

THE OFFICIAL MINUTES OF THE REGULAR BOARD MEETING OF
CASTROVILLE COMMUNITY SERVICES DISTRICT
June 17, 2014

Vice President Ron Stefan called the meeting to order at 4:33 p.m.

ROLL CALL:

Directors Present: Ron Stefani, Vice President; Adriana Melgoza, Director and Silvestre Montejano, Director

Absent: David Lewis

General Manager: Eric Tynan

Secretary to the Board: Lidia Santos

Staff Present: None

Guest: Lloyd Lowrey, Judy Burditt, and Sally Childs who attended with a small group of students

PLEDGE OF ALLEGIANCE

Director Silvestre Montejano led those present in the Pledge of Allegiance.

PUBLIC COMMENTS

1. None

CONSENT CALENDAR

1. A motion was made by Adriana Melgoza and seconded by Silvestre Montejano to approve the minute of the May 20, 2014 Regular Board Meeting. The motion carried by the following vote:

AYES:	3	Directors:	Stefani, Melgoza and Montejano
NOES:	0	Directors:	None
ABSENT/NOT			
PARTICIPATING:	1	Directors:	Lewis

Consent Calendar accepted as presented

CORRESPONDENCE:

1. Letter of support from Vince Ferrante, Commissioner, Moss Landing Harbor District requesting Castroville CSD Board of Directors vote for him for the CSDA Region 5 Seat C.

Correspondence items accepted as presented

INFORMATIONAL ITEMS:

1. *FresnoBee.com* – Editorial: It's high time California manages groundwater
2. *The Monterey Herald* – Interlake Tunnel project funding before Monterey County Supervisors
3. *Science.kqed.org* – California edging closer to regulating groundwater for the first time
4. *The Monterey Herald* – Monterey Peninsula, Salinas Valley in battle over Salinas- area runoff
5. *CA Special District, Volume 9, Issue 1, Jan – Feb 2014* – When Facebook and the First Amendment collide: Public entity management of social media

Informational items accepted as presented

PRESENTATIONS:

1. None

UNFINISHED BUSINESS:

1. Update on well levels – General Manager Eric Tynan informed the Board that the well levels have dropped slightly since his last update on May 14, 2014. The well level for Well #2 was at -20 and currently at -24, Well #3 was -61.8 and currently at -50, and Well #4 was -69.8 and currently at -72. These current well levels are usually seen at the end of August. A water supply option that he is still researching is in the perched aquifer and the sources would be sampled for water quality.

2. Update on Prop 84: Well 5 (formerly Well 2B) Arsenic Treatment project – General Manager Eric Tynan informed the Board that he will no longer have Harris and Associates handle the administration of the Prop 84 grant but instead will have Rich Guillen Associates takeover. Mr. Guillen is already handling the administration of the Prop 84 grant for the City of Soledad and proven to be effective. In addition, his rates to administer the grant are much lower than Harris and Associates.
3. Update on consolidation of the Castroville Community Services District (CCSD) and the Moss Landing County Sanitation District (MLCSD) – General Manager Eric Tynan reported to the Board that today he received the “Certificate of Completion” (LAFCO File No. 14-02) for the consolidation of the Castroville Community Services District (CCSD) and the Moss Landing County Sanitation (MLCSD) effective July 1, 2014. The CCSD’s boundaries will now include Moss Landing. He will also be attending the upcoming Moss Landing Chamber meeting and an issue of concern that will be addressed is the under grounding of the utilities. However, Moss Landing does not have adequate funding to complete these projects..
4. Update on the Moro Cojo Slurry Seal Project – General Manager Eric Tynan informed the Board that the Moro Cojo Slurry Seal Project is done. The project went really well until the contractor, Bond Blacktop, Inc. disposed of the black aggregate on the County grasslands. The County was not pleased with the disposal of the black aggregate in this manner. Eric stated he had the contractor return to the site to resolve the problem and is now waiting for the County’s approval of the remediation.
5. Update on mural project for Castroville walkway over Highway 156 – General Manager Eric Tynan reported to the Board that NCRPD General Manager Judy Burditt was present and she can update the Board on the mural project. Ms. Burditt displayed a colored drawing of the mural for all to view. Caltrans has viewed the preliminary drawing and has yet to see the colored drawing of the mural. She still is waiting to receive approval from Caltrans in order to proceed with the mural project. She will also be requesting that the Castroville CSD Board approve a resolution stating the Castroville CSD will assume the maintenance of the mural.

