

PAJARO/SUNNY MESA
COMMUNITY SERVICES DISTRICT
136 San Juan Road, Royal Oaks, CA 95076
O (831) 722-1389 | Fax (831) 722-2137
www.pajarosunnymesa.com

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS
DISTRICT CONFERENCE BOARD ROOM
136 SAN JUAN ROAD, ROYAL OAKS, CA 95076

MARCH 25, 2021
5:30 P.M.

“Notice of Teleconferenced Meeting”

Pursuant to Governor Newsom’s March 17, 2020 Executive Order N-29-20 regarding COVID-19, members of the Pajaro/Sunny Mesa Community Services District Board of Directors and staff may participate in this meeting by teleconference.

To reduce the spread of COVID-19, members of the public may join the meeting from their computers via Zoom Meeting by entering the following link: <https://zoom.us/j/8226793308?pwd=bmkxVG8zM0NPZU1jYXZSUUVFJMm1SZz09> or by calling **1 (669) 900-9128** and when prompted, enter meeting ID: **822 679 3308#** and passcode **481122#**. There will be no in-person participation in the meeting under the authority of Governor Newsom’s Executive Order N-29-20. You may also submit written comments in writing either at District Offices in person or by email by 2:00 pm on March 25, 2021.

To submit a comment by email, please send to info@pajarosunnymesa.com and write “Public Comment” in the subject line. Include the item number and/or title of the item in the body of the email and your comments. All comments received by 2:00 pm will be emailed to the Board members and included as an “Add to Packet” on the District’s website before the meeting. Those comments received after 2:00 pm will be added to the record of the meeting and shared with Board members at the meeting.”

The Pajaro/Sunny Mesa Community Services District welcomes you to its meetings regularly scheduled on the fourth Thursday of each month, and your interest and participation is encouraged and appreciated.

Contact the District office at the email address or telephone number above if you believe you require any modification or accommodation for any disability which might impair your ability to participate in the meeting.

Documents provided to the District after the agenda has been published will be available at the District office and available for photocopying during ordinary business hours as Public Records at the cost set by resolution by the Board from time to time. This is ordinarily \$.25 per page. Documents provided to the Board for agenda items will ordinarily be placed on the District website if time permits. Otherwise, late documents will be provided to the Board at the meeting and a copy placed with the agendas available to the Public at Board meetings.

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Pajaro Sunny Mesa Community Services District at (831) 722-1389 before the meeting to allow the District to make reasonable accommodations.

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL

- o (11/21) President Sanford Coplin _____
- o (11/23) Vice President Robert Moody _____
- o (11/23) Secretary Darlene Lamboley _____
- o (11/21) Assistant Secretary Michael Moore _____
- o (11/21) Treasurer Harry Wiggins _____

ADMINISTRATIVE STAFF: General Manager Don Rosa _____
 Bookkeeper Amy Saldate _____
 Recorder Judy Vazquez-Varela _____

DISTRICT COUNSEL: Attorney Alan Smith _____

3. ADDITIONS TO AGENDA [SUBDIVISION (b), GOVERNMENT CODE § 54954.2]

The Board may act on items of business not appearing on the posted agenda if (1) three members determine that an emergency (as defined in Section 54956.5 exists), (2) two-thirds vote of the members present, or, if less than two-thirds of the members are present, a unanimous vote of those members present, determine that there is a need to take immediate action and that the need for action came to the attention of the District after the agenda was being or (3) the item was posted for a prior Board meeting not more than five calendar days before the date action is taken, and at the prior meeting the item was continued to the meeting at which action is taken. Before discussing any item pursuant to this subdivision, the Board will publicly identify the item.

4. COMMENTS FROM PUBLIC OR MEMBERS OF BOARD ON ITEMS NOT ON AGENDA

Any person may address the Board on any item not on the agenda when recognized by the Board President.

Any Board member may comment on any item not on the agenda.

ACTION ITEMS

Consent Agenda

Any person may comment on any item on the consent agenda.

1. APPROVE DRAFT MINUTES OF FEBRUARY 25, 2021 REGULAR MEETING

Approval of draft minutes for regular meeting on 2/25/2021

Motioned by: Director _____ Seconded by: Director _____
 Ayes: _____ Noes: _____ Absent: _____ Abstained: _____
 Motion passed: _____ Motion Failed: _____ Motion Tabled: _____

Roll Call Vote:

- o (11/21) President Sanford Coplin _____
- o (11/23) Vice President Robert Moody _____
- o (11/23) Secretary Darlene Lamboley _____
- o (11/21) Assistant Secretary Michael Moore _____
- o (11/21) Treasurer Harry Wiggins _____

Old Business:

1. NONE

New Business:

1. REVIEW AND MOTION TO APPROVE DRAFT FINANCIAL REPORTS FOR FEBRUARY 2021

- Check listing will be available at time of meeting, utilizing screen share

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Draft Financial Reports February 2021

Motioned by: Director _____ Seconded by: Director _____
 Ayes: _____ Noes: _____ Absent: _____ Abstained: _____
 Motion passed: _____ Motion Failed: _____ Motion Tabled: _____

Roll Call Vote:

- o (11/21) President Sanford Coplin _____
- o (11/23) Vice President Robert Moody _____
- o (11/23) Secretary Darlene Lamboley _____
- o (11/21) Assistant Secretary Michael Moore _____
- o (11/21) Treasurer Harry Wiggins _____

2. REVIEW AND MOTION TO APPROVE CHECKS AND DIRECT STAFF TO SIGN CHECKS (CHECK LISTING)

1. General Fund 605: Check # _____ through check # _____ for a total of \$ _____
2. Water Account: Check # _____ through check # _____ for a total of \$ _____
3. Holding Acct: Check # _____ through check # _____ for a total of \$ _____
4. Street Maint. Acct: Check # _____ through check # _____ for a total of \$ _____
5. Reorganization Acct: Check # _____ through check # _____ for a total of \$ _____
6. Construction Acct: Check # _____ through check # _____ for a total of \$ _____
7. Acct: Check # _____ through check # _____ for a total of \$ _____

