



**MEETING AGENDA
PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT
HYBRID MEETING**

in person at

**Board Room
2661 Beach Rd.
Watsonville, CA 95076**

Saturday, December 14th, 2024 9:00 a.m.

And via ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/82232811149?pwd=WWlvcUkwQlBpb1hULzIEUEV4UXV5UT09>

**Meeting ID: 822 3281 1149
Passcode: 608360
Phone in: +1 669 900 9128 US**

If you have any questions, please contact the District Clerk at pdghad@gmail.com

A. OPEN SESSION CALL TO ORDER – PLEDGE OF ALLEGIANCE

Roll Call

**John Cullen, President
David Ferrari, Vice-President
Raphael Kraw, Treasurer**

**Michael Butner, Director
Patrick Dobbins, Director
Sarah Mansergh, Clerk**

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.

2024 Proposed Dates

December 14th, 2024

2025 Proposed Dates

March 1st, 2025

May 10th, 2025 (confirm with PDA calendar)

June 7th, 2025

August 2nd, 2025

October 4th, 2025

December 13th, 2025 (confirm with PDA calendar)

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 meeting minutes from December 14th, 2024

E. MEETING reports

2. 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.

F. TREASURER’S REPORT

3. Financial Reports

- Financial Report through October 2024
- Warrant listing

F. NEW BUSINESS

4. ITEM- Welcome and Oath of Office for new Directors and officer nomination and election.
 - a. Board report
 - b. Public comment
 - c. Board discussion
 - d. Board action /direction

5. ITEM – Review Seawall Inspection Report and Biological Assessment Report and discuss submission to the County.

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

6. ITEM – Seawall Maintenance and Repair Project update and timeline considerations for construction and financing.

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

7. ITEM – Discuss Contracting Policy

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

8. ITEM – Regular meeting schedule for 2025.

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

9. ITEM – Review and update Emergency Action Plan.

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

G. 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.

H. ADJOURNMENT

The next Meeting of the Board of Directors is scheduled for TBD at 9:00 a.m. online via Zoom and 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) 818-9253, 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.

PDGHAD

**MEETING AGENDA
PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT
HYBRID MEETING**

in person at

**Board Room
2661 Beach Rd.
Watsonville, CA 95076**

Saturday, October 5th, 2024 9:00 a.m.

And via ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/82232811149?pwd=WWlvcUkwQlBpb1hULzIEUEV4UXV5UT09>

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If you have any questions, please contact the District Clerk at pdghad@gmail.com

A. OPEN SESSION CALL TO ORDER – PLEDGE OF ALLEGIANCE

Roll Call

**John Cullen, President-present
David Ferrari, Vice-President-not present
Raphael Kraw, Treasurer-present**

**Michael Butner, Director-present
Patrick Dobbins, Director-present
Sarah Mansergh, Clerk-present**

Mike Rodriquez-attorney, Wendy Cumming-accountant; Dmitry Semenov-Ridgeline Municipal Services

B. MEMBER COMMENTS

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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.

2024 Proposed Dates

December 14th, 2024

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 meeting minutes from July 27th, 2024

Patrick Dobbins moves to approve the meeting minutes from July 27th, 2024. Mike Butner seconds. John Cullen-aye, Mike Butner-aye, Patrick Dobbins-aye, Raphael Kraw-aye. Approved 4-0

E. MEETING reports

2. 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.

F. TREASURER'S REPORT

3. Financial Reports
 - Financial Report through August 2024
 - Warrant listing

F. NEW BUSINESS

4. ITEM- Seawall Maintenance and Repair Project update and timeline considerations for construction Requests For Proposals.

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

- d. Board action /direction

Brief outline of Project and discussion re timelines-45-60 days for RFPs for construction. Mesh with financing timeline for discussion at December meeting.

5. ITEM –Finance Committee presentation on Seawall Maintenance and Repair Project financing efforts.

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

Presentation of bond options for financing of the Seawall Project.

6. ITEM – Consider a resolution to accept a contract for Municipal Advisory Services with Ridgeline Municipal Strategies, LLC.

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

Michael Butner moves to approve the resolution to accept the contract with Ridgeline Municipal Strategies. Patrick Dobbins seconds. John Cullen-aye, Mike Butner-aye, Patrick Dobbins-aye, Raphael Kraw-aye. Approved 4-0

7. ITEM – Review proposals for and consider a resolution to approve the retention of a firm to act as bond counsel while obtaining capital financing for the Pajaro Dunes Seawall Maintenance Project.

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

Raphael Kraw moves to approve the resolution and retain the services of Jones Hall, A Professional Law Corporation to act as bond counsel for the Seawall Project. Patrick Dobbins seconds. John Cullen-aye, Mike Butner-aye, Patrick Dobbins-aye, Raphael Kraw-aye. Approved 4-0

8. ITEM- Review proposals for and consider a resolution to enter a contract for retention of a firm to act as a placement agency to obtain capital financing for the Pajaro Dunes Seawall Maintenance Project.

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

d. Board action

Patrick Dobbins moves to approve the resolution and retain the services of Hilltop Securites Inc. to act as a placement agent for financing for the Seawall Project. Michael Butner seconds. John Cullen-aye, Mike Butner-aye, Patrick Dobbins-aye, Raphael Kraw-aye. Approved 4-0

9. ITEM – Review and consider acceptance of the financial audit report for the year ended June 30, 2024.

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

Raphael Kraw moves to accept the financial audit for the year ended June 30, 2024. Michael Butner seconds. John Cullen-aye, Mike Butner-aye, Patrick Dobbins-aye, Raphael Kraw-aye. Approved 4-0

10. ITEM – Consider renewing contract for 2025 with Streamline for website services.

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

Patrick Dobbins moves to approve the renewal of the contract for website services for 2025 with Streamline. Raphael Kraw seconds. John Cullen-aye, Mike Butner-aye, Patrick Dobbins-aye, Raphael Kraw-aye. Approved 4-0

11. ITEM – Biennial review of conflict of interest code.

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

Patrick Dobbins moves to accept the conflict of interest code. Michael Butner seconds. John Cullen-aye, Mike Butner-aye, Patrick Dobbins-aye, Raphael Kraw-aye. Approved 4-0

12. ITEM – Board of Directors Election–Consider approval of John Cullen and David Ferrari to be appointed in-lieu of election for 4 year terms by the Santa Cruz County Board of Supervisors for the 2 open Director seats.

