

THE OFFICIAL MINUTES OF THE REGULAR BOARD MEETING OF  
CASTROVILLE COMMUNITY SERVICES DISTRICT  
October 17, 2023

President Cosme Padilla called the meeting to order at 4:30 p.m.

**ROLL CALL:**

**Directors Present:** President Cosme Padilla , Vice President Ron Stefani, Director James Cochran, Director Glenn Oania and Director Greg MacMillan

**Absent:**

**General Manager:** Eric Tynan

**Secretary to the Board:** Lidia Santos

**Staff Present:**

**Guest:** Nick Panofsky, PE with MNS Engineers

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by General Manger Eric Tynan at the request of President Cosme Padilla.

**ADDITIONS OR CORRECTIONS TO THE AGENDA**

**PUBLIC COMMENTS**

1. None

**CONSENT CALENDAR**

1. A motion was made by James Cochran and seconded by Greg MacMillan to approve the minutes of the September 19, 2023 Regularly Scheduled Board Meeting. The motion carried by the following roll call votes:

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

*Consent Calendar accepted as presented*

**CORRESPONDENCE:**

1. Letter of support for Monterey County Water Resources Agency's Nacimiento and San Antonio Watersheds Weather Modification Project: WaterSMART Planning and Project Design Grant for FY 2023.
2. Letter from Special District Risk Management Authority regarding No Paid Workers' Compensation Claims in 2022-23 for Castroville CSD.

*Correspondence Calendar accepted as presented*

**INFORMATIONAL ITEMS:**

1. *Monterey County Herald* – Monterey Peninsula water district will publicly unveil its strategy, Tuesday, October 10, 2023 to acquire California American Water Company
2. State awards \$10M to Salinas Valley Basin Groundwater Sustainability Agency for groundwater monitoring, outreach

*Informational items accepted as presented*

**PRESENTATIONS:**

1. None

**NEW BUSINESS:**

1. Discussion regarding potential connection to Oak Hills wastewater system – General Manager Eric Tynan wanted the Board to be aware that Cal AM is working on Official Community Plan for the Oak Hills tie-in project that would tie-in to Castroville CSD. They have hired Tony Akel, P.E. D.WRE President with Akel Engineering Group to do a Proposed Tie-in Oak Hills Development Sewer Feasibility Study. The proposed Tie-in for the Moro Cojo area can be viewed on pages 18-19 of this board packet. This is all very preliminary and Castroville CSD is not committing to anything right now. Per Vice President Ron Stefani, flows need to be modeled. Cal Am is working on a model for Castroville CSD to evaluate. Per President Cosme Padilla, Castroville CSD will need to see if it has the available capacity.
2. Castroville CSD General Manager's response to homeless encampment discovered on Ocean Mist pond – General Manager Eric Tynan reported to the Board that there is a homeless encampment on one of the District's storm drain ponds. They are excavating the berm to fill in the ponds and causing serious health issues since they have no sanitary system. He had contacted Deputy Young with the County Sheriff's Department, vehicle abatement and Supervisor Church on Tuesday, 10<sup>th</sup> of October via email regarding this problem. Email and pictures of homeless encampment can be viewed on pages 20-22 of this board packet. On Friday, 20<sup>th</sup> of October, the Sheriff's Department gave the homeless encampment a 5 day notice to vacate the property. The Sheriff's Department will be returning on Thursday to make sure they have left. Any trash left behind, Castroville CSD will need to cleanup.
3. Castroville CSD consider funding Well #6 in order to bring the well on-line one year earlier – General Manager Eric Tynan asked the Board to approve the General Manager initiating preparing the documents to permit and drill Well #6 on Commercial property instead. He listed his concerns on waiting for grant funding to drill Well #6, which can be viewed on a memo addressed to the Board on page 23. One of the main concerns is that the projected cost to drill the well continues to go up as time passes. Nick Panofsky, PE with MNS Engineers stated now is a good time to drill a well and Castroville CSD does have some grant monies remaining about 10%-20% that can be allocated for construction. The Board still had many concerns that needed to be addressed regarding funding the well as the District does have several on-going projects. They would like to see the engineers estimate for Well #6. Per Vice President Ron Stefani a water rate study may need to be done to see if water rates need to be increased. After much discussion, a motion is made by Ron Stefani and seconded by Glenn Oania to table this item until the next regularly scheduled board meeting as the Board would like the General Manager to provide additional information before making a decision on this request. The motion carried by the following roll call votes:

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

**UNFINISHED BUSINESS:**

1. Update on application submitted to LAFCO for Annexation of Finepro, LLC Property APN: 413-012-014 to the Castroville Community Services District – General Manager Eric Tynan informed the Board that he spoke with LAFCO and had submitted the additional information that was requested. The annexation of Finepro, LLC Property APN: 413-012-014 to the Castroville Community Services District should be approved at the December 2023 LAFO meeting, pending a 60 day review period.

2. Update on Well levels – General Manager Eric Tynan reported to the Board that the well levels report from January 2020 to present can be viewed on page 24 of this board packet. Per the graph, surprisingly well levels are staying up. Per Director James Cochran a lot of creeks are still running. Per Vice President Ron Stefani, Monterey County had a lot of heavy rain this past winter. District continues to monitor the chloride levels of all the wells. Well #3 is not pumping and the motor is not hooked up. A desalter is being considered for Well #3.
3. Update on status of grants for Castroville-Sewer Zone 1 (**Washington Sewer Trunk Line Bypass**), Moss Landing-Sewer Zone 3 **Moss Landing Wastewater System Rehabilitation Project**) land acquisition for Lift Station 1, Castroville-Water Zone 1 (**Emergency Deep Aquifer Supply and Storage Tank Project, Well No. 6**) for system upgrades and improvements, and **Castroville Landmark Sign at Highway 183**. MNS Engineers is working on all this projects for the Castroville CSD – General Manager Eric Tynan reported to the Board on the following projects:

**The Washington Bypass Sewer Project (Action Plan as of October 9, 2023 can be viewed on pages 25-26 of this board packet)** – General Manager Eric Tynan had Nick Panofsky, P.E. with MNS Engineers provide the Board with an update on this project. Once environmental and land acquisition is completed, MNS Engineers will complete the application for the next phase and will also update the engineering report submitted with the grant application. The target date is January 2024 for final grant information submittal. MNS is currently revising the appraisal for the mobile home park to reduce valued based overlap with existing easement. MNS subconsultant ARWS is preparing offer paper work. CEQA compliance is complete. Permits are required due to jurisdictional wetlands in agricultural ditch. Two permits are required from Federal Agencies. MNS is coordinating with Rincon to obtain these permits. Mentioned at a prior meeting, MNS Engineers sent a letter along with the encroachment permit application to Caltrans regarding notification to perform construction for a new 24" sewer bypass in the community of Castroville in unincorporated Monterey County, California – Washington Sewer Trunk Line Bypass Project. Castroville CSD will construct approximately 1,350 linear feet of 24" trunk sewer bypass from the intersection of Washington St. and Merrit St., then across the undeveloped areas and beneath Route 1 to the Monterey One Water station pump located at the south end of Watsonville Road. Approximately 450 feet of the proposed sewer line will be in the Caltrans right-of-way. Castroville CSD applied for the \$3.5 million grant for this project and the State is saying Castroville CSD is good to go for this grant once the environmental review is completed. Castroville CSD approved the environmental proposal from MNS Engineers for this project, which is complete. State Water Resources Control Board, SRF set aside for small disadvantaged communities, "The Small Community Clean Water Waste Water Funding Program." The proposal for Professional Engineering and Constructions Management Services-Washington Sewer Trunk Line Bypass Final Design and Construction (not to exceed \$498,141) is contingent on award of grant to Castroville CSD. The Board approved at the October 17, 2023 board meeting MNS Engineers proposals for Professional Engineering Services-Washington Sewer Trunk Line Bypass Regulatory Permitting Support (\$19,622) and Washington Sewer Trunk Line Bypass Right-of-Way Acquisition (\$81,610) total \$101,232.

