

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 5:32 pm on September 29, 2020.

ROLL CALL:

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

ADMINISTRATIVE STAFF:

General Manager Don Rosa
Bookkeeper Amy Saldate left at 6:03 pm
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF:

Treasurer Michael Moore

DISTRICT COUNSEL:

None

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the August 27, 2020 Regular Board Meeting

Motion was made by Director Lamboley and seconded by Director Moody to approve the Regular Board Meeting Minutes of August 27, 2020. Motion carried.

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

2. Consider and approve the Minutes of the September 9, 2020 Special Board Meeting

Motion was made by Director Coplin and seconded by Director Lamboley to approve the Special Board Meeting Minutes of September 9, 2020. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

1. Review and consider approving the Financial Reports for August 2020

Motion made by Director Coplin and seconded by Director Moody to approve the August 2020 Financials. Motion carried.

Roll Call Vote: Ayes: H. Wiggins; S. Coplin; R. Moody; D. Lamboley
 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

MINUTES OF REGULAR MEETING – September 29, 2020

2. Operating Account: Check No. 24471 through Check No. 24504 for a total of \$1,63,034.40
3. Reserve Account: Total of \$0.00
4. Street Maintenance Account: Check No. 524 through 525 for a total of \$6,513.99
5. Pajaro Park Account: Total of \$650.49
6. COP 2010 Account: Total of \$5,581.35
7. Debt Service Reserve Account: Total of \$0.00

Motion was made by Director Moody, seconded by Director Lamboley to approve the August 2020 Checks, and direct Staff to sign checks. Motion carried.

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

3. Water Rate Study – Final Report

Board Directors reviewed Final Report.

Motion was made by Director Wiggins, seconded by Director Coplin to accept the Final Report. Motion carried.

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

4. Review and consider Resolution No. 09-01-20 Authorizing a Public Hearing and Notice Concerning a Proposal to Increase Certain Water Rates and Charges

Staff will revise the Draft packet that will be sent out to ratepayers, the word ratepayer will replace all reference to property owners, utility customer and tenant.

Staff recommended delaying Public Hearing to April 2021, for potential rate increase to take effect July 1st, 2021. The Board Directors agreed to delay the potential rate increase effective date to April 1st, 2021 thus notifying customers January 6th, 2021 of Public Hearing and set Public Hearing to February 25th, 2021.

Motion was made by Director Coplin, seconded by Director Lamboley to approve Resolution No. 09-01-20 Authorizing General Manager a Public Hearing and Notice concerning a proposal to increase certain water rates and charges with edits to dates. Ratepayer notification to be sent out January 6th, 2021 informing them of Public Hearing on February 25th, 2021. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Wide Generator Project

- District Staff is currently working with the United States Department of Agriculture (USDA) on possible funding. Staff had a conference call with Esther De La Cruz, USDA Area Specialist, and her program Director regarding the Generator Project. Staff will work with them in the application process.

MINUTES OF REGULAR MEETING – September 29, 2020

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

- District office will remain open with strict guidelines.
- District Parks have been closed.
- 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.
- Notices mailed to customers with May bills indicating that their water is safe and unaffected by COVID-19, copy of notice included in packet.
- Office remains closed to public; continuing to take payments by phone or drop-off.
- Office will be at full staffing beginning July 6, 2020 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

Pajaro Grant

- Level controls will be installed the week of October 9th being the last component to finalize project.

Springfield Planning Grant

- Final Mitigated Negative Declaration has been submitted. Staff has started uploading construction application to State's program. Monthly conference call is scheduled on September 30, 2020.

Pajaro Park

- Staff has a conference call with Dr. Moreno regarding parks and recreation updates.
- Office of Grants and Local Services is administrating the Per Capita Project, application package is due December 2021.

4. Usage Comparison Report 2013/2020

- Water usage is down in most systems except for Normco, Vierra Estates and Springfield Water Systems compared to this month in 2013.

Closed Session: None

MINUTES OF REGULAR MEETING – September 29, 2020

NEXT BOARD MEETING:

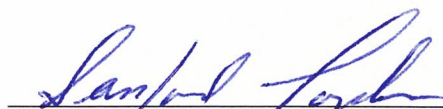
The next Board Meeting is to be held on Thursday, October 22, 2020 at 5:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:33 pm with motion made by Director Coplin, seconded by Director Lambolely. Motion Carried.

Respectfully submitted by:



Harry Wiggins, President



Sanford Coplin, Vice President



Judith Vazquez-Varela, Recorder