

E. TREASURER’S REPORT

2. Financial Reports

- Eight month period ended February 29, 2016
- Warrant listing
- Accept reports by motion

F. COMMITTEE REPORTS

3. Finance and Budget Committee (Bill Lyons/Wendy Cumming)

4. Community Membership and Relations Committee (Bill Lyons/Bob Moore)

5. Seawall Application and Repair Committee (Jim Griffin/David Bower)

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.

G. NEW BUSINESS

7. ITEM – Approval of the ARUP Task Proposal pursuant to the terms of the 2012 Contract for Professional Services between PDGHAD and ARUP

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

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.

I. ADJOURNMENT

The next Special Meeting of the Board of Directors is scheduled for April 9, 2016, 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.



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

Saturday, December 12, 2015 9:00 a.m.

A. OPEN SESSION CALL TO ORDER – PLEDGE OF ALLEGIANCE

Roll Call

Bill Lyons (H40) President	Jim Griffin (Director)(P9)
Bob Moore (P45) Vice President	David Bower (Director)(P48)
Wendy Cumming, Clerk/Accountant/Secretary	Raul Deju (Director)(CY4)

All present

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.

No comments

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.

- El Niño, aka Godzilla, disaster preparedness
- PDA member concern
- Community affairs update
- Board education

President Lyons comment on the El Nino preparation. There has been correspondence with ARUP, Granite, PDA, Pres. Regarding order of contact should there be an event. The revised submittal has been issued to the Coastal Commission on the repair permit.

Raul Deju commented on the submission of the permit to the CCC. The engineer of record had the a geologist review the submission. State Parks provided a letter that the District has the State’s permission to use State lands to perform the project. None of any of the information submitted by any

of the engineers indicates that the wall in is jeopardy. The purpose of the repair is to get rid of the rocks that are on the beach, which are on State property. In order to remove the rocks, we must stabilize the wall. The entire project involves a space of 2-3 city blocks and is not new construction. Bill and Mike met with the County regarding the permit. Waiting for response from CCC approximately early January.

President Lyons commented that the District had a difficult relationship with the County and we are trying to work through those issues.

Under PDA member concern President Lyons mentioned that there are two homeowners who are having a dialogue regarding excavation in front of one members home. PDA is handling the issue, not GHAD.

Under Community Affairs President Lyons commented that the County allowed the river to be breached on December 8th. The economic impact study will cost be approx. 10k. The North Association will put in 5k, GHAD 3k, and South Association 2k. The report is expected to be complete within the next 60 days. President Lyons explained that the report provides information on the benefits the District provides.

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 September 19, 2015

Motion by David Bower, second by Bob Moore, approved by all.

E. TREASURER'S REPORT

2. Financial Reports
 - Five month period ended November 30, 2015
 - Warrant listing
 - Accept reports by motion

Raul requested the recommendation by the clerk on what we should do with the debt.

Motion by Raul Deju, second by Jim Griffin, approved by all.

F. COMMITTEE REPORTS

3. Finance and Budget Committee (Bill Lyons/Wendy Cumming)
4. Community Membership and Relations Committee (Bill Lyons/Bob Moore)
5. Seawall Application and Repair Committee (Jim Griffin/David Bower)
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.

No meetings.

G. NEW BUSINESS

7. ITEM – Consider action to Resolution Authorizing the Board President/Vice President to Make Emergency Expenditures, Subject to Subsequent Board Ratification

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

President Lyons explained that the resolution is for authorization that gives board president spend a certain dollar amount in an emergency situation. If a decision is necessary to make a decision quickly the president needs the authority to authorize work to be done to a certain dollar amount.

Stacy Stillman commented that the authorization provides too much power to an individual and she is against it.

Raul Deju commented that in case there is a situation where there is an emergency problem that needs to be addressed immediately and the board needs to provide the authority to take action and authorize work to be done.

David Bower stated that he is in support of the resolution. If there is no way to reach a board member than the president and vice president have the authority to act.

Raul Deju said that if the language on the second paragraph regarding the “El Nino” language should be struck.

Per board direction the Resolution will be edited to delete the “El Nino” Language
Motion by Raul Deju, with a second by Bob Moore, approved by all

8. ITEM – Consider accepting the annual audit report for the fiscal year ended June 30, 2015

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

District accountant provided a brief presentation on the audit report. The District again received a clean opinion on the audit report and there were no findings.

Motion by David Bower, Second by Raul Deju, approved by all.

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.

Raul Deju commented that the rates with ARUP are not established like Granite.

Mike to contact ARUP to request a proposal from ARUP for services in an emergency event.