**Moss Landing Wastewater System Rehabilitation Project (Action Plan as of October 9, 2023 can be viewed on pages 27-28 of this board packet)** – General Manager Eric Tynan had Nick Panofsky, P.E. with MNS Engineers provide the Board with an update on this project. Construction Grant Application for CWSRF is part of the grant. Grant application in process and MNS to research if current costs over the planning grant amount can be reimbursed by the CWSRF grant. As discussed earlier, the land acquisition of Lift Station 1 is pending LAFCO annexation. LAFCO application is in progress by Castroville CSD. MNS/Rincon prepared a CEQA exemption in support of the annexation. Furthermore, California Coastal Commission is requiring a jurisdictional delineation and Lake and Streambed Alteration (LSA) notification for work on the Elkhorn Slough Bridge, which MNS/Rincon are preparing an amendment to add this work to the Project Scope. As mentioned prior, Ortega (FINEPRO, LLC (seller) approved the sale for the easement for \$10,000 in Moss Landing and the District is still working on finalizing the sale of the easement pending LAFCO approval, which is required before acquiring the property. However, the seller is aware it is helpful to the LAFCO process to get a signed easement deed

and Right of Way Agreement which is held in escrow and not recorded until the LAFCO process is completed, and the sewer project is authorized and the seller authorized for sewer hook-up. An escrow agreement would be needed for this process. Also discussed prior, General Manager Eric Tynan reported to the Board that the pipeline under the bridge is still under the mitigated negative declaration and without the bike bridge being built by the County, Castroville CSD will have to do it on their own and build under the existing structure a 4" pipeline, which is right over the Elkhorn Slough, Marine Sanctuary and Harbor. For this project, MNS is to prepare a construction application following the 60% completion. The Board had approved a proposal with MNS Engineers to provide professional engineering services for the Moss Landing Wastewater System Rehabilitation Project \$462,722 in 2021. General Manager Eric Tynan had previously approved Amendment No.1 for this project for an additional \$14,520 for the arborist and at the October 17, 2023 board meeting the Board approved Amendment No. 2 for \$59,104 as costs have increased due to plans specifications changing due to the County not building the bridge noted above.

**Emergency Deep Aquifer Supply and Storage Tank (Action Plan as of October 9, 2023 can be viewed on pages 29-30 of this board packet)** – General Manager Eric Tynan had Nick Panofsky, P.E. with MNS Engineers provide the Board with an update on this project. He reminded the Board that MNS is not doing the design of Well #6, Pueblo is. At a prior meeting, the Board approved grant writing services, fee proposal from MNS Engineers for Bureau of Reclamation WaterSMART: Drought Resiliency Projects, not to exceed \$29,415. As mentioned prior, construction funding is pending to move the project forward. The hydrogeologic approach was discussed with Mike Burke the hydrologist with Pueblo who will advance the well contract documents to nearly bid ready, to be finalized and advertised upon securing project construction funding. In addition, MNS has substantial funds remaining in the budget (\$60k), which MNS will review if these remaining funds can be used for applying for construction funding for the project. The 30% design has been completed as of May 2022. The 60% design has been completed on the application for the construction. The District is still working on getting grant funds for the construction of the deep well and CEQA is complete.

**The Overhead Sign at Highway 183:** Per General Manager Eric Tynan he reported to the Board that he wanted to discussed options for completing the Overhead Sign at Highway 183 (Landmark Archway Sign). **He provided the Board with a memo date October 17, 2023 and additional information that can be viewed on pages 31-35 of this board packet** listing all his concerns with this project and recommending the Board approve the General Manager implementing a final installation Landmark Sign or give the sign to Caltrans and let them finish it. This process was started in 2019 and it was to be completed by July 2023. Castroville CSD will be lucky if this project is completed by April 2024. He had also requested District Legal Counsel Chrstine Kemp to attend this board meeting but was not able to come. Furthermore, Caltrans is still debating the foundation. Caltrans may need to take the signs that is currently up down to investigate the foundation and the fear is that the sign could possibly not go up. Per Vice President Ron Stefani, in his opinion Castroville CSD is invested in this project and the community expects it to be completed. Caltrans works on their own schedule and Castroville CSD will just have to wait Caltrans out. Director Greg MacMillan concurs with Vice President Stefani. President Cosme Padilla stated that he is also frustrated with how this project has been moving along but will not give up on this project. If CCSD needs to provide additional funds to finalize this project and can do it legally, then it will need to come before the Board to make that decision. The community expects to see this project completed. He will also see if he can get a meeting with Robert Rivas, Speaker of the California State Assembly to discuss this project. Directors James Cochran and Glenn Oania asked if General Manager Eric Tynan could have a Caltrans representative attend the next board meeting to address issues and concerns. The Board approved the Cooperative Agreement and Maintenance Agreement with Caltrans for the Overhead Sign in October 2022. The State has also requested a traffic control plan and a storm water control plan which was prepared by MNS Engineers and sent to the state. MNS will be handling the administration for this project. Resolution No.2022-14, Engaging Signs By Van for the Design, Fabrication, and Installation of the Castroville Landmark Sign was approved. MNS to continue working with Signs By Van and draft a Project Management Professional (PMP), contract, encroachment permit. Castroville CSD received a check from Caltrans in the amount of \$127,955.28 February 2, 2023, a check for \$17,580 May 24, 2023 and a check for \$9,461.25

