

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via Zoom videoconferencing was called to order at 5:46 pm on March 25, 2021.

ROLL CALL:

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

ADMINISTRATIVE STAFF:

General Manager Don Rosa
Bookkeeper Amy Saldate
Recorder Judy Vazquez-Varela
Recorder Rocio Fernandez

ABSENT DIRECTOR(S) & STAFF:

None

DISTRICT COUNSEL:

Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the February 25, 2021 Regular Board Meeting with edits

Motion was made by Director Moore and seconded by Director Moody to approve the Regular Board Meeting Minutes of February 25, 2021 with edits. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

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

Bookkeeper Saldate presented the financial report stating the District's current cash on hand for February 2021 is \$467,830. The water customer accounts receivable is \$169,300 current water sales plus past due collections are steady, showing no impact from COVID-19. The February total income surpassed total expenses by just \$670. February's cash surpassed January's cash by a difference of \$39,784.

Motion made by Director Moody and seconded by Director Moore to approve the February 2021 Financials. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF CHECKS:

2. Review and consider approving of checks and directing Staff to sign checks

Check listing was made available to Board members at the time of meeting, utilizing screen share.

MINUTES OF REGULAR MEETING – March 25, 2021

1. General Fund 633: Total of \$0.00
2. Operating Account: Check No. 24651 through Check No. 24674 for a total of \$139,424.99
3. Reserve Account: Total of \$2,860.11
4. Street Maintenance Account: Check No. 533 through 534 for a total of \$1,472.18
5. Pajaro Park Account: Check No. 848 for a total of \$1,037.85
6. COP 2010 Account: Total of \$273,997.85
7. Debt Service Reserve Account: Total of \$36,431.25

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

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

3. Consider review of procurement process for Professional Engineering Services for Springfield Water Project

The District will appoint a panel, made up of Staff, Board Members and the District Engineer, it will utilize a rating system based on points to score the interested firms. The finalists with the highest ratings will be interviewed in person and then the panel selects the firm, making recommendation to the full Board. In this process the firm selected is not necessarily the lowest bidder, the selection is made based solely on qualifications.

Motion made by Director Moody and seconded by Director Moore to approve the procurement process is satisfactory for the purpose of executing a professional services contract for the Springfield Water System Water Project. Motion carried.

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

4. Consider procedure for April 22nd, 2021 Public Hearing on Water Rate Increase

NBS will give a PowerPoint presentation of the Water Rate Study Final Report and will be available for questions during the Hearing. The Board will decide on how to conduct the Public Hearing, we will ask the public to submit their questions in advance but also will be answering questions that arise during the Hearing. All participants will be muted and will be unmuted by administrator (Judy) for comment. Staff will be tabulating protest throughout the Hearing.

The Board discussed the option of extending the Hearing to the following day or another time and allow protest to the end of the day.

Currently we have 40 written protest and have received 8 inquires in a combination of calls and emails, expressing their displeasure with the proposed increase, and upset with the timing, indicating we should be waiting due to COVID.

Staff shared with the Board, via screen share, a bill insert with a reminder of Hearing and process to protest. Staff will add to the bill insert the link to the Hearing, and language explaining process to mail or drop off protest ballot at District office by the end of the Hearing.

Motion made by Director Moore and seconded by Director Lamboley to approve the Hearing procedure and changes to bill insert. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. "P. G. & E" letter

- The Board Directors was provided with a new cover letter that was forwarded to Governor Newsom, John Laird, Mark Stone, Patricia Poppe and Arron J. Johnson. We did not receive response from anyone. We sent out another cover letter indicating the re-sending of the letter with a return receipt.

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 - **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

Pajaro Grant-Tank Project

- Team continues to gather project close out documents and close project by April.

Springfield Planning Grant

- Conference call with team on March 23, 2021 to discuss the progress of the construction Application. Denise Duffy is current 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.

4. Usage Comparison Report 2020/2021

- The water usage was down in all systems compared to this month last year.

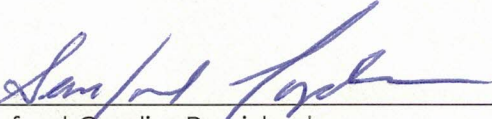
NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday, April 22, 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 7:29 pm with motion made by Director Moody seconded by Director Moore. Motion carried.

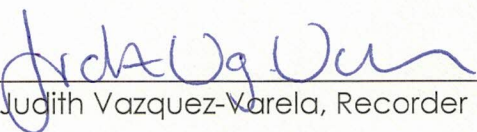
Respectfully submitted by:



Sanford Coplin, President



Robert Moody, Vice President



Judith Vazquez-Varela, Recorder