

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via Zoom videoconferencing was called to order at 5:32 pm on May 27, 2021.

ROLL CALL:

President Sanford Coplin
Vice President Robert Moody
Secretary Darlene Lamboley
Treasurer Harry Wiggins

ADMINISTRATIVE STAFF:

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

ABSENT DIRECTOR(S) & STAFF:

Assistant Secretary Michael Moore

DISTRICT COUNSEL:

Robert Haight-Bond Counsel
Lonnie Odom-Underwriter

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE:

1. Brian Birkeland from Langley/Valle Pacifico WS

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the April 22, 2021, Regular Board Meeting

Motion was made by Director Lamboley and seconded by Director Moody to approve the Regular Board Meeting Minutes of April 22, 2021. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

1. Review and consider approving the Financial Reports for April 2021

Bookkeeper Saldade presented the financial report stating the District's current cash on hand for April 2021 is \$473,800. April's total income surpassed total expenses by \$231,226. April's cash surpassed March's cash by \$16,910.

Motion made by Director Wiggins and seconded by Director Moody to approve the April 2021 Financials. Motion carried.

Roll Call Vote: Ayes: S. Coplin; R. Moody; D. Lamboley; H. Wiggins
Noes: None
Absent: M. Moore
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. 24700 through Check No. 24728 for a total of \$188,917.36
3. Reserve Account: Total of \$37,855.56

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4. Street Maintenance Account: Check No. 535 for a total of \$1,056.20
5. Pajaro Park Account: Total of \$1,466.10
6. COP 2010 Account: Total of \$4,935.35
7. Debt Service Reserve Account: Total of \$0.00

Motion was made by Director Wiggins seconded by Director Moody to approve the April 2021 checks, and direct Staff to sign checks. Motion carried.

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

3. Consider approving selling Bonds for \$1,817,718.85 for the sole purpose of purchasing and installing 16 Emergency, Back-up generators

Robert Haight and Lonnie Odom discussed the Bond details and debt service schedule for 25 years, they will be working with General Manager Rosa to generate documentation for Bond Sale.

Mr. Birkeland asked if the bond process is approved in June meeting, documents are provided by July and close by mid-August will all generators be up and running in two years? General Manager Rosa responded no, the purchase and installation of all generators could take up to 5 years once the bond is secured. Three (3) to Four (4) generators would be up and running per year, the first three being operations center, Langley booster station and well station. Langley is the only water system that all connections are supplied water via pressure system.

Motion tabled.

4. Consider submitting proposal to Monterey County to acquire surplus property

The Board was provided with a notice received from Monterey County Public Works of availability of surplus property with a deadline submittal of interest of June 22, 2021, and a copy of the letters previously sent to Monterey County of District interest in the surplus property. The District will respond by resubmitting an updated cover letter to reflect Director Coplin as President and to clearly state that the property be transferred free of cost to the District, along with the previously sent packet.

Motion made by Director Wiggins and seconded by Director Lamboley to approve submitting proposal to Monterey County to acquire surplus property. Motion carried.

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

5. Consider approving the Capital Improvement Plan-10 year look-ahead

The Board was provided a 2021-2022 Work Plan, 2022-2031 Capital Reserves and Expenses Summary, and 10 Year Capital Improvement Plan.

Motion made by Director Wiggins and seconded by Director Lamboley to approve the Capital Improvement Plan 10 year look-ahead and 2021-2022 Work plan. Motion carried.

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

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6. Consider approving the 2021-2022 Pajaro Street Lighting Preliminary Comparison Budget

The Board was provided with the 2021-2022 Pajaro Street Lighting Preliminary Comparison Budget.

Motion made by Director Wiggins and seconded by Director Lambolely to approve 2021-2022 Preliminary Pajaro Street Lighting Budget and publication. Motion carried.

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

7. Consider approving the 2021-2022 Street Maintenance/Subdivision Maintenance Budget

The Board was provided with the 2021-2022 Street Maintenance/Subdivision Maintenance Budget.

Motion made by Director Moody and seconded by Director Lambolely to approve 2021-2022 Street Maintenance/Subdivision Maintenance Budget and publication. Motion carried.

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

8. Consider approving the 2021-2022 Pajaro Community Parks/Public Area Preliminary Comparison Budget

The Board was provided with the 2021-2022 Pajaro Community Parks/Public Areas Preliminary Comparison Budget.

Motion made by Director Moody and seconded by Director Lambolely to approve 2021-2022 Preliminary Pajaro Community Parks/Public Areas Budget and publication. Motion carried.

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

9. Consider approving the 2021-2022 Pajaro Park Preliminary Comparison Budget

The Board was provided with the 2021-2022 Pajaro Park Preliminary Comparison Budget. Board directed Staff to add Pajaro Park fund raising discussion to next months meeting agenda.

Motion made by Director Moody and seconded by Director Wiggins to approve 2021-2022 Pajaro Park Preliminary Comparison Budget and publication. Motion carried.

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

10. Consider approving the 2021-2022 Operating/Water Preliminary Comparison Budget

The Board was provided with the 2021-2022 Operating/Water Preliminary Comparison Budget and the notes to the budget

Motion made by Director Moody and seconded by Director Lambolely to approve 2021-2022 Operating/Water Preliminary Comparison Budget and publication in The Pajaronian and on the District website. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. 2009 Service Truck-Engine failure

- New engine ordered, should have the service truck back by June 4, 2021. The cost for the repairs is \$9,000.00.

2. District Operation: changes due to COVID-19 and "Shelter in Place" order

- **Planned re-opening of Pajaro Park on June 7, 2021/District office on June 14, 2021. Temporary fencing will be removed for opening of the Pajaro Park and Summer Lunch Program will begin June 7, 2021.**
- District office will remain open with strict guidelines.
- District Parks Playgrounds are open at Pajaro and Cayetano Parks
- 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.
- 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.
 - On the January 28, 2021 Regular Board Meeting, election of officers occurred, Director Wiggins will provide current President Coplin with office keys and alarm codes. Director Wiggins has given keys to President Coplin.
- Notices mailed to customers with May bills indicating that their water is safe and unaffected by COVID-19.
- Office remains closed to public; continuing to take payments by phone or drop-off.
- Office will be at ¾ staffing beginning January 4, 2021 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.

3. District Operations Report

Springfield Planning Grant

- Contract with MNS Engineers has been finalized, we received the contract today and have forwarded it to the State for upload to the Construction Grant Application.

Hazard Mitigation Plan

- District Engineer is preparing a Request for Proposal for Professional Engineering Services.

4. Usage Comparison Report 2020/2021

- The report has been changed to reflect year 2013 as the State Water Boards will utilize this year as a base for conservation. The water usage is down in most systems except in Moss Landing and Springfield water systems compared to this month in 2013.

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday, June 24, 2021, at 5:30 pm via Zoom videoconferencing.


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There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:42 pm with motion made by Director Lamboley seconded by Director Moody. Motion carried.

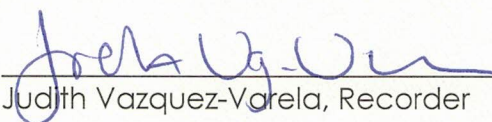
Respectfully submitted by:



Sanford Coplin, President



Robert Moody, Vice President



Judith Vazquez-Varela, Recorder