NEW BUSINESS:

1. Castroville CSD Board of Directors appointment of seat: The board seat was vacated by resignation; and the position to be filled is a 4-year term ending December 2015. Applications for the board seat will be reviewed and nominations made. The following candidate; Betty MacMillan has submitted a letter of interest – General Manager Eric Tynan informed the Board that only one letter of interest was received and that was from former Castroville CSD Board of Director Betty A. MacMillan. Public notice of the vacant seat was posted at the post office, fire department and district office. Public notice of the vacant seat and application was also available for download on the district’s website; CastrovilleCSD.org. The consolidation of Castroville CSD and the Moss Landing County Sanitation is effective as of July 1, 2014 and from this point-forward residents served within these boundaries may also serve on the Castroville CSD Board. The seat was vacated on April 28, 2014 and the Board has 60 days to appoint a new director. After some discussion the Board all agreed to appoint Betty A. MacMillan. Eric stated that President David Lewis wanted him to relate to the board, although he was not present today he was also in favor of appointing Ms. MacMillan. A motion is made by Adriana Melgoza and seconded by Silvestre Montejano to appoint Betty A. MacMillan to the vacant seat of Board of Directors, term ending on the first Friday of December 2015 at noon. The motion carried by the following vote:

AYES:	3	Directors:	Stefani, Melgoza and Montejano
NOES:	0	Directors:	None
ABSENT/NOT			
PARTICIPATING:	1	Directors:	Lewis

2. Update from budget committee (Directors Ron Stefani and Silvestre Montejano) on the preliminary 2014/15 Operating Budget for Water (Castroville Zone 1) – General Manager Eric Tynan and the budget committee, presented the preliminary annual 2014/15 proposed Operating Budget for Water (Castroville Zone 1) to the Board of Directors for their review. Directors Ron Stefani and Silvestre Montejano were selected as the budget committee at the last regularly scheduled board meeting and

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had met with Eric Tynan General Manager to address any questions or concerns. Director Montejano reviewed the budget with the Board and stated that not much has changed for this budget from the previous fiscal year. At the next regularly scheduled board meeting the Board will meet to consider fixing the final budget and adopting the final budget for fiscal year 2014/15. A public notice will be published in *The Monterey County Weekly* to inform the public so that any interested taxpayer may appear at said time and place and be heard regarding the increase, decrease or omission of any item of the budget for the inclusion of additional items.