- a. Board report
- b. Public comment

c. Board discussion

d. Board action

Michael Butner moves to appoint John Cullen and David Ferrari be appointed in-lieu of election as the only candidates. Raphael Kraw seconds. Mike Butner-aye, Patrick Dobbins-aye, Raphael Kraw-aye. Approved 3-0, John Cullen abstains.

G. 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.

H. ADJOURNMENT

Meeting was adjourned at 10:43am

The next Meeting of the Board of Directors is scheduled for December 14th, 2024, at 9:00 a.m. online via Zoom and at the offices of the Pajaro Dunes Geologic Hazard Abatement District, Board Room, Pajaro Dunes, 2661 Beach Road, Watsonville, CA 95076. Individuals who require special accommodations are requested to contact the District Clerk by calling (831) 818-9253, 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.

Pajaro Dunes Geologic Hazard Abatement District

Balance Sheet

As of October 31, 2024

Oct 31, 24

ASSETS

Current Assets

Checking/Savings

100000 · SCCB Z1 - Checking 3957	260,054
100001 · SCCB Z2 - Checking 3965	78,289
100002 · SCCB Z1 Emerg - MM 1877	698,935
100003 · SCCB LTD - MM 0208	51,820
100004 · SCCB Bond Holding - MM 1232	<u>219,486</u>

Total Checking/Savings 1,308,584

Accounts Receivable

120000 · Assessments Receivable	<u>137,655</u>
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Total Accounts Receivable 137,655

Other Current Assets

121500 · Prepaid Insurance	<u>7,120</u>
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Total Other Current Assets 7,120

Total Current Assets 1,453,359

Fixed Assets

150000 · Riverwall	3,000,000
160000 · Accumulated Depreciation	<u>-1,983,332</u>

Total Fixed Assets 1,016,668

Other Assets

182000 · Def. Outflow of Resource (Rock)	<u>16,203</u>
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Total Other Assets 16,203

TOTAL ASSETS 2,486,230

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200000 · Accounts Payable	<u>15,808</u>
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Total Accounts Payable 15,808

Other Current Liabilities

220000 · Accrued Interest	<u>6,416</u>
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Total Other Current Liabilities 6,416

Total Current Liabilities 22,224

Long Term Liabilities

285000 · Bonds Payable Z2	715,000
286000 · Bonds Payable Discount Z2	-52,250
286500 · Amort. Bond Discount Z2	<u>40,909</u>

Total Long Term Liabilities 703,659

Total Liabilities 725,883

Equity

30000 · Opening Balance Equity	608,448
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32000 · Retained Earnings	1,134,276
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Net Income	17,623
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Total Equity 1,760,347

TOTAL LIABILITIES & EQUITY 2,486,230

Pajaro Dunes Geologic Hazard Abatement District
Profit & Loss Budget vs. Actual
 July through October 2024

	Zone 1			
	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
410000 · Assessment Income	73,590	73,590	0	100%
410050 · Assess. Income PDA Stairs				
Total Income	<u>73,590</u>	<u>73,590</u>	<u>0</u>	<u>100%</u>
Expense				
610155 · Postage and Mailings		500	-500	
610156 · Election Costs				
61510 · Advertising				
615115 · Office Expense		200	-200	
615140 · Audit Expense	10,500	11,815	-1,315	89%
61518 · Clerk	325	3,308	-2,983	10%
615415 · Accounting	7,613	9,339	-1,726	82%
615416 · Assessment Admin. Expense	2,559	3,758	-1,199	68%
615617 · Website Maintenance		500	-500	
615655 · Dues				
616500 · Legal Fees	4,040	7,089	-3,049	57%
617250 · Seawall Inspections				
619010 · Technical Consulting Costs	19,555	46,337	-26,782	42%
628500 · Insurance Expense	5,908	5,908	0	100%
629030 · SBA Repayment to PHA Z2				
650000 · Bank Service Charges				
750000 · Depreciation Expense Z2				
Total Expense	<u>50,500</u>	<u>88,754</u>	<u>-38,254</u>	<u>57%</u>
Net Ordinary Income	23,090	-15,164	38,254	-152%
Other Income/Expense				
Other Income				
410070 · Interest & Penalty Income	7,531	5,000	2,531	151%
Total Other Income	7,531	5,000	2,531	151%
Other Expense				
855000 · Interest Expense				
955500 · Interest Bond Discount				
Total Other Expense				
Net Other Income	7,531	5,000	2,531	151%
Net Income	<u><u>30,621</u></u>	<u><u>-10,164</u></u>	<u><u>40,785</u></u>	<u><u>-301%</u></u>

Pajaro Dunes Geologic Hazard Abatement District
Profit & Loss Budget vs. Actual
 July through October 2024

