

THE OFFICIAL MINUTES OF THE REGULAR BOARD MEETING OF  
CASTROVILLE COMMUNITY SERVICES DISTRICT  
June 18, 2019

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

**ROLL CALL:**

**Directors Present:** Vice President James Cochran, Director Glenn Oania, Director Ron Stefani, and President Adriana Melgoza

**Absent:** Director Cosme Padilla

**General Manager:** Eric Tynan

**Secretary to the Board:** Lidia Santos

**Staff Present:**

**Guest:** District Legal Counsel Christine Kemp

**PLEDGE OF ALLEGIANCE**

Vice President James Cochran led the Pledge of Allegiance at the request of Board President Adriana Melgoza.

**PUBLIC COMMENTS**

1. None

**CONSENT CALENDAR**

1. A motion was made by James Cochran and seconded by Ron Stefani to approve the minutes of the May 21, 2019 Scheduled Board Meeting. The motion carried by the following vote:

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

2. A motion was Made by Glenn Oania and seconded by James Cochran to approve the minutes of the Special Board Meeting of May 23, 2019. The motion carried by the following vote:

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

*Consent Calendar accepted as presented*

**CORRESPONDENCE:**

1. Appeal from Coastal Permit Decision of Local Government: May 22, 2019 Appellant(s) California-American Water Company (Cal Am) regarding the City of Marina Planning Commission's denial of CDP 2018-01 for the Monterey Peninsula Water Supply Project. The portions of the Project within Marina's Coastal Zone include seven slant wells and related infrastructure and transmission pipeline improvements.
2. Appeal from Coastal Permit Decision of Local Government: May 29, 2019 Appellant(s) Castroville Community Services District regarding the City of Marina Planning Commission's denial of California-American Water Company's (Cal Am) CDP for the Monterey Peninsula Water Supply Project. (CDP 2018-01).
3. California Coastal Commission Notification of Appeal to City of Marina Community Development Department, May 30, 2019 regarding Commission Appeal No. A-3-MRA-19-0034. Local Permit # CDP 2018-01.

*Correspondence Calendar accepted as presented*

Minutes of the Castroville Community Services District  
June 18, 2019 Regular Board Meeting  
Page 2

**INFORMATIONAL ITEMS:**

1. Cal Am information on desalination source wells
2. *Monterey County Weekly* – Water Wars
3. *Monterey County Weekly* – A long-awaited bill to fund drinking water systems in rural areas faces decision time
4. *Water Finance & Management (waterfm.com)* – San Diego gets WIFIA loan for Pure Water project
5. *Source Magazine, Winter 2019 CA-NV AWWA* – Tapping the Pacific

*Informational items accepted as presented*

**PRESENTATIONS:**

1. None

**NEW BUSINESS:**

1. Approve "Castroville Community Services District Investment and Deposit Policy" for fiscal year 2019/2020 – The Board approves this policy annually, which can be viewed on pages 38-42 of the board packet. A motion is made by Ron Stefani and seconded by James Cochran to approve "Castroville Community Services District Investment and Deposit Policy" for fiscal year 2019/2020. The motion carried by the following vote:

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

2. The Board will take action to designate Eric Tynan, General Manager as labor negotiator for all employees for the District for purpose of (Gov. Code Sec. 54957.6) - After some discussion, a motion is made by Ron Stefani and seconded by James Cochran to designate General Manager Eric Tynan as labor negotiator for all employees for the District for purpose of (Gove. Code Sec. 54957.6). The motion carried by the following vote:

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

3. Special District Risk Management Authority Board of Directors election; vote for three candidates – After some discussion, a motion is made by Ron Stefani and seconded by James Cochran to vote for the following three candidates for the 2019 Special District Risk Management Authority Board of Directors: Bob Swan (Incumbent), Sandy Seifert-Raffelson (Incumbent) and James (Jim) M. Hamlin. The motion carried by the following vote:

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

Minutes of the Castroville Community Services District  
June 18, 2019 Regular Board Meeting  
Page 3

4. Consider amending "Employee Handbook" Section 7.5, Rest Period, page 31 to change rest period from 10 minute to 15 minute period for each daily work shift worked and Section 10.1 Retiree Health Benefits, page 39 to clarify qualified dependent(s) as spouse or domestic partner – General Manager Eric Tynan informed the Board that prior to the adoption of this employee handbook, employees were provided two (2) fifteen (15) minute rest periods for each daily work shift worked and the current adopted employees handbook provides two (2) ten (10) minute rest periods. He is requesting the Board consider amending the employee handbook to reflect two (2) fifteen (15) minute rest periods instead. Director Ron Stefani suggested there should be no changes made to Section 10.1, Retiree Health Benefits since a qualified dependent could also be a mentally or physical disabled child and the rest of the Board also concurred with him as well. After some discussion, a motion is made by Glenn Oania and seconded by Ron Stefani to amend "Employee Handbook" Section 7.5, Rest Period, page 31 of handbook to change rest period from ten (10) minute to fifteen (15) minute period for each daily work shift worked and Section 10.1, Retiree Health Benefits will have no changes. The motion carried by the following vote:

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

5. Storm drain decals to be placed on storm drain inlets in English and Spanish – Eric Tynan, General Manager reported to the Board that he has ordered storm drain decals to be placed on storm drain inlets in English and Spanish in Castroville and Moro Cojo area. The decals should be arriving soon. The design of the decals can be viewed on page 46 of this board packet.

**UNFINISHED BUSINESS:**

1. Resolution No. 19-5 Adopting the District Budget for FY 2019/2020 for Water (Castroville Zone 1), Sewer and Governmental (Castroville Zone 1), Sewer and Governmental (Moro Cojo, NMCHS, Monte Del Lago Mobile Park Zone 2) and Sewer (Moss Landing Zone 3).
- Recommendation of the Budget & Personnel Committee (Directors: Adriana Melgoza and Ron Stefani) to consider along with the annual income and operating budget for fiscal year 2019/2020:
    - Extended recreational services with North County Recreation & Park District
    - Includes Zone 1, water rate increases per summary of Ordinance No. 66, adopted January 2016
    - Includes Zone 2, sewer rate increases per summary of Ordinance No. 67, adopted July 2016
    - Three (3%) percent hourly/salary increases for all senior District staff and 4.4% Operator II and 4.35% Operator I.
    - Capital Improvement Projects

The Board reviewed and discussed the final budget presented for FY 2019/2020 for Water (Castroville Zone 1), Sewer and Governmental (Castroville Zone 1), Sewer and Governmental (Moro Cojo, NMCHS, Monte Del Lago Mobile Park Zone 2) and Sewer (Moss Landing Zone 3) and capital improvement projects for the fiscal year. Resolution No. 19-5, the District Budgets for FY 2019/2020 and supporting documentation can be viewed on pages 47-72 of the board packet. \$120k will be allocated for extended recreational services with 20k towards capital improvement projects for the recreation center, Zone 1-water rate increases per summary of Ordinance No. 66, Zone 2-Sewer rate increase per summary of Ordinance No. 67 and a three (3%) percent hourly/salary increases for all senior District staff (Step 2 of the Wage Step Program) and 4.4% Operator II (Step 1 of the Wage Step Program) and 4.35% Operator 1(Step 3 of the Wage Step Program) effective July 4, 2019. General Manager Eric Tynan

