

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on July 27, 2023.

ROLL CALL:

Secretary Paul Anderson
Assistant Secretary Clinton Miller
Treasurer Donald Chesterman

ADMINISTRATIVE STAFF:

General Manager Judy Vazquez-Varela
Bookkeeper Amy Saldade
Recorder Rocio Fernandez

ABSENT DIRECTOR(S) & STAFF:

President Donald Olsen
Vice President Sanford Coplin

DISTRICT COUNSEL:

Attorney Alan Smith

INTRODUCTION OF NEW OPERATIONS MANAGER:

Sergio Ochoa, he has worked in the water industry for 10 years, including 4 years worked at Pajaro/Sunny Mesa Community Services District

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the June 22, 2023, Regular Board Meeting

Director Miller requested an edit on page 9.

The motion was made by Director Chesterman and seconded by Director Miller to approve the Regular Board Meeting Minutes of June 22, 2023, with edits. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items) None

1. Review and consider approving financial reports for June 2023

The Bookkeeper Saldade reported to the Board of Directors that the Water Revenue for June is at 95 percent of the projected monthly budget, budget is low compared to historical June usage. The Office Equipment Repair and Maintenance budget had an increase due to the Totlcom annual billing. The Miscellaneous Expense budget was increased due to 2023 Staff Wellness Meeting, this will be a wash, it was JPIA grant funded. There was a slight increase in the Permits budget due to Mo. Co. Environmental Health annual renewal of the water system operating permits. June's Total Income surpassed Total Expenses by \$21,738. June's Cash was less than May's Cash by \$19,268. Total of June's cash on hand was \$650,696. Net income for June is \$21,738 due to a short fall in water revenue and increase of total expenses.

90-day delinquency is historically low.

In June, the District received a total of \$12,327 from LIHWAP which was applied to 22 accounts. LIHWAP is scheduled to end in August, staff is encouraging customers to apply up to the deadline.

MINUTES OF REGULAR BOARD MEETING – July 27, 2023

Motion was made by Director Chesterman and seconded by Director Miller to approve the financial reports for June 2023. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

- 2. Review and consider approving July 2023 payments
 - 1. General Fund 633: Total of \$1,036.34
 - 2. Operating Account: Check No. 25485 through Check No. 25535 totaling \$232,111.35
 - 3. Reserve Account: Total of \$0.00
 - 4. Street Maintenance Account: Check No. 568 for a total of \$1,250.63
 - 5. Pajaro Park Account: Total of \$2,954.27
 - 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 July 2023 payments. Motion carried.

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

- 3. Consider and approve Draft Profit and Loss Budget Performance Report for Fiscal year 2022-2023

The Bookkeeper Saldate reported total income for year was underbudget, we reached 93 percent which was not as bad as it was expected after the March flood impacts and conservation regulations that were put in place earlier in the fiscal year. The District saw a decrease in Employee Health Insurance because of the premium reduction in January 2023 and in Credit Card Transaction fees now that the user charges are passed to the customer. There was an increase in the Computer Software budget due to upgrades to Splashtop, IT support and migration fee for Streamline. The District saw increases in the Water Testing-Labs, Water System Repair and Maintenance due to the March flood. The Other Income had increases in the Hydrant Sales and Connection Fees budget due to temporary hydrant meter rentals and addition of domestic connections and one commercial fire service.

A motion was made by Director Miller and seconded by Director Chesterman to approve Draft Profit and Loss Budget Performance Report for Fiscal year 2022-2023. Motion carried.

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

- 4. Consider and approve Resolution No. 07-01-23 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges

This Resolution is necessary annually for the purpose of processing Assessments.

MINUTES OF REGULAR BOARD MEETING – July 27, 2023

A motion was made by Director Chesterman and seconded by Director Anderson to approve Resolution No. 07-01-23 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges. Motion carried.

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

5. Consider and approve to add Sergio Ochoa to all Financial Institutions

New Operations Manager Ochoa will be added to Santa Cruz County, US Bank and Monterey County Auditor Controller.

A motion was made by Director Anderson and seconded by Director Miller to approve to add Sergio Ochoa to all Financial Institutions. Motion carried.

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

6. Consider and approve Resolution No. 07-02-23 Authorizing the General Manager to enter into a Funding Agreement with the California State Water Resources Control Board and Sign Funding Agreements, Certification, and Amendments; Approve Claims for Reimbursement; and Execute Budget and Expenditure Summary for the Delivery of Bottled Water to Three (3) Distinct Project Areas Within Monterey County North of Moss Landing Census-Designated Place and West of State Route 1

This new Resolution will allow the District to enter into a new funding agreement with California State Water Boards for the purpose of bottled water delivery to Springfield Water System, The Moss Landing Mobile Home Park, residents along Springfield, Bluff, Jensen, and Giberson Roads.

The motion was made by Director Chesterman and seconded by Director Miller to approve Resolution No. 07-02-23 Authorizing the General Manager to enter into a Funding Agreement with the California Ste Water Resources Control Board and Sign Funding Agreements, Certification, and Amendments; Approve Claims for Reimbursement; and Execute Budget and Expenditure Summary for the Delivery of Bottled Water to Three (3) Distinct Project Areas Within Monterey County North of Moss Landing Census-Designated Place and West of State Route 1. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Pajaro Park Update
 - The district received a \$10,400 check from Together In Pajaro (TIP) which is in the process of being revitalized.
2. 2023 Flood Damage Report
 - Staff met with FEMA and CalOES to tour the sites affected by the flood with mitigation plans.
3. Sexual Harassment Prevention Webinar
 - Staff will host the Webinar for Management and Board Members on October 17, 2023, from 10 am to 12 pm at the District office. Staff will inform the Board of Directors of those members due to renew training.
4. District Operations Report

MINUTES OF REGULAR BOARD MEETING – July 27, 2023

SRF Planning Grant Springfield

- MNS Engineers should have 90 % of the plans completed in approximately 6 weeks. The Community Water Center will provide the District with the completed New Customer Agreements this week.

Generator Project

- Generator electrical work was completed in the Blackie and Normco Water Systems. The Startup parts are still in order.

ACWA JPIA 2023 Wellness Grant

- Staff was awarded a \$360 grant from ACWA JPIA for an employee wellness awareness meeting or standup desk converter.

LIHWAP

- The district has received \$40,058 to date from LIHWAP.

5. Usage Comparison Report 2022/2023-June

- Overall water usage is down by 14% for this month compared to last year.

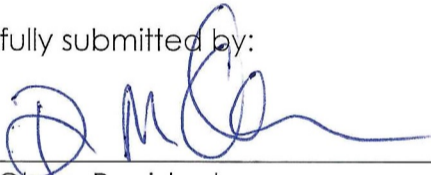
CLOSED SESSION: None

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday August 24, 2023, at 5:30 pm at the District Office.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:15 pm with motion made by Director Chesterman seconded by Director Miller. Motion carried.

Respectfully submitted by:



Donald Olsen, President



Sanford Coplin, Vice President



Judith Vazquez-Varela, Recorder