	Zone 2			
	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
410000 · Assessment Income	64,007	64,007	0	100%
410050 · Assess. Income PDA Stairs				
Total Income	<u>64,007</u>	<u>64,007</u>	<u>0</u>	<u>100%</u>
Expense				
610155 · Postage and Mailings				
610156 · Election Costs				
61510 · Advertising				
615115 · Office Expense				
615140 · Audit Expense				
61518 · Clerk		1,023	-1,023	
615415 · Accounting				
615416 · Assessment Admin. Expense	853	1,228	-375	69%
615617 · Website Maintenance				
615655 · Dues				
616500 · Legal Fees				
617250 · Seawall Inspections				
619010 · Technical Consulting Costs				
628500 · Insurance Expense				
629030 · SBA Repayment to PHA Z2	30,952	30,952		100%
650000 · Bank Service Charges		188	-188	
750000 · Depreciation Expense Z2	33,332	33,332		100%
Total Expense	<u>65,137</u>	<u>66,723</u>	<u>-1,586</u>	<u>98%</u>
Net Ordinary Income	-1,130	-2,716	1,586	42%
Other Income/Expense				
Other Income				
410070 · Interest & Penalty Income	2,546	50	2,496	5,092%
Total Other Income	2,546	50	2,496	5,092%
Other Expense				
855000 · Interest Expense	13,718	13,718	0	100%
955500 · Interest Bond Discount	696	696		100%
Total Other Expense	<u>14,414</u>	<u>14,414</u>	<u>0</u>	<u>100%</u>
Net Other Income	-11,868	-14,364	2,496	83%
Net Income	<u><u>-12,998</u></u>	<u><u>-17,080</u></u>	<u><u>4,082</u></u>	<u><u>76%</u></u>

Pajaro Dunes Geologic Hazard Abatement District
Profit & Loss Budget vs. Actual
July through October 2024

	TOTAL			
	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
410000 · Assessment Income	137,597	137,597		100%
410050 · Assess. Income PDA Stairs				
Total Income	<u>137,597</u>	<u>137,597</u>		<u>100%</u>
Expense				
610155 · Postage and Mailings		500	-500	
610156 · Election Costs				
61510 · Advertising				
615115 · Office Expense		200	-200	
615140 · Audit Expense	10,500	11,815	-1,315	89%
61518 · Clerk	325	4,331	-4,006	8%
615415 · Accounting	7,613	9,339	-1,726	82%
615416 · Assessment Admin. Expense	3,412	4,986	-1,574	68%
615617 · Website Maintenance		500	-500	
615655 · Dues				
616500 · Legal Fees	4,040	7,089	-3,049	57%
617250 · Seawall Inspections				
619010 · Technical Consulting Costs	19,555	46,337	-26,782	42%
628500 · Insurance Expense	5,908	5,908	0	100%
629030 · SBA Repayment to PHA Z2	30,952	30,952		100%
650000 · Bank Service Charges		188	-188	
750000 · Depreciation Expense Z2	33,332	33,332		100%
Total Expense	<u>115,637</u>	<u>155,477</u>	<u>-39,840</u>	<u>74%</u>
Net Ordinary Income	21,960	-17,880	39,840	-123%
Other Income/Expense				
Other Income				
410070 · Interest & Penalty Income	10,077	5,050	5,027	200%
Total Other Income	10,077	5,050	5,027	200%
Other Expense				
855000 · Interest Expense	13,718	13,718	0	100%
955500 · Interest Bond Discount	696	696		100%
Total Other Expense	<u>14,414</u>	<u>14,414</u>	<u>0</u>	<u>100%</u>
Net Other Income	-4,337	-9,364	5,027	46%
Net Income	<u><u>17,623</u></u>	<u><u>-27,244</u></u>	<u><u>44,867</u></u>	<u><u>-65%</u></u>

Pajaro Dunes Geologic Hazard Abatement District
Bank Account Activity

As of October 31, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
100000 - SCCB Z1 - Checking 3957						287,321.14
Bill Pmt -Check	09/20/2024	1516	Cal Engineering & Geology		18,542.17	268,778.97
Bill Pmt -Check	09/20/2024	1514	Jarvis Fay LLP		2,020.00	266,758.97
Bill Pmt -Check	09/20/2024	1515	Wendy L. Cumming, CPA		6,704.69	260,054.28
Total 100000 - SCCB Z1 - Checking 3957				0.00	27,266.86	260,054.28
100001 - SCCB Z2 - Checking 3965						94,454.24
Bill Pmt -Check	09/20/2024	1413	Pelican Home Owner's Association		15,476.00	78,978.24
Bill Pmt -Check	09/20/2024	1414	Wendy L. Cumming, CPA		689.06	78,289.18
Total 100001 - SCCB Z2 - Checking 3965				0.00	16,165.06	78,289.18
100002 - SCCB Z1 Emerg - MM 1877						695,449.37
Deposit	09/30/2024			1,712.16		697,161.53
Deposit	10/31/2024			1,773.66		698,935.19
Total 100002 - SCCB Z1 Emerg - MM 1877				3,485.82	0.00	698,935.19
100003 - SCCB LTD - MM 0208						51,561.99
Deposit	09/30/2024			126.94		51,688.93
Deposit	10/31/2024			131.50		51,820.43
Total 100003 - SCCB LTD - MM 0208				258.44	0.00	51,820.43
100004 - SCCB Bond Holding - MM 1232						218,391.73
Deposit	09/30/2024			537.67		218,929.40
Deposit	10/31/2024			556.98		219,486.38
Total 100004 - SCCB Bond Holding - MM 1232				1,094.65	0.00	219,486.38
TOTAL				4,838.91	43,431.92	1,308,585.46



Pajaro Dunes Geological Hazard Abatement District Board Officer Job Descriptions

Current positions as stated in by-laws (see official descriptions next page):

President:

The main responsibilities of the acting board president are to chair the PDGHAD meetings and generally guide and mediate PDGHAD priorities and governance concerns. The position is the main contact for GHAD business and acts as signatory on all Resolutions. May also act as *ex officio* of any standing committees.

