

THE OFFICIAL MINUTES OF THE REGULAR BOARD MEETING OF  
CASTROVILLE COMMUNITY SERVICES DISTRICT  
October 20, 2020

President Adriana Melgoza called the meeting to order at 4:30 p.m.

**ROLL CALL:**

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

**Absent:** Vice President James Cochran

**General Manager:** Eric Tynan

**Secretary to the Board:** Lidia Santos

**Staff Present:**

**Guest:**

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by General Manager Eric Tynan at the request of President Adriana Melgoza.

**PUBLIC COMMENTS**

1. None

**CONSENT CALENDAR**

1. A motion was made by Ron Stefani and seconded by Glenn Oania to approve the minutes of the September 15, 2020 Regularly Scheduled Board Meeting. The motion carried by the following roll call votes:

AYES:	4	Directors: Melgoza, Stefani, Padilla and Oania
NOES:	0	Directors:
ABSENT/NOT PARTICIPATING:	1	Directors: Cochran

*Consent Calendar accepted as presented*

**CORRESPONDENCE:**

1. Letter to Monterey One Water from Monterey County Water Resources Agency regarding use of Blanco Drains and Reclamation Ditch waters and other ARWRA issues.
2. Letter to the California Department of Conservation Division of Land Resource Protection from Castroville Community Services District regarding the Sustainable Groundwater Management Watershed Coordinator Program.

*Correspondence Calendar accepted as presented*

**INFORMATIONAL ITEMS:**

1. *Monterey Herald* – Paul Bruno, Guest Commentary: The desal project is much needed
2. *California Farm Bureau Federation* – Water year starts with concerns about La Niña
3. Technical support offered by Loaves, Fishes & Computers & CSUMB Students
4. EPA Risk and Resilience Assessments and Emergency Response Plans
5. Water Industry Distribution System Materials and Equipment completed by staff Eudoxio Orozco and Jonathan Varela

*Informational items accepted as presented*

**PRESENTATIONS:**

1. None

**NEW BUSINESS:**

1. Approve transferring the majority of the General Fund and Customer Fund monies from Mechanics Bank to Chase Bank and close Mechanics Bank General Fund and Customer Fund accounts once pending checks have cleared – Office Manager Lidia Santos reported to the Board that the Chase accounts have been setup and for the Board to authorize General Manager Eric Tynan to do a wire transfer from Mechanics Bank to Chase Bank for the majority of funds, leaving some funds for outstanding checks to clear and then closing Mechanics Bank accounts. A motion is made by Ron Stefani and seconded by Cosme Padilla to authorize General Manager Eric Tynan to do a wire transfer from Mechanics Bank to Chase Bank for the majority of funds, leaving some funds for outstanding checks to clear and then closing Mechanics Bank accounts once it is appropriate. The motion carried by the following roll call votes:

AYES: 4 Directors: Melgoza, Stefani, Padilla and Oania  
NOES: 0 Directors:  
ABSENT/NOT  
PARTICIPATING: 1 Directors: Cochran

2. Open District seat, Castroville Community Services District (1) seat, Director-4 year term per Monterey County Elections Department. Directors Stefani and Oania Appointed in-Lieu of Elections 11-03-2020. Announce to public of (1) open seat and make appointment at the November 17, 2020 board meeting, effective December 4, 2020, noon – General Manager Eric Tynan notified the Board that there is an open District (1) seat 4 year term for Castroville Community Services District. Incumbent James Cochran forgot to file during the Monterey County Election time period and is still interested in the seat. Incumbents Stefani and Oania will be appointed in-Lieu of Elections 11-03-2020. See pages 20-24 of board packet for detailed information regarding Exhibit A, Appointment in-Lieu of Elections 11-03-2020 and Exhibit B, Open Districts Seats 11-03-2020. Announcement for the open seat will be posted on the District website [www.Castrovillecsd.org](http://www.Castrovillecsd.org) and in three locations within the District boundaries: District outdoor bulletin board, post office and fire department. A motion is made by Oania and seconded by Padilla to announce to the public of (1) open seat 4 year term and an appointment will be made at the November 17, 2020 board meeting, seat effective December 4, 2020, noon. The motion carried by the following votes:

AYES: 4 Directors: Melgoza, Stefani, Padilla and Oania  
NOES: 0 Directors:  
ABSENT/NOT  
PARTICIPATING: 1 Directors: Cochran

