

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 October 22, 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
Bookkeeper Amy Saldate
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF: None

DISTRICT COUNSEL: None

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: Diana Staines with Denise Duffy & Associates Inc.

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the September 29, 2020 Regular Board Meeting

Motion was made by Director Lamboley and seconded by Director Coplin to approve the Regular Board Meeting Minutes of September 29, 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 Financial Reports for September 2020

Motion made by Director Moody and seconded by Director Moore to approve the September 2020 Financials. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF CHECKS:

2. Review and consider approving of checks and directing Staff to sign checks

1. General Fund 633: Total of \$0.00
2. Operating Account: Check No. 24505 through Check No. 24529 for a total of \$191,670.54
3. Reserve Account: Check No. 119 for a total of \$113,757.07
4. Street Maintenance Account: Check No. 526 for a total of \$344.58
5. Pajaro Park Account: Total of \$950.12
6. COP 2010 Account: Total of \$6,594.10

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7. Debt Service Reserve Account: Total of \$38,587.95

Motion was made by Director Coplin, seconded by Director Lamboley to approve the September 2020 Checks, and direct Staff to sign checks. Motion carried.

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

3. Resolution No. 10-01-20 to Adopt a Final Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Springfield Water System Improvements Project

item 3 was skipped to open 2020-2021 Pajaro Lighting Assessment Public Hearing at 5:45 pm, after closing the Public Hearing the Board returned and discussed this item.

The reports Final Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program were posted on the District Website for Board review. These reports conclude the Planning Phase of the Springfield Grant and Staff is moving forward with the Construction Grant Application.

Director Moody requested clarification on page 36 of agenda (page 2 or Resolution) line F as it is contradicting indicating that there will not be significant environmental impact. He requested the word “not” be removed from this line. Diana from Denise Duffy & Associates Inc. will make edits to Resolution No. 10-01-20.

Motion was made by Director Coplin, seconded by Director Lamboley to adopt Resolution 10-01-20 Final Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Springfield Water System Improvements Project with edits. Motion carried.

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

4. 2020-2021 Pajaro Lighting Assessment

Public Hearing opened at 5:43 pm. No public present.

The Board was presented with the Lighting District Information documents. No written protests were received.

There being no members of the public present, Hearing was closed at 5:49 pm.

Motion was made by Director Moore, seconded by Director Moody to approve the 2020-2021 Pajaro Lighting Assessment. 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. Office of Grants and Local Services (OGALS) Per Capita Program

- Staff presented the Board with a report of options to utilize the program funds.

2. District Operation: changes due to COVID-19 and “Shelter in Place” order

- District office will remain open with strict guidelines.
- District Parks have been closed.

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- Copies of notice at District office and list of duties for office.
- No Vendors or members of the public are allowed into office.
- Payments are being received; no change given.
- District has a verbal agreement in place for Mutual Aid with both Castroville CSD and Aromas WD. District Counsel is working on a written agreement.
- 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.
- Notices mailed to customers with May bills indicating that their water is safe and unaffected by COVID-19, copy of notice included in packet.
- Office remains closed to public; continuing to take payments by phone or drop-off.
- Office will be at full staffing beginning July 6, 2020 with physical distancing requirements met and health screening protocols in place; masks or face coverings to be worn always while indoors.
- All field personnel to work from home (stand-by) when air quality is bad.

3. District Operations Report

Pajaro Grant

- Level controls were installed October 12th. The new tank's manway/hatch is defective and needs to be replaced.

Pajaro Park

- Per conference call with Dr. Moreno the Pajaro Park is to remain closed.
- The Cayetano Park is also closed because it must remain supervised and disinfected periodically.

Emergency Generators

- Staff is working on application for Grant Funding from CalOES with a maximum appropriation per agency of \$300,000. CalOES has set \$20,000,00 for Special Districts to utilize the funds for mitigation of Public Safety Power Shutoff. Staff will request funds for Pajaro Well 2 and operation center (District Office). The grants will be awarded on a rating scale prioritizing disadvantaged communities, submission deadline is October 30th, 2020.

Water Rate Study

- Public Hearing notification will go out on January 6th, 2021 regarding the February 25th, 2021 Public hearing.

Multi Community Bottle Water Project

- Staff received one more request for bottled water delivery, totaling 191 homes benefiting from this project.

4. Usage Comparison Report 2013/2020

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

Closed Session: None

NEXT BOARD MEETING:

The next Special Board Meeting is to be held on Thursday, November 19, 2020 at 5:30 pm.


There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:33 pm with motion made by Director Coplin, seconded by Director Lamboley. Motion Carried.

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Respectfully submitted by:



Harry Wiggins, President



Sanford Coplin, Vice President



Judith Vazquez-Varela, Recorder