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation

- Motion to Approve checks and direct staff to sign checks

Motioned by: Director _____ Seconded by: Director _____
 Ayes: _____ Noes: _____ Absent: _____ Abstained: _____
 Motion passed: _____ Motion Failed: _____ Motion Tabled: _____

Roll Call Vote:

- o (11/21) President Sanford Coplin _____
- o (11/23) Vice President Robert Moody _____
- o (11/23) Secretary Darlene Lambolely _____
- o (11/21) Assistant Secretary Michael Moore _____
- o (11/21) Treasurer Harry Wiggins _____

3. CONSIDER REVIEW OF PROCUREMENT PROCESS FOR PROFESSIONAL ENGINEERING SERVICES FOR SPRINGFIELD WATER PROJECT

- District utilizes a rating system based on points
- Panel made up of staff, Board members and District Engineer
- Finalists with highest rating are interviewed in person
- Panel selects the firm, and makes recommendation to full Board
- Not necessarily lowest bidder
- Selection based on qualifications

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Procurement Process is satisfactory for the purpose of executing a professional services contract for the Springfield Water Project

Motioned by: Director _____ Seconded by: Director _____
 Ayes: _____ Noes: _____ Absent: _____ Abstained: _____
 Motion passed: _____ Motion Failed: _____ Motion Tabled: _____

Roll Call Vote:

- o (11/21) President Sanford Coplin _____
- o (11/23) Vice President Robert Moody _____
- o (11/23) Secretary Darlene Lambolely _____
- o (11/21) Assistant Secretary Michael Moore _____
- o (11/21) Treasurer Harry Wiggins _____

4. CONSIDER PROCEDURE FOR APRIL 22ND PUBLIC PROTEST HEARING ON WATER RATE INCREASE

- NBS will give a power point presentation, and will be available for questions
- Board to decide on how to conduct meeting/hearing
- Should we ask for questions to be submitted in advance?
- Will Board and Staff answer questions, or just listen to comments?
- All participants will be muted and can be unmuted for comment by administrator. The administrator will be Judy.
- Staff will be tabulating protest throughout the hearing

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Agreed upon Hearing Procedures

Motioned by: Director _____ Seconded by: Director _____
 Ayes: _____ Noes: _____ Absent: _____ Abstained: _____
 Motion passed: _____ Motion Failed: _____ Motion Tabled: _____

Roll Call Vote:

- o (11/21) President Sanford Coplin _____
- o (11/23) Vice President Robert Moody _____
- o (11/23) Secretary Darlene Lamboley _____
- o (11/21) Assistant Secretary Michael Moore _____
- o (11/21) Treasurer Harry Wiggins _____

STAFF/COMMITTEE REPORTS: (INFORMATION ONLY, NO ACTION)

This part of agenda is for the Staff to report to the Board on District operations however no action is agendized and no action may be taken other than asking for an action item to be brought to the Board at a future meeting.

1. "P.G. & E." letter

- Copy of new cover letter forwarded to the following:
- Governor Newsom
- John Laird, CA State Senator, District 17
- Mark Stone, CA State Assembly Member, District 29
- Ms. Patricia K. Poppe, President/CEO, P.G.& E.
- Mr. Arron J. Johnson, Vice President, Wildfire Safety and Public Engagement, P.G.& E.

2. District Operations Update: changes due to COVID-19 and "Shelter in Place" order Report from General Manager

- No updates to current operational status
- District office will remain open with strict guidelines
- District parks have been closed – Playgrounds are open at Pajaro and Cayetano Parks
- Copies of notice at District Office and list of duties for Office
- No vendors or members of public are allowed into Office
- Payments are being received; no change given
- District has a verbal agreement in place for Mutual Aid with both Castroville Community Services District and Aromas Water District. District Counsel is working on a written agreement.
- President Wiggins and Vice President Coplin conducted a conference call with District General Manager and Operations Manager to plan for "worst case scenario"
 - o President now has District Office keys and alarm codes and has advised staff to have Operations Manuals, keys to facilities and system maps readily available on the conference room table
 - o Contact info for all Board Members, employees and vendors are in the binder
- Notices mailed to customers with May bills indicating that their water is safe and unaffected by COVID-19 (copy included)

- Office remains closed to public; continuing to take payments by phone or drop-off
- Office will be at 3/4 staffing beginning January 4, 2021 with physical distancing requirements met and health screening protocols in place: masks or face coverings to be worn at all times while indoors.
- All field personnel to work from home (stand-by) when air quality is bad

3. District Operations Report

4. Usage Comparison Report 2020/2021

MOTION TO ADJOURN

Next Board meeting date: _____
Motioned by: Director _____ Seconded by: Director _____
Ayes: _____ Noes: _____ Absent: _____ Abstained: _____
Motion passed: _____ Motion Failed: _____ Motion Tabled: _____

- (11/21) President Sanford Coplin _____
- (11/23) Vice President Robert Moody _____
- (11/23) Secretary Darlene Lamboley _____
- (11/21) Assistant Secretary Michael Moore _____
- (11/21) Treasurer Harry Wiggins _____

Adjournment Time: _____ p.m.

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 5:32 pm on January 28, 2021.

ROLL CALL: President Sanford Coplin
Secretary Darlene Lamboley
Assistant Secretary Michael Moore joined at 5:34
Treasurer Harry Wiggins

ADMINISTRATIVE STAFF: General Manager Don Rosa
Bookkeeper Amy Saldate
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF: Vice President Robert Moody

DISTRICT COUNSEL: Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS:

Director Coplin would like to compliment General Manager Rosa and Staff on the great job done on the Proposed Water Rate Increase Packet.

Action Items

1. Consider and approve the Minutes of the January 28, 2021 Regular Board Meeting

Motion was made by Director Wiggins and seconded by Director Lamboley to approve the Regular Board Meeting Minutes of January 28, 2021. Motion carried.

Roll Call Vote: Ayes: S. Coplin; D. Lamboley; M. Moore; H. Wiggins
Noes: None
Absent: R. Moody
Abstain: None

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

1. Review and consider approving the Financial Reports for January 2021

Bookkeeper Saldate presented the financial report stating the District's current cash on hand as of January 31st, 2021 is \$428,045.84. The customer accounts receivable collections is right on track. January's expense surpassed the income by \$15,231.21. January's cash is less than December's cash by \$23,616.55 mainly due to the PVWMA quarterly payment of \$27,000.

