

THE OFFICIAL MINUTES OF THE REGULAR BOARD MEETING OF
CASTROVILLE COMMUNITY SERVICES DISTRICT

April 16, 2024

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: Marylin Vierra, Chief of Staff, Office of Supervisor Glenn Church and Heidi Quinn, District Legal Counsel

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Director Greg MacMillan 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 Greg MacMillan and seconded by James Cochran to approve the minutes of the March 19, 2024, Regularly Scheduled Board Meeting. The motion carried by the following roll call votes:

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

Consent Calendar accepted as presented

CORRESPONDENCE:

1. Letter from Rincon to the California Department of Fish and Wildlife regarding Lake or Streambed Alteration Notification for the Washington Street Trunk Line Bypass Project

Correspondence Calendar accepted as presented

INFORMATIONAL ITEMS:

1. The Northern Salinas Valley Watershed Restoration Plan (1007)
2. Monterey Bay Water Works Association, April 18, 2024, Training (Quality Control for Field Measurements) Hartnell College, Castroville Campus
3. North Monterey County Middle School is hosting its annual Career Day, April 18, 2024
4. North County Recreation & Park District hosting Castroville Community cleanup on Earth Day, Saturday, April 20, 2024, and Castroville in the Plaza, Saturday, May 18, 2024
5. Caltrans District 4 invites you to attend: The Moss Landing CAPM Project, Open House, Wednesday, April 17, 2024, Moss Landing Marine Labs 5:30 p.m.-7:00 p.m.

Informational items accepted as presented

PRESENTATIONS:

1. None

NEW BUSINESS:

1. Deceased individual found at Well Site #4, April 1, 2024 – General Manager Eric Tynan informed the Board that a deceased individual was found at Well Site #4 on the morning of April 1, 2024, by Operator II Orozco, CCSD district employee as he was doing the well site rounds. A “No Trespassing” sign is posted at this location. Mr. Orozco called him and informed him that the individual was unresponsive as he called out to him. 911 was immediately called by General Manager Eric Tynan and the first responders oversaw the unfortunate incident. A deputy took a statement from Mr. Orozco as he was the first person to discover the individual. Vice President Ron Stefani asked if Mr. Orozco and General Manager Eric Tynan completed an incident report and if not, one needs to be completed. District Legal Counsel Heidi Quinn can provide a confidential brief on this matter in a memo to the Board.
2. The Caltrans, Pedestrian Bridge Enhancement/Improvement Project at Salinas Street has started as of April 10, 2024 – General Manager Eric Tynan reported to the Board that he was just made aware that Caltrans has started the Pedestrian Bridge Enhancement/Improvement Project. Caltrans contracted with Hoseley Corporation and First Night Monterey to do the murals. The murals are being painted on the west side and east side pedestrian bridge and can be viewed on pages 21-22 of this board packet. President Cosme Padilla was disappointed CCSD did not provide input on the murals but is pleased this project is moving forward and does not want to hold it up. Vice President Ron Stefani stated that the murals look much more beautiful on the computer and the paper copies do not do these murals justice. General Manager Eric Tynan stated CCSD will continue to be responsible for the maintenance of the pedestrian bridge and North County Recreation and Park District has agreed to maintain the parklets that will be placed at each end of the pedestrian bridge.
3. The California State Water Resource Control Board 2023 Electronic Annual Report (eAR) to the Division of Drinking Water for the year ending December 31, 2023 has been approved for the Castroville CSD – General Manager Eric Tynan let the Board know that he has submitted the 2023 Electronic Annual Report (eAR) for Castroville CSD to the Division of Drinking Water for the year ending December 31, 2023, which has been accepted and approved by them. This report can be viewed on pages 23-44 of this board packet and is required to be submitted annually.
4. Resolution No. 24-01, Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges and Agreement for Collection of Special Taxes, Fees, and Assessments between the County of Monterey and the Castroville Community Services District – After some discussion, a motion is made by Glenn Oania and seconded by Ron Stefani to approve Resolution No. 24-01, Resolution Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property-Related Fees and Charges. The motion carried by the following roll call votes:

AYES: 5 Directors: Stefani, MacMillan, Cochran, Oania and Padilla
NOES: 0 Directors:
ABSENT/NOT
PARTICIPATING: 0 Directors:
5. Select Annual Budget & Personnel Committee (two directors) – General Manager Eric Tynan let the Board know it is time again for the Annual Budget & Personnel Committee to meet. Last year it was Directors Stefani and MacMillan. After some discussion, a motion was made by James Cochran and seconded by Glenn Oania to select once more Directors Ron Stefani and Greg MacMillan as the

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Annual Budget & Personnel Committee for 2024/2025. The motion carried by the following roll call votes:

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

UNFINISHED BUSINESS:

1. A report to the Board from the Ad Hoc Community Outreach Committee (Directors: Cosme Padilla and Ron Stefani) – Vice President Ron Stefani reported to the Board that the Ad Hoc Community Outreach Committee met and discussed public outreach for CCSD and how to accomplish it; in particular reaching out to the schools and the community to inform them about the District. The committee concluded that CCSD needs to hire personnel to provide the services the District is looking for. He would like Regional Government Services (RGS) to assist the District with these services, which is a public agency serving the consulting, administrative and project management needs of local governments. RGS can also assist with investments, developing rate payer assistance programs, finance, and project management consultation. The District has had two grant failures with MNS. Hiring this person as a consultant would not require the District to pay for employee benefits. Per President Cosme Padilla this person will not take away from the General Manager, Office Manager, and field services. This is only a proposal for now, baby steps as a job description still needs to be created. The current staff has a full load and for this reason the committee is looking at how to provide community outreach. In addition, he would want CCSD District Attorneys Kemp and Quinn to make sure that all is done legally and correctly if this path is taken. The Ad Hoc Committee recommended having RGS provide a presentation to the Board on their services at the next regularly scheduled board meeting, 18th of June. General Manager Eric Tynan stated that he will request RGS to attend the next board meeting.
2. Update on Well levels – General Manager Eric Tynan reported to the Board that the well levels graph from January 2018 to present can be viewed on page 50 and the Total Dissolved Solids (TDS) Chloride Levels can be viewed on page 51 of this board packet. The good news is that the well levels came up quite a bit, including Well #5 and continue to rise. Vice President Ron Stefani stated he would like to see a ten-year average of the well level graph report. As mentioned before, the bubblers give a direct calculation of well levels. The 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 the status of the **Moss Landing Wastewater System Rehabilitation Project** – General Manager Eric Tynan stated the current project status can be viewed on pages 52-53 of this board packet. MNS submitted a construction grant application to CWSRF for project funding. Ackel Engineering is working to provide a fiscal sustainability plan. The 24/25 budget will need to be submitted as well. Also, MNS/Rincon submitted the Coastal Development Permit Application. This process is anticipated to be completed by August 2024. In other news, final reimbursement from the Clean Water Small Communities Planning Grant in the amount of \$118,456 has been requested and approved for reimbursement to CCSD. Also discussed prior, the current project status is 60% Design is complete, CDP permit is pending County concurrence and Easement Acquisition. The State Water Resource Control Board CWSRF is the construction funding source for this project. The funding application has been submitted and additional information has been requested. The next target milestone is to complete the funding applications and CDP application. LAFCO approved the annexation of Finepro, LLC Property APN: 413-012-014 to the Castroville Community Services with Resolution No. 23-10. This land acquisition is for Lift Station 1. Ortega (FINEPRO, LLC (seller) approved the sale for the easement for \$10,000 in Moss Landing, which was completed February 2024. Upon completion of the land acquisition, the coastal development permit application will be submitted for approval. 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. 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. 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 December 19, 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.

4. Update on the status of the **Emergency Deep Aquifer Supply and Storage Tank Project** – General Manager Eric Tynan stated that the current project status can be viewed on pages 52-53 of this board packet. The application for construction to the Bureau of Reclamation WaterSMART Drought Resiliency Projects Grant Program was submitted fall 2023. The project scope of the Emergency Deep Aquifer Deep Well No. 6 was too large for the grant to fund. The project scope needs to be narrowed to correspond to a project cost less than \$10 million to compete for the grant. The project scope can be narrowed by the District proceeding with drilling of the well and leaving the remaining scope to be funded by the grant. The grant application can be resubmitted in Fall 2024 to the Bureau of Reclamation at no additional cost to the District; anticipated grant request amount to be approximately \$9.6 million. If a construction contract is awarded, it will be funded using reserves and construction funds from the current grant and the grant application will be resubmitted. He is also considering working with the grant writer used by Monterey One Water to assist with this grant. Discussed prior, MNS is not doing the design of Well #6, Pueblo is doing the design. The Board approved grant writing services, fee proposal from MNS Engineers for Bureau of Reclamation WaterSMART: Drought Resiliency Projects, not to exceed \$29,415. 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. 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.
5. Update on status of the **Castroville-Sewer Zone 1 (Washington Sewer Trunk Line Bypass Project)** – General Manager Eric Tynan stated the current project status for this project can be viewed on pages 52-53 of this board packet. MNS/Rincon are working on submittal of jurisdictional permits for the agricultural ditch crossing. Submittal of Coastal Development Permit is pending easement acquisition. The District is working to negotiate easement purchase. Construction grant award is pending coastal development permit completion. Discussed prior, the 60% Design is completed, the CDP permit is pending Caltrans encroachment, County concurrence, and Easement Acquisition. The jurisdiction permitting is in progress. The State Water Resource Control Board CWSRF is the construction funding source for this project. The funding is obtained but the final information submittal is required to secure the construction funding. Although there is no written agreement yet, the State has assured him that Castroville CSD will receive the \$3.5 million grant once the environmental review is completed. MNS Engineers is managing the environmental review and permitting for this project. At a prior meeting, per Nick Panofsky, P.E. with MNS Engineers, stated 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. CEQA compliance is complete. Permits are required due to jurisdictional wetlands in agricultural ditches. Two permits are required from Federal Agencies. MNS is coordinating with Rincon to obtain these permits. 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 Merritt 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, CWSRF set aside for small, disadvantaged communities, "The Small Community Clean Water Wastewater Funding Program." The proposal for Professional Engineering and Construction 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 December 19, 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.

