

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 6:34 p.m. on March 19, 2014.

ROLL CALL:

President Stephen Snodgrass
Vice President Harry Wiggins
Treasurer David Delfino
Secretary Paul Miller
Assistant Secretary Michael Moore

ADMINISTRATIVE STAFF: Recorder Monica Nuñez

ABSENT DIRECTOR(S) & STAFF: General Manager Don Rosa

CLOSED SESSION: None

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS:

1. At this time Director Snodgrass introduced Mr. Michael "Mike" Moore as the District's newest board member. Mr. Moore was appointed by the Board of Supervisor at their February board meeting.

SCHEDULED ITEMS: None

CONSENT ITEMS:

1. Consider and approve draft minutes of February 26, 2014 regular board meeting.

Motion to approve draft minutes of February 26, 2014 regular board meeting with corrections as final was made by Director Snodgrass, seconded by Director Moore. Motion carried unanimously.

Roll Call Vote: Ayes: D. Delfino; P. Miller; M. Moore; S. Snodgrass; H. Wiggins
Noes: None
Absent: None
Abstain: None

2. Copy of financial reports for February, 2014.

Motion to approve Financial Reports for February, 2014 was made by Director Wiggins, seconded by Director Miller. Motion carried unanimously.

Roll Call Vote: Ayes: D. Delfino; P. Miller; M. Moore; S. Snodgrass; H. Wiggins
Noes: None
Absent: None
Abstain: None

3. General Manager's Report – Status Sheet

- Normco Water System Treatment Facility – Working with Wy'East Engineers to begin installation. California Department of Public Health (CDPH) has given a directive to install new facility for corrosion control by Dec. 31, 2014.
- Normco Water System Pressure Reducing Station & Valve Project – The Don Chapin Co. is scheduled to begin work on Feb. 26, 2014. In progress.

MINUTES OF REGULAR MEETING – MARCH 19, 2014

CONSENT ITEMS: (Continued)

- Vierra Estates Iron & Manganese Treatment Facility Coordination & Funding with CalTrans – System on-line, functioning normal.
- Grants & Loans Active –
 - (1) SRF Planning Grant awarded to District in the amount of \$500,000. Met with Tom Yeager to begin process
 - (2) Pre-Planning Grant for Springfield Terrace is under review.
 - (3) IRWMP Grant for Pajaro – Met with Tom Yeager to begin process.
- Pajaro Park – Park officially open on Tuesday, Feb. 14, 2014. Grand opening update.

Grand Opening Ceremony was held on March 16, 2014. Presentations were made by several people. On behalf of the District and as a member of Together in Pajaro, Director Snodgrass presented many organizations, donors and PSMCSD staff with commemorative soccer balls for all their work to make the park project happen. District board members and several District staff members were present. A BBQ was held for all invited persons and members of the community. The event was a success.
- TMF Project Update – Currently working on Vierra Estates. - ninety percent (90%) complete. Will be completed by March 12, 2014. Langley/Valle Pacifico has been submitted to Monterey County for review.
- Chromium 6 – District has begun with Chromium 6 sampling.
- Water Conservation – Conservation letter has been sent out with bills.
- Rate Study (RFP) – Director Delfino has forwarded a packet that includes a few rate studies from various agencies. Tom Yeager has also forwarded RFP drafts and examples. Tom Yeager has draft RFP completed.

Staff/Committee Reports: (Informational Only)

1. Status of General Manager Rosa
 - Out until further notice

The Board will contact General Manager Rosa to review his status of when he is expected to return to work.

2. District Daily Operations

Director Snodgrass indicated that the District is operating as usual without General Manager Rosa present. There will be no new projects started until his return.

Director Wiggins asked that in the event General Manager Rosa was to be absent for a lengthy period of time, is the staff capable of running the District as is and what is the contingency plan, if any, should a major event take place. Does the District have an agreement with any local agency to assist the District should the need arise?

Director Miller indicated that he would like to speak to office staff regarding daily duties/plans for operation of District.

Director Snodgrass stated he will address the concerns of the Board when he meets with General Manager Rosa regarding his absence/return.

P/SMCSD BOARD REGULAR MEETING AGENDA – MARCH 19, 2014

Staff/Committee Reports: (Informational Only-Continued)

3. Discussion of Pajaro County Sanitation District (PCSD) Transfer

Director Snodgrass indicated that Monterey County was not pleased with the deadlock vote from last month's meeting on this matter.

Director Snodgrass would like to meet with Director Moore to update him on the PCSD.

The Board agreed to table discussion and place on next month's agenda.

Staff Reports: (Action Items)

1. Review & Discuss Arrowhead Tank Replacement
 - Review engineer's estimate

The Board would like to know the following from staff:

- Does the project need to be completed immediately?
- Is the project part of the District's Capital Plan?
- Is the project to be funded by COP Bond monies?
- Who will prepare the bid documents and oversee bid process?

When staff has answered questions, the Board agrees to proceed with project, pending the project is part of the District's Capital Plan and is funded by COP Bond monies.

OLD BUSINESS: None

NEW BUSINESS:

1. Motion was made by Director Wiggins, seconded by Director Delfino to approve proceeding with the Arrowhead Tank Replacement Project, pending that the project is part of the District's Capital Plan and is to be funded by COP Bond monies. Motion carried unanimously.

Roll Call Vote: Ayes: D. Delfino; P. Miller; M. Moore; S. Snodgrass; H. Wiggins
 Noes: None
 Absent: None
 Abstain: None

MONTHLY EXPENDITURES REPORT FOR REVIEW
APPROVAL OF WARRANTS/CHECKS:

1. General Fund 605: None.
2. Water Account: Check No. 20388 through No. 20471 for a total of \$106,183.64.
3. Capital Improvement Account: None
4. Street Maintenance Account: Check No. 333 through No. 335 for a total of \$181.41.
5. Reorganization Account: Check No. 678 for a total of \$14,000.00.
6. Construction Account: None

Motion was made by Director Snodgrass, seconded by Director Miller to approve all accounts for the month of March 2014. Motion carried unanimously.

Roll Call Vote: Ayes: D. Delfino; P. Miller; M. Moore; S. Snodgrass; H. Wiggins
 Noes: None
 Absent: None
 Abstain: None

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CLOSED SESSION: (Personnel Matters, Litigation) None.

NEXT BOARD MEETING:

Board noted the next regular meeting will be held on Wednesday, April 16, 2014 at 6:30 p.m. at the District office.

There being no further business, the regular meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:35 p.m. with motion made by Director Miller, seconded by Director Snodgrass. Motion carried unanimously.

Roll Call Vote:	Ayes:	D. Delfino; P. Miller; M. Miller; S. Snodgrass; H. Wiggins
	Noes:	None
	Absent:	None
	Abstain:	None

Respectfully submitted by:



Stephen Snodgrass, President


Harry Wiggins, Vice President
Monica Nuñez, Recorder