Motion made by Director Wiggins and seconded by Director Lamboley to approve the January 2021 Financials. Motion carried.

Roll Call Vote:	Ayes:	S. Coplin; D. Lamboley; M. Moore; H. Wiggins
	Noes:	None
	Absent:	R. Moody
	Abstain:	None

MONTHLY EXPENDITURES REPORT FOR REVIEW
APPROVAL OF CHECKS:

2. Review and consider approving of checks and directing Staff to sign checks
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 24616 through Check No. 24650 for a total of \$108,120.74
 3. Reserve Account: Total of \$1,271.88
 4. Street Maintenance Account: Check No. 532 for a total of \$293.55
 5. Pajaro Park Account: Total of \$527.72
 6. COP 2010 Account: Total of \$5,183.85
 7. Debt Service Reserve Account: Total of \$0.00

Motion was made by Director Wiggins, seconded by Director Lamboley to approve the January 2021 checks, and direct Staff to sign checks. Motion carried.

Roll Call Vote:	Ayes:	S. Coplin; D. Lamboley; M. Moore; H. Wiggins
	Noes:	None
	Absent:	R. Moody
	Abstain:	None

3. Motion to set Prop 218 Protest Hearing Date, approve Notice of Public Hearing and Form of Ballot

A copy of the Hearing Notice, Proposed form of letter explaining emergency generator rate component and Protest Letter, was provided to the Board Directors. The proposed hearing date is April 22, 2021 and mailing date no later than March 8, 2021.

Motion made by Director Coplin and seconded by Director Wiggins to approve the Hearing date and time along with the Public Notice Packet. Motion carried.

Roll Call Vote:	Ayes:	S. Coplin; D. Lamboley; M. Moore; H. Wiggins
	Noes:	None
	Absent:	R. Moody
	Abstain:	None

- 4. Appropriate Motion Directing Staff to prepare, Mail to Rate Payers and Place Frequently Asked Question Page on District Website

The Board of Directors was provided with the form of proposed questions and answers. Directors agreed on distributing this form to all ratepayers separate from the Public Hearing Notice Packet and to have the form posted on the District website, updating the Website if new questions should arise.

Motion made by Director Moore and seconded by Director Wiggins to approve the Frequently asked questions form to be mailed to ratepayers separate from the Public Notice Packet and to be posted on the District website. Motion carried.

Roll Call Vote: Ayes: S. Coplin; D. Lamboley; M. Moore; H. Wiggins
 Noes: None
 Absent: R. Moody
 Abstain: None

- 5. Appropriate Motion Directing Staff After receiving Response Letter from PG&E to District Request for Cooperation in Funding Emergency Generator Project

Copy of email response from Teri, Vetere, PG&E, indicating no forward movement from them regarding funding the District Emergency Generator Project was provide to the Board Directors. PG&E provided loan only financing options, no grants are available.

Motion made by Director Coplin and seconded by Director Wiggins to approve forwarding the Letter from PG&E to Governor Newsom and providing a carbon copy to senator and local representatives. Motion carried.

Roll Call Vote: Ayes: S. Coplin; M. Moore; H. Wiggins
 Noes: None
 Absent: R. Moody
 Abstain: D. Lamboley

- 6. Motion Regarding Pajaro Park Playground Re-Opening

Board Directors were provided with a copy of the email from Michael Moore, TIP. The Cost for temporary fencing required is \$525.00 per month, allowing pedestrian access only, no vehicle parking and no access to restrooms. Together In Pajaro is willing to pay for 3 months out of 6 months of the cost for fencing, if the District picks up the cost of the other 3 months.

Motion made by Director Wiggins and seconded by Director Lamboley to approve opening of the Pajaro Park playground with temporary fencing sharing cost with TIP. Motion carried.

Roll Call Vote: Ayes: S. Coplin; D. Lamboley; M. Moore; H. Wiggins
 Noes: None
 Absent: R. Moody

Abstain: None

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Report on Status of CalOES Grant Application for Pajaro Water System Generator Project
 - The Board Directors were provided with the Notification of Award Denial. Staff is now exploring grant options with the State of California State Revolving Funds
2. 2019-2020 Audited Financials have been finalized
 - Electronic and bound copies of the 2019-2020 Audited Financials are now available at the District office
3. District Operation: changes due to COVID-19 and "Shelter in Place" order
 - District office will remain open with strict guidelines.
 - District Parks have been closed.
 - Copies of notice at District office and list of duties for office.
 - No Vendors or members of the public are allowed into office.
 - Payments are being received; no change given.
 - District has a verbal agreement in place for Mutual Aid with both Castroville CSD and Aromas WD District Counsel is working on a written agreement.
 - President Wiggins and Vice President Coplin conducted a conference call with General Manager and Operations Manager to plan for "worst case scenario"
 - President now has District Office keys and alarm codes and has advised Staff to have Operations Manuals, keys to facilities and system maps readily available on the conference room table.
 - Contact information for all Board Members, employees and vendors are available in binder.
 - Notices mailed to customers with May bills indicating that their water is safe and unaffected by COVID-19, copy of notice included in packet.
 - Office remains closed to public; continuing to take payments by phone or drop-off.
 - Office will be at full staffing beginning July 6, 2020 with physical distancing requirements met and health screening protocols in place; masks or face coverings to be worn always while indoors.
 - All field personnel to work from home (stand-by) when air quality is bad.
 - Office began operating with reduced staffing on November 30, 2020.
 - No updates to current operational status.
4. District Operations Report
 - Pajaro Grant-Tank Project
 - Preparing project close out documents.
 - Springfield Planning Grant
 - Conference call on February 2nd with Lisa Eastman (Moss Landing Mobile Home Park owner) and Gary Chan from State was to discuss the consolidation agreement

between Moss Landing Mobile Home Park Water System and the District. The Contract for Professional Services is being drawn up by MNS and will be reviewed by Staff and District Engineer.

