



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

Please note the change of venue to the Meadow Room
Saturday, December 14th, 2019 9:00 a.m.

A. OPEN SESSION CALL TO ORDER – PLEDGE OF ALLEGIANCE

Roll Call

John Cullen, Secretary
David Ferrari, Community Liaison
Jim Griffin, Director

Jack Feinstein, Director
Raphael Shannon, 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.

2020 Regular Meeting Dates

February 8th
April 11th
May 16th
August 8th
November 14th
December 12th

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 21st, 2019 and November 9th, 2019~~ **Defer for quorum**

E. TREASURER'S REPORT

2. Financial Reports

- Financial Report through November 30th, 2019

F. MEETING reports

3. 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

4. ITEM-Review Updated Emergency Procedures and Contact Information Sheet

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

5. ITEM-Review Review officers job descriptions

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

6. ITEM – Receive an update on permitting documentation and drone survey from Dan Peluso.

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

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 Meeting of the Board of Directors is scheduled for February 8th, 2020, at 9:00 a.m. 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. For copies of the agenda will be available 72 hours prior to the meeting and may be obtained by contacting the District agenda and board packet e-mail pdghad@gmail.org or (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 November 30, 2019

Nov 30, 19

ASSETS

Current Assets

Checking/Savings

100000 · SCCB Zone 1 - 3957	2,273
100001 · SCCB Zone 2 - 3965	36,099
100002 · SCCB Z1 Emerg - 1877	167,808
100003 · SCCB LTD- 0208	49,110
100400 · Union Bank Bond Holding	<u>253,804</u>

Total Checking/Savings 509,094

Accounts Receivable

120000 · Assessments Receivable	<u>228,525</u>
---------------------------------	----------------

Total Accounts Receivable 228,525

Other Current Assets

121500 · Prepaid Insurance	8,917
121600 · Prepaid Expenses	<u>68,845</u>

Total Other Current Assets 77,762

Total Current Assets 815,381

Fixed Assets

150000 · Riverwall	3,000,000
160000 · Accumulated Depreciation	<u>-1,491,665</u>

Total Fixed Assets 1,508,335

TOTAL ASSETS 2,323,716

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200000 · Accounts Payable	<u>5,423</u>
---------------------------	--------------

Total Accounts Payable 5,423

Other Current Liabilities

220000 · Accrued Interest	15,706
255000 · Unearned Revenue	<u>10,675</u>

Total Other Current Liabilities 26,381

Total Current Liabilities 31,804

Long Term Liabilities

285000 · Bonds Payable Z2	1,165,000
286000 · Bonds Payable Discount Z2	-52,250
286500 · Amort. Bond Discount Z2	<u>30,643</u>

Total Long Term Liabilities 1,143,393

Total Liabilities 1,175,197

Equity

30000 · Opening Balance Equity	608,448
32000 · Retained Earnings	450,480
Net Income	<u>89,591</u>

