

MINUTES

The special and regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on November 21, 2024.

ROLL CALL:

President Donald Olsen
Vice President Sanford Coplin
Assistant Secretary Clinton Miller
Treasurer Donald Chesterman

ADMINISTRATIVE STAFF:

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

ABSENT DIRECTOR(S) & STAFF:

Secretary Paul Anderson

DISTRICT COUNSEL:

Absent

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE:

Margie Kay Elkhorn Community.

PUBLIC COMMENTS:

Director Coplin was the only Board Member during the latest Rate Study and he would like Staff to prepare a report to reflect the current position of the Reserve Funds, as we approach the last year of the rate schedule he would like to know if the District achieved the Reserve Fund Goal.

Action Items

1. Consider and approve the Minutes of October 24, 2024, Regular Board Meeting

No discussion.

The motion was made by Director Miller and seconded by Director Coplin to approve the Regular Board Meeting Minutes of October 24, 2024. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for October 2024

MINUTES OF SPECIAL AND REGULAR BOARD MEETING – November 21, 2024

Bookkeeper Saldade reported to the Board of Directors that the Water Revenue of October was 100% of budget projection. In the Direct Expenses, the District saw an increase in Property Taxes due to annual special taxes and assessments of District owned parcels. The Office Utilities account saw an increase due to the sewer fee rate increase and billing method changing to annual. The Casualty/Liability Insurance account saw an increase impacted by the auto/liability program policy renewal which increased by 10%.

The Total Income surpassed Total Expenses by \$52,369. October's Cash was more than September's Cash by \$16,040. October's cash on hand was \$1,405,950.

The Net Income did not meet projected budget due to Auto/Liability Premium.

A motion was made by Director Miller and seconded by Director Olsen to approve the financial reports for October 2024. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving November 2024 payments
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 25994 through Check No. 26019 totaling \$196,711.82
 3. Reserve Account: Check No. 126 totaling \$24,046.84
 4. Street Maintenance Account: Total of \$3,482.87
 5. Pajaro Park Account: Check No. 857 totaling \$6,236.86
 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 Chesterman to approve the November 2024 payments. Motion carried.

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

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3. Review and consider approving the MNS Engineers, Inc. Proposal and Sample Contract for Engineering Services for the Springfield Water System Consolidation Project, pending District Counsel Review.

General Manager Vazquez-Varela reported that the MNS Engineers proposal will be covered by the State Grant. Staff is working towards securing a Bridge Loan to pay invoices as they are received prior to submitting for reimbursement. Director Coplin asked for an update regarding the destruction of the Moss Landing Mobile Home Park well and a generator to be included in the project. He was informed that the well had been removed from the plans and to be destructed at a later date, and a generator permit has been received. Total project costs is approximately \$15 Million, this will provide a generator, storage tanks, pump and motor for the well, booster pumps and distribution line to provide potable water service to approximately 164 connections where we are currently distributing bottled water. The contract approval will be pending District Counsel review and execution of State Grant agreement.

A motion was made by Director Chesterman and seconded by Director Coplin to the MNS Engineers, Inc. Proposal and Sample Contract for Engineering Services for the Springfield Water System Consolidation Project, pending District Counsel Review. Motion carried.

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

4. Review and consider approving the Denise Duffy & Associates, Inc. Contract Agreement for the Springfield Water System Consolidation Project, pending District Counsel Review.

General Manager Vazquez-Varela explained that the Denise Duffy & Associates contract is also for the environmental work for the Springfield Water System Consolidation Project. Director Miller is familiar with her work.

A motion was made by Director Coplin and seconded by Director Chesterman to approve the Denise Duffy & Associates, Inc. Contract Agreement for the Springfield Water System Consolidation Project, pending District Counsel Review. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Office Holliday Schedule
 - Office will be closed November 28-29, 2024, and December 23-27, 2024. Operators will work 4 half days, and an on-call operator will be available.
2. Pajaro-Sunny Mesa-Springfield Area Regional Consolidation Project PSMS

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- The team continues the land acquisition which is a key element to the design and schedule of the Project. We will be using our current well site for the project pump station.
3. Delany WC Feasibility Study
- There are 5 other small water systems that have shown interests in a potential consolidation with the Vega Rd #01 WS, totaling 44 connections.
 - The State is concerned with the Vega connection fee. They cannot fund construction that has been completed. Director Coplin recommended discussing this next meeting when Director Anderson returns and informed everyone to review the Districts Acquisition Policy.
4. Springfield Consolidation Project Grant
- The Bridge Loan application is pending District Counsel Opinion Letter, Draft Funding Agreement and approval of Engineering Contract.
 - The Project design is 100 percent complete.
 - District Counsel is reviewing the easements and should be ready for approval at the next Board meeting.
 - Bid period will be November 19, 2024 through January 8, 2025. The pre-bid meeting is December 2, 2024, bid opening is January 8, 2025, contract will be awarded at the January 23, 2025 Board meeting.
5. District Operations Report
- Multi Community Bottled Water Project
- The August reimbursement was received.
- Pajaro Long-Term Recovery
- Received half of the beautification funding request and began office drought resilient landscape project.
 - Meet with County of Monterey Department of Emergency Management for a Pajaro Park walkthrough as they are considering completing the turf replacement project.
- Current Water System Repairs
- Blackie Road #18 WS:
- Langley/Valle Pacifico WS:
- Moss Landing WS:
- Water service line leak on Potrero was repaired on 11/5/24.
- Normco WS:
- Well 2 failed, Maggiora Bros. was dispatched, they installed pump and motor on 11/12/24, followed by disinfection and flushing process. Well has been placed online.
- Pajaro WS:
- Springfield Road WS:
- Sunny Mesa WS:
- Well 1 required sampling collected awaiting results and DDW approval.
- Vega Road #01 WS:
- Kari Lane booster station pump continues to fail, Maggiora Bros will upgrade motor saver.

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Vierra Estates WS:

Parks:

6. Usage Comparison Report 2023/2024-October

- Usage is down in all systems, except in Vierra Estates Water System. District wide we had a 13.3 percent decrease in usage compared to this month last year.

CLOSED SESSION:

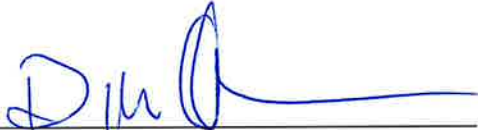
None

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday December 19, 2024, at 5:30 pm at the District Office.

There being no further business, the Special and Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:26 pm with motion made by Director Chesterman, seconded by Director Miller. Motion carried.

Respectfully submitted by:



Donald Olsen, President



Sanford Coplin, Vice President



Rocio Fernandez, Recorder