Hazard Mitigation Plan

- Staff is preparing a Request for Proposal for Professional Engineering Services.

5. Usage Comparison Report 2020/2021

- The water usage was down in Moss Landing compared to this month last year.

Closed Session: None

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday, March 25, 2021 at 5:30 pm via Zoom videoconferencing.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:48 pm with motion made by Director Moore seconded by Director Lamboley. Motion carried.

Respectfully submitted by:

Sanford Coplin, President

Robert Moody, Vice President

Judith Vazquez-Varela, Recorder

FINANCIAL NOTES - February 2021

Account No:	Account Name:	Increase / Decrease	Description
Income:			
4001-4015	Total Income	-	Despite low February usage, water sales are at 97% of projected budget year-to-date
Expenses: Indirect			
5255	Interest Expense	+	Biannual payment for Reorganization Loan (2007 loan refinance)
5320	Membership Fees & Dues	+	Annual administrative charges to Local Agency Formation Commission (LAFCO) Monterey County
Expenses: Direct			
5433	Pajaro Water Bond Interest Expense	+	Annual interest payment
Other Income:			
4140	Connection Fees	+	New 1" domestic service connection Pajaro Water System

March 16, 2021

Balance Sheet

Accrual Basis

As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
1001 · SCCB - Operating Account	207,979.20
1002 · SCCB Reserve Account	259,851.02
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	222,678.42
1006 · SCCB-GF 633	118,000.06
1007 · SCCB - Debt Service Reserve	125,438.88
1032 · SCCB-COP Acct (aka Const. Acct)	39,946.88
1036 · PSM Pajaro Park Acct	75,809.03
1050 · Cash in County Treasury - DS	48,923.06
1051 · Cash in County Treasury - GF	105,157.02
1066 · Union Bank Vega 2303	147,532.30
1068 · Union Bank Vega 2301	70,130.00
1069 · Union Bank Vega-2302	10,532.55
1095 · Union Bank Wtr Bond-Res 2204	147,908.05
2201 · Union Bank-2015 Wtr Rfd Bd 2201	0.52
Total Checking/Savings	1,594,338.83
Accounts Receivable	
1110 · Invoice Accounts Recv	1,560.00
1231 · Grants Receivable-A/R	2,420,576.57
Total Accounts Receivable	2,422,136.57
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	169,313.57
1101 · Allowance for Doubtful Accounts	-9,135.09
1115 · Prepaid Expenses	1.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	1,907.14
1252 · Assessments Rec. - Street Maint	2,903.00
1253 · Assessments Rec. - Water bond	223,000.00
1253.1 · Assess Rec - Water Bond - Count	914.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
Total Other Current Assets	373,602.71
Total Current Assets	4,390,078.11
Fixed Assets	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	314,656.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-51,675.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	144,062.43
1551 · A/D - District Office Building	-125,704.73
1555 · Office Equipment/Furniture	30,573.05
1556 · A/D - Office Equip/Furniture	-30,572.90
1557 · Equipment - Lighting	8,980.18
1559 · A/D - Lighting and Parks	-8,980.18
1560 · Electric Power to Sheds	2,598.59
1561 · A/D - Electric Power to Sheds	-2,599.00
1570 · Equipment - Pumping Plant	510,984.21
1571 · A/D - Equipment - Pumping Plant	-443,661.87
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,090,371.68
1590 · Meters	86,141.13
1591 · A/D - Meters	-85,271.11
1600 · Hydrants	7,422.43

March 16, 2021

Balance Sheet

Accrual Basis

As of February 28, 2021

	Feb 28, 21
1601 · A/D - Hydrants	-4,704.72
1610 · Automotive Equipment	221,662.12
1611 · A/D - Automotive Equipment	-156,041.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-93,257.77
1622 · A/D - Moss Landing	-169,582.31
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-17,732.73
1650 · Trans & Distr Plant	139,408.08
1651 · A/D - Trans & Distr Plant	-72,965.30
1670 · Small Tools/Equipment	10,773.67
1671 · A/D - Small Tools/Equipment	-8,794.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-101,276.45
1804 · CIP-Springfield	393,244.44
1805 · CIP-Vega Imprvtmnt Project	4,620,002.33
1805.1 · A/D - Vega	-2,186,481.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	247,543.58
1807.1 · A/D - Langley/VP	-78,160.74
1808 · CIP-Normco	296,974.74
1808.1 · A/D - Normco Tank	-127,796.73
1811 · CIP-Vierra Estate	175,238.16
1811.1 · A/D - Vierra Estates	-50,658.72
1812 · CIP-Moss Landing Water System	301,793.12
1812.1 · A/D - Moss Landing Water	-79,020.55
1814 · CIP-Pajaro	1,900,200.80
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,296,951.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-178,569.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-27,474.89
1820 · Normco Treatment Facility	127,374.00
1820.1 · A/D-Normco Treatment Facility	-92,120.85
1821 · CIP-Sunny Mesa	-0.39
1822 · CIP-Vega	-0.19
1823 · CIP-Blackie	0.04
Total Fixed Assets	11,998,892.41
Other Assets	
1120 · Due From Gen Fund	0.66
1141 · Due From SC Grant Acct	100.00
1151 · Due from Maint Account	157.19
1220 · Spl Asmnt Revc-Long Term	3,636,801.72
1900 · Due From Other Funds	159,690.92
1950 · Deferred amount on refunding	66,557.60
1951 · Deferred Amt of Ref-Vega Bds15	85,015.09
Total Other Assets	3,948,323.18
TOTAL ASSETS	20,337,293.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	80,061.86
2500 · Due to Other Funds	159,693.06
Total Accounts Payable	239,754.92
Credit Cards	