Total Equity 1,148,519

TOTAL LIABILITIES & EQUITY 2,323,716

Note ~ GHAD owns \$15k of rock that is stored at Granite Rock

Pajaro Dunes Geologic Hazard Abatement District

Profit & Loss Budget vs. Actual

July through November 2019

	Zone 1		
	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
410000 · Assessment Income	52,733	52,737	(4)
410020 · Emergency Reserve Fund	78,165	78,165	-
410050 · Assess. Income PDA Stairs	3,930	3,930	-
Total Income	<u>134,828</u>	<u>134,832</u>	<u>(4)</u>
Expense			
610155 · Postage and Mailings	66	650	(584)
61510 · Advertising		250	(250)
615115 · Office Expense		200	(200)
615140 · Audit Expense	7,500	10,000	(2,500)
61518 · Clerk	1,564	3,500	(1,936)
615415 · Accounting	7,301	9,000	(1,699)
615416 · Assessment Admin. Expense	2,519	8,000	(5,481)
615617 · Website Maintenance		750	(750)
615650 · Officer Election			
615655 · Dues		250	(250)
615656 · Board/Clerk Education		500	(500)
616500 · Legal Fees	4,600	7,500	(2,900)
617250 · Seawall Inspections	2,506	6,000	(3,494)
619010 · Technical Consulting Costs	6,708	42,000	(35,292)
628500 · Insurance Expense	2,500	6,250	(3,750)
629030 · SBA Repayment to PHA Z2			
629900 · Bond Fee Expense			
650000 · Bank Service Charges	9		
750000 · Depreciation Expense Z2			
Total Expense	<u>35,273</u>	<u>94,850</u>	<u>(59,577)</u>
Net Ordinary Income	<u>99,555</u>	<u>39,982</u>	<u>59,573</u>
Other Income/Expense			
Other Income			
410070 · Interest & Penalty Income	133	15	118
Total Other Income	<u>133</u>	<u>15</u>	<u>118</u>
Other Expense			
855000 · Interest Expense			
955500 · Interest Bond Discount			
Total Other Expense	<u></u>	<u></u>	<u></u>
Net Other Income	<u>133</u>	<u>15</u>	<u>118</u>
Net Income	<u><u>99,688</u></u>	<u><u>39,997</u></u>	<u><u>59,691</u></u>

Pajaro Dunes Geologic Hazard Abatement District
Profit & Loss Budget vs. Actual
 July through November 2019

	Zone 2		
	Jul - Nov 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
410000 · Assessment Income	97,307	97,307	
410020 · Emergency Reserve Fund			
410050 · Assess. Income PDA Stairs	1,254	1,254	-
Total Income	<u>98,561</u>	<u>98,561</u>	<u>-</u>
Expense			
610155 · Postage and Mailings			
61510 · Advertising			
615115 · Office Expense			
615140 · Audit Expense			
61518 · Clerk	467	1,082	(615)
615415 · Accounting			
615416 · Assessment Admin. Expense	328	1,039	(711)
615617 · Website Maintenance			
615650 · Officer Election			
615655 · Dues			
615656 · Board/Clerk Education			
616500 · Legal Fees			
617250 · Seawall Inspections			
619010 · Technical Consulting Costs			
628500 · Insurance Expense			
629030 · SBA Repayment to PHA Z2	38,690	38,690	
629900 · Bond Fee Expense		635	(635)
650000 · Bank Service Charges	79	208	(129)
750000 · Depreciation Expense Z2	41,665	41,669	(4)
Total Expense	<u>81,229</u>	<u>83,323</u>	<u>(2,094)</u>
Net Ordinary Income	17,332	15,238	2,094
Other Income/Expense			
Other Income			
410070 · Interest & Penalty Income	138	63	75
Total Other Income	138	63	75
Other Expense			
855000 · Interest Expense	26,696	26,696	
955500 · Interest Bond Discount	870	870	
Total Other Expense	<u>27,566</u>	<u>27,566</u>	
Net Other Income	(27,428)	(27,503)	75
Net Income	<u><u>(10,096)</u></u>	<u><u>(12,265)</u></u>	<u><u>2,169</u></u>

Pajaro Dunes Geologic Hazard Abatement District

Profit & Loss Budget vs. Actual

July through November 2019

	TOTAL		
	Jul - Nov 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
410000 · Assessment Income	150,040	150,044	(4)
410020 · Emergency Reserve Fund	78,165	78,165	-
410050 · Assess. Income PDA Stairs	5,184	5,184	-
Total Income	<u>233,389</u>	<u>233,393</u>	<u>(4)</u>
Expense			
610155 · Postage and Mailings	66	650	(584)
61510 · Advertising		250	(250)
615115 · Office Expense		200	(200)
615140 · Audit Expense	7,500	10,000	(2,500)
61518 · Clerk	2,031	4,582	(2,551)
615415 · Accounting	7,301	9,000	(1,699)
615416 · Assessment Admin. Expense	2,847	9,039	(6,192)
615617 · Website Maintenance		750	(750)
615650 · Officer Election			
615655 · Dues		250	(250)
615656 · Board/Clerk Education		500	(500)
616500 · Legal Fees	4,600	7,500	(2,900)
617250 · Seawall Inspections	2,506	6,000	(3,494)
619010 · Technical Consulting Costs	6,708	42,000	(35,292)
628500 · Insurance Expense	2,500	6,250	(3,750)
629030 · SBA Repayment to PHA Z2	38,690	38,690	
629900 · Bond Fee Expense		635	(635)
650000 · Bank Service Charges	88	208	(120)
750000 · Depreciation Expense Z2	41,665	41,669	(4)
Total Expense	<u>116,502</u>	<u>178,173</u>	<u>(61,671)</u>
Net Ordinary Income	116,887	55,220	61,667
Other Income/Expense			
Other Income			
410070 · Interest & Penalty Income	271	78	193
Total Other Income	<u>271</u>	<u>78</u>	<u>193</u>
Other Expense			
855000 · Interest Expense	26,696	26,696	
955500 · Interest Bond Discount	870	870	
Total Other Expense	<u>27,566</u>	<u>27,566</u>	
Net Other Income	<u>(27,295)</u>	<u>(27,488)</u>	<u>193</u>
Net Income	<u><u>89,592</u></u>	<u><u>27,732</u></u>	<u><u>61,860</u></u>