3. Update from budget committee (Directors Ron Stefani and Silvestre Montejano) on preliminary 2014/15 Operating Budget for Sewer and Governmental (Castroville Zone 1) – General Manager Eric Tynan and the budget committee presented the preliminary annual 2014/15 proposed Operating Budget for Sewer and Governmental (Castroville Zone 1) to the Board of Directors for their review. The draft budget currently reflects \$100K for extended recreational services. Director Montejano stated he would like to see a detailed report for this budget item. NCRPD General Manager Judy Burditt presented her request at this board meeting for projected 2014/15 extended recreational services for \$131,339 and apologized for not submitting this information until now since she was busy with the Artichoke Festival. Director Adriana Melgoza stated that she would also like to see NCRPD General Manager Judy Burditt submit an actual detailed budget report for extended recreational services at the end of each fiscal year if the board approves her request. The budget will also need to be amended to reflect monies transferred out from the Sewer (Castroville Zone 1) budget to pay-off the USDA loan of \$235K for the Sewer (Moss Landing Zone 3) Budget. At the next regularly scheduled board meeting the Board will meet to consider fixing the final budget and adopting the final budget for fiscal year 2014/15. A public notice will be published in *The Monterey County Weekly* to inform the public so that any interested taxpayer may appear at said time and place and be heard regarding the increase, decrease or omission of any item of the budget for the inclusion of additional items.
4. Update from budget committee (Directors Ron Stefani and Silvestre Montejano) on preliminary 2014/15 Operating Budget for Sewer and Governmental (Moro Cojo, NMCHS, & Monte Del Lago Mobile Park Zone 2) – General Manager Eric Tynan and the budget committee presented the preliminary annual 2014/15 proposed Operating Budget for Sewer and Governmental (Moro Cojo, NMCHS, & Monte De Lago Mobile Park Zone 2) to the Board of Directors for their review. At the next regularly scheduled board meeting the Board will meet to consider fixing the final budget and adopting the final budget for fiscal year 2014/15. A public notice will be published in *The Monterey County Weekly* to inform the public so that any interested taxpayer may appear at said time and place and be heard regarding the increase, decrease or omission of any item of the budget for the inclusion of additional items.
5. Update from budget committee (Directors Ron Stefani and Silvestre Montejano) on preliminary 2014/15 Operating Budget for Sewer (Moss Landing Zone 3) – General Manager Eric Tynan and the budget committee presented the preliminary annual 2014/15 proposed Operating Budget for Sewer (Zone 3) to the Board of Directors for their review. The budget will also need to be amended to reflect monies transferred in from the Sewer (Castroville Zone 1) budget to pay-off the USDA loan of \$235K for the Sewer (Moss Landing Zone 3) Budget. At the next regularly scheduled board meeting the Board will meet to consider fixing the final budget and adopting the final budget for fiscal year 2014/15. A public notice will be published in *The Monterey County Weekly* to inform the public so that any interested taxpayer may appear at said time and place and be heard regarding the increase, decrease or omission of any item of the budget for the inclusion of additional items.
6. Approve collection of fees agreement with MRWPCA for Moss Landing sanitation system – General Manager Eric Tynan notified the Board that Castroville CSD will need to execute the indemnity agreement for collection of sewer fees for Moss Landing to commence as of July 1, 2014 with Monterey Regional Pollution Control Agency (MRWPCA). A motion is made by Silvestre Montejano and Adriana Melgoza to execute and approve the indemnity agreement for collection of sewer fees for Moss Landing to commence as of July 1, 2014 with MRWPCA. The motion carried by the following vote:

AYES:	3	Directors:	Stefani, Melgoza and Montejano
NOES:	0	Directors:	None
ABSENT/NOT PARTICIPATING:	1	Directors:	Lewis

7. Accept Willdan Financial Services annual 2014/15 Pre-Levy Analysis for the 1915 Act Assessment District – After the Board reviewed the annual 2014/15 Pre-Levy Analysis for the 1915 Assessment District that is prepared annually by Willdan Financial Services, a motion is made by Adriana Melgoza and seconded by Silvestre Montejao to accept the Willdan Financial Services annual 2014/15 Pre-Levy Analysis for the 1915 Act Assessment District. The motion carried by the following vote:

AYES:	3	Directors:	Stefani, Melgoza and Montejano
NOES:	0	Directors:	None
ABSENT/NOT PARTICIPATING:	1	Directors:	Lewis

8. 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 Adriana Melgoza and seconded by Silvestre Montejano for the Board to take action to designate General Manager Eric Tynan as labor negotiator for all employees for the District for purpose of (Gov. Code Sec. 54957.6). The motion carried by the following vote:

AYES:	3	Directors:	Stefani, Melgoza and Montejano
NOES:	0	Directors:	None
ABSENT/NOT PARTICIPATING:	1	Directors:	Lewis

ADJOURNMENT TO CLOSED SESSION

CLOSED SESSION: 5:22 p.m.

9. Pursuant to Government Code Section. 54957, the Board will discuss the following: Personnel Matters for all Water Service/Collection Systems Maintenance Worker I and II, Customer Service Representative, Office Manager/Executive Assistant/Board Secretary and the General Manager.