Vice-President:

The vice-president will act to assist the president in guiding the PDGHAD in executing its priorities and may serve in the president's place when the president is unavailable.

Treasurer:

The role of the treasurer will be to coordinate with the Accountant to review financial documents and help develop financial policies and procedures for the Board. The treasurer may serve in the president's place if the president and vice-president are unavailable.

Suggested additional roles:

Secretary:

The role of the secretary may provide initial review of meeting minutes and reports.

Community Liaison:

The role of the community liaison may help to coordinate communications with the PD homeowners including outreach activities and information sessions.

PDGHAD Bylaws:

8.1 The President shall:

- 8.1.1 Call all meetings of the Board of Directors.**
- 8.1.2 Preside at all meetings of the District.**
- 8.1.3 Organize and oversee Assessment Elections.**
- 8.1.4 Supervise communications between the District and other governmental agencies or other members of the public.**

8.2 The Vice-President shall:

- 8.2.1 Preside in the absence of the President and**
- 8.2.2 Perform such other duties as are assigned by the Board of Directors.**
- 8.2.3 Be familiar with the District activities and the Geologic Hazard Abatement District codes and bylaws.**

8.3 The Treasurer shall:

- 8.3.1 Oversee financial records of the District**
 - Review bank reconciliations at least quarterly**
- 8.3.2 Oversee audits as required by State law**
- 8.3.3 See that all funds are kept in financial institutions approved by the Board.**
- 8.3.4 Submits financial statements of all income and expenditures of the District at the end of each fiscal year.**

8.4 The District Clerk shall:

- 8.4.1 Serve as Secretary of the Board of Directors -Acts as Recording Secretary**
- 8.4.2 Prepare minutes of all meetings of the Board of Directors in a timely manner and disperse them to the members of the Board.**
- 8.4.3 Oversee bookkeeping under direction of the Treasurer. -Accountant**
- 8.4.4 Disburse funds as directed by the Board of Directors. -Accountant**
- 8.4.5 Assist the President with Assessment Elections**
- 8.4.6 Perform such other duties as are assigned by the Board of Directors.**

Item 5: 2024 Seawall Inspection Report and Biotic Report

Download from: <https://www.pdghad.org/2024-12-14-board-meeting>

PDGHAD Seawall Maintenance Project Timeline 2025

2025	January	February	March	April	May	June	July	August	September	October	November	December
Meetings		?	March 1st		May 10th	June 7th		August 2nd		October 4th		December 13th
		Review Bank RFP Review Construction RFP	Review Banks Approve/Direct re Const. RFP		Review Construction Companies	Review Construction Plans Noticing		Finalize Construction Plans Noticing		Construction Update		Post Construction Needs
Construction	A) State Parks Encroachment Permit B) Geotechnical Report C) Develop Construction RFP	A) Confirm CEQA Requirements B) Geotechnical Report C) Develop Construction RFP	A) Update Timeline B) Review Const. RFP C) Disseminate Const. RFP	A) Finalize Grading Permit	A) Possible-Update Biotic Report B) Choose Construction Company	Construction - beginning based on final biotic report and Company input					Post Construction Assessments	
Responsible Parties	A) David Ferrari and Sarah Mansergh B) Hayley Aldrich C) Construction Subcommittee	A, B, C) Hayley Aldrich B, C) Construction Subcommittee	A, B, C) Directors	A) Hayley Aldrich A) Construction Subcommittee	A) Hayley Aldrich B) Directors	TBD						
Financing	Develop RFP and Prepayment Options	Distribute RFP to Banks	Select Bank	Close Financing	Funds available?						Final Costs Review	
Responsible Parties	Financing Committee/Financing Team	Financing Team	Directors	Financing Team/President	Accountant						Accountant Directors	

Pajaro Dunes Geological Hazard Abatement District 2025 Assessment Revenue Bonds

Draft Time & Responsibility Schedule
(As of November 27, 2024)

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
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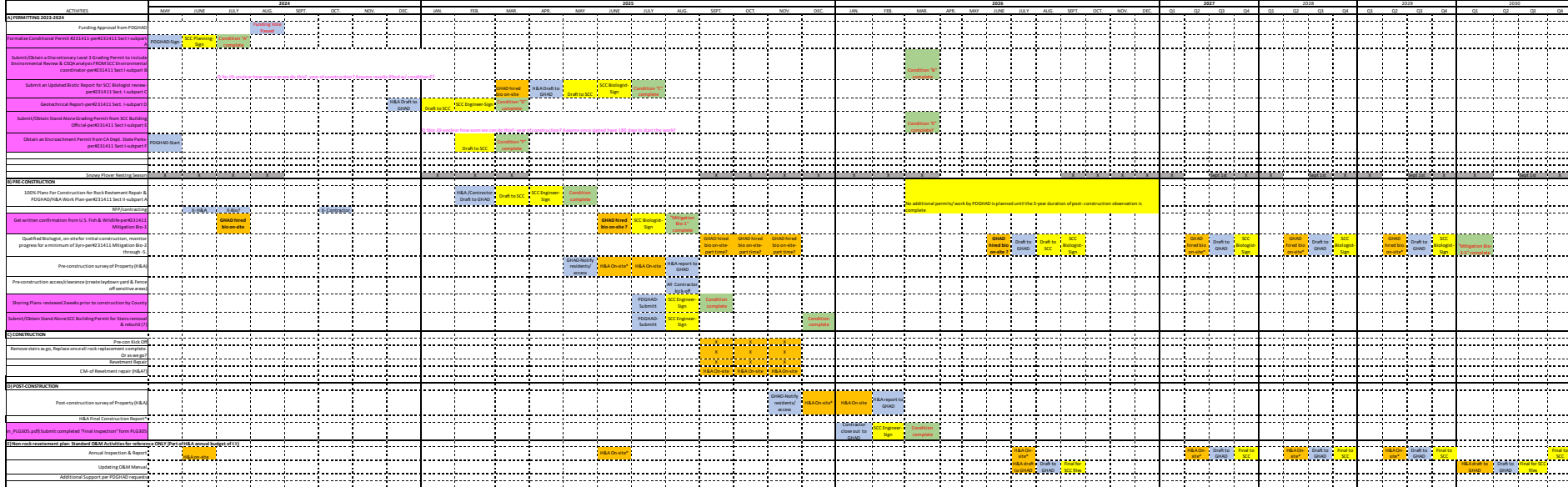
<i>Issuer:</i>	<i>Pajaro Dunes Geological Hazard Abatement District (PD)</i>
<i>Municipal Advisor:</i>	<i>Ridgeline Municipal Strategies, LLC (MA)</i>
<i>Bond Counsel:</i>	<i>Jones Hall (BC)</i>
<i>Placement Agent:</i>	<i>Hilltop Securities (PA)</i>

