



**REGULAR MEETING AGENDA
PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT
Meadow Room, Pajaro Dunes, 2661 Beach Road, Watsonville, CA 95076**

Saturday, August 12, 2017 9:00 a.m.

A. OPEN SESSION CALL TO ORDER – PLEDGE OF ALLEGIANCE

Roll Call

Bob Moore, President
Jim Griffin, Director
John Cullen, Director

David Ferrari, Director
Robert Allen, Director
Sarah Mansergh, Clerk

Carol Turley
108
34
Wendy

B. MEMBER COMMENTS

Matters under the jurisdiction of the Board and not on the posted agenda, may be addressed by members of the public before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of PDGHAD. Any person wishing to address the Board during the Member Comment period shall be permitted to be heard for up to 3 minutes, A) individuals may speak only once and B) the Board is unable to address any owner comments in depth, but may choose to direct the Clerk to follow-up on the matter for a future meeting.

C. PRESIDENT’S REMARKS

The President will use this opportunity to inform the public of issues affecting the District and other items of a general nature not otherwise provided for on this agenda.

- Ensure contact information is up to date for emergency procedures
 - **Reviewed contact information with all board members Sarah will follow up with off-site contacts**
- Ensure Form 700s are filed with the County-review with Sarah
 - **Sarah will send along link to all officers for any**
- Ethics training required biennially for board members-review with Sarah
 - **Sarah will send along link to ethics training and follow up with members**
- Meeting Calendar:
 - November 11th, 2017-**Bob not present**
 - December 9th, 2017

D. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine by the Board of Directors and will be enacted by one motion at the appropriate time. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

1. Approval of minutes June 3, 2017 and June 24, 2017
Motion by Rob Allen, second by John Cullen
Unanimous Ayes from Board members-minutes approved

E. TREASURER'S REPORT

2. Financial Reports
 - Year ended June 30, 2017
 - Warrant listing
 - Accept reports by motion
 - **Wendy reviewed financial standing, including outstanding loans. Outlook: on budget by revenues, all items within budget.**
 - **Wendy answered question about check payment to Union bank.**
 - **John C. had questions about initial need for loans taken out. Loans from past expenses, emergency funds needed at the time. Can research specifics if needed.**

DECISION: John Cullen moves to accept Financial Reports, Jim G. seconds, Unanimous Ayes-reports accepted.

F. COMMITTEE REPORTS

2. Committee Appointments
Bob Moore: Thoughts on Appointments to these committees?
Rob Allen: Do we want to appoint to committees?
Continuing discussion including: Attendee comment-setting up committees allows work to continue between meetings; value of committees-opinions offered on usefulness, could speed up processes; may be more valid if everyone is just brought together and truly focused; committees are helpful when they are truly focused and oriented to a specific task set. Questions about roles of committees-Bob provided some description.
No decision reached: Will agendaize this topic for the next meeting
3. Finance and Budget Committee-general finance and budgeting information-No report/committee
4. Community Membership and Relations Committee –outreach for assessment election-No report/committee
5. Seawall Application and Repair Committee-outreach to Ca Coastal Commission, County
6. Meetings attended by Directors at District expense since the last meeting of the Board (per AB1234 requirements). Such reports may be made orally or in writing. -None

G. NEW BUSINESS

7. ITEM – Review and confirm Conflict of Interest Code for 2017

- a. Board report
- b. Public comment
- c. Board discussion
- d. Board action

Discussion: Sarah explained this is a biennial review of the document and just need to confirm this is the continuing policy regarding conflict of interest or change if needed.

Decision: Motion to affirm the item as is by John C. and seconded by Dave F.
Unanimous Ayes-confirmed Conflict of Interest Code as stated in packet

8. ITEM – Review and Update Emergency Action Plan

- a. Board report
- b. Public comment
- c. Board discussion
- d. Board action

Discussion:Changes to Tree: Update all Board members, PDA president to replace Steve Brock, update Batallion Chief instead of Fire Station. Suggested- by John C.-add decision pieces to flow diagram. May want to integrate our concerns into larger County wide emergency plans etc.

PDA->GHAD, PDA Pres. and board, And Fire Station

Define all GHAD members->engineer of record and Granite Rock

Engineer->County, Mobilization Coordinator

Where do Homeowners fall on this chart? Coastal Commission?

Verify all contacts (Sarah)

Guidance document for reasonable and relevant information needs to be included. Record all information during the emergency process.