**Pajaro Dunes Geologic Hazard Abatement District
Bank Account Activity**

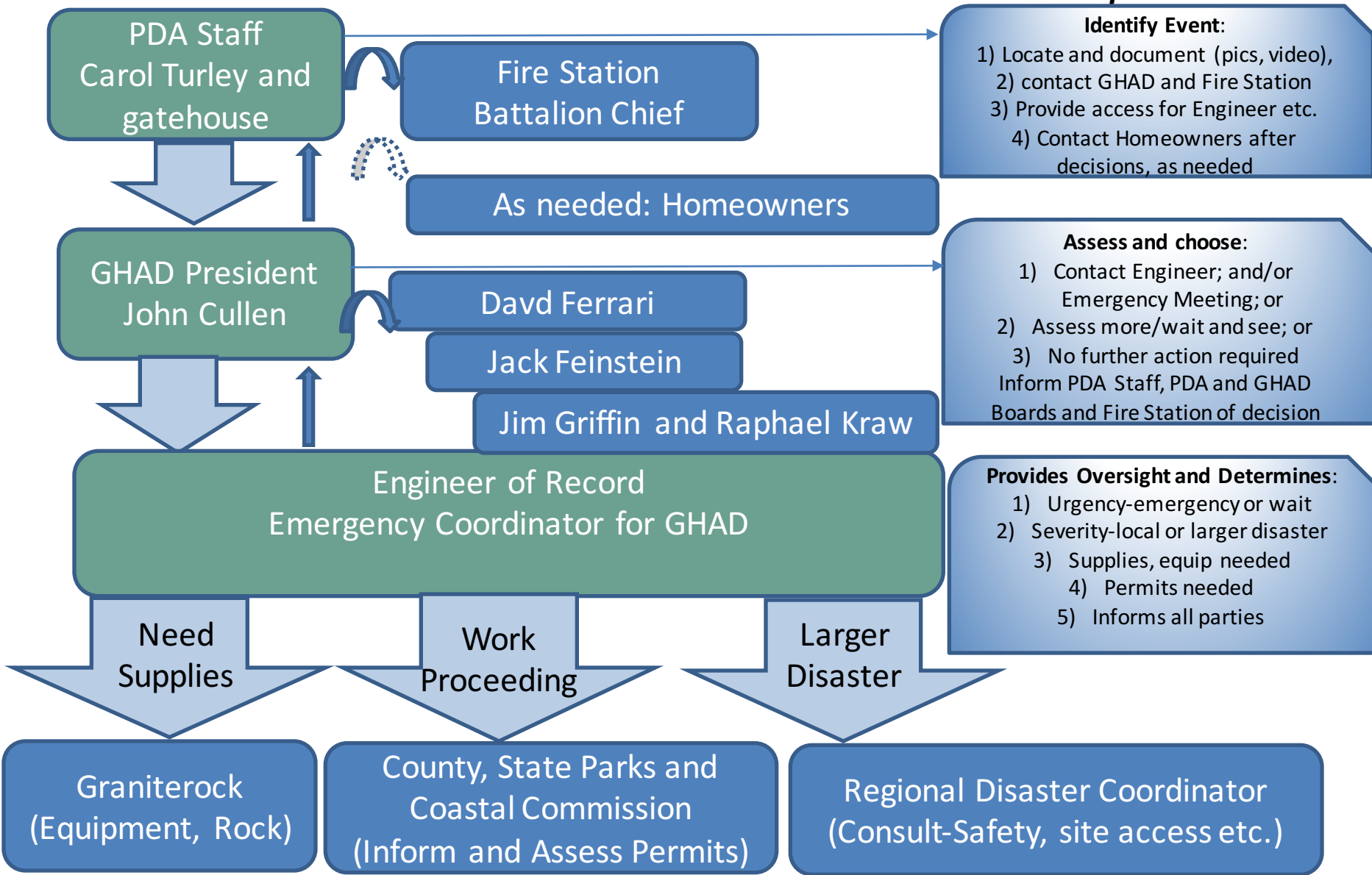
As of November 30, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
100000 · SCCB Zone 1 - 3957						13,975.17
Bill Pmt -Check	11/08/2019	1374	Hutchinson & Bloodgood		5,000.00	8,975.17
Bill Pmt -Check	11/08/2019	1375	Jarvis, Fay, Doport & Gibson, LLP		2,380.00	6,595.17
Bill Pmt -Check	11/08/2019	1376	Sarah Mansergh		403.80	6,191.37
Bill Pmt -Check	11/08/2019	1377	Wendy L. Cumming, CPA		3,918.75	2,272.62
Total 100000 · SCCB Zone 1 - 3957				0.00	11,702.55	2,272.62
100001 · SCCB Zone 2 - 3965						44,793.77
Bill Pmt -Check	11/08/2019	1325	Pajaro Dunes Geologic Abatement District		836.20	43,957.57
Bill Pmt -Check	11/08/2019	1326	Pelican Home Owner's Association		7,738.00	36,219.57
Bill Pmt -Check	11/08/2019	1327	Sarah Mansergh		120.62	36,098.95
Total 100001 · SCCB Zone 2 - 3965				0.00	8,694.82	36,098.95
100002 · SCCB Z1 Emerg - 1877						167,808.36
Total 100002 · SCCB Z1 Emerg - 1877						167,808.36
100003 · SCCB LTD- 0208						49,109.92
Total 100003 · SCCB LTD- 0208						49,109.92
100400 · Union Bank Bond Holding						253,066.79
Bill	11/30/2019		Pajaro Dunes Geologic Abatement District	737.08		253,803.87
Total 100400 · Union Bank Bond Holding				737.08	0.00	253,803.87
TOTAL				737.08	20,397.37	509,093.72

