

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 April 23, 2020.

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

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

ABSENT DIRECTOR(S) & STAFF: None

DISTRICT COUNSEL: Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

SCHEDULED ITEMS: None

Action Items

1. Consider and approve the Minutes of the March 26, 2020 regular Board Meeting.

Motion was made by Director Lamboley and seconded by Director Coplin to approve the regular Board Meeting Minutes of March 26, 2020. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

1. Review and consider approving the Draft Financial Reports for March 2020

Motion made by Director Moore and seconded by Director Lamboley to approve the March 2020 Financials. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF CHECKS:

2. Review and consider approving of checks

1. General Fund 633: None
2. Operating Account: Check No. 24312 through Check No. 24335 for a total of \$130,898.02
3. Reserve Account: Total of \$82,567.16
4. Street Maintenance Account: Check No. 514 to 516 for a total of \$1,132.93
5. Pajaro Park Account: Total of \$1,276.82

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- 6. COP 2010 Account: None
- 7. Debt Service Reserve Account: None

Motion was made by Director Moody, seconded by Director Moore to approve all accounts for the month of March 2020. Motion carried.

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

- 3. Board to motion identifying comparable agencies for the DeLoach & Assoc. Compensation Study.

The Board motioned six agencies to be used for the salary comparison: Castroville CSD, Aromas WD, Sunnyslope Co. WD, San Lorenzo WD, Scotts Valley WD, and Marina Coast WD.

Motion was made by Director Wiggins, seconded by Director Coplin to approve the agencies: Castroville CSD, Aromas WD, Sunnyslope Co. WD, San Lorenzo WD, Scotts Valley WD, and Marina Coast WD to be used for the salary comparison by DeLoach & Assoc. Motion carried.

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

- 4. Motion to consider electing candidate for the LAFCO of Monterey County Independent Special District Member.

The Board agreed to vote for Pete Poitras as the candidate for the LAFCO Commissioner-Special District Regular Member.

Motion was made by Director Lamboley, seconded by Director Coplin to approve the vote for Pete Poitras as the candidate for the LAFCO Commissioner-Special District Regular Member. Motion carried.

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

- 5. 2019-2020 Budget Amendment A1

The Board was presented with a copy of the Staff report indicating a decrease in Account 5250 by \$75,000 and increasing Account 5220 by \$75,000. Overall, no change to final budget.

Motion was made by Director Coplin, seconded by Director Moody to approve the 2019-2020 Budget Amendment A1. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

- 1. Generator Project

- RFP was publicly advertised; we did not receive any response to proposal. Staff and Tom Yeager, District Engineer have been working on an alternate plan.
- Staff has requested technical assistance from Quinn Cat and Darrel Varni Electric to help further the project. The project seems to be too small for contractor interest.

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- Board asked how this project will be funded. The project will either be integrated into rate study if grant funding is not available in the disadvantaged communities. Once we have the detailed cost estimate we can move forward with either borrowing the funds or integrating the rate study. We should have a report by the next Board meeting.

2. Water Rate Study

- Project is not currently moving forward due to staffing limitations at NBS and District office.
- It is possible to stay on schedule if we start May 1st and commit staff resources to project. The Board would like to continue, on schedule, General Manager Rosa will work on staffing schedule and contact Greg at NBS to schedule kickoff meeting.

3. Compensation Study

- Ad-hoc committee update: Moody - Lamboley
- Direction given to DeLoach & Assoc.
 - Review Operations Manager position, job description, duties, and responsibilities. Operations Manager was asked to complete a Position Description Questionnaire, then reviewed by General Manager. General Manager Rosa was asked to submit all Job Descriptions used by the District.
- General Manager Rosa provided Director Moody with DeLoach recommendations from 2015.

4. District Operation: changes due to COVID-19 and "Shelter in Place" order

- District has remained opened with strict District guidelines. District Parks have been closed. District has posted notice at office "No visitors allowed in office". No vendors or member of public are allowed into Office. Office is staffed daily by General Manager and one administrative employee. Payments are being received; no change given.
- District has a verbal agreement in place for Mutual Aid with both Castroville CSD and Aromas WD.
- Staff is currently working with ACWA-JPIA to draft and indemnity agreement for liability.
- 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.

5. District Operations Report

Pajaro Grant

- Construction of the tank is progressing on schedule. Project completion estimated to be May 5th.

Springfield Planning Grant

- Staff is working on General Information, Technical and Financial Security Packages.

Pajaro Park

- The Pajaro Park remains closed.

Emergency Generators

- Pre-Disaster Hazard Mitigation Plan Application for assistance has been rejected by Cal OES. Staff has contacted Cal OES for future application opportunities, awaiting response.

6. Usage Comparison Report 2013/2020

- Water usage is down in all systems compared to this month 2013

Closed Session: None

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NEXT BOARD MEETING:


The next Board meeting is to be held on Thursday, May 28, 2020 at 4:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:15 pm with motion made by Director Lamboley, seconded by Director Moody. Motion Carried.

Respectfully submitted by:



Harry Wiggins, President



Sanford Coplin, Vice President



Judith Vazquez-Varela, Recorder