March 16, 2021

Accrual Basis

Balance Sheet

As of February 28, 2021

	Feb 28, 21
2900 · Wells Fargo- 6120	121.81
2905 · Wells Fargo- 0721	21.73
2910 · Elan	268.92
Total Credit Cards	412.46
Other Current Liabilities	
2005 · Accrued Liabilities	62,567.00
2050 · Accrued Payroll	14,246.39
2100 · Payroll Tax Liabilities	997.24
2121 · Customer Security Deposits	18,178.70
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	25,050.00
2225 · Accrued Vacation Liability	41,865.82
2230 · Accrued Sick Leave Liability	49,813.59
2263 · 457b EE Plan Payable	3,198.54
2264 · Employee Insurance Payable	-1,825.53
2265 · EE Aflac Insurance Payable	835.07
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	2,347.79
2325 · Payable to P.V.W.M.A.	7,797.82
Total Other Current Liabilities	290,842.33
Total Current Liabilities	531,009.71
Long Term Liabilities	
2256 · Vehicle Loan Payable	51,673.78
2257 · Reorganization Loan	215,000.00
2267 · Pajaro Tank Loan-0190	1,188,510.18
2350 · Bonds Payable - Water Bond	193,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	1,945,000.00
2361 · Bonds Payable-2015 Vga Wtr Rf	3,502,899.67
2400 · Unamortized Discount on 2015	-31,095.01
2401 · Unamortized Discount-2015 Vega	-12,514.72
Total Long Term Liabilities	7,052,473.90
Total Liabilities	7,583,483.61
Equity	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	192,425.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	6,006,426.85
3999 · Suspense	13,037.78
Net Income	1,499,318.58
Total Equity	12,753,810.09
TOTAL LIABILITIES & EQUITY	20,337,293.70

March 16, 2021

Profit & Loss

Accrual Basis

February 2021

	Feb 21
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	19,774.82
4002 · Route 2 - Pajaro	21,078.44
4003 · Route 3 - Commercial	14,960.43
4004 · Route 4 - Trailer Park	1,076.81
4005 · Route 5 - San Juan Rd Apts	902.74
4006 · Route 6 - Sunny Mesa	8,431.95
4007 · Route 7 - CSA 73	9,390.57
4008 · Route 8 - Vega	8,967.87
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	19,325.58
4012 · Route 12 - Blackie Road	2,095.87
4013 · Route 13 - Normco	20,543.05
4014 · Route 14 - Vierra	3,425.20
4015 · Route 15 - Langley/VP	2,103.79
	132,927.12
Total Income	132,927.12
Gross Profit	132,927.12
Expense	
INDIRECT	
5000 · Salaries and Wages	55,946.01
5005 · Administrative Fees	487.60
5010 · Contract Labor	1,920.00
5030 · Payroll Tax Expense	1,567.69
5050 · Employee Health Insurance	15,310.63
5070 · Employee Retirement	8,536.65
5090 · Other Employee Expense	155.44
5130 · Utilities - Office	507.67
5140 · Building Repair & Maint	394.84
5145 · District Wide Repair & Maint	967.47
5150 · Garbage Service	348.96
5160 · Office Equip Rental	738.95
5165 · Computer Software	609.41
5170 · Office Equipment Repair & Maint	373.12
5240 · Office Supplies	219.40
5245 · Postage	1,000.00
5250 · Legal Expenses	549.75
5255 · Interest Expense	10,721.29
5256 · Interest Exp-Financed Items	212.29
5270 · Automotive - Repair & Maint	991.42
5320 · Membership Fees and Dues	3,193.00
5330 · Telephone	852.82
5340 · Burglar Alarm Monitoring	84.00
5370 · Fuel - Trucks	1,961.96
5390 · Bank Charges	-104.05
5391 · Credit Card Transaction Fees	818.08
5XXX · Indirect Allocation	0.00
	108,364.40
Total INDIRECT	108,364.40
5190 · Soil and Water Tests	1,205.00
5220 · Water System - Repair & Maint	14,739.89
5225 · Street Maintenance	275.96
5231 · Pajaro Park Expense	638.33
5310 · Utilities - Well Site	10,641.09
5315 · Utilities - Street Lighting	4,199.27
5427 · Improvement Project-Springfield	8,977.55
5433 · Pajaro Water Bond Interest Exp	6,151.87
	155,193.36
Total Expense	155,193.36
Net Ordinary Income	-22,266.24
Other Income/Expense	
Other Income	

March 16, 2021

Profit & Loss

Accrual Basis

February 2021

	<u>Feb 21</u>
4100 · Late Payment Penalties	400.46
4110 · Hydrant Sales	849.12
4115 · Testing Fees	640.00
4140 · Connection Fees	5,380.00
4141 · Application Fees	605.00
4200 · Street Maintenance-Reimb	427.58
4210 · Vega Bond Assessments	1,142.40
4280 · Pro-Rata Tax Collection Share	510.97
4285 · P.V.W.M.A. Collection Fee	1,689.63
4307 · Returned Check Charges	0.00
4340 · Utility Reimbursements	1,043.22
4350 · Interest Revenue	4.73
5794 · Water Bond Assessments	628.17
	<hr/>
Total Other Income	13,321.28
Other Expense	
5435 · Improvement Project-Pajaro	1,291.50
	<hr/>
Total Other Expense	1,291.50
Net Other Income	12,029.78
	<hr/>
Net Income	<u><u>-10,236.46</u></u>

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget Performance
February 2021

