

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via Zoom Video conferencing was called to order at 5:30 pm on April 28, 2022.

ROLL CALL:

President Sanford Coplin
Secretary Donald Olsen
Director Donald Chesterman
Treasurer Clinton Miller

ADMINISTRATIVE STAFF:

General Manager Donald Rosa
Bookkeeper Amy Saldade
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF:

None

DISTRICT COUNSEL:

Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE:

Gail Morton of Marina Coast Water District Board of Directors

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the March 24, 2022, Regular Board Meeting

Motion was made by Director Chesterman and seconded by Director Olsen to approve the Regular Board Meeting Minutes of March 24, 2022. Motion carried.

| | | |
|-----------------|----------|---|
| Roll Call Vote: | Ayes: | S. Coplin; D. Olsen; D. Chesterman; C. Miller |
| | Noes: | None |
| | Absent: | None |
| | Abstain: | None |

OLD BUSINESS:

1. Consider adoption of AB-361 to allow teleconference and virtual meetings Resolution No. 04-01-22

The Board of Directors received the Draft Resolution 04-01-22 to allow teleconference and virtual meetings based on the Governor's Executive Order No. N-08-21 (Jun. 11, 2021) and the Legislature adopted AB 361 as an Urgency Measure. Staff recommends considering the proposed resolution to continue with virtual meetings unless the Governor rescinds the Executive Order No. N-08-21 Staff will prepare for an in-person meeting. Staff recommends virtual meeting for May 2022 meeting.

Motion was made by Director Olsen and seconded by Director Miller to approve Resolution No. 04-01-22 AB-361 to allow teleconference and virtual meetings. Motion carried.

| | | |
|-----------------|----------|---|
| Roll Call Vote: | Ayes: | S. Coplin; D. Olsen; D. Chesterman; C. Miller |
| | Noes: | None |
| | Absent: | None |
| | Abstain: | None |

NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for March 2022

Bookkeeper Saldade informed the Board of Directors that the Water Sales were slightly under budget. We saw an increase in Computer Software Expenses due to the annual renewal of Microsoft. We had an increase of the legal expenses due to the January legal services related to debt policy, resolution and Board meeting agenda. Soil and Water Tests was also overbudget due to first quarter regulatory water quality testing. We also saw an increase in

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the Other Income, Connection Fees due to a new domestic connection in the Langley Water System. Total Income was more than Total Expenses by \$26,072 and March Cash surpassed February Cash by \$40,239.

The Aging Report for the Pajaro area 90 days and over balance is \$125.09 it was reduced by \$202 compared to previous month. The 90 days and over for Prunedale area is \$12,138.64 the customer from the Springfield area has continued making monthly payments.

Motion was made by Director Olsen and seconded by Director Chesterman to approve the financial reports for March 2022. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving April 2022 payments and authorization for Staff to sign checks
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 25032 through Check No. 25051 for a total of \$189,723.80
 3. Reserve Account: Total of \$40,033.98
 4. Street Maintenance Account: Check No. 551 for a total of \$1,311.37
 5. Pajaro Park Account: Check No. 851 for a total of \$3,028.37
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$0.00

Motion was made by Director Miller seconded by Director Chesterman to approve the April 2022 payments and authorize Staff to sign checks. Motion carried.

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

3. Review and consider Board Elections

Director Coplin requested Directors Olsen and Miller to resign their current office and conduct a new election to fill the three (3) offices, Vice President, Secretary and Treasurer. Assistant Secretary to remain vacant until filled by new Board Member.

Director Olsen resigned as Secretary, and Director Miller resigned as Treasurer.

Director Olsen was nominated for Vice President and accepted with the following vote.

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

Director Miller was nominated for Treasurer and accepted with the following vote.

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

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Director Chesterman was nominated for Secretary and accepted with the following vote.

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

4. Review and consider voting for election of one LAFCO Special District Alternate Member

All Board Members received a copy of the Ballot, and nomination forms from the two candidates.

Gail Morton is one of two (2) candidates for one LAFCO Special District Alternate Member. Ms. Morton briefly introduced herself to Director Coplin, as the rest of the Directors had met her in the previous month meeting. Ms. Morton asked the Board for their vote for the LAFCO Special District Alternate Member.

Motion was made by Director Chesterman and seconded by Director Olsen to approve Ms. Morton as the elected candidate for LAFCO Alternate Member. Motion carried.

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

5. Review and consider Water Rate Increase of 13 percent, to take effect on July 1, 2022

Board Members received a copy of the Water Rate Study, from September 2020, including five years of water rate increases, approved by the Board. They also received copy of the Rate Schedules effective July 1, 2021, and July 1, 2022. Staff recommends approving the scheduled 13 percent rate increase to take effect July 1, 2022.

