

THE OFFICIAL MINUTES OF THE REGULAR BOARD MEETING OF
CASTROVILLE COMMUNITY SERVICES DISTRICT
April 21, 2020

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

ROLL CALL:

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

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 Cosme Padilla and seconded by Glenn Oania to approve the minutes of the March 17, 2020 Scheduled Board Meeting. The motion carried by the following roll call vote:

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

Consent Calendar accepted as presented

CORRESPONDENCE:

1. Letter to Castroville CSD water customers regarding COVID-19 from General Manager Eric Tynan addressing office hours, water supply reliability and safety and how flushable wipes have an effect on the sewer system.

Correspondence Calendar accepted as presented

INFORMATIONAL ITEMS:

1. ACWA News – Governor issues Executive Order Prohibiting Discontinuation of Service (Shut Offs) by Urban and Community Water Systems
2. Monterey County Public Health Officer Issues Shelter in Place Order
3. Monterey County issues new coronavirus shelter-in-place order
4. Bay Area New Group by Paul Rogers – Coronavirus: Is the drinking water supply safe?
5. Castroville CSD announces coronavirus response plan

Informational items accepted as presented

PRESENTATIONS:

1. None

NEW BUSINESS:

1. Update on Castroville CSD coronavirus response plan – General Manager Eric Tynan reported to the Board that the District office has been closed. The Customer Service/Billing Clerk Ibarra and Operators Varela and Orozco are still reporting to work. The following staff is working remotely from home: Lead Operator Galvez 70 percent of the time, Office Manager Santos about 80 percent. He too is also working from home but does stop by the office daily and is always available if needed. He stated that all the staff is doing a great job. There have also been no complaints or problems from customers. President Adriana Melgoza asked if employees are wearing a mask. General Manager Eric Tynan informed the Board that the operators are required to wear a mask if in contact with customers/public and anytime social distancing cannot be maintained. They are wearing gloves. In addition, each operator drives alone in a separate vehicle when working out in the field.
2. Ballot for election of LAFCO Commissioner; vote for one candidate (regular member seat): Peter Le (Marina Coast Water District); Warren (“Pete”) Poitras (Monterey County Regional Fire District); Jacqueline Simon (Monterey County Fire Protection District) – General Manager Eric Tynan recommended the Board consider voting for Warren (“Pete”) Poitras (North Monterey County Fire Protection District). The Board all concurred that all the candidates were well qualified. After some discussion. A motion is made by Cosme Padilla and seconded by Ron Stefani to vote for Warren (“Pete”) Poitras (Monterey County Fire Protection District). The motion carried by the following roll call vote:

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

3. Resolution No. 20-2, Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges – Resolution 20-2 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges needs to be approved by the Board to levy assessments for property related user fees for tax codes 75301, 73701 and 74701 for fiscal year 2020/2021. A motion is made by Ron Stefani and seconded by Glenn Oania to approve Resolution No. 20-2 Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges for fiscal year 2020/2021. The motion carried by the following roll call vote:

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

4. Select Annual Budget & Personnel Committee (two directors) – General Manager Eric Tynan informed the Board that it is time once again to select the Annual Budget & Personnel Committee. Last year the two directors on the committee were Directors Adriana Melgoza and Ron Stefani. After some discussion, a motion is made by Glenn Oania and seconded by James Cochran to select Directors Cosme Padilla and Ron Stefani for the Annual 2020/2021 Budget & Personnel Committee. The motion carried by the following roll call vote:

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

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5. Consider delaying or not implementing water rate increases as per Ordinance 66 for fiscal year 2020/2021 – After some discussion, the Board concurred that this decision needs to be first discussed by the annual budget committee and action taken in June when the annual 2020/2021 budget will be approved. A motion is made by Cosme Padilla and seconded by Ron Stefani to delay this decision until June 2020 whether to consider delaying or not implanting water rate increase as per Ordinance 66 for fiscal year 2020/2021. The motion carried by the following roll call vote:

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

UNFINISHED BUSINESS:

1. Status of well levels – General Manager Eric Tynan reported to the Board that Well #3, #4, and #5 sea levels had rebounded a bit due to the slight rainfall we had recently. A graph of the well levels can be viewed on page 33 of this board packet. However, there has been a slight decline of the well levels now. Overall, in comparison to 2015 to current the well levels appear to be in better shape but we must remember the wells are being backfilled with saltwater at the same time and if it were not for the saltwater the well levels would be a lot lower. In addition, all the wells are working now.
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 advised the Board as mentioned at last month's board meeting that the Moss Landing grant was submitted in December 2019 and California Department of Water Resources administration is still reviewing it and he is still waiting for a response. As for the Integrated Regional Water Management Plan (IRWMP) there is \$395,000 that would be coming to Castroville if this grant gets awarded. He is also still waiting to hear on the status of the IRWMP grant that was submitted and will update the Board when he acquires any news. Unfortunately, due to Covid-19 the process may be delayed. 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 (MPWSP) – General Manager Eric Tynan reported to the Board that the EIR is coming out to be denied or approved by Monterey One Water Board. He and Director Ron Stefani were on a virtual meeting with Monterey Peninsula Water Management District who are in favor of the EIR. Director Ron Stefani will provide additional information on this matter under his Monterey One Water meeting update.
4. Progress report on Design for Reservoir No. 4 Fill Modification Project – General Manager Eric Tynan informed the Board that the plan for the Design for Reservoir No. 4 Fill Modification Project requires a few edits. The engineer will be coming back to make an onsite visit to finalize the project. The Design for Reservoir No. 4 Fill Modification Project is going to be used for the grant applications as are the costs associated with this project.
5. Update on Castroville Oaks project – General Manager Eric Tynan let the Board know that he has not been able to get a hold of Mr. Tran with CHISPA and believes there office may be closed at this time due to shelter-in-place. At this time, there is no new update on the Castroville Oaks project.
6. Update on project awarded to Scudder Roofing Company for Roof Overlay of District office not to exceed \$21,650 – General Manager Eric Tynan reported to the Board that the roof overlay was started this week. It will take them a couple of weeks to complete the project. Office Manager Lidia Santos obtained all the documentation (Risk Transfer and Certificates of Insurance) before they started this project.

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 this coming Monday, 27th of April Monterey One Water has on its agenda to consider approving the EIR. This item on the agenda will be a hot topic and he has been on several Zoom conference calls all day long. It appears that Monterey County (Salinas Valley side) is not happy with it and there are too many objections in the letters that have been written to the EIR. His stance, which many are aware of, is that he will be voting against the EIR. This EIR, all has to do with the desal project. Regrettably, he may need to step down as chair from the Monterey One Water Board and the Castroville CSD's alternate will need to step in if needed. It is going to be a close vote and will probably be denied. For those interested the Monterey One Water Board meeting scheduled for Monday, 27th of April can be viewed on Zoom. They anticipate a lot of public comment. President Adriana Melgoza recognized that Directors Ron Stefani is very knowledgeable and can advocate for our communities and thanks him for doing so.
2. Update on Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA) – Director Ron Stefani reported to the Board that they are on the planning stage now. In addition, General Manager Eric Tynan has been asked to be on the seawater intrusion working group. There are two sub basins; the Langley and Monterey sub basin that are in our areas if any board members are interested in being on those planning committees please let him or General Manger Eric Tynan know.
3. Update on meetings or educational classes attended by the Directors – None to report at this time.

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 – March 2020. A motion was made by Cosme Padilla and seconded by Glenn Oania to pay all bills presented. The motion carried by the following roll call vote:

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

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

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

The meeting adjourned at 5:15 p.m. until the next scheduled meeting

Respectfully submitted by,



Lidia Santos
Secretary to the Board

Approved by,



Adriana Melgoza
President