Stacy Stillman asked if the GHAD have the written consent of the homeowners where there will be repairs. The board replied that the District is not required to meet with the homeowners. President Lyons stated that the District will follow the directions provided by the CCC.

Raul Deju commented that the rocks are on State Parks property and the rocks will be moved off the Parks property and placed on the District property to shore up the wall.

I. ADJOURNMENT

Motion for adjournment by Raul Deju seconded by David Bower, approved by all.

There being no further business to come before the Board, the meeting was adjourned at 10:00 a.m.

Attest: *wendy cumming*
Wendy Cumming
Clerk of the Board
Pajaro Dunes Geologic Hazard
Abatement District

Pajaro Dunes Geologic Hazard Abatement District

Balance Sheet

As of February 29, 2016

Feb 29, 16

ASSETS

Current Assets

Checking/Savings

100000 · SCCB Zone 1 - 3957	41,147.82
100001 · SCCB Zone 2 - 3965	156,386.98
100002 · SCCB Z1 Emerg - 1877	23,217.33
100003 · SCCB LTD- 0208	57,369.12
100400 · Union Bank Bond Holding	<u>338,339.43</u>

Note - GHAD owes \$15k in rock that is held at Granite Rock for future use.

Total Checking/Savings 616,460.68

Accounts Receivable

120000 · Assessments Receivable	23,312.53
120500 · Assess. Rec. Delinquent	<u>11,246.53</u>

Total Accounts Receivable 34,559.06

Other Current Assets

121500 · Prepaid Insurance	<u>3,106.00</u>
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Total Other Current Assets 3,106.00

Total Current Assets 654,125.74

Fixed Assets

150000 · Riverwall	3,000,000.00
160000 · Accumulated Depreciation	<u>-1,116,664.00</u>

Total Fixed Assets 1,883,336.00

TOTAL ASSETS 2,537,461.74

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200000 · Accounts Payable	<u>101,587.05</u>
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Total Accounts Payable 101,587.05

Other Current Liabilities

220000 · Accrued Interest	47,253.65
255000 · Unearned Revenue	<u>39,187.00</u>

Total Other Current Liabilities 86,440.65

Total Current Liabilities 188,027.70

Long Term Liabilities

260000 · NP SCCB (439k) Loan	164,905.29
261000 · NP SCCB (198k) Loan	44,490.92
263000 · SCCB Emergency Loan Z1	20,240.02
285000 · Bonds Payable Z2	1,445,000.00
286000 · Bonds Payable Discount Z2	-52,250.00
286500 · Amort. Bond Discount Z2	<u>22,813.00</u>

Total Long Term Liabilities 1,645,199.23

Total Liabilities 1,833,226.93

Equity

30000 · Opening Balance Equity	607,355.35
32000 · Retained Earnings	89,202.21
Net Income	<u>7,677.25</u>

Total Equity 704,234.81

TOTAL LIABILITIES & EQUITY 2,537,461.74

Pajaro Dunes Geologic Hazard Abatement District
Profit & Loss Budget vs. Actual
July 2015 through February 2016

	Zone 1			Zone 2		
	<u>Jul '15 - Feb 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '15 - Feb 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense						
Income						
410000 · Assessment Income	128,990	128,855	135	164,239	163,555	684
410050 · Assess. Income PDA Stairs	5,787	5,787	0	1,969	1,948	21
Total Income	<u>134,777</u>	<u>134,642</u>	<u>135</u>	<u>166,208</u>	<u>165,503</u>	<u>705</u>
Expense						
610155 · Postage and Mailings	26	200	(174)	5	160	(155)
610156 · Election Costs	150			150		
615115 · Office Expense	5	460	(455)	-		
615140 · Audit Expense	7,650	6,500	1,150	50	50	-
615415 · Accounting/Clerk Expense	16,385	21,000	(4,615)	3,142	3,156	(14)
615617 · Website Maintenance	1,500	1,500	-	-		
615655 · Dues	149			-	25	(25)
615656 · Board/Clerk Education	-	500	(500)	-		
616500 · Legal Fees	8,845	4,668	4,177	6,235	1,332	4,903
616525 · Econ. Study	3,000			-		
619010 · Technical Consulting Costs	43,893			-		
628500 · Insurance Expense	6,000	6,000	-	2,664	2,668	(4)
629030 · SBA Repayment to PHA Z2	-			61,904	61,904	-
750000 · Depreciation Expense Z2	-			66,664	66,668	(4)
Total Expense	<u>87,603</u>	<u>40,828</u>	<u>46,775</u>	<u>140,813</u>	<u>135,963</u>	<u>4,850</u>
Net Ordinary Income	<u>47,174</u>	<u>93,814</u>	<u>(46,640)</u>	<u>25,395</u>	<u>29,540</u>	<u>(4,145)</u>
Other Income/Expense						
Other Income						
410070 · Interest Income	145	34	111	151	98	53
Total Other Income	<u>145</u>	<u>34</u>	<u>111</u>	<u>151</u>	<u>98</u>	<u>53</u>
Other Expense						
855000 · Interest Expense	12,116	12,116	-	51,680	51,680	-
955500 · Interest Bond Discount	-			1,392		
Total Other Expense	<u>12,116</u>	<u>12,116</u>	<u>-</u>	<u>53,072</u>	<u>51,680</u>	<u>1,392</u>
Net Other Income	<u>(11,971)</u>	<u>(12,082)</u>	<u>111</u>	<u>(52,921)</u>	<u>(51,582)</u>	<u>(1,339)</u>
Net Income	<u><u>35,203</u></u>	<u><u>81,732</u></u>	<u><u>(46,529)</u></u>	<u><u>(27,526)</u></u>	<u><u>(22,042)</u></u>	<u><u>(5,484)</u></u>