Date	Activity	Participants
10/05/2024	Initial Project Financing Board Presentation and Authorization to Engage Financing Team	PD, MA
10/22/2024	Financing Kick-Off Call	PD, MA, BC, PA
01/07/2025	Update Call	PD, MA, BC, PA
TBD	Send Out Lender RFP	PA
TBD	RFP Responses Due	PA
TBD	Lender Selection	PD, MA, PA
TBD	Circulate First Draft of Financing Docs and Debt Management Policy	BC
TBD	Circulate Second Drafts of Financing Documents	BC
TBD	Lender Due Diligence Call	PD, MA, PA
TBD	Lender Credit Approval Received	MA, PA
TBD	Finalize Financing Documents and Debt Management Policy	BC
TBD	Final Board Meeting Packet Due	PD, MA, BC
TBD	Board Meeting to Approve Financing Documents and Debt Management Policy	All
TBD	Pre-Closing	All
TBD	Closing	All
01/20/2025	Martin Luther King, Jr. Day	
05/26/2025	Memorial Day	

Hayley Aldrich Timeline

Version dated 20 November 2024 v04

Note pre 2024: the PDGHAD and H&A have completed, submitted and SCC approved As required under SCC Grading permit #RS-1194 (1983-closed when state park located rock removed).



Abbreviations Legend

K	Initial Inspection
AR	Final Approval
SCC	Sanitary Code Compliance
PDGHAD	Public Domain Geologic Hazard Abatement District
CDA	Community Development Analysis
CCP	Conditional Certificate of Permit
Level 3-Administrative Review (Regulation #2124.11)	Administrative Review

The above schedule for items B and C is preliminary and assumes no delays in agency reviews, permitting, and field and/or funding constraints. Scope and schedules should be modified if additional information or technical constraints are identified during investigations.

PDGHAD - Public Domain Geologic Hazard Abatement District
 SCC - Sanitary Code Compliance
 CDA - Community Development Analysis
 CCP - Conditional Certificate of Permit
 Level 3-Administrative Review (Regulation #2124.11)
 Environmental Review - SCC Building Permit
 Pre-Construction Survey of Property (P&A)
 Final Approval - SCC Building Permit

Notes on Maps
 Map 1 - Initial site plan showing proposed construction and existing features.
 Map 2 - Final site plan showing proposed construction and existing features.
 Map 3 - Final site plan showing proposed construction and existing features.

Item 7: DRAFT SAMPLE PURCHASING PROCEDURES

GHAD Policy on Contracts and Purchasing Procedures

Sections:

1. Adoption of a purchasing system.
2. Definitions.
3. GHAD Board approval of contracts and purchases.
4. Purchasing Agent designated.
5. Purchasing Agent authority for contracts and purchases—Less than _____ thousand dollars (\$_____).
6. Purchasing award—Factors to be considered for responsiveness and responsibility.
7. Contracts and purchases of general services, supplies and equipment—Less than ____ thousand dollars (\$_____).
8. Contracts and purchases of general services, supplies, and equipment—Greater than or equal to ____ thousand dollars (\$_____) and less than _____ thousand dollars (\$45,000).
9. GHAD Board authority for contracts and purchases—Greater than or equal to _____ thousand dollars (\$_____)—Competitive bidding.
10. Exceptions to competitive bidding.
11. Splitting orders prohibited.
12. Purchase orders.
13. Availability of sufficient funds.
14. Inspection and review.
15. Surplus supplies and equipment.
16. Public projects.

1. Adoption of a purchasing system.

A purchasing system is hereby adopted in order to establish efficient procedures for the procurement of services, supplies and equipment at the lowest possible cost commensurate with the level of quality required, to exercise financial control over purchases, and to clearly define authority for the purchasing function.

2. Definitions.

For the purposes of this Policy, the words set out in this section shall have the following meanings:

- A. "GHAD" means the Pajaro Dunes Geological Hazard Abatement District.
- B. "Board" means the GHAD Board of Directors.

C. "Consultant or professional services" means the services rendered by architects, attorneys, engineers, doctors, financial consultants, planning or environmental consultants, investment advisors, bank or trustee officers, and other professional or specialized consultants.

D. "Contract" means any agreement to do or not do a certain thing. For the purposes of this Policy, "contract" and "agreement" are synonymous. The term "contract" includes, but is not limited to, a purchase order; a contract for services; an addendum or change order, which means a change or addendum to an executed contract; a letter of agreement; and a memorandum of understanding.

E. "Emergency" means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. "Emergency" includes such occurrences as fire, flood, earthquake, or other soil or geologic movements and hazards, as well as such occurrences as accident, or sabotage.

