

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 5:30 pm on February 25, 2021.

ROLL CALL: President Sanford Coplin
Secretary Darlene Lamboley
Assistant Secretary Michael Moore joined at 5:34
Treasurer Harry Wiggins

ADMINISTRATIVE STAFF: General Manager Don Rosa
Bookkeeper Amy Saldate
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF: Vice President Robert Moody

DISTRICT COUNSEL: Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS:

Director Coplin would like to compliment General Manager Rosa and Staff on the great job done on the Proposed Water Rate Increase Packet.

Action Items

1. Consider and approve the Minutes of the January 28, 2021 Regular Board Meeting

Motion was made by Director Wiggins and seconded by Director Lamboley to approve the Regular Board Meeting Minutes of January 28, 2021. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

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

Bookkeeper Saldate presented the financial report stating the District's current cash on hand as of January 31st, 2021 is \$428,045.84. The customer accounts receivable collections is right on track. January's expense surpassed the income by \$15,231.21. January's cash is less than December's cash by \$23,616.55 mainly due to the PVWMA quarterly payment of \$27,000.

Motion made by Director Wiggins and seconded by Director Lamboley to approve the January 2021 Financials. Motion carried.

Roll Call Vote: Ayes: S. Coplin; D. Lamboley; M. Moore; H. Wiggins
Noes: None
Absent: R. Moody
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. 24616 through Check No. 24650 for a total of \$108,120.74

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3. Reserve Account: Total of \$1,271.88
4. Street Maintenance Account: Check No. 532 for a total of \$293.55
5. Pajaro Park Account: Total of \$527.72
6. COP 2010 Account: Total of \$5,183.85
7. Debt Service Reserve Account: Total of \$0.00

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

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

3. Motion to set Prop 218 Protest Hearing Date, approve Notice of Public Hearing and Form of Ballot

A copy of the Hearing Notice, Proposed form of letter explaining emergency generator rate component and Protest Letter, was provided to the Board Directors. The proposed hearing date is April 22, 2021 and mailing date no later than March 8, 2021.

Motion made by Director Coplin and seconded by Director Wiggins to approve the Hearing date and time along with the Public Notice Packet. Motion carried.

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

4. Appropriate motion directing Staff to prepare, mail to Rate Payers and place Frequently Asked Question Page on District Website

The Board of Directors was provided with the form of proposed questions and answers. Directors agreed on distributing this form to all ratepayers separate from the Public Hearing Notice Packet and to have the form posted on the District website, updating the Website if new questions should arise.

Motion made by Director Moore and seconded by Director Wiggins to approve the Frequently asked questions form to be mailed to ratepayers separate from the Public Notice Packet and to be posted on the District website. Motion carried.

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

5. Appropriate motion directing Staff after receiving response letter from PG&E to district request for cooperation in funding Emergency Generator Project

Copy of email response from Teri Vetere, PG&E, indicating no forward movement from them regarding funding the District Emergency Generator Project was provide to the Board Directors. PG&E provided loan only financing options, no grants are available.

Motion made by Director Coplin and seconded by Director Wiggins to approve forwarding the letter from PG&E to Governor Newsom and providing a copy to Senator and local representatives. Motion carried.

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

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6. Motion regarding Pajaro Park playground re-opening

Board Directors were provided with a copy of the email from Michael Moore, TIP. The cost for temporary fencing required is \$525.00 per month, allowing pedestrian access only, no vehicle parking and no access to restrooms. Together In Pajaro is willing to pay for 3 months out of 6 months of the cost for fencing, if the District picks up the cost of the other 3 months.

Motion made by Director Wiggins and seconded by Director Lamboley to approve opening of the Pajaro Park playground with temporary fencing sharing cost with TIP. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Report on status of CalOES Grant Application for Pajaro Water System Generator Project

- The Board Directors were provided with the Notification of Award Denial. Staff is now exploring grant options with the State of California State Revolving Funds

2. 2019-2020 Audited Financials have been finalized

- Electronic and bound copies of the 2019-2020 Audited Financials are now available at the District office

3. 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.
 - 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.
- 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.
- Office began operating with reduced staffing on November 30, 2020.
- No updates to current operational status.

4. District Operations Report

Pajaro Grant-Tank Project

- Preparing project close out documents.

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Springfield Planning Grant

- Conference call on February 2nd with Lisa Eastman (Moss Landing Mobile Home Park owner) and Gary Chan from State was to discuss the consolidation agreement between Moss Landing Mobile Home Park Water System and the District. The Contract for Professional Services is being drawn up by MNS and will be reviewed by Staff and District Engineer.

Hazard Mitigation Plan

- Staff is preparing a Request for Proposal for Professional Engineering Services.

5. Usage Comparison Report 2020/2021

- The water usage was down in Moss Landing compared to this month last year.

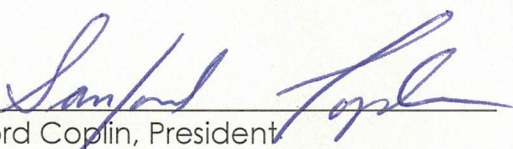
Closed Session: None

NEXT BOARD MEETING:

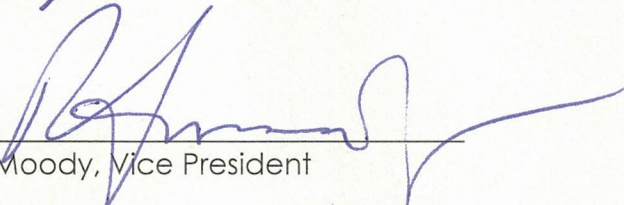
The next Regular Board Meeting is to be held on Thursday, March 25, 2021 at 5:30 pm via Zoom videoconferencing.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:48 pm with motion made by Director Moore seconded by Director Lamboley. Motion carried.

Respectfully submitted by:



Sanford Coplin, President



Robert Moody, Vice President



Judith Vazquez-Varela, Recorder