

MINUTES

The special meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:04 pm on November 18, 2021.

ROLL CALL:

President Sanford Coplin
Vice President Robert Moody arrived at 5:30 pm
Assistant Secretary Michael Moore
Treasurer Harry Wiggins

ADMINISTRATIVE STAFF:

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

ABSENT DIRECTOR(S) & STAFF:

Secretary Darlene Lambolely

DISTRICT COUNSEL:

Attorney Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE:

Jarrold Penner with Bianchi Kasavan and Pope to present the 2020-2021 Final Draft Audit
Paul Miller former PSMCSD Board Director

PUBLIC COMMENTS: None

Action Items

1. President Sanford Coplin presented a recognition to retiring Directors Wiggins and Moore and former Director Miller with a speech recognizing their achievements during their time of service and presented each with a plaque.
2. Consider and approve the Minutes of the October 28, 2021, Regular Board Meeting

Motion was made by Director Moore and seconded by Director Coplin to approve the Regular Board Meeting Minutes of October 28, 2021. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

1. Pajaro Lighting Assessment Hearing at 5:45 pm

The Hearing was opened at 5:49 pm, no members of the public were present. The Board was provided with the sample notice, an assessment information sheet, and a yearly cost comparison. 4 of the 793 notices that were sent out were undeliverable. The District received 5 protests, approximately 400 protests were necessary for a successful protest.

Motion was made by Director Moore and seconded by Director Wiggins to approve the lighting assessment continuing thru 2022. Motion carried.

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

2. 2020-2021 Final Draft Audit Presentation

The Board of Directors were provided with a Draft Financial Statement. The Finance Committee, Bookkeeper Saldate and General Manager Rosa met with Mr. Penner to discuss the Draft Financial Statements on Tuesday, November 16, 2021.

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Mr. Penner presented the Audit, he began by stating that the financial statements were in accordance with general accepted accounting principles. The auditor's communication letter highlighted the accounting adjustments, that were all routine. Also, there was no need for change to the accounting practices by District, and there were no difficulties in performing the audit, they received full Staff cooperation. Overall, the District's operations cash flow was favorable.

Motion was made by Director Wiggins and seconded by Director Coplin to accept the 2020-2021 Final Draft Audit with the edits requested. Motion carried.

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

3. Review and consider approving the Financial Reports for October 2021

Bookkeeper Saldade presented the financial notes explaining that the District total income were slightly under budget by approximately 4 percent. The property taxes were over budget due to annual taxes for District owned parcels. Also, the computer software was over budget due to the purchase of a Dell laptop computer for the continued streaming of virtual Board meetings. It was also noted that the Vega Assessment Bond expense was over budget due to a catch up of annual fees due back to District from 2016 to 2021, moving forward the expense will be \$5,250 annually. You will see an increase in Agency Administration Costs-Vega Bond from the collection of the previously mentioned catch up in annual fees.

The cash on hand for the month of October was \$540,722. The October total income was more than total expenses by \$51,528. The October cash on hand was greater than Septembers by \$23,727.

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

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

4. Review and consider approving November payments

1. General Fund 633: Total of \$0.00
2. Operating Account: Check No. 24884 through Check No. 24908 for a total of \$120,602.48
3. Reserve Account: Total of \$11,621.67
4. Street Maintenance Account: Check No. 546 for a total of \$421.64
5. Pajaro Park Account: Check No. 849 for a total of \$3,867.57
6. COP 2010 Account: Total of \$0.00
7. Debt Service Reserve Account: Total of \$0.00

Motion was made by Director Moody seconded by Director Moore to approve the November 2021 payments. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Board Vacancies Update

- 2 applications have been received and forwarded to Supervisor Phillips, no update from the Supervisor.

2. District Operations Report

Springfield Planning Grant

- The Moss Landing Mobile Home Park owner Lisa Eastman has agreed to join the District and deed the Struve #2 well as an emergency backup source for the new Springfield Water System.

Generator Project

- Four (4) Generac generators have been installed, three (3) in Vega Water System and one (1) in Vierra Water System. We are currently awaiting fuel and final plumbing. Also, eleven (11) generators have been released for production.

Hazard Mitigation Plan (LHMP)

- Eric Vaughan with Rincon Consultants met with General Manager Rosa, Operations Manager Vazquez-Varela and District Engineer Tom Yeager to discuss the planning process of the LHM Plan. Emails were sent out to all the stakeholders in a request to join the District as part of the Planning Committee in the effort of preparing the LHMP. The first Committee meeting will be December 9, 2021 at 10:30 am.

21-22 Work Plan- Sunny Mesa Well 1 Repair

- Maggiora completed repairs on November 11, 2021. The well will be flushed and tested by District Staff.

3. Usage Comparison Report 2020/2021


- The water usage is down in most systems except for Vierra Estates and Langley/Valle Pacifico Water Systems this month compared to 2020. Overall, the District reached 7 percent reduction in water use. Earlier this year Governor Newsom requested a volunteer reduction in water use of 15 percent.

NEXT BOARD MEETING:


The next Regular Board Meeting is to be held on Thursday, January 27, 2022, at 5:30 pm in person.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 5:53 pm with motion made by Director Wiggins seconded by Director Moore. Motion carried.


Respectfully submitted by:



Sanford Coplin, President



Robert Moody, Vice President



Judith Vazquez-Varela, Recorder