F. "General services" means and includes any work performed or services rendered by an independent contractor, with or without the furnishing of materials, including, but not limited to, the following:

1. Maintenance or nonstructural repair of GHAD buildings, structures or improvements which does not require engineering plans, specifications or design, including, but not limited to, unscheduled replacement of broken window panes, fire extinguisher maintenance, minor roof repairs, plumbing, custodial services and pest control, etc.;

2. Repair, modification and maintenance of GHAD equipment and software;

3. Cleaning, analysis, testing, moving, removal or disposal (other than by sale) of GHAD supplies and equipment;

4. Replanting, care or maintenance of public grounds, including, but not limited to, maintenance of trees, shrubbery, flowers, and lawns;

5. Providing temporary personnel services;

6. Providing other miscellaneous services to facilitate GHAD operations;

7. Licensing software services;

8. Leasing or rental of equipment (personal property) for use by the GHAD;

9. Maintenance of equipment owned or leased by the GHAD.

"General services" does not include consultant or professional services, or work associated with a public project.

H. "Goods of a technical nature" means hardware, software, or communications equipment, or any item that is substantially similar to the foregoing as determined by the Purchasing Agent.

I. "Public project" shall have the meaning given that term by California Public Contract Code Section 20161 and the Uniform Construction Cost Accounting Procedures ("UCCAP") set forth in the Uniform Public Construction Cost Account Act ("The Act") and referenced in Section 16 of this Policy.

J. "Supplies and equipment" means and includes tangible goods, supplies, equipment, vehicles, printing, materials, and furniture and furnishings purchased on behalf of the GHAD.

3. GHAD Board approval of contracts and purchases.

GHAD Board approval is required for all contracts and purchases unless otherwise specified by this Policy or by another provision of federal or state law.

4. Purchasing Agent designated.

The GHAD Board President is designated as Purchasing Agent. The Purchasing Agent may delegate all or a portion of the contracting or purchasing duties to any GHAD Board or staff member. The Purchasing Agent shall have the authority to:

A. Contract for or procure consultant or professional services, general services, supplies and equipment required by the GHAD, in accordance with purchasing procedures outlined in this Policy;

B. Negotiate and recommend execution of contracts for the purchase of consultant or professional services, general services, supplies and equipment;

C. Act to procure for the GHAD the necessary quality in consultant or professional services, general services, supplies and equipment at the lowest cost to the GHAD;

D. Prepare and recommend to the GHAD Board revisions and amendments to the purchasing rules;

E. Establish and maintain such forms as are reasonably necessary to the operation of this Policy;

F. Supervise the inspection of all consultant or professional services, general services, supplies and equipment purchased to ensure conformance with specifications;

G. Pursuant to Section 15 of this Policy, arrange the sale or disposal of all supplies and equipment which cannot be used by the GHAD, or which have become unsuitable for GHAD use;

H. Maintain a bidder's list and other records necessary for the efficient acquisition of consultant or professional services, general services, and supplies and equipment;

I. Where possible, join with other governmental agencies in joint purchasing endeavors where the purchasing procedures conform to the provisions of this Policy and state law.

5. Purchasing Agent authority for contracts and purchases—Less than _____ (\$_____).

A. With the exception of public projects as defined in Section 2 of this Policy, the **Purchasing Agent** is authorized to enter into a contract on behalf of the GHAD and approve a purchase by the GHAD without the prior approval of the GHAD Board, so long as the contract or purchase satisfies the following conditions:

1. The total cost is less than _____ (\$_____);
2. The monies have been appropriated; and
3. The contract or purchase is for consultant or professional services, general services, or supplies and equipment.

B. In an emergency the Purchasing Agent may authorize the expenditure of any unencumbered monies in the emergency reserve fund.

6. Purchasing award—Factors to be considered for responsiveness and responsibility.

The following factors shall be considered in determining the responsiveness of potential contracts and purchases and the responsibility of vendors and bidders in accordance with applicable law:

- A. The amount of the contract or the purchase price;
- B. The ability, capacity and skill of the bidder or vendor to perform the contract or provide the service required;
- C. The ability of the bidder or vendor to perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- D. The reputation and experience of the bidder or vendor;
- E. The previous experience of the GHAD with the bidder or vendor;
- F. The previous and existing compliance by the bidder or vendor with the laws and ordinances;
- G. The sufficiency of the bidder's or vendor's financial resources and ability to perform the contract or provide the service;
- H. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- I. The ability of the bidder or vendor to provide future maintenance and service for the subject of the contract or purchase;
- L. In the event that two (2) or more potential contracts or bids are received from responsible bidders or vendors for the same total amount or unit price, quality and service being

equal, preference shall be given to the local vendor, or the Purchasing Agent or GHAD Board may accept the lowest bid made by negotiation with the tie bidders.

7. Contracts and purchases of general services, supplies and equipment—Less than _____ dollars (\$_____).

For purchases of general services or supplies and equipment of less than ___ thousand dollars (\$_____), informal quotations should be obtained, but are not required. Comparative pricing is expected to secure the lowest price. Negotiated pricing is allowed and GHAD staff are strongly encouraged to solicit quotations from Santa Cruz County-based businesses.

8. Contracts and purchases of general services, supplies, and equipment—Greater than or equal to _____ (\$_____) and less than _____ thousand dollars (\$_____).

A. Purchases of general services, supplies and equipment greater than or equal to _____ thousand dollars (\$_____) and less than _____ thousand dollars (\$_____) shall, whenever possible, be based on at least three (3) quotations. All quotations must be written. Negotiated pricing is allowed and departments are strongly encouraged to solicit quotations from Santa Cruz County- based businesses. The purchase of any general services, supplies and equipment shall be consistent with the factors stated in Section 6 of this Policy and shall be made from the vendor that submits the lowest total cost.