Director Chesterman requested tabling this item to further review the September 2020 Water Rate Study and take action at next month meeting. Staff recommends voting today.

Motion was made by Director Olsen and seconded by Director Coplin to approve the water rate increase of 13 percent, effective July 1, 2022. Motion carried.

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

6. Review and consider Grant Funding Opportunities for Water System Repair and Replacement

Staff met with two Engineering firms to discuss grant funding and grant application writing. Staff identified two possible funding sources that meet District's needs and recommends pursuing one grant for now for Water Storage upgrades via the Drought Resilience Program, the expected costs for each grant application is \$6,000 to \$9,000.

Motion was made by Director Chesterman and seconded by Director Miller to approve Staff to begin process of grant application with MNS not to exceed \$9,000. Motion carried.

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

7. Review and consider Credit Card Transaction Fees

District absorbs approximately \$8,000 annually in credit card fees, each transaction cost the District an average of \$2.60. Vendor has an available option of adding a 4 percent transaction fee to each sale to be paid by user, District would then only pay monthly maintenance fee of approximately of \$50.

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Staff recommends fees to be paid by credit card users.

Motion was made by Director Chesterman and seconded by Director Miller to approve adding credit card transaction fee to credit card user. Motion carried.

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

8. Review and consider Online Bill Pay Program

All Board Members received a copy of the quote from Corbin Willits to integrate On-Line Bill Pay into our current MOM billing program. Total upfront costs are \$4,900, the monthly maintenance fee is \$243. The transaction costs will be 3.5 percent plus 20 cent transaction fee, based on the average Credit Card payment the cost would be approximately \$1.20 to \$4.00

Staff recommends implementing On-Line Bill Pay Program, with all transaction fees paid by user.

Motion was made by Director Miller and seconded by Director Chesterman to approve purchase and installation of On-Line Bill Pay program with transaction fees to be paid by users. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Operations Update: due to COVID-19

- No changes to COVID-19 District Operations
- Office remains closed to public; continuing to take payments by phone or drop off
- Office will be at 100% staffing beginning March 28, 2022, with physical distancing requirements met and health screening protocols in place: masks or face coverings to be worn at all times while indoors.
- No vendors or members of the public are allowed into Office

2. Notice of Board vacancy was sent to all ratepayers

- One application was received and was sent to Supervisor Phillips.

3. Parks Fundraising Committee

- Director Chesterman volunteered to replace Darlene Lamboley as the new Park Funding Committee member.

4. California Department of Community Services Development (CDCSD)

- The Board was provided with a copy of the enrollment application confirmation for the Low Income Household Water Assistance Program (LIHWAP). The LIHWAP will provide financial assistance to low-income Californians to help manage their residential water costs. California was allocated \$116 million in one-time funding to provide LIHWAP assistance. Staff applied for participation; the application is currently under review.

5. District Operations Report

Springfield Planning Grant

- Staff is attending monthly progress meetings with Water Boards, Community Water Center, UC Davis Law Clinic, and Sacramento State Technical Assistance teams to gauge the progress of the Construction Application.

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Hazard Mitigation Plan (LHMP)

- Staff met with Rincon Consultants and Tom Yeager on April 26, 2022, for the development of the draft hazard mitigation strategies. The next Committee meeting will be May 16, 2022.

Multi Community Bottled Water Project

- District received three (3) more sign-ups, totaling 205 homes currently receiving bottled water.

.71 acres Surplus Property

- Board of Supervisors will approve distribution of funds on April 26, 2022.

6. Usage Comparison Report 2021/2022

- The total water usage in March has decreased by approximately 3.7 percent compared to the same month in 2021.

At 7:27 pm Directors and Staff took a 5-minute recess and then moved to Closed Session

CLOSED SESSION: Closed session opened at 7:33 pm.

Public Employee Performance Evaluation. Sub. (b)(1) of (§ 54957)

⇒ Title: (General Manager)

Return to Open Session at 8:01 pm, report no final action taken.

NEXT BOARD MEETING:


The next Regular Board Meeting is to be held on Thursday May 26, 2022, 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 8:03 pm with motion made by Director Chesterman seconded by Director Olsen. Motion carried.

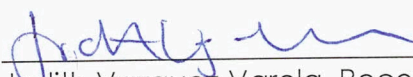
Respectfully submitted by:



Sanford Coplin, President



Donald Olsen, Vice President



Judith Vazquez-Varela, Recorder