



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

Meadow Room, Pajaro Dunes, 2661 Beach Road, Watsonville, CA 95076

Saturday, June 24, 2017 9:00 a.m.

A. OPEN SESSION CALL TO ORDER – PLEDGE OF ALLEGIANCE

Roll Call

Bob Moore (P45) President
John Cullen, Director
Robert Allen Director, Director

Jim Griffin (P9), Director
David Ferrari, Director
Wendy Cumming, Clerk/Accountant/Secretary

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.

1. Meeting policy and schedule for remainder of the year.
August 12, 2017
November 11, 2017
December 9, 2017

D. NEW BUSINESS

2. ITEM – Consider adopting budget for the fiscal period July 1, 2017 through June 30, 2018
 - a. Board report
 - b. Public comment
 - c. Board discussion
 - d. Board action

3. ITEM – Consider accepting contract with Sarah Mensergh for District Clerk.
 - a. Staff report
 - b. Public comment
 - c. Board discussion
 - d. Board action

E. 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.

F. ADJOURNMENT

The next Regular Meeting of the Board of Directors is scheduled for August 12, 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.



PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT
Regular Meeting Policy

The Pajaro Dunes Geologic Hazard Abatement District (a California Special District) meeting policy shall be in conformity of the Brown Act. To follow are the rules of the District's meeting policy:

- Regular Meetings shall be held in February, April, May, August, November and December
- Regular Meetings shall be held on the second Saturday of a meeting month at 9:00 am.
- Regular Meeting times shall be established when meeting dates are set, with a priority to come before or after the Pajaro Dunes Association's meeting.
- Regular Meetings shall be held in the Meadow Room at Pajaro Dunes, but can be changed to Sandpiper Center at the Dunes Hall, or the Board Room. The Pajaro Dunes is located at 2661 Beach Road, Watsonville, California 95076
- Regular Meeting dates shall be confirmed at each meeting for the following meeting
- Regular Meetings agendas are to be posted on the Pajaro Dunes Association, the District's and the Pajaro Dunes Association public websites.
- Agenda's for regular meetings are to be posted a minimum of 72 hours prior to the meeting.
- Agendas are to be displayed on both the Board Room, the display case on the fence facing Beach Road, and on the Dunes Hall at Sandpiper Center.
- Meeting dates can be changed by an action of the President of the Board to cancel, change a meeting, or by a change in the future date of the meeting.
- If a meeting date is changed the Clerk or President must notify all Board members by email or phone. The change must be posted on the District's and on the Pajaro Dunes Association website. Also, the change in meeting date and time must be posted on agenda marked with the new date, and all locations where an agenda is regularly posted shall be changed.

A good faith effort will be made to comply with the policy, but failure to meet any particular requirement, unless mandated by law, shall not be grounds for cancellation of a meeting or invalidation of any action taken at the same.

PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT - ZONE 1

BUDGET FOR FOR THE FISCAL YEAR ENDED JUNE 30, 2018

FUNDING SOURCES FOR ZONE 1	Current Year <u>Budget</u>	<u>Notes</u>	Prior Year <u>Budget</u>	Dollar <u>Change</u>
Property Assessments:	\$ 146,097		\$ 185,734	\$ (39,637)
From Members	141,783		180,249	38,467
From PDA for Stairways	4,314		5,485	1,170
Interest income	50		50	-
Total Revenue for Zone 1	<u>146,147</u>		<u>185,784</u>	<u>39,637</u>
EXPENDITURES FOR ZONE 1				
Insurance	13,391	(1)	13,000	391
Legal Consultant	9,271	(1)	9,000	271
Website maintenance/annual fee	3,183	(1)	3,090	93
Postage/shipping/office supplies	1,313	(1)	1,275	38
Officer election	2,060	(1)	2,000	60
Audit Fees	7,983	(1)	7,750	233
Assessment Administration	8,241	(1)	8,000	241
Accountant Contract	16,830	(1)(2)	22,363	(5,533)
Clerk Contract	4,200	(1)(2)	-	4,200
Board and Clerk training	1,030	(1)	1,000	30
Total Administrative Costs	<u>67,503</u>		<u>67,478</u>	25
Debt Service:			-	
Loan payments (\$198,000 to year 2017)	16,258		32,516	(16,258)
Loan payment (\$439,000 to year 2019)	62,386		62,386	-
Loan payment (\$200,000 to year 2016)	-		23,404	(23,404)
Sub Total	<u>78,644</u>		<u>118,306</u>	<u>(39,662)</u>
Total Expenditures for Zone 1	<u>146,147</u>		<u>185,784</u>	<u>\$ (39,637)</u>
Net Change in Fund Balance	<u>\$ -</u>		<u>\$ -</u>	

Notes ~

(1) General and administrative expenses increased over 2016/2017 budget

by CPI of 3.10%, using all urban consumers (San Francisco-Oakland-San Jose, CA)

(2) Clerk and Accountant positions seperated for budget presentation. Clerk costs anticipated

at \$35/per hour, averaging 10 hours per month. Accountant position, at \$165 per hour