B. At the discretion of the **Purchasing Agent**, the competitive bidding procedure set forth in Section 9 of this Policy may be used for any acquisition of general services, supplies and equipment, regardless of the value.

9. GHAD Board authority for contracts and purchases greater than or equal to ----- thousand dollars (\$_____) competitive bidding.

GHAD Board approval shall be required to authorize the contract for or purchase of any general services or supplies and equipment with a cost greater than or equal to _____ thousand dollars (\$_____). Purchases of said services, supplies and equipment shall comply with the competitive bidding procedure set forth in this section, except as provided in Section 10 of this Policy.

A. Notices inviting bids shall include a general description of the services and/or articles to be purchased or sold, where bid blanks and specifications may be obtained, the time and place for bid openings, and whether a bid deposit or bond and a faithful performance bond will be required.

B. Notices inviting bids shall be posted in at least three (3) public places in the GHAD used for posting public notices, at least seven (7) calendar days before the date of opening the bids.

C. The **Purchasing Agent** shall also solicit sealed bids from all responsible prospective suppliers whose names are on the bidder's list and may advertise the notice inviting bids in applicable publications and websites readily accessible to the public.

D. When deemed necessary by the **Purchasing Agent** or GHAD Board, any bidder may be required to submit a bid deposit or bond in an amount determined by the **Purchasing Agent** or GHAD Board. A successful bidder (and his surety, if a bond is furnished) shall be liable for any damages upon the bidder's failure to enter into a contract with the GHAD or upon the bidder's failure to perform in accordance with the tenor of his or her bid.

E. When deemed necessary by the **Purchasing Agent** or GHAD Board, any person or entity entering into a contract with the GHAD may be required to furnish a faithful performance deposit or bond in an amount determined by the **Purchasing Agent** or GHAD Board.

F. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

G. At its discretion, the GHAD Board may reject all bids presented and re- advertise for bids.

H. Contracts shall be awarded by the GHAD Board to the lowest responsive, responsible bidder, except as otherwise provided herein.

I. If two (2) or more bids received from responsible bidders are for the same total amount or unit price, quality and service being equal, preference shall be given to the local vendor, or the GHAD Board may accept the lowest bid made by negotiation with the tie bidders and the **Purchasing Agent** at the time of the bid opening.

10. Exceptions to competitive bidding.

A. Contracts or purchases involving the acquisition of consultant or professional services are exempt from competitive bidding; however, the procurement of such services shall be subject to the following:

1. Contracts or purchases involving the acquisition of consultant or professional services greater than or equal to _____ thousand dollars (\$_____) will require GHAD Board approval.

2. With respect to contracts for or procurement of professional services from private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, the **Purchasing Agent** shall establish administrative procedures to assure that such services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices in compliance with Government Code Section 4526 or its successor.

3. The **Purchasing Agent** may utilize a request for quotation or request for proposals, to ensure the services are matched with the needs of the GHAD.

B. Any request for an exception under this subsection shall identify the nature of the contract or purchase, amount of the contract or purchase, and the reasons why competitive bidding is not feasible and shall be subject to GHAD Board approval. Subject to Board approval, the provisions of Section 9 of this Policy shall not apply to the following:

1. Where the GHAD's requirements can be met solely by only a single consultant or provider;
2. Situations where responses to proposals have been received following solicitation pursuant to the provisions of established administrative procedures;
3. When an emergency requires that the services be provide on an expedited basis;

11. Splitting orders prohibited.

A. The purchasing dollar limits set forth in this Policy are determined on a per order basis. It is unlawful to split or separate into smaller orders the contract or purchase of general services, supplies and equipment for the purpose of evading the competitive bidding provisions of this Policy.

12. Purchase orders.

Purchases greater than or equal to five thousand dollars (\$5,000) shall be documented by purchase orders prepared by the Purchasing Agent in accordance with administrative policies.

13. Availability of sufficient funds.

No purchase shall be transacted until it has been ascertained that the GHAD has a sufficient appropriated balance in excess of all unpaid obligations to defray the amount of such purchase.

14. Inspection and review.

The **Purchasing Agent** shall require the inspection of supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications and requirements set forth in the purchase order or contract.

15. Surplus supplies and equipment.

The **Purchasing Agent** shall establish administrative procedures for GHAD staff to report all supplies and equipment which are no longer used or which have become obsolete or worn out. The **Purchasing Agent** shall have the authority to sell, trade, exchange, dispose of, discard or destroy all said supplies and equipment. Such sales may be made by auction, negotiated sale, or otherwise, after receiving bids or proposals that provide the maximum return to the GHAD, as determined by the **Purchasing Agent**.

The **Purchasing Agent** shall have the authority to recommend to the GHAD Board surplus supplies and equipment for donation, which donation shall be subject to GHAD Board approval upon making the appropriate findings, including the requisite public purpose for such donation.

At such times as determined by the **Purchasing Agent**, but at least annually, reports shall be prepared and submitted to the GHAD Manager showing the disposition of surplus supplies and equipment. The report shall contain itemized information on the disposition of any item that had a purchase cost in excess of the capitalization threshold established by the GHAD Manager or his or her designee for inclusion as an asset in the GHAD financial records.

16. Public projects.

Public projects as defined by the Uniform Public Construction Cost Accounting Act (Section 22000 et seq. of the California Public Contract Code) shall employ the purchasing procedures as set forth in Section 22032 et seq. of the Public Contract Code for guidance.

A. The purchase or contract for public projects less than forty-five thousand dollars (\$45,000) may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order (Public Contract Code Section 22032).