ANNOUNCEMENT OF CLOSED SESSION ITEM: (if applicable):

The board will reconvene into open session prior to adjournment and shall announce any action taken during the closed session. **The Board returned to open session at 5:54 p.m.** There was no action taken.

NEW BUSINESS CONTINUED:

10. Recommendation of annual personnel committee (Directors: David Lewis and Adriana Melgoza) regarding the salary of all District staff: Water Service/Collection Systems Maintenance Worker I and II, Customer Service Representative, Office Manager/Executive Assistant/Board Secretary and the General Manager - General Manager Eric Tynan reminded the Board that he had met with the personnel committee (Directors David Lewis and Adriana Melgoza) to discuss the salary of the Castroville CSD staff. General Manager Eric Tynan recommended a 2 percent salary increase for all staff personnel with the exception of the Office Manager/Executive Assistant/Board Secretary 4 percent for the additional job duties incurred due to the consolidation of Castroville CSD and Moss Landing County Sanitation District. After some discussion, a motion is made by Adriana Melgoza and seconded by Silvestre Montejano to follow the wage memo recommendations presented by General Manager Eric Tynan for the Castroville CSD staff as follows: 2 percent salary increase for all staff employees, with the exception of the Office Manager/Executive Assistant/Secretary to the Board to receive a 4 percent salary increase, and the Board also recommended the General Manager receive a 2 percent salary increase, which will take effect for all staff beginning July 10, 2014. The motion carried by the following vote:

AYES:	3	Directors:	Stefani, Melgoza and Montejano
NOES:	0	Directors:	None
ABSENT/NOT PARTICIPATING:	1	Directors:	Lewis

Director Adriana Melgoza stated that the community speaks well of the Castroville CSD staff. District Legal Counsel Lloyd Lowrey stated that this District shows teamwork among the board members and furthermore they have shown that they can work together even when they are faced with rough patches. He also noted that once General Manager Eric Tynan and Office Manager Lidia Santos came on board with the Castroville CSD, it runs much more efficiently.

COUNSEL'S REPORT

1. None

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 MRWPCA board meeting – Director Ron Stefani reported to the board that at this meeting they also discussed a 2 percent wage increase for MRWPCA employees. The Ground Water Replenishment Project seems to be progressing as the farmers and MRWPCA appear to have come to an agreement.
2. Update on Oversight board meeting – Director Ron Stefani stated that the Oversight board meeting was yesterday. They finally settled with all the school districts, therefore the school districts will receive a windfall. Also they approved the Redevelopment Oversight Payment Schedule (ROPS) budget.

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, New Service Installation Update, Current Contractor Work Update, Maintenance/Repair Update
 - b. Sewer & Storm Drain – Jetting, Connections, Maintenance/Repair Update
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 2014. A motion was made by Adriana Melgoza and seconded by Silvestre Montejano to pay all bills presented. The motion carried by the following vote:

AYES:	3	Directors:	Stefani, Melgoza, and Montejano
NOES:	0	Directors:	None
ABSENT/NOT PARTICIPATING:	1	Directors:	Lewis

ITEMS FOR THE NEXT MONTHS AGENDA: Tuesday, July 15, 2014 at 4:30 p.m.

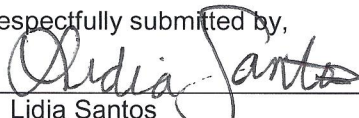
CLOSE:

There being no further business, a motion was made by Adriana Melgoza and seconded by Ron Stefani to adjourn to the next scheduled Board meeting; the motion carried by the following vote:

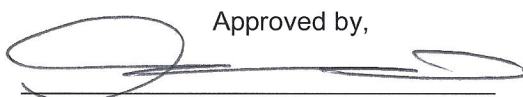
AYES:	3	Directors:	Stefani, Melgoza, and Montejano
NOES:	0	Directors:	None
ABSENT/NOT PARTICIPATING:	1	Directors:	Lewis

The meeting adjourned at 6:17 p.m. until the next scheduled meeting.

Respectfully submitted by,


Lidia Santos
Secretary to the Board

Approved by,


David Lewis
President