Minutes of the Castroville Community Services District  
June 18, 2019 Regular Board Meeting  
Page 4

requested the Board also allocate \$20k for the Castroville sign maintenance to have it worked on this upcoming fiscal year. To fund the Castroville Overhead Sign project, Zone 1-Sewer will need to be amended to reflect an additional transfer out of \$20k to Zone 1-Governmental Activities for Castroville sign maintenance account. After further discussion, a motion is made by James Cochran and seconded by Ron Stefani to approve Resolution No. 19-5 Adopting the District Budget for FY 2019/2020 for Water (Castroville Zone 1), with amendment to Sewer and Governmental (Castroville Zone 1) transfer out of an additional 20k; Sewer and Governmental (Moro Cojo, NMCHS, Monte Del Lago Mobile Park Zone 2) and Sewer (Moss Landing Zone 3); and a 3% percent salary increase for all senior District staff, 4.4% Operator II and 4.35% Operator I. Salary increases effective July 4, 2019. The motion carried by the following vote:

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

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 let the Board know that he is starting to get frustrated with the consultants and will let them know that the Moss Landing-Sewer Zone 3 grant need to be finalized since it has already been two years that the District has been working on applying for this grant. Even if the grant is awarded soon, it could be another two years before the funding is received for a construction grant. In addition, in two years the cost of a project significantly increases as occurred with the Arsenic Treatment Project. The manholes in Moss Landing will need to be repaired now. Also, the application keeps getting returned due to minor edits. However, the District is still due to receive \$395k from the Integrated Regional Water Management grant. He continues to work with Gutierrez Consultants and MNS Engineers for grant assistance. Current funding efforts: Moss Landing sewer system improvements, Castroville emergency well replacement, Castroville water supply improvements and Castroville wastewater improvements.
3. Status of Well #3 and update on renovation of Well #3 by Maggiora Bros Drilling, Inc. – General Manager Eric Tynan informed the Board that Maggiora Brothers Drilling, Inc. has pulled the pump and flushed it. Once the renovation is completed, Well #3 will be back online and is anticipating that it will last until the connection to the Monterey Peninsula Water Supply Project. The scope of work consists of installing the air lift pipe to a depth of 610 feet and air lift the well between 610 and 510 feet for 4 hours. Water to be air lifted to a 6,000 gallon water tank and then discharged to the drainage ditch. After air lifting is completed and air lift pipe removed, they shall install a 75 HP submersible pump (pump to be provided by the district) provide generator for power, valve, water meter and discharge piping to drainage ditch to pump the well for 4 hours. Upon completion of pumping, pump equipment shall be removed.
4. Update on Moss Landing Manhole Replacement Project out to bid – General Manager Eric Tynan reported to the Board that he is looking on putting this project out to bid next month. He is still working on getting the request for proposal (RFP) together with the engineer. In addition, the specs are ready for this project to repair 7 manholes on Moss Landing Road from the Shakespeare Theater to the front of the North Monterey County School District office.
5. Update on Cal Am's Monterey Peninsula Water Supply Project (MPWSP) – General Manager Eric Tynan reported to the Board that he had good news. He had spent all morning at a pre bid meeting with Cal Am and eight contractors who are anxious to build the desal pipeline. They walked the route of where the pipeline would go. Cal Am has all the plans and specs in place for this project. Currently, he is in negotiations with Cal Am because they want to put in a 12 inch ductile iron, instead asking for a 8 inch fused C-900 for the reason that ductile iron has to have gaskets in it and soil and pesticides may affect the line even though it will be six feet

levels. For seawater intrusion the minimum threshold is going to be the existing 2017 levels. The measurable objectives will be Highway 1.

3. Update on meetings or educational classes attended by the Directors – None

### 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 – May 2019.** A motion was made by Glenn Oania and seconded by James Cochran to pay all bills presented with a correction to the check list, check number 25625, Gutierrez Consultants memo should state for Grant Assistance Zone 1 & 3 not Fuel for Trucks. The motion carried by the following vote:

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

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 vote:

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

The meeting adjourned at 6:03 p.m. until the next scheduled meeting

Respectfully submitted by,



Lidia Santos  
Secretary to the Board

Approved by,



Adriana Melgoza  
President