

THE OFFICIAL MINUTES OF THE REGULAR BOARD MEETING OF
CASTROVILLE COMMUNITY SERVICES DISTRICT

March 16, 2021

President James Cochran called the meeting to order at 4:30 p.m.

ROLL CALL:

Directors Present (Virtual GoToMeeting): President James Cochran, Vice President Glenn Oania, Director Cosme Padilla, Director Ron Stefani and Director Adriana Melgoza

Absent:

General Manager: Eric Tynan

Secretary to the Board: Lidia Santos

Staff Present:

Guest: Grant Leonard, Howard Franklin and Paul Greenway

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Director Ron Stefani at the request of President James Cochran.

PUBLIC COMMENTS

1. None.

CONSENT CALENDAR

1. A motion was made by Glenn Oania and seconded by Ron Stefani to approve the minutes of the January 19, 2021 Regularly Scheduled Board Meeting and the minutes of the Adjourned Regular Board Meeting (lack of quorum) February 16, 2021. The motion carried by the following roll call votes:

AYES:	5	Directors:	Melgoza, Cochran, Stefani, Oania and Padilla
NOES:	0	Directors:	
ABSENT/NOT			
PARTICIPATING:	0	Directors:	

Consent Calendar accepted as presented

CORRESPONDENCE:

1. Letter to Office Manager Lidia Santos from American Public Works Association announcing she has been selected as Monterey Bay Chapter's Administrative Manager of the Year.
2. Letter to General Manager Eric Tynan from Redistricting Partners regarding any agencies still in at-large election systems will face increasing pressure to convert to districts under the CVRA.
3. Letter to General Manager Eric Tynan from ACWA JPIA as Castroville CSD received the "President's Special Recognition Award" for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums" in the Liability Program for the period (10/01/2016-09/30/2019) and Property Program for the period (04/01/2016-03/31/2019).

Correspondence Calendar accepted as presented

INFORMATIONAL ITEMS:

1. *Monterey Herald* – Judge voids Monterey County approval of Cal Am desal plant project
2. Water industry Effective Groundwater Supply Management Certificate of Completion General Manager J. Eric Tynan
3. American Water Works Association CA-NV Section Backflow Prevention Assembly General Tester Eudoxio L. Orozco, Jr.
4. Groundwater Treatment Techniques Online-Part 1 & 2 Operator Jonathan Varela

5. Level 1 Assessment Performance and Reporting Online-Part 2 Operator Jonathan Varela
6. Environmental Protection Agency risk and resilience assessments and emergency response plans
7. *Monterey Herald* – Pure Water Monterey expansion could have new life

Informational items accepted as presented

PRESENTATIONS:

1. None

NEW BUSINESS:

1. Consider approving proposal for Professional Services for Castroville CSD Well No. 6 Project, not to exceed \$131,450 submitted by Pueblo Water Resources, Inc. – General Manager Eric Tynan recommended the Board approve the proposal for professional hydrogeologic and construction management services associated with the design, construction, and testing of a new well for Castroville CSD submitted by Pueblo Water Resources, Inc. The proposal can be viewed on pages 30-40 of the board packet. After some discussion, a motion is made by Glenn Oania and seconded by Ron Stefani to approve the proposal submitted by Pueblo Water Resources, Inc. not to exceed the total estimated project cost of \$131,450. The motion carried by the following roll call votes:

AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

2. Consider approving Castroville CSD Actuarial Study of Retiree Health Liabilities Under GASB 74/75, Roll-forward Valuation as of June 30, 2019, Measurement Date June 30, 2020 for Fiscal Year-End June 30, 2021 as prepared by Total Compensation Systems- Office Manager/Secretary to the Board Lidia Santos provided each board member with a copy of the report, which can be viewed as an attachment to this board packet online. The District contributes \$19,000 annually to the CERBT fund. Mr. Will Kane, FSA, EA Consulting Actuary with Total Compensation Systems per email had informed Office Manager Lidia Santos as for the \$19,000 annual contribution, he ran a quick projection and that amount is expected to have the plan 100% funded around 2028 as long as the District continues to make benefit payment directly rather than drawing from the trust. A motion is made by Ron Stefani and seconded by Glenn Oania to approve the Castroville CSD Actuarial Study of Retiree Health Liabilities Under GASB 74/75, Roll-forward Valuation as of June 30, 2019, Measurement Date June 30, 2020 for Fiscal Year-End June 30, 2021 as prepared by Total Compensation Systems. The motion carried by the following roll call votes:

AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

3. Approve Rejection Letter by Castroville CSD Board of Directors regarding Dubelman and Karahalios Claim – General Manager Eric Tynan reported to the Board that a claim has wrongfully been submitted to Castroville CSD from Mr. Dubelman and Ms. Soteria Karahalios regarding a bicycle incident that occurred on the bike path, which is not Castroville CSD's jurisdiction. The District's Insurance provider (ACWA JPIA) claims department recommended the Board reject this claim and mail a certified copy of the notice to the claimant and a copy to them. The notice can be viewed on page 41 of this board packet. A motion is made by Glenn Oania and seconded by Cosme Padilla to

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formally reject this claim and to approve the Rejection Letter by Castroville CSD Board of Directors regarding Dubelman and Karahalios Claim. The motion carried by the following roll call votes:

AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

4. Select and approve a public accounting firm from the list of qualified firms that submitted a proposal to perform the Castroville CSD annual financial audit for 2021 through 2023, with annual option years 2024, 2025, 2026 – General Manager Eric Tynan reported to the Board that the District received four proposals from auditing firms. All proposal submitted were reviewed and references verified by District staff. Although, all the firms were well qualified, it was determined that Fetcher & Company was the most advantageous firm based on the firms qualifications and experiences, as well as cost. He recommended the Castroville CSD Board of Directors select Fetcher & Company to audit its financial statements for the fiscal year ending June 30, 2021 and the two subsequent fiscal years. Auditing fees for 2021 \$14,500, 2022 \$14,863 and 2023 \$15,234 (\$44,597 total). A memo with his recommendation to the Board can be viewed on page 42 of this board packet. After some discussion, a motion is made by Cosme Padilla and seconded by Glenn Oania to select and approve the proposal from Fetcher & Company to audit the Castroville CSD's financial statements for the fiscal year ending June 30, 2021 and the two subsequent fiscal years for total auditing fees of \$44,597. The motion carried by the following roll call votes:

AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

5. Consider approving proposal for Professional Engineering Services for Moss Landing Wastewater System Rehabilitation Project, not to exceed \$462,722 submitted by MNS Engineers – General Manager Eric Tynan recommended the Board approve the proposal for Professional Engineering Services for the Moss Landing Wastewater System Rehabilitation Project (Project) as the District has been awarded \$500,000 from the Clean Water Small Communities Planning Grant for Moss Landing for this project by the State Waterboards. The planning and draft design document preparation for the Project will be covered by this grant. The proposal can be viewed on pages 43-52 of this board packet. After some discussion, a motion is made by Ron Stefani and seconded by Glenn Oania to approve the proposal submitted by MNS Engineers for the Moss Landing Wastewater System Rehabilitation Project, not to exceed \$462,722. The motion carried by the following roll call votes:

AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

6. Implement a site-specific written COVID-19 Prevention Program to address COVID-19 health hazards, correct unsafe or unhealthy conditions, and provide face coverings, etc. – General Manager Eric Tynan let the Board know that the District needs to implement a site-specific written COVID-19 Prevention Program. Although, the District already has many safety measures in place a written policy is needed per the State of California Department of Industrial Relations. The regulations require employers to implement a site-specific written COVID-19 Prevention Program and failing to establish and implement an effective COVID-19 Prevention Program may result in regulatory enforcement and fines. The COVID-19 Prevention Program will need to address COVID-

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19 health hazards, correct unsafe or unhealthy conditions, and provide face coverings, and COVID-19 testing to workers who are exposed and notify local public health departments when there are multiple COVID-19 infections or outbreaks at the worksite. Employers are required to maintain accurate recordkeeping, and report serious illnesses and fatalities related to COVID-19 to the nearest enforcement district office. The COVID-19 Prevention Program presented covers all the items mentioned. A copy of the COVID-19 Prevention Program is include as an attachment to this board packet online. All staff will receive a copy. A motion is made by Cosme Padilla and seconded by Ron Stefani to approve and implement the COVID-19 Prevention Program presented today. The motion carried by the following votes:

AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

7. Consider approving quotation for Media Replacement for Castroville CSD Well #5 Arsenic Treatment System \$134,149 – General Manager Eric Tynan informed the Board that the media needs to be changed out, which requires the following items/task: media, project supervision, media extraction, disposal, spare parts and shipping freight for media for Well #5 Arsenic Treatment System. Media replacement usually occurs every 15 years. The description of the work to be done can be viewed on page 53 of this board packet. Castroville CSD is responsible to obtain the required lab testing and is currently waiting for the lab results on arsenic levels. After some discussion, a motion is made by Glenn Oania and seconded by Cosme Padilla to approve the quotation submitted by AdEdge for Media Replacement for Castroville CSD Well #5 Arsenic Treatment System \$134,149. The motion carried by the following roll call votes:

AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

8. Consider approving proposal for Grant Management Assistance for Castroville CSD grant projects for as-needed granting consulting services with Nilsen & Associates – General Manager Eric Tynan recommended the Board consider approving the proposal submitted by Nilsen & Associates. The District has several grants in the works and Karen with Nilsen & Associates has been very knowledgeable in assisting the District with these grants. Nilsen & Associate’s proposal can be viewed on pages 54-56 on this board packet. A motion is made by Cosme Padilla and seconded by Ron Stefani to approve the proposal for Grant Management Assistance for Castroville CSD grant projects for as-needed granting consulting services with Nilsen & Associates. The motion carried by the following roll call votes:

AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

9. Consider amending annual 2020/2021 Operating Budgets for Castroville Zone 1-Water, Sewer and Governmental; Moro Cojo Zone 2-Sewer and Governmental, and Moss Landing Zone 3-Sewer – General Manager Eric Tynan reviewed the items that are being considered to be amended with the Board. A motion is made by Glenn Oania and seconded by Ron Stefani to approve the amended annual 2020/2021 Operating Budgets for Castroville Zone 1-Water, Sewer and Governmental; Moro Cojo Zone 2-Sewer and Governmental, and Moss Landing Zone 3-Sewe. The motion carried by the following roll call votes:

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AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

UNFINISHED BUSINESS:

1. Update on status of grants for Moss Landing-Sewer Zone 3, Castroville-Sewer Zone 1 and Castroville-Water Zone 1 for system upgrades and improvements – General Manager Eric Tynan reported to the Board that on page 73 of this board packet is a summary of the different grant application status for Castroville CSD. The summary was submitted by Karen Nilsen with Nilsen & Associates per his request. On page 74 is Figure1: Proposed 24-Inch Sewer Bypass Improvements for the Washington Sewer Trunk Line Bypass by MNS Engineers. Also, MNS Engineers will start working on the Clean Water Small Communities Planning Grant for Moss Landing. In addition, Monterey One Water (M1W) may be providing Castroville CSD with \$400,00 in additional funding as M1W is looking to contribute to a disadvantaged sewer system. General Manager Eric Tynan will be meeting with M1W General Manager Paul Sciuto to discuss further. Current funding efforts: Moss Landing sewer system improvements, Castroville emergency well replacement, Castroville water supply improvements and Castroville wastewater improvements.
2. Approve Resolution No. 2021-01 Authorizing A Contribution to the Monterey County Water Resources Agency (MCWRA) Toward Matching Grant Funds – General Manager Eric Tynan reported to the Board Resolution No. 2021-01 can be viewed on page 75 and 76 of this board packet and with Board approval authorizes a contribution of \$83,000 (approximately \$40 per service connection) to the MCWRA to be used specifically toward the \$2,663,300 in matching grant funds for the grant project, including protection of the District’s groundwater supply. In exchange for making said contribution, the MCWRA shall assure the District the following: the MCWRA is carrying out MCWRA’s responsibilities under the Grant Agreement, the MCWRA will use said funds solely for the purpose for which they are contributed, the District is not a project applicant, nor in any manner responsible for implementation of the grant project; and any District funds contributed, and not so expended, shall be returned to the District. Howard Franklin, Hydrogeologist with MCWRA thanks the Board for their consideration. A motion is made by Glenn Oania and seconded by Cosme Padilla to approve Resolution No. 2021-01 Authorizing A Contribution to the Monterey County Water Resources Agency (MCWRA) Toward Matching Grant Funds. The motion carried by the following roll call votes:

AYES: 5 Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:

3. Update on Cal Am's Monterey Peninsula Water Supply Project (desal project) – General Manager Eric Tynan updated the Board that Cal Am has submitted a partial application for the Monterey Peninsula Water Supply Project to the California Coastal Commission and it is on hold until they submit additional documentation. Per General Manager Eric Tynan it is looking like getting the desal project approved will be difficult as many are in favor of the Pure Water Expansion project instead.
4. Update on new and proposed constructions projects – General Manager Eric Tynan reported to the Board that there is no updates on any proposed construction projects at this time.
5. Update on Cal Trans Merritt/SR 183 Castroville Multimodal Community Enhancement Project – General Manager Eric Tynan reported to the Board that Caltrans want to do enhancements on Merritt Street and had requested the input of the community. Most people want trees and trash cans on Merritt Street but the problem is who will be liable for the trees and trash cans.

BOARD OF DIRECTORS COMMUNICATION: When needed, this time is reserved for the Board of Directors to communicate activity, educational classes, and/or Committee reports.

1. Update on Monterey One Water (M1W) board meeting – Director Ron Stefani reported to the Board that they will be voting on the ERI for the Pure Water Monterey Expansion project. They are also proposing a 5 year rate increase for M1W. In addition, M1W is also hoping to be eligible to receive stimulus aid.
2. Update on Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA) meeting – Director Ron Stefani stated that the SVBGSA is also looking at a rate increase. Farmers currently pay \$5 per acre and water customers pay \$2.26 per connection.
3. Update on meetings or educational classes attended by the Directors –None to report at this time by the board. However, Director Cosme Padilla wanted to acknowledge General Manager Eric Tynan for finally getting Union Pacific to clean-up all the trash that was under the Highway 156 bridge by the railroad tracks. This has been an eye sore for several years with several attempts to try to get them to clean it up. General Manager Eric Tynan stated he could not have done it without Congressman Jimmy Panetta getting involved. The Board was pleased to know it has been cleaned.

GENERAL OPERATIONS

1. General Manager's Report – Compliance update, current projects update, meetings/seminars update, staff update, suggestive projects discussions
2. Operation's Report
 - a) Water – Pumpage & Usage Update, Water Testing Update, Current Installation
 - b) Water -Status Update, Current Contractor Work Update, Maintenance/Repair Update, Customer Service Update, Safety Issue
 - c) Sewer & Storm Drain – Jetting, Current Installation Status Update, Current Contractor Work Update, Maintenance/Repair Update, Customer Service Update, Safety Issues
3. Customer /Billing Reports – Water Sales, Water Usage, A/R Update, Customer Service Update
4. Financial Reports – Treasures L.A.I.F. Report, Internal Report, Administration Update

General Operations Reports were accepted as presented

CHECK LIST – January 2021 & February 2021. A motion was made by Ron Stefani and seconded by Adriana Melgoza to pay all bills presented. The motion carried by the following roll call votes:

AYES:	5	Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES:	0	Directors:
ABSENT/NOT PARTICIPATING:	0	Directors:

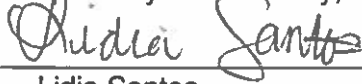
There being no further business, a motion was made by Glenn Oania and seconded by Ron Stefani to adjourn to the next scheduled Board meeting; the motion carried by the following roll call votes:

AYES:	5	Directors: Melgoza, Cochran, Stefani, Oania and Padilla
NOES:	0	Directors:
ABSENT/NOT PARTICIPATING:	0	Directors:

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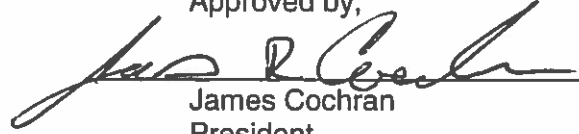
The meeting adjourned at 5:44 p.m. until the next scheduled meeting

Respectfully submitted by,



Lidia Santos
Secretary to the Board

Approved by,



James Cochran
President