B. The purchase or contract for public projects less than one hundred thousand dollars (\$100,000) may be let to contract by informal procedures as set forth in Section 22032 et seq. of the Public Contract Code.

1. A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

2. Where a public project is to be performed, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with this section, and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified; provided, however:

a. If there is no list of qualified contractors maintained by the GHAD for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the California Uniform Construction Cost Accounting Commission.

b. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

3. All mailing of notices to contractors and construction journals pursuant to this section shall be completed not less than fourteen (14) calendar days before bids are due.

4. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and shall state the time and place for the submission of bids.

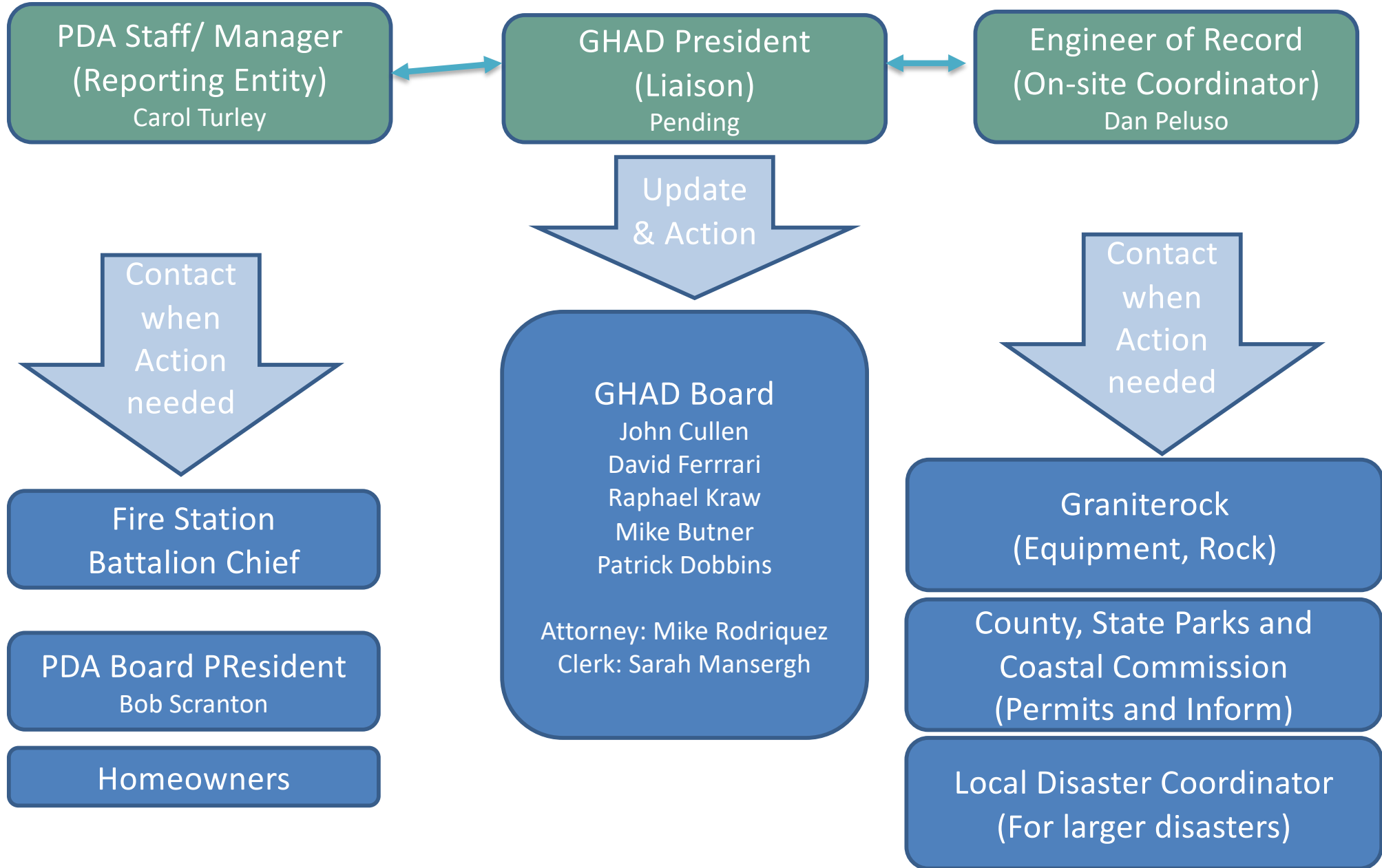
5. The **Purchasing Agent** is authorized to award informal contracts pursuant to this section.

C. The purchase or contract for public projects greater than or equal to one hundred thousand dollars (\$100,000) shall be authorized by GHAD Board and shall comply with the competitive bidding procedures set forth in Section 9 of this Policy.



Emergency Action Plan

Contact Tree



Responsibilities

PDA Staff/ Manager
(Reporting Entity)

- 1) Identifies event
- 2) Locate and document (pics, video)
- 3) Contact GHAD President (or other active member)
- 4) Contact Board President and Fire Station
- 5) Provide access for Engineer and work teams
- 6) Contact Homeowners after decisions

GHAD President
(Liaison)

- 1) Assesses and chooses action
- 2) Consults with the EOR and determines actions needed.
- 3) Calls Emergency GHAD Board meeting or Updates GHAD Board
- 4) Communicates with PDA Staff/Manager and or Board President during incident
- 5) Releases Emergency Funds

Engineer of Record
(On-site Coordinator)

- 1) Coordinates with GHAD President
- 2) Determines urgency and severity of the incident
- 3) Acts as on-site coordinator
- 4) Determines contractors, supplies, equip needed and coordinates delivery etc.
- 5) Assess if permits needed and coordinates applications
- 6) Informs PDA Gatehouse of List of contractors coming on-site, and PDA staff on any other issues.