

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 5:35 pm on March 26, 2020.

ROLL CALL:

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

ADMINISTRATIVE STAFF:

General Manager Don Rosa
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

SCHEDULED ITEMS: None

Action Items

1. Consider and approve of the Minutes from the February 27, 2020 regular Board Meeting with corrections.

Motion was made by Director Lamboley and seconded by Director Coplin to approve the regular Board Meeting Minutes of February 27, 2020 with corrections. Motion carried.

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

OLD BUSINESS:

1. Election of Board Officers 2020

The District's Counsel conducted the elections.

Director Coplin nominated Director Wiggins for President. Director Lamboley nominated Director Moore for President. Director Moore nominated Director Lamboley for President. Discussed the availability of holding same office for two consecutive years.

Roll Call Vote for President:

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

Director Moore nominated Director Moody for Vice President. Director Coplin nominated himself for Vice President.

Roll Call Vote for Vice President:

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

Director Coplin nominated Director Moody for Secretary.

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Roll Call Vote for Secretary:

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

Director Moody nominated Director Lamboley for Assistant Secretary

Roll Call Vote for Assistant Secretary:

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

Director Moody nominated Director Moore for Treasurer.

Roll Call Vote for Treasurer:

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

The election of Board officers concluded as follows:

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

NEW BUSINESS: (Action Items)

1. Review and consider approving the Draft Financial Reports for February 2020

Motion made by Director Lamboley and seconded by Director Moore to approve the February 2020 Financials. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW
APPROVAL OF CHECKS:

2. Review and consider approving of checks
 1. General Fund 633: None
 2. Operating Account: Check No. 24282 through Check No. 24311 for a total of \$126,142.24
 3. Reserve Account: Total of \$10,464.21
 4. Street Maintenance Account: Check No. 513 for a total of \$1,242.73
 5. Pajaro Park Account: Total of \$1,745.84
 6. COP 2010 Account: Total of \$15,491.70
 7. Debt Service Reserve Account: None

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

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

3. Resolution 03-01-20 Adopting of 2020 Pajaro/Sunny Mesa Community Services District Discontinuance of Residential Water Service Policy

- California Water Shutoff Protection Act. SB998 (Added by Stats. 2018, Ch. 891, Sec. 2. (SB 998) Effective January 1, 2019.) | California Health and Safety Code §§ 116900 et seq

Motion was made by Director Coplin, seconded by Director Lamboley to approve adopting of Resolution 03-01-20 2020 Pajaro/Sunny Mesa Community Services District Discontinuance of Residential Water Service Policy. Motion carried.

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

4. Motion to consider approving the Robert DeLoach & Associates Inc. Compensation Plan additional scope of work.

Board requested additional work; the Board was presented with a copy of letter from DeLoach indicating cost for extra work for connection count and revenue of similar agencies is not to exceed \$550.00.

Board to approve of addition to original scope of work at a cost of \$5355.00, with a total not to exceed \$5905.00.

Director Moody addressed the Board suggesting that the water rate study is an opportunity to address the question of whether our expenditures with respect to administrative matter are in line with similar organizations. The proposal would evaluate payroll but not the functions of our District. The matter in question is how many employees we should have and the function of each position. Director Moore discussed the Study performed by Mr. Deloach in 2015 resulting in a Staff Compensation Survey Comparison, Staffing Level and Classification. From this Study the District is currently short 3 Staff members to fulfill complete separation of duties and controls. In the last meeting Board opted for salary comparison only.

Board directed Don Rosa to provide the 2015 Staff Study to Director Moody and to meet with Mr. Deloach for further questions. This item will be added to next month's agenda.

Motion was made by Director Moore, seconded by Director Coplin to approve additional scope of work not to exceed \$5905.00. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Generator Project

- RFP was publicly advertised, we did not receive any response to proposal. Staff and Tom Yeager, District Engineer have been discussing different options. Currently creating a prioritized list based on several factors; one factor being the number of connections served by water system and another the District's input regarding the priority or need

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of the specific water system. Once alternate plan is completed it will be presented to the Board for options to proceed.

2. Water Rate Study

- NBS has submitted a proposal with new language required by Board referring to "Review possibility of adding remote read/radio type meters"

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

- District has remained opened with District guidelines; District Parks have been closed.
- District has posted notice at office "No visitors allowed in office"
- A copy of current list of duties for office Staff of proper disinfection and social distancing.

4. District Operations Report

Pajaro Grant

- Construction of the tank is progressing on schedule.

Springfield Planning Grant

- Staff held telephone conference with Eric from Sacramento State and Gary from State to discuss information necessary for the completion of the General information, Technical and Financial Security packages. Eric and Gary will both be available to assist Staff in completing the packages.

Pajaro Park

- The Pajaro Park had remained opened. The toilet paper was being stolen, creating a challenge in maintaining the bathrooms open. Park is now closed.

Emergency Generators

- Tom Yeager, District Engineer and Staff are working on an alternative plan due to no interest in the RFP in February 2020.

5. Usage Comparison Report 2013/2020

- Water usage was up in most systems except Pajaro and Sunny Mesa this month compared to February 2013

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.

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NEXT BOARD MEETING:

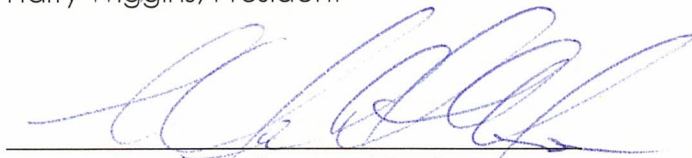
The next Board meeting is to be held on Thursday, April 23, 2020 at 5:30 pm.

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 Lamboley. Motion Carried.

Respectfully submitted by:



Harry Wiggins, President



Michael Moore, Vice President



Judith Vazquez-Varela, Recorder