3. Consider appointment of an Alternate Director (Grant Leonard) for the Small Water System/Disadvantaged Community Seat on the Board of Directors for the Salinas Valley Groundwater Sustainability Agency (GSA) – General Manager Eric Tynan let the Board know Mr. Grant was not able to attend this meeting since it conflicted with another meeting for work that he had to attend. Currently Director Ron Stefani is the Director for the Small Water System/Disadvantaged Community Seat on the Board of Directors for the GSA. The candidate appointed today would be Director Stefani's Alternate Director to the GSA. Mr. Grant was the only candidate to submit an application, which can be viewed on pages 25-27 of the board packet. The Board all concurred Mr. Leonard is well qualified and active in his community and thereof would be an excellent Alternate Director. A motion was made by Oania and seconded by Padilla to appoint Grant Leonard as the Alternate Director for the Small Water System/Disadvantaged Community Seat on the Board of Directors for the Salinas Valley Groundwater Sustainability Agency (GSA).

The motion carried by the following votes:

AYES: 4 Directors: Melgoza, Stefani, Padilla and Oania  
NOES: 0 Directors:  
ABSENT/NOT  
PARTICIPATING: 1 Directors: Cochran

4. Request for Statement of Qualifications for Engineering Consulting Services for Castroville Community Services District to be submitted by no later than Friday, November 6, 2020 – General Manager Eric Tynan reported to the Board that with the many upcoming projects for the District, with some of these projects being awarded a grant, it is best to do a Request for Statement of Qualifications (SOQ) for Engineering Consulting Services for the Castroville Community Services District current and upcoming projects as this information is requested by the Department of Water Resources and possibly other agencies. The SOQ for Engineering Consulting Services was prepared by Karen Nilsen with Nilsen and Associates and can be viewed on pages 28-31 of the board packet. Although, the Washington Sewer Trunk Line Bypass 30% Design has already been awarded to MNS Engineers with District Legal Counsel Christine Kemp's approval and Board approval with Resolution No. 20-05 Approving Professional Engineering Services Proposal for Washington Sewer Trunk Line Bypass 30% Design Work, the District has applied for a grant for this project and a SOQ is part of the requirements to be considered for this grant. However, the District has additional activities listed on SOQ that interested engineering firms can submit their information to General Manager Eric Tynan by no later than Monday, November 9, 2020 at 10:00 a.m. The date was changed from Friday, November 6, 2020 to Monday, November 9, 2020. The SOQ would be published in the Monterey County Weekly, Thursday, October 22, 2020. A motion is made by Ron Stefani and seconded by Glenn Oania to "Request for Statement of Qualifications for Engineering Consulting Services for Castroville Community Services District to be submitted by no later than Monday, November 9, 2020 by 10:00 a.m. and to be published in the Monterey County Weekly, Thursday, October 22, 2020. The motion carried by the following roll call votes:

AYES: 4 Directors: Melgoza, Stefani, Padilla and Oania  
NOES: 0 Directors:  
ABSENT/NOT  
PARTICIPATING: 1 Directors: Cochran

5. Selection Committee (2 Directors & General Manager) to review the Statement of Qualifications for Engineering Consulting Services – After some discussion, A motion is made by Glenn Oania and seconded by Ron Stefani to have Director Cosme Padilla and Ron Stefani on the Selection Committee, along with General Manager Eric Tynan to review the Statement of Qualifications for Engineering Consulting Services to form a short-list. The motion carried by the following roll call votes:

AYES: 4 Directors: Melgoza, Stefani, Padilla and Oania  
NOES: 0 Directors:  
ABSENT/NOT  
PARTICIPATING: 1 Directors: Cochran

6. Hartnell Satellite Campus at Merritt and Washington Street project site utility plan – General Manager Eric Tynan informed the Board that the construction for this project has started. The project site utility plan can be viewed on page 32 of the board packet. President Adriana Melgoza was pleased to see this service being offered to the community of Castroville.
7. Consider painting the Castroville CSD office building – General Manager Eric Tynan mentioned to the Board that the District office building is in need of painting. No Board action is needed at this time since he still needs to acquire at least three bids to determine the cost.

