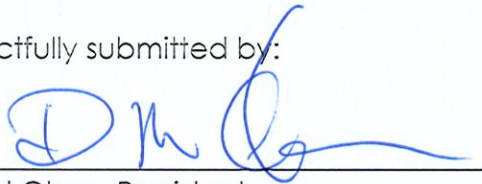
### **NEXT BOARD MEETING:**

The next Regular Board Meeting is to be held on Thursday April 25, 2024, at 5:30 pm at the District Office.

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There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:35 pm with motion made by Director Anderson seconded by Director Miller. Motion carried.

Respectfully submitted by:



Donald Olsen, President



Sanford Coplin, Vice President



Rocio Fernandez, Recorder