6. Update on the status of grant/projects for **Castroville Landmark Sign at Highway 183 Project**: Per General Manager Eric Tynan he stated the current project status for this project can be viewed on pages 52-53 of this board packet. MNS coordinated with Caltrans to submit a reimbursement request on behalf of CCSD for this project for \$6,422. Foundation testing was completed, and the next steps are for the Project structural engineer to confirm the design for sign supports, which he believes has been done. He is pushing for this project to be completed by the 4th of July and to have a ribbon cutting ceremony to invite the public and political representatives. President Comse Padilla had stressed to Corby with Caltrans that he was very unhappy on how long this project has been delayed. The design is complete. Construction funding source is Caltrans. The concrete/foundation testing to confirm structural design has been completed by the Penhall Company, a nationwide leader in concrete solutions and the engineers have signed off on it. At the January 16, 2024, board meeting, the Castroville CSD Board of Directors reviewed and submitted the signed Amended Cooperative Agreement to Caltrans. The delay for this project again has been the foundation. The Board concurred that Castroville CSD needs to keep putting pressure on Caltrans to complete this project. This project was started in 2019 and it was to be completed by July 2023. 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 managing 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 the 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 YJ Engineers say it is safe.

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.

CLOSED SESSION: At 5.27 p.m. the Board went into Closed Session.

CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8

Property Location: APN: 030-141-022-000 and 030-141-023-000, Southwest corner of Merritt Street and Washington Street, Castroville, CA

Negotiating Parties: Castroville CSD and Salvador Alvarez and Hermilinda Alvarez

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Property Owner: Salvador Alvarez and Hermilinda Alvarez
Under Negotiation: Property Negotiations

Property Location: APN: 133-143-016-000, Highway 1 at Washington Road, Castroville, CA

Negotiating Parties: Castroville CSD and Vegetable Ranches, LLC
Property Owner: Vegetable Ranches, LLC
Under Negotiation: Property Negotiations

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. At 5:35 p.m. the Board returned to Open Session. There was no action taken as General Manager Eric Tynan continues to discuss property easement negotiation on the two above listed property locations on behalf of Castroville CSD.

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 the biggest issue right now are contract negotiations for employees. M1W is also taking a big hit with social media for putting rate payer fee charges on the property tax bill in 2024/2025. As mentioned prior, effective July 1, 2024, customers will no longer receive a direct bill for wastewater service from M1W and instead the bill will be replaced by an annual fee included on the parcel's property tax bill. The County of Monterey mails property tax bills in mid-October and payments may be made in two installments. The County of Monterey and the Treasurer-Tax Collector have also authorized Easy Smart Pay, a third-party vendor, to provide a monthly payment option for the payment of property taxes. Interested property owners can work directly with Easy Smart Pay to set up payments via ACH or credit card. There are also programs that can assist the ratepayers with their bills that M1W refers them too.
2. Update on Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA) meeting – Vice President Ron Stefani reported that the SVBGSA is rolling out one of their biggest programs, Demand Management. The GSA Workshop recently done by SVBGSA on the 9th of May at the North County Recreation & Park District was geared more towards farmers and big landowners. Cal Am also presented to show that urban users have done all they can to conserve. General Manager Eric Tyan stated he would have liked to also have presented, given the opportunity.
3. Update on meetings or educational classes attended by the Directors – President Cosme Padilla informed the Board that he, Vice President Ron Stefani, Director Greg MacMillan, and General Manager Eric Tynan all attended the SVBGSA Workshop held in Castroville, 9th of May. Most of them thought the workshop was going to focus on Castroville, instead it had mostly to do with farmers and big landowners, but it was still interesting. Another meeting attend by President Cosme Padilla and General Manager Eric Tynan was the North Montrey County Alliance meeting.

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 2024. A motion was made by Glenn Oania and seconded by James Cochran to pay all bills presented. The motion carried by the following roll call votes:

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

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

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

The meeting was adjourned at 6:10 p.m.

Respectfully submitted by,



Lidia Santos
Secretary to the Board

Approved by



Cosme Padilla
President