8. Recognize General Manager Eric Tynan; employee's long-term service contribution of 20 years to Castroville CSD – The Castroville Community Services District Board of Directors acknowledged General Manager Eric Tynan for his long-term service of 20 years to Castroville CSD. He was given an award for his long-term service contribution of 20 years to the District. President Adriana Melgoza congratulated him and thanked him for his commitment and dedication to the District and community of Castroville. The Board of Directors all concurred with President Adriana Melgoza's comments. Per the employee handbook for his 20 years of service to the District, Mr. Tynan will also receive a \$200 gift card/certificate of his choice. A motion is made by Cosme Padilla and seconded by Glenn Oania to recognize General Manager Eric Tynan, employee's long-term service contribution of 20 years to Castroville CSD. The motion carried by the following vote:

AYES:	4	Directors: Melgoza, Stefani, Padilla and Oania
NOES:	0	Directors:
ABSENT/NOT PARTICIPATING:	1	Directors: Cochran

**UNFINISHED BUSINESS:**

1. Status of well levels – General Manager Eric Tynan informed the Board that the graph of well levels can be viewed on page 33 of the board packet. The well levels are starting to rebound but still below sea level. The District is moving forward with Well #6. He has also followed up with Ausonio on the status of the lot-line adjustment on the property that Well #6 would be drilled. The lot-line adjustment and retaining wall should be completed this fiscal year.
2. 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 although he was told grant funds should be available in December 2020, mostly likely it will be March of 2021 per Karen Nilsen with Nilsen and Associates (grant writer). Ms. Nilsen on behalf of Castroville applied for an \$80,000 grant for the Washington Sewer Trunk Line Bypass 30% Design. She has been a great resource to the District. Current funding efforts: Moss Landing sewer system improvements, Castroville emergency well replacement, Castroville water supply improvements and Castroville wastewater improvements.
3. Update on Cal Am's Monterey Peninsula Water Supply Project (desal project) – General Manager Eric Tynan notified the Board that the Cal Am requested to postpone their hearing until November with the CA Coastal Commission for the meeting that was originally scheduled the 17<sup>th</sup> of September 2020 as they felt they did not have enough votes to get their desal project permit approved. In addition, General Manager Eric Tynan said he has found several issues with the Coastal Commission staff report and has pointed out these errors to them and other agencies.
4. Update on Cal Trans Merritt/SR 183 Castroville Multimodal Community Enhancement Project – General Manager Eric Tynan reported to the Board that he had attended a virtual meeting with Cal Trans to discuss this project. They had asked for his input and as well as the public's input. He will be providing them with a list of problem areas that he feels require additional attention. Again, he reminded the Board to submit any concerns or recommendation they may also have so he can submit them to Cal Trans for consideration. President Adriana Melgoza and Director Glenn Oania had other areas of concerns in the community of Castroville such as trash and over grown weeds throughout town. General Manager Eric Tynan informed the Board that these areas of concerns are not Cal Trans, instead would belong to Monterey County, the Railroad Company or property owners. Board President Adriana Melgoza asked if Supervisor Philips can address the Board at the next regularly scheduled board meeting to discuss some of their concerns and see if they can work together to bring services needed to Castroville. General Manager Eric Tynan will request to see if Supervisor Philips can attend the next meeting.

**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 board meeting – Director Ron Stefani reported to the Board that Monterey One Water (M1W) awarded bids for the new injection well and if they can afford it will put two injection wells in for the Pure One Water Monterey Project. They are currently trying to get this project back up to speed.
2. Update on Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA) – Director Ron Stefani reported to the Board that the candidate appointed today, Grant Leonard will be his Alternate Director for the Small Water System/DAC GSA. The GSA is growing into multiple sub basins and he is part of the Monterey sub basin committee. Currently, they are developing a disadvantaged outreach community plan. Furthermore, all the committees are up and running and developing plans that are due by January 2022 to the State.
3. Update on meetings or educational classes attended by the Directors – There is no update at this time on meeting attended by the Directors. However, Director Cosme Padilla wanted to mention and recognize a group of people that took the time to organize a Castroville clean-up day this past Saturday and plan to have another one scheduled this Saturday, 24<sup>th</sup> of October. The lead organizer of this group was Alex Rivera and Crystal Franco.

## 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 2020. A motion was made by Glenn Oania and seconded by Ron Stefani to pay all bills presented. The motion carried by the following roll call vote:


AYES:	4	Directors:	Melgoza, Stefani, Padilla and Oania
NOES:	0	Directors:	
ABSENT/NOT PARTICIPATING:	1	Directors:	Cochran

There being no further business, a motion was made by Cosme Padilla and seconded by Glen Oania to adjourn to the next scheduled Board meeting; the motion carried by the following roll call vote:

AYES:	4	Directors:	Melgoza, Stefani, Padilla and Oania
NOES:	0	Directors:	
ABSENT/NOT PARTICIPATING:	1	Directors:	Cochran

The meeting adjourned at 5:35 p.m. until the next scheduled meeting

Respectfully submitted by,



---

Lidia Santos  
Secretary to the Board

Approved by,



---

Adriana Melgoza  
President