	Feb 21	Budget	% of Budget	Jul '20 - Feb 21	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 - Route 1 - Pajaro	19,774.82	22,583.34	87.6%	185,208.91	180,666.72	102.5%	271,000.00
4002 - Route 2 - Pajaro	21,078.44	23,000.00	91.6%	180,417.00	184,000.00	98.1%	276,000.00
4003 - Route 3 - Commercial	14,960.43	23,083.34	64.8%	166,321.85	184,866.72	91.1%	277,000.00
4004 - Route 4 - Trailer Park	1,076.81	1,125.00	95.7%	8,716.27	9,000.00	96.8%	13,500.00
4005 - Route 5 - San Juan Rd Apts	902.74	1,116.67	80.8%	7,826.38	8,933.36	87.6%	13,400.00
4006 - Route 6 - Sunny Mesa	8,431.95	11,975.00	70.4%	91,999.20	95,800.00	96.0%	143,700.00
4007 - Route 7 - CSA 73	9,390.57	13,166.67	71.3%	97,103.70	105,333.36	92.2%	158,000.00
4008 - Route 8 - Vega	8,967.87	13,025.00	68.9%	105,578.68	104,200.00	101.3%	156,300.00
4010 - Route 10 - Springfield	850.00	875.00	97.1%	6,825.00	7,000.00	97.5%	10,500.00
4011 - Route 11 - Moss Landing	19,325.58	22,583.34	85.6%	173,952.90	180,666.72	96.3%	271,000.00
4012 - Route 12 - Blackie Road	2,095.87	2,641.67	79.3%	23,305.78	21,133.36	110.3%	31,700.00
4013 - Route 13 - Norrmco	20,543.05	28,750.00	71.5%	225,516.27	230,000.00	98.1%	345,000.00
4014 - Route 14 - Vierra	3,425.20	4,383.34	78.1%	34,324.28	35,066.72	97.9%	52,600.00
4015 - Route 15 - Langley/VP	2,103.79	2,741.67	76.7%	21,310.64	21,933.36	97.2%	32,900.00
Total Income	132,927.12	171,050.04	77.7%	1,330,406.86	1,368,400.32	97.2%	2,052,600.00
Gross Profit	132,927.12	171,050.04	77.7%	1,330,406.86	1,368,400.32	97.2%	2,052,600.00
Expense							
INDIRECT							
5000 - Salaries and Wages	55,946.01	63,500.00	88.1%	539,629.71	508,000.00	106.2%	762,000.00
5005 - Administrative Fees	487.60	500.00	97.5%	3,403.64	4,000.00	85.1%	6,000.00
5010 - Contract Labor	1,920.00	2,000.00	96.0%	14,365.00	16,000.00	89.8%	24,000.00
5030 - Payroll Tax Expense	1,567.69	1,333.34	117.6%	11,121.78	10,666.72	104.3%	16,000.00
5040 - Worker's Comp Insurance	0.00	1,666.67	0.0%	8,485.49	13,363.36	63.6%	20,000.00
5050 - Employee Health Insurance	15,310.63	15,666.67	97.7%	124,348.84	125,333.36	99.2%	188,000.00
5070 - Employee Retirement	8,536.65	9,525.00	89.6%	76,511.40	76,200.00	100.4%	114,300.00
5090 - Other Employee Expense	155.44	208.34	74.6%	2,190.28	1,666.72	131.4%	2,500.00
5120 - Property Taxes	0.00	125.00	0.0%	-4,099.58	1,000.00	-410.0%	1,500.00
5130 - Utilities - Office	507.67	333.34	152.3%	2,470.85	2,666.72	92.7%	4,000.00
5140 - Building Repair & Maint	394.84	1,250.00	31.6%	11,606.08	10,000.00	116.1%	15,000.00
5145 - District Wide Repair & Maint	967.47	1,333.34	72.6%	8,649.04	10,666.72	81.1%	16,000.00
5150 - Garbage Service	348.96	308.34	113.2%	2,193.72	2,466.72	88.9%	3,700.00
5160 - Office Equip Rental	738.95	833.34	88.7%	5,850.09	6,666.72	87.8%	10,000.00
5165 - Computer Software	609.41	833.34	73.1%	6,527.72	6,666.72	97.9%	10,000.00
5170 - Office Equipment Repair & Maint	373.12	300.00	124.4%	1,939.40	2,400.00	80.8%	3,600.00
5175 - Small Tools - Repair & Maint.	0.00	83.34	0.0%	359.82	666.72	54.0%	1,000.00
5180 - Casualty Ins/Liability Ins	0.00	2,583.34	0.0%	30,100.96	20,666.72	145.6%	31,000.00
5200 - Billing Supplies	0.00	308.34	0.0%	2,511.66	2,466.72	101.8%	3,700.00
5240 - Office Supplies	219.40	291.67	75.2%	2,168.09	2,333.36	92.9%	3,500.00
5245 - Postage	1,000.00	708.34	141.2%	6,000.00	5,666.72	105.9%	8,500.00
5250 - Legal Expenses	549.75	2,250.00	24.4%	12,444.23	18,000.00	69.1%	27,000.00
5255 - Interest Expense	10,721.29	1,083.34	989.7%	37,924.61	8,666.72	437.6%	13,000.00
5256 - Interest Exp-Financed Items	212.29	200.00	106.1%	1,213.65	1,600.00	75.9%	2,400.00
5260 - Accounting & Bookkeeping	0.00	3,083.34	0.0%	36,570.00	24,666.72	148.3%	37,000.00
5266 - Engineering Svcs-Dist Wide	0.00	3,416.67	0.0%	39,000.00	27,333.36	142.7%	41,000.00
5270 - Automotive - Repair & Maint	991.42	833.34	119.0%	3,529.92	6,666.72	52.9%	10,000.00
5280 - Conferences, Meetings, Seminars	0.00	41.67	0.0%	0.00	333.36	0.0%	500.00
5290 - Travel Expenses	0.00	41.67	0.0%	0.00	333.36	0.0%	500.00
5300 - Books & Subscriptions	0.00	125.00	0.0%	0.00	1,000.00	0.0%	1,500.00
5305 - Water Conservation Program	0.00	125.00	0.0%	0.00	1,000.00	0.0%	1,500.00
5320 - Membership Fees and Dues	3,193.00	1,666.67	191.6%	18,507.10	13,333.36	138.8%	20,000.00
5326 - Licenses and Certifications	0.00	166.67	0.0%	490.05	1,333.36	36.8%	2,000.00

**Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget Performance
February 2021**

7:52 AM
March 16, 2021
Accrual Basis

	Feb 21	Budget	% of Budget	Jul '20 - Feb 21	YTD Budget	% of Budget	Annual Budget
5330 · Telephone	852.82	1,416.67	60.2%	12,241.76	11,333.36	108.0%	17,000.00
5340 · Burglar Alarm Monitoring	84.00	66.67	126.0%	546.00	533.36	102.4%	800.00
5370 · Fuel - Trucks	1,961.96	2,000.00	98.1%	15,093.28	16,000.00	94.3%	24,000.00
5390 · Bank Charges	-104.05	16.67	-624.2%	754.24	133.36	565.6%	200.00
5391 · Credit Card Transaction Fees	818.08	500.00	163.6%	6,431.03	4,000.00	160.8%	6,000.00
5400 · Miscellaneous Expense	0.00	16.67	0.0%	-199.75	133.36	-149.8%	200.00
5XXX · Indirect Allocation	0.00			0.00			
6560 · Payroll Processing Expenses	0.00	50.00	0.0%	1.75	400.00	0.4%	600.00
6577 · COP Debt Service - Interest	0.00	6,500.00	0.0%	38,677.50	52,000.00	74.4%	78,000.00
Total INDIRECT	108,364.40	127,291.80	85.1%	1,079,559.36	1,018,334.40	106.0%	1,527,500.00
5190 · Soil and Water Tests	1,205.00	2,666.67	45.2%	15,933.30	21,333.36	74.7%	32,000.00
5220 · Water System - Repair & Maint	14,739.89	18,750.00	78.6%	125,400.67	150,000.00	83.6%	225,000.00
5225 · Street Maintenance	275.96	2,720.84	10.1%	14,785.49	21,766.72	67.9%	32,650.00
5230 · Park - Repair & Maint	0.00	83.34	0.0%	539.39	666.72	80.9%	1,000.00
5231 · Pajaro Park Expense	638.33			15,624.74			
5265 · Engineering Expenses	0.00	166.67	0.0%	0.00	1,333.36	0.0%	2,000.00
5310 · Utilities - Well Site	10,641.09	14,166.67	75.1%	94,638.75	113,333.36	83.5%	170,000.00
5315 · Utilities - Street Lighting	4,199.27	2,333.34	180.0%	17,125.65	18,666.72	91.7%	28,000.00
5325 · Permits	0.00	2,083.34	0.0%	9,662.45	16,666.72	58.0%	25,000.00
5360 · Fuel - Generator	0.00	125.00	0.0%	776.90	1,000.00	77.7%	1,500.00
5426 · Vega Assmnt Bond Expense	0.00			4,246.05			
5427 · Improvement Project-Springfield	8,977.55			-3,858.90			
5428 · COP Bond Expense	0.00	291.67	0.0%	3,426.88	2,333.36	146.9%	3,500.00
5433 · Pajaro Water Bond Interest Exp	6,151.87	863.34	696.4%	13,291.87	7,066.72	188.1%	10,600.00
6575 · Vega Debt Service-Interest	0.00	11,916.67	0.0%	72,830.00	95,333.36	76.4%	143,000.00
Total Expense	155,193.36	183,479.35	84.6%	1,463,983.60	1,467,834.80	99.7%	2,201,750.00
Net Ordinary Income	-22,266.24	-12,429.31	179.1%	-133,576.74	-99,434.48	134.3%	-149,150.00
Other Income/Expense							
Other Income							
4100 · Late Payment Penalties	400.46	416.67	96.1%	3,505.77	3,333.36	105.2%	5,000.00
4101 · Billing Adjustments	0.00	41.67	0.0%	0.00	333.36	0.0%	500.00
4110 · Hydrant Sales	849.12	416.67	203.8%	12,876.27	3,333.36	386.3%	5,000.00
4115 · Testing Fees	640.00	625.00	102.4%	1,120.00	5,000.00	22.4%	7,500.00
4140 · Connection Fees	5,380.00	358.34	1,501.4%	37,341.00	2,866.72	1,302.6%	4,300.00
4141 · Application Fees	605.00	45.84	1,319.8%	880.00	366.72	240.0%	550.00
4146 · Other Fees	0.00	33.34	0.0%	0.00	266.72	0.0%	400.00
4200 · Street Maintenance-Reimb	427.58	5,316.67	8.0%	36,047.79	42,533.36	84.8%	63,800.00
4210 · Vega Bond Assessments	1,142.40	23,166.67	4.9%	163,501.54	185,333.36	88.2%	278,000.00
4280 · Pro-Rata Tax Collection Share	510.97	2,083.34	24.5%	14,776.06	16,666.72	88.7%	25,000.00
4285 · P.V.W.M.A. Collection Fee	1,689.63	2,250.00	75.1%	18,744.27	18,000.00	104.1%	27,000.00
4300 · Collection of Previous W/O Acct	0.00	41.67	0.0%	0.00	333.36	0.0%	500.00
4305 · Miscellaneous Revenue	0.00	125.00	0.0%	0.00	1,000.00	0.0%	1,500.00
4307 · Returned Check Charges	0.00			50.00			
4311 · Interest on Pooled Investments	0.00			-58.80			
4340 · Utility Reimbursements	1,043.22	2,333.34	44.7%	26,215.25	18,666.72	140.4%	28,000.00
4341 · Lighting Admin Reimbursements	0.00	1,000.00	0.0%	0.00	8,000.00	0.0%	12,000.00
4345 · Customer Order Reimbursements	0.00			5,870.96			
4346 · District 25% Overhead Fee	0.00	41.67	0.0%	0.00	333.36	0.0%	500.00
4350 · Interest Revenue	4.73	475.00	1.0%	110.30	3,800.00	2.9%	5,700.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.34	0.0%	0.00	466.72	0.0%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.34	0.0%	0.00	266.72	0.0%	400.00

Pajaro/Sunny Mesa Community Services District Profit & Loss Budget Performance

February 2021

	Feb 21	Budget	% of Budget	Jul '20 - Feb 21	YTD Budget	% of Budget	Annual Budget
5408 · Springfield Project-Grant Reimb	0.00			115,866.38			
5409 · Pajaro Improve Proj-Grant Reimb	0.00			1,149,742.35			
5424 · Springfield Bottled Wtr Gr Reimb	0.00			2,968.56			
5794 · Water Bond Assessments	628.17	3,375.00	18.6%	26,732.62	27,000.00	99.0%	40,500.00
5796 · Pajaro Park Revenue	0.00			25,000.00			
Total Other Income	13,321.28	42,237.57	31.5%	1,641,292.32	337,900.56	485.7%	506,850.00
Other Expense							
5435 · Improvement Project-Pajaro	1,291.50			8,197.00			
6260 · Lighting Expenses	0.00			200.00			
Total Other Expense	1,291.50			8,397.00			
Net Other Income	12,029.78	42,237.57	28.5%	1,632,895.32	337,900.56	483.2%	506,850.00
Net Income	-10,236.46	29,808.26	-34.3%	1,499,318.58	238,466.08	628.7%	357,700.00

