

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on August 24, 2023.

ROLL CALL:

President Donald Olsen
Assistant Secretary Clinton Miller arrive at 5:32pm
Treasurer Donald Chesterman

ADMINISTRATIVE STAFF:

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

ABSENT DIRECTOR(S) & STAFF:

Vice President Sanford Coplin
Secretary Paul Anderson

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 July 27, 2023, Regular Board Meeting

The motion was made by Director Chesterman and seconded by Director Miller to approve the Regular Board Meeting Minutes of July 27, 2023. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items) None

1. Review and consider approving financial reports for July 2023

The Bookkeeper Saldate reported to the Board of Directors that the Water Revenue for July is above budget by 7 percent. The District saw an increase in Other Employee expenses due to the uniform order for our new Operations Manager Ochoa. The Computer Software budget also experienced an increase due to annual payment for the website service. The Casualty/Liability Insurance budget was increased due to the annual renewal of the property program and Cyber liability policies. There was an increase of the COP bond Expense due to Annual fees to US Bank. Late payment penalties had an increase of 1.5 percent due to resuming of late fees. July's Total Income surpassed Total Expenses by \$75,845. July's Cash was less than June's Cash by \$19,951. July's Cash on Hand was \$630,745. The Net Income for July was \$75,845, approximately 40 percent above the budget.

90-day delinquency is lower than previous month.

In July, the District received a total of \$7,130 from LIHWAP which was applied to 13 accounts. LIHWAP has been extended through March 2024.

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

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

MINUTES OF REGULAR BOARD MEETING – August 24, 2023

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving August 2023 payments
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 25536 through Check No. 25559 totaling \$164,628.35
 3. Reserve Account: Total of \$0.00
 4. Street Maintenance Account: Total of \$918.55
 5. Pajaro Park Account: Total of \$2,052.05
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$0.00

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

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

3. Consider and approve the proposal from Greg Jaquez, MNS for grant writing

The District did not receive the \$2.9 million requested from the Small Community Drought Relief Program (SCDRP) for the tank Project. Mr. Jaquez provided information regarding new grant opportunities from Water Smart Planning and Project Design Grants. This is Federal funding which will be more competitive than the SCDRP and it will not cover construction. The proposal received is for approximately \$30,000 for the writing of this grant. Staff is looking into an alternative program provided by the State Water Board, Urgent Drinking Water Needs under the Cleanup and Abatement Account Funding Program. Staff will complete application and report updates.

A motion was made by Director Chesterman and seconded by Director Miller to table the proposal from Greg Jaquez, MNS for grant writing. Motion tabled.

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

4. Consider and approve the Memorandum of Understanding from Mo. Co. Department of Emergency Management

Monterey county would like to place a 40 by 14-foot trailer at the entrance of the Pajaro Park with access to our electrical outlet for Long Term Recovery Operation for Pajaro residents. The District Counsel suggested adding standard language for operation to protect the District from any liability regarding this operation.

A motion was made by Director Chesterman and seconded by Director Miller to approve the Memorandum of Understanding from Mo. Co. Department of Emergency Management with edits. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

MINUTES OF REGULAR BOARD MEETING – August 24, 2023

1. 2023 Flood Damage Report
 - Staff met with FEMA on August 15, 2023, for the purpose of the application process.
2. Lighting Assessment Hearing Noticed for September 28, 2023, at 5:45 pm
 - The Directors of the Board were provided with a copy of the lighting notice that was mailed.
3. 2022-2023 Annual Audit
 - Staff met with Bianchi, Kasavan & Pope to schedule audit process to begin September 11, 2023.
4. Board Director's Terms
 - Directors Anderson and Chesterman are to contact Supervisor Church to indicate desire for re-appointment or not.
5. District Operations Report

SRF Planning Grant Springfield

- Agreement between District and Moss Landing Mobile Home Park has been executed. MNS Engineers should have 90% of the plans completed in a few weeks. Staff will have an onsite meeting at the ML Mobile Home Park with MNS Engineers on August 30, 2023.

Generator Project

- Generator exhaust plumbing and startup have been completed at Normco Well sites 1 and 2. A new generator was installed at Moss Landing Tank site and startup was completed.

LIHWAP

- The District has received \$44,407 to date from LIHWAP.

Current Water System Repairs

- Blackie Road #18-one of the annual Lead and Copper sampling sites reported a Lead result of 291 parts per billion, this had never occurred before. Staff notified the customer immediately and collected a confirmation sample and another from the main bathroom and kitchen. The kitchen Lead sample resulted in non-detect. The District is still waiting for the other two results.
- Langley/Valle Pacifico pump and motor failed. The pump, motor and electrical wiring were replaced, the well was disinfected, flushed, and sampled for bacteria. Water was trucked during the two-and-a-half-week duration of the process.
- Moss Landing Harbor-a mainline leak was repaired at the corner of Potrero and Allen Streets. Well #3 resulted in a Total Coliform present, an investigation was completed and Well was flushed and resampled two days later resulting in absence for Total Coliform. The pump station Variable Frequency Driver (VFD) failed causing pump 3 to malfunction, a replacement VFD is on order.
- Normco-Well 2 and storage tank communication failed causing the tanks to overflow, the radio transmitter/receiver was reset and working properly.
- Pajaro-Staff scheduled a 6-hour shutdown for the purpose of installation of two valves affecting Susan, Gonda and Elsa Street. The installation of the valves was successful.

6. Usage Comparison Report 2022/2023-July
 - Usage is down in almost all systems except for Springfield, and overall water usage is down almost 19% for this month compared to last year.

CLOSED SESSION: None

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday September 28, 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 6:24 pm with motion made by Director Chesterman seconded by Director Olsen. Motion carried.

MINUTES OF REGULAR BOARD MEETING – August 24, 2023

Respectfully submitted by:



Donald Olsen, President



Sanford Coplin, Vice President



Rocio Fernandez, Recorder