Discussion from Carol and public on the process needed to make a call on what is actually an emergency. What is the criteria? Who pays if it is a mistake? Would like an accessory document

Bob Moore: Carol contacts GHAD board...

Question: Is this a decision tree or a communication tree?

Mike- Order of communications seems to be outlined suggest an additional document to better explain the process-a “process sheet”.

Audience: Want a criteria of what is a breach, a major incident etc.? Suggesting a judgement/criteria threshold.

Carol-would like advice from engineers on what to look for-seeing filter fabric, drop off from stairs etc. What are the key clues for them to implement the emergency action plan.

John C-decision points need to be clarified,

Bob Moore-Would like Jeff Dunne to provide us with some guidelines. Mike will coordinate with Jeff to cover these topics in the next meeting.

Sarah will create flow chart/decision making tree for board approval

DECISION: Tabled and will set up future meeting/study session with ARUP-engineer of record. Mike to contact Jeff Dunn and determine availability. Sarah to set up meeting.

9. ITEM-Review and consider proposals for audit services for fiscal year ended June 30, 2017

- a. Board report
- b. Public comment
- c. Board discussion
- d. Board action

Wendy described the two proposals: costs, continuity questions, commented that it is good to switch every once in a while to ensure that audit is fully realized each time-combating complacency. Some more documentation included with a new firm. Comments from public-good to stick with the ones who have the document, also Carol clarified that an employee of H&B is a homeowner but there is a firewall between this member and the audit.

DECISION: Motion put forward to utilize Hutchinson and Bloodgood by Rob A. , second by David F.

Unanimous ayes-will hire Hutchinson and Bloodgood.

10. ITEM – Consider adopting resolution 2017-xx, for Special Assessment, for general and administrative budgets for the fiscal year ended June 30, 2018.

- a. Board report
- b. Public comment
- c. Board discussion
- d. Board action

Mike-Assign number to Resolution, sent assessment to the County already as information, Board needs to review and assess that this is the correct schedule, and we have followed the necessary process to confirm this is the correct breakdown of assessment. The budget is up to date, has

been approved and that this assessment covers our normal operational budget for this year. The vote for the assessment is weighted based on property location. So are the assessments.

Talked with Jeff Dunne-engineer of record-want to have a future meeting that clarifies how the engineer has calculated the assessment break down, what is the assessment process, what we have to do to move forward with the special assessments. Jeff needs final guidance in how to complete the engineer's report.

If board approves the next special assessments, then you can use that as security to fill any gap between approval and collect proceeds (March 2019 earliest). Approval would be sent to County which would put this on the election roll next Fall, actual money collection starts March 2019. Do not need PDA as guarantor for loan.

PDA Pres (Bob): Is GHAD asking for an approval of a loan if an emergency occurs before assessment is approved? This requires some work on the PDA's part. Would like to work with a couple of board members to formalize that agreement.

Bob M-PDA asked GHAD if FEMA would be responsible for an emergency here. Bill Lyon said he would ask ARUP to confirm. GHAD has received an outstanding invoice from ARUP for multiple hours spent on researching this information. Billed \$2087 for this, no room in our budget

Motion: Jim motion, Rob, second. All ayes

Next meeting: Make an adjustment to the budget to pay ARUP. Need to make a formal motion, to move money from Assessment funds to

H. DIRECTORS COMMENTS AND CONCERNS

Members of the Board of Directors may address items of concern at this time, and may request that items be placed on future agendas in accordance with the By-laws of the Board.

John C. Through November 2017 or 2018? Sarah will follow up and verify

I. ADJOURNMENT

The next Regular Meeting of the Board of Directors is scheduled for November 11, 2017, at 9:00 a.m. at the offices of the Pajaro Dunes Geologic Hazard Abatement District, Meadow Room, Pajaro Dunes, 2661 Beach Road, Watsonville, CA 95076. Individuals who require special accommodations are requested to contact the District Clerk by calling (831) 761-7744, no less than 72 hours prior to the meeting or in the case of a Special Meeting, as soon as possible after the Agenda is posted. Copies of

the agenda will be available 72 hours prior to the meeting and may be obtained by contacting the District at (831) 761-7744. All meetings are noticed and conducted in accordance with the Ralph M. Brown Act.

Motion to close meeting: John C, Rob Moore.

Attest:

A handwritten signature in black ink that reads "Sarah Mansergh". The signature is written in a cursive, flowing style.

Sarah Mansergh
Clerk of the Board
Pajaro Dunes Geologic Hazard
Abatement District