2019 Emergency Action Plan

Contact Tree

Responsibilities



Job Descriptions for Officers

The Board usually elects a President, Vice-President. Currently the Treasurer duties are performed by the accountant and overseen by the President. The District Clerk has acted as Secretary in the past but has also been a position within the Board. Position designations or modifications of this may be made by a majority vote of the Board.

Article 8: Duties of the Officers

8.1 The President shall:

- 8.1.1 Call all meetings of the Board of Directors.
- 8.1.2 Oversee the preparation of the agenda for each meeting, including resolutions, reports, communications, contracts, documents or other matters. Assistance in this regard may be provided by the Clerk and District Counsel.
- 8.1.3 Preside at all meetings of the District.
- 8.1.4 Organize and oversee Assessment Elections.
- 8.1.5 Supervise communications between the District and other governmental agencies or other members of the public.
- 8.1.6 Nominate and appoint members of Board committees and subcommittees, subject to approval of the majority of the Board members.

8.2 The Vice-President shall:

- 8.2.1 Preside in the absence of the President.
- 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 Submit financial statements of all income and expenditures of the District at the end of each fiscal year.

8.3.5 Perform such other duties as are assigned by the Board of Directors.

Other Job descriptions:

Secretary:

- 1) Reviews meeting minutes
- 2) Assists in drafting resolutions
- 3) Assists in drafting updates to the Bylaws and other governing documents

Community Liaison:

- 1) Develops communications for distribution to homeowners.
- 2) Interfaces with homeowners at events and special meetings
- 3) Creates strategies for outreach