September 12, 2023. The original placement of the post, will remain in the same spot as long as Castroville CSD Engineers say it is safe. Previously, Caltrans was telling Signs By Van where to put them and the locations that they want has a lot of underground utilities.

Current grants awarded are the Clean Water Small Communities Planning Grant (\$500,000) with State Waterboards for administration, preliminary engineering report, plans and specs for sewer in Moss Landing, project assigned to MNS Engineers. The IRWM Implementation Grant (\$395,000) is with DWR for the Deep Well (Well #6) and the use will be specified in the DWR/MCRWA agreement. The DAC Involvement Programs amount \$61,807 with DWR is for the design of the Washington Sewer Bypass for Castroville sewer is also assigned to MNS Engineers. Current funding efforts: Moss Landing sewer system improvements, Castroville emergency well replacement, Castroville water supply improvements and Castroville wastewater improvements.

**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 – Vice President Ron Stefani stated that M1W is still trying to get the M1W rate payers to support putting the charges on the property tax bill. The city of Salinas is dead against it. M1W is looking at another option to see what agencies are willing to put on the tax roll. M1W continues to do community outreach. Another topic discussed was M1W's weighted voting policy in which each representative has a variable voting power as determined by the population they serve.
2. Update on Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA) meeting – Vice President Ron Stefani reported to the Board that SVBGSA put out to bid a project for two injection wells. The bids came in right on the engineers estimate. The cost will be \$10-12 million for each injection well. At the next meeting they will be discussing fees but he will not be able to attend this meeting.
3. Update on meetings or educational classes attended by the Directors – President Cosme Padilla stated he attended a Community Alliance meeting that was held at the Marine Lab. At this meeting he met Emily who works for the North Monterey County Unified School District (NMCUSD). Later, he had a meeting at the Castroville CSD office with General Manager Eric Tynan and Emily to discuss collaboration between Castroville CSD and NMCUSD on educating them about the District. NMCUSD along with North County Recreation & Park District are hosting the 2<sup>nd</sup> Annual Community Resource Festival on Sunday, November 5, 2023 at the North County Recreation Park District between 12:00-4:00 p.m. This event is free and the community can learn about the many resources available in their county. President Cosme Padilla stated he will be there to represent the Castroville CSD and invited the Board to join him. General Manager Eric Tynan stated he will be there as well.

## 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** – September 2023. A motion was made by Ron Stefani and seconded by Glen Oania to pay all bills presented. The motion carried by the following roll call votes:

AYES:	5	Directors:	MacMillan, Stefani, Oania, Cochran 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 Greg MacMillan to adjourn to the next scheduled Board meeting; the motion carried by the following roll call votes:

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

Before the meeting adjourned, General Manager Eric Tynan wanted to thank Nick Panofsky, PE with MNS Engineers for attending the meeting and updating the Board on the status of the ongoing projects. Mr. Panofsky replied that he was happy to be here. The meeting adjourned at 5:59 p.m. until the next scheduled meeting

Respectfully submitted by,



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Lidia Santos  
Secretary to the Board

Approved by,



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Cosme Padilla  
President