

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:32 pm on October 26, 2023.

ROLL CALL: President Donald Olsen
Vice President Sanford Coplin
Assistant Secretary Clinton Miller

ADMINISTRATIVE STAFF: General Manager Judy Vazquez-Varela
Operations Manager Sergio Ochoa
Bookkeeper Amy Saldate
Recorder Rocio Fernandez

ABSENT DIRECTOR(S) & STAFF: Secretary Paul Anderson
Treasurer Donald Chesterman

DISTRICT COUNSEL: Attorney Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the September 28, 2023, Regular Board Meeting

The motion was made by Director Miller and seconded by Director Coplin to approve the Regular Board Meeting Minutes of September 28, 2023. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items) None

1. Review and consider approving financial reports for September 2023

The Bookkeeper Saldate reported to the Board of Directors that the Water Revenue for September is right on budget. The District saw an increase in Small Tools-Repair & Maintenance due to a replacement ladder. The Automotive-Repair & Maintenance budget also experienced an increase due to the new paint job to the 2008 Chevy Silverado. Water Testing-Labs budget also saw an increase due to continued invoicing for the third quarter sampling. There was an increase in Other Income for Hydrant Sales from the four hydrant meter rentals in Pajaro. September's Total Income surpassed Total Expenses by \$93,805.91. September's Cash was more than August's Cash by \$48,735.05. September's Cash on Hand was \$879,102.48. The Net Income for September was \$93,805.91 due to a low expense month.

30, 60 and 90-day delinquency are lower than previous month.

In September, the District received a total of \$1,317 from LIHWAP which was applied to 3 accounts.

Motion was made by Director Miller and seconded by Director Olsen to approve the financial reports for September 2023. Motion carried.

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

MINUTES OF REGULAR BOARD MEETING – October 26, 2023

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving October 2023 payments
 1. General Fund 633: Total of \$1,080.15
 2. Operating Account: Check No. 25595 through Check No. 25619 totaling \$230,931.08
 3. Reserve Account: Total of \$6,097.81
 4. Street Maintenance Account: Total of \$2,586.57
 5. Pajaro Park Account: Total of \$1,770.53
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$0.00

A motion was made by Director Coplin and seconded by Director Miller to approve the October 2023 payments. Motion carried.

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

3. ACWA-JPIA Commitment to Excellence Best Practices

A link to the Loss Reduction Focus Menus and Explanations was provided. Staff informed the Board of Directors that JPIA provides a list of Best Practices to its member in order to provide resources and encourages its member to apply the selected practices to their safety and loss programs. Director Coplin is concerned that the District could be at fault if one or any of the practices listed are not followed, he suggested the District not commit and just follow their own plan. Director Olsen had the same concern and that the Staff would not have the time to follow all the programs available. Director Miller agreed with the rest of the Directors.

Motion was made by Director Coplin and Seconded by Director Miller to approve authorizing all Directors to signing the ACWA-JPIA's Commitment to Excellence. Motion failed.

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

4. Review and direct Staff Regarding Parameters of Purchasing Ordinance

The Directors were provided with two sample Purchasing Ordinances. District Counsel Smith began by explaining that a Purchasing Ordinance is necessary because it is a State requirement and a guide for Staff. This will set the parameters for bidding requirements and professional services, not for non-public works projects. The Directors are to decide the authority that staff will have to review contracts if competitive and when to bring before the Board of Directors.

Director Coplin prefers the Murieta CSD Purchasing Ordinance, they are similar size to our District and we should utilize it as our outline, and would like to consider replacing the \$25,000 with \$50,000.

The Board is to begin by setting up a workshop for a committee to meet with Staff and District Counsel Smith to bring back suggestions to the rest of the Board for next month's meeting. Director Miller volunteered to work with Staff and Legal Counsel Smith.

Directors discussed the District's history of professional services rendered and contracts that could potentially be necessary in the future.

MINUTES OF REGULAR BOARD MEETING – October 26, 2023

A motion was made by Director Coplin and seconded by Director Miller to direct staff setting parameters and for possible purchasing ordinance which will return to the Board for first reading at the next Board meeting. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. 2023 Flood Damage Report

- Staff met with FEMA on October 19, 2023, to complete the application. Staff had issues submitting the application due to staffing changes but have resolved them.

2. District Operations Report

SRF Planning Grant Springfield

- The Financial packet is complete and is under review by the Department of Financial Assistance. The Technical, Design and Environmental packets are near completion.

Pajaro Park

- The Pajaro Park Committee is to attend the Board of Supervisors first quarter meeting next year prior to approving the budget for fiscal year 2024-2025 to request Pajaro Park funding.

Generator Project

- The Pajaro generator has been working properly.

Hazard Mitigation Plan

- Final invoice has been reimbursed. Close-out documentation submitted to CalOES for review.

Multi Community Bottled Water Project

- Funding Agreement has been executed; Staff submitted a request for reimbursement on October 22, 2023, for \$84,600 this closed the last fiscal year. Staff will follow up next week with a reimbursement request for July through September to catch up to the current date.

LIHWAP

- The District has received \$47,406 to date from LIHWAP.

Pajaro Long-Term Recovery

- Staff are working with Mo. Co. Department of Emergency Management to replace Pajaro Park Field and Play area turf, also to add more benches, tables, trees, and shaded areas.

Current Water System Repairs

Moss Landing Harbor WS:

- Water leak repaired at Potrero and Laguna Place.
- Well #1 pump and motor have been pulled and videoed, as we suspected, the well is filled with food grade oil that leaked through over time. Staff is awaiting a quote from Maggiora to scrub and bail out the oil.

Normco WS:

- Agee repaired the well/tank communication, successfully operating since yesterday's repair.
- Staff are working toward switching the concentration of Caustic Soda from 30 to 50 percent, Univar in California is no longer making the 30 percent and it has become a challenge, especially during the winter, receiving it in a timely manner. The Caustic Soda is used for corrosion control.

Pajaro WS:

- The "Welcome to Pajaro" sign is broken, staff removed it for repairs, it is looking good.

MINUTES OF REGULAR BOARD MEETING – October 26, 2023

Springfield Rd WS:

- The roof for the Well/pump shed was repaired.
- A water leak was reported at approximately 1 pm, the Emergency water leak was repaired, and water was restored at 9 pm. Staff presented the piece of pipe that was cut out and replaced during the emergency repair.

Vega WS:

- The Oakleaf altitude valve was repaired, and it is working properly.
- At the Andreas pump/tank site, booster pump #1 failed causing pressure issues to 6 customers, pump is to be replaced. Staff currently set booster pump #2 online to operate.

Vierra Estates WS:

- Water leak repair on Via Guiseppe and Melissa Lane, affecting 6 customers affected, water was restored in about 5 hours.

3. Usage Comparison Report 2022/2023-September

- Overall usage is down by 2.9 percent.

CLOSED SESSION: None

NEXT BOARD MEETING:

The next Special Board Meeting is to be held on Thursday November 16, 2023, at 5:30 pm at the District Office.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:59 pm with motion made by Director Olsen seconded by Director Miller. Motion carried.

Respectfully submitted by:



Donald Olsen, President



Sanford Coplin, Vice President



Rocio Fernandez, Recorder