(4 hrs per month financial statements, check run, deposits + 30 hours annual audit, 5 board meetings

at 2 hours per meeting, debt admin. 3 hrs annually, annual compliance reports 3 hrs, budget

preparation 8 hrs. annually) Total hours = 102

PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT - ZONE 2

BUDGET FOR FOR THE FISCAL YEAR ENDED JUNE 30, 2018

	<u>Current Year budget</u>	<u>Prior Year Budget</u>	<u>Dollar Change</u>
REVENUE FOR ZONE 2			
Property Assessments	238,976	238,866	110
Pelican	237,093	236,985	108
Total PDA for stairway	1,882	1,881	1
			-
Interest	150	150	-
Total Revenue for Zone 2	239,126	239,016	110
EXPENDITURES FOR ZONE 2			
<i>Administrative Costs</i>			
Insurance	-	-	-
Legal Consultant	-	-	-
Officer Election	-	-	-
Postage/office supplies	-	-	-
Dues and subscriptions	-	-	-
Audit Fees	-	-	-
Contract for Assessment Administration	1,030	1,000	30
Accountant/Clerk Contract	2,719	2,640	79
			-
Total Administrative Costs	3,750	3,640	110
<i>Loan Payments</i>			
SBA Loan Payment	92,856	92,856	-
Payment on bond issue (82 members)	142,520	142,520	-
			-
Total loan payments	235,376	235,376	-
			-
Total Expenditures for Zone 2	239,126	239,016	110
Net Change in Fund Balance	-	-	0

Current year CPI = 3.01%

SARAH MANSERGH

EXPERIENCE

2015-present Self-employed

Technology Tutor;Accounting;

- Provide tutoring services in computer programs and technology-iPhone, Mac and PC training. Quickbooks, Quicken, Square, Hours Keeper, Wunderlist, and Office Suite management and training. Accounting and medical billing services

2015-present City of Gilroy

Water Conservation Officer

- Establish a water conservation program including outreach to residents, businesses and community groups and enforce local city codes and ordinances.

2006-present Surfrider Foundation Santa Cruz

Volunteer : Chapter chair, lab manager

- Chair-run meetings, provide agendas, present at conferences and hearings. Engage with local agencies including Santa Cruz County, City of Santa Cruz, City of Watsonville, City of Capitola, Soquel Creek Water District, CA Coastal Commission, Regional Water Quality Control Board, Monterey Bay National Marine Sanctuary and others.
- Treasurer and Lab Manager

2000-2010 Monterey Bay Aquarium, Monterey

Applied Research Microbiologist,

- Manage Microbiology lab
- Microbiological and water quality analysis for human and animal health

EDUCATION

2014-2016 Computing and Accounting

Cabrillo College, Aptos. Ca.

2006-2010 Ocean Science

UC Santa Cruz. Santa Cruz. Ca.

2000-present Coursework

UCSC Ocean Science

Cabrillo College, Aptos. Ca

Hartnell College, Salinas, Ca

1994-1998 BA Marine Biology

UC Santa Cruz. Santa Cruz. Ca

Mansergh S and Zehr JP (2014)

Vibrio diversity and dynamics in the Monterey Bay upwelling region.

Front. Microbiol. 5:48. doi:

10.3389/fmicb.2014.00048

Kingsley E., S. Mansergh, J. Dreyer

and R. Phillips. *Vitamin C, An*

Alternative to Sodium Thiosulfate for

Bleach Neutralization. Drum and

Croaker vol. 35:8-12, January 2004

http://www.colszoo.org/internal/drum_croaker/pdf/2004.pdf

Bargu S, B. Marinovic, S. Mansergh

and M.W. Silver *Feeding responses*

of krill to the toxin-producing diatom

Pseudo-nitzschia Journal of

Experimental Marine Biology and

Ecology, 284 (2003) pp. 87-104

SARAH MANSERGH

Mansergh, S., Roger Phillips, Eric Kingsley and Jennifer Dreyer.

Monitoring of indicator bacteria in near shore waters at the Monterey Bay Aquarium. Poster Presentation. MBNMS Currents Symposium Seaside, CA, March 12th, 2005.

Phillips, R., E. Kingsley, S. Mansergh & R. Weber. *Foam Fractionation versus Ozone Contacting: Impacts on Water Quality in a Natural Seawater System.* AQUALITY: 1st International Symposium of Water Quality and Treatment in Zoos and Aquariums. Lisbon Oceanarium, Lisbon, Portugal, April 1-6, 2004.

Roger Phillips, Eric Kingsley, Sarah Mansergh & Robin Weber. *Protein Fractionation versus Ozone Contacting: Impacts on Water Quality in a Natural Seawater System.* Aquatic Animal Life Support Operators 9th Annual Symposium, Orlando, FL, May 4-7, 2003.

PROFESSIONAL AFFILIATIONS

American Society for Microbiology 2008-2010

National Marine Educators Association 2008-2013

American Association Life Support Operators 2003-2010

Association of Zoos and Aquariums 2004-2010

American Fisheries Society 2004-2008

Western Society of Naturalists 2004-2006

CERTIFICATIONS/TRAINING

Green Gardener Certification 2011

CLCA Water Manager Training 2012

Monterey Bay Friendly Landscaping Rater 2014

CPR/AED 2015

ADVISORY BODIES

Monterey Bay National Marine Sanctuary Water Quality Protection Program 2013-present

Santa Cruz Water Supply Advisory Committee 2014-2015

San Lorenzo River Alliance Water Quality Working Group 2014-present

Cowells Beach Working Group 2015-present