Pajaro Dunes Geologic Hazard Abatement District
Profit & Loss Budget vs. Actual
July 2015 through February 2016

	TOTAL		
	Jul '15 - Feb 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
410000 · Assessment Income	293,229	292,410	819
410050 · Assess. Income PDA Stairs	7,756	7,735	21
Total Income	<u>300,985</u>	<u>300,145</u>	<u>840</u>
Expense			
610155 · Postage and Mailings	31	360	(329)
610156 · Election Costs	300	-	300
615115 · Office Expense	5	460	(455)
615140 · Audit Expense	7,700	6,550	1,150
615415 · Accounting/Clerk Expense	19,527	24,156	(4,629)
615617 · Website Maintenance	1,500	1,500	-
615655 · Dues	149	25	124
615656 · Board/Clerk Education	-	500	(500)
616500 · Legal Fees	15,080	6,000	9,080
616525 · Econ. Study	3,000	-	3,000
619010 · Technical Consulting Costs	43,893	-	43,893
628500 · Insurance Expense	8,664	8,668	(4)
629030 · SBA Repayment to PHA Z2	61,904	61,904	-
750000 · Depreciation Expense Z2	66,664	66,668	(4)
Total Expense	<u>228,417</u>	<u>176,791</u>	<u>51,626</u>
Net Ordinary Income	72,568	123,354	(50,786)
Other Income/Expense			
Other Income			
410070 · Interest Income	297	132	165
Total Other Income	<u>297</u>	<u>132</u>	<u>165</u>
Other Expense			
855000 · Interest Expense	63,796	63,796	-
955500 · Interest Bond Discount	1,392	-	1,392
Total Other Expense	<u>65,188</u>	<u>63,796</u>	<u>1,392</u>
Net Other Income	<u>(64,891)</u>	<u>(63,664)</u>	<u>(1,227)</u>
Net Income	<u><u>7,677</u></u>	<u><u>59,690</u></u>	<u><u>(52,013)</u></u>

Pajaro Dunes Geologic Hazard Abatement District

Warrant Listing

As of February 29, 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Credit</u>
100000 - SCCB Zone 1 - 3957				
Bill Pmt -Check	01/14/2016	1249	ARUP North America, LTD	14,592.97
Bill Pmt -Check	01/14/2016	1250	Jarvis, Fay, Doport & Gibson, LLP	1,170.00
Bill Pmt -Check	01/14/2016	1251	Pajaro Dunes Association	3,000.00
Bill Pmt -Check	01/14/2016	1252	Wendy L. Cumming, CPA	1,432.04
Bill Pmt -Check	02/17/2016	1253	Jarvis, Fay, Doport & Gibson, LLP	608.40
Bill Pmt -Check	02/17/2016	1254	KBK Insurance	11,592.00
Bill Pmt -Check	02/17/2016	1255	Wendy L. Cumming, CPA	1,864.50
Total 100000 - SCCB Zone 1 - 3957				<u>34,259.91</u>
100001 - SCCB Zone 2 - 3965				
Bill Pmt -Check	01/14/2016	1216	Jarvis, Fay, Doport & Gibson, LLP	330.00
Bill Pmt -Check	01/14/2016	1217	Pelican Home Owner's Association	7,738.00
Bill Pmt -Check	01/14/2016	1218	Wendy L. Cumming, CPA	252.71
Bill Pmt -Check	02/17/2016	1219	Jarvis, Fay, Doport & Gibson, LLP	171.60
Bill Pmt -Check	02/17/2016	1220	KBK Insurance	3,188.00
Bill Pmt -Check	02/17/2016	1221	Pelican Home Owner's Association	7,738.00
Bill Pmt -Check	02/17/2016	1222	Wendy L. Cumming, CPA	329.06
Total 100001 - SCCB Zone 2 - 3965				<u>19,747.37</u>
TOTAL				<u><u>54,007.28</u></u>

Your ref
Our ref 217563-00
File ref 3-03-01-003

ARUP

William (Bill) J. Lyons, Jr.
President
Pajaro Dunes GHAD
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www.arup.com

March 4, 2016

Dear Mr. Lyons:

**Scope, Cost and Request for Authorization
Pajaro Dunes Geologic Hazard Abatement District (PDGHAD)
Various Engineering Services Tasks**

1 Introduction

Based on the summary list in your email, dated December 15, 2015, and subsequent email communications, we understand that the PDGHAD Board of Directors would like Arup to provide scope and cost estimate for several tasks of engineering services. This letter provides a brief description of the scope of the services and their associated costs and requests written authorization for these work tasks.

2 Scope of Services

Based on your email on December 15, 2015, Arup was requested to provide the following scope and their associated costs:

- 1. Santa Cruz County Planning Department Liaison, including:**
 - Preparation of a cover letter
 - Provide copies of the CCC application materials to County Staff
 - Meeting with County, currently schedule for March 30, 2016
- 2. California Coastal Commission Liaison, including:**
 - Preparation of and submittal of items requested in December 16, 2015 letter from CCC, except item 3 Geologic and Geotechnical Reports
 - Meeting with CCC staff

3. Cost Distribution and Engineers Report:

- Review currently available information previously provided to Arup on preparation of previous cost allocation by HKA
- Evaluate suitability of current allocation and confirm continued suitability or develop new allocation
- Prepare and submit Engineers Report (report will include percentage factors for each property, and assessment amounts if total assessment for Zones 1 and 2 are provided by the PDGHAD)

4. Annual Inspection of Seawall and Riverwall:

- Site visit to evaluate seawall and riverwall conditions, including photographic documentation of entire length of wall
- Prepare report of inspection findings

5. Emergency Services Engineer of Record, including:

- Site visits and inspection in response to potential damage or reported damage
- Emergency engineering site response to storm event
- Coordination with Granite Rock for emergency repairs
- Monitoring of the repair work

For the scope of services described above in items 1 through 4, our estimated fee is \$39,400, as it is shown in Table 1, which will be billed on a time-and-materials basis, consistent with the rates presented in Attachment A. Additionally, for item 5, Emergency Services Engineer of Record, since the extent of the work cannot be estimated, we propose to bill the costs for this task on a time-and-materials basis in accordance with the schedule of rates presented in Attachment A.

Table 1. Summary of Fees

Task		Subtotal
1	Santa Cruz County Planning Dept. Liaison	\$11,200
2	California Coastal Commission Liaison	\$7,100
3	Cost distribution and Engineers Report	\$11,000
4	Annual Inspection of Seawall	\$10,100
TOTAL:		\$39,400

3 Terms and Conditions

Our services are assumed to be under the terms and conditions presented in the contract for professional services between PDGHAD and Arup North America, Ltd., dated November 17, 2012. Please note that we have increased our rates to reflect our increased cost of business. The contract allows for rate adjustments every 12 months, but the rates have not changed since late 2012.

4 Authorization

Please sign and return a copy of this letter as authorization for Arup to proceed with this work.

ACKNOWLEDGED AND AUTHORIZED:

Pajaro Dunes GHAD

Arup North America, Ltd.

By: _____

By: _____

Date: _____

Date: _____

Name: _____

Name: _____

Title: _____

Title: _____

If you should have any questions regarding this authorization, please do not hesitate to contact the undersigned.

Yours sincerely,



R. Jeffrey Dunn, PhD, PE, GE, DGE
Principal

Attachment A – Billing Rates

Attachment A

Billing Rates

Name	Rate (\$/hour)
Principal – Grade 9	360
Associate Principal – Grade 8	260
Associate – Grade 7	225
Senior Engineer – Grade 6	210
Senior Engineer – Grade 5	185
Project Engineer – Grade 4	160
Engineer – Grade 3	150
Engineer – Grade 2	135
CADD Drafter	140
Administrative	135

Rates applicable through March 31, 2017