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget vs. Actual
 February 2021

	Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4001 · Route 1 - Pajaro	19,774.82	22,583.34	-2,808.52	87.56%
4002 · Route 2 - Pajaro	21,078.44	23,000.00	-1,921.56	91.65%
4003 · Route 3 - Commercial	14,960.43	23,083.34	-8,122.91	64.81%
4004 · Route 4 - Trailer Park	1,076.81	1,125.00	-48.19	95.72%
4005 · Route 5 - San Juan Rd Apts	902.74	1,116.67	-213.93	80.84%
4006 · Route 6 - Sunny Mesa	8,431.95	11,975.00	-3,543.05	70.41%
4007 · Route 7 - CSA 73	9,390.57	13,166.67	-3,776.10	71.32%
4008 · Route 8 - Vega	8,967.87	13,025.00	-4,057.13	68.85%
4010 · Route 10 -Springfield	850.00	875.00	-25.00	97.14%
4011 · Route 11 - Moss Landing	19,325.58	22,583.34	-3,257.76	85.57%
4012 · Route 12 - Blackie Road	2,095.87	2,641.67	-545.80	79.34%
4013 · Route 13 - Normco	20,543.05	28,750.00	-8,206.95	71.45%
4014 · Route 14 - Vierra	3,425.20	4,383.34	-958.14	78.14%
4015 · Route 15 - Langley/VP	2,103.79	2,741.67	-637.88	76.73%
Total Income	132,927.12	171,050.04	-38,122.92	77.71%
Expense				
INDIRECT				
5000 · Salaries and Wages	55,946.01	63,500.00	-7,553.99	88.1%
5005 · Administrative Fees	487.60	500.00	-12.40	97.52%
5010 · Contract Labor	1,920.00	2,000.00	-80.00	96.0%
5030 · Payroll Tax Expense	1,567.69	1,333.34	234.35	117.58%
5040 · Worker's Comp Insurance	0.00	1,666.67	-1,666.67	0.0%
5050 · Employee Health Insurance	15,310.63	15,666.67	-356.04	97.73%
5070 · Employee Retirement	8,536.65	9,525.00	-988.35	89.62%
5090 · Other Employee Expense	155.44	208.34	-52.90	74.61%
5120 · Property Taxes	0.00	125.00	-125.00	0.0%
5130 · Utilities - Office	507.67	333.34	174.33	152.3%
5140 · Building Repair & Maint	394.84	1,250.00	-855.16	31.59%
5145 · District Wide Repair & Maint	967.47	1,333.34	-365.87	72.56%
Gross Profit	132,927.12	171,050.04	-38,122.92	77.71%

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget vs. Actual
 February 2021

	Feb 21	Budget	\$ Over Budget	% of Budget
5150 · Garbage Service	348.96	308.34	40.62	113.17%
5160 · Office Equip Rental	738.95	833.34	-94.39	88.67%
5165 · Computer Software	609.41	833.34	-223.93	73.13%
5170 · Office Equipment Repair & Maint	373.12	300.00	73.12	124.37%
5175 · Small Tools - Repair & Maint.	0.00	83.34	-83.34	0.0%
5180 · Casualty Ins/Liability Ins	0.00	2,583.34	-2,583.34	0.0%
5200 · Billing Supplies	0.00	308.34	-308.34	0.0%
5240 · Office Supplies	219.40	291.67	-72.27	75.22%
5245 · Postage	1,000.00	708.34	291.66	141.18%
5250 · Legal Expenses	549.75	2,250.00	-1,700.25	24.43%
5255 · Interest Expense	10,721.29	1,083.34	9,637.95	989.65%
5256 · Interest Exp-Financed Items	212.29	200.00	12.29	106.15%
5260 · Accounting & Bookkeeping	0.00	3,083.34	-3,083.34	0.0%
5266 · Engineering Svcs-Dist Wide	0.00	3,416.67	-3,416.67	0.0%
5270 · Automotive - Repair & Maint	991.42	833.34	158.08	118.97%
5280 · Conferences, Meetings, Seminars	0.00	41.67	-41.67	0.0%
5290 · Travel Expenses	0.00	41.67	-41.67	0.0%
5300 · Books & Subscriptions	0.00	125.00	-125.00	0.0%
5305 · Water Conservation Program	0.00	125.00	-125.00	0.0%
5320 · Membership Fees and Dues	3,193.00	1,666.67	1,526.33	191.58%
5326 · Licenses and Certifications	0.00	166.67	-166.67	0.0%
5330 · Telephone	852.82	1,416.67	-563.85	60.2%
5340 · Burglar Alarm Monitoring	84.00	66.67	17.33	125.99%
5370 · Fuel - Trucks	1,961.96	2,000.00	-38.04	98.1%
5390 · Bank Charges	-104.05	16.67	-120.72	-624.18%
5391 · Credit Card Transaction Fees	818.08	500.00	318.08	163.62%
5400 · Miscellaneous Expense	0.00	16.67	-16.67	0.0%
6560 · Payroll Processing Expenses	0.00	50.00	-50.00	0.0%
6577 · COP Debt Service - Interest	0.00	6,500.00	-6,500.00	0.0%
Total INDIRECT	108,364.40	127,291.80	-18,927.40	85.13%
5190 · Soil and Water Tests	1,205.00	2,666.67	-1,461.67	45.19%
5220 · Water System - Repair & Maint	14,739.89	18,750.00	-4,010.11	78.61%

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget vs. Actual
 February 2021

	Feb 21	Budget	\$ Over Budget	% of Budget
5225 · Street Maintenance	275.96	2,720.84	-2,444.88	10.14%
5230 · Park - Repair & Maint	0.00	83.34	-83.34	0.0%
5265 · Engineering Expenses	0.00	166.67	-166.67	0.0%
5310 · Utilities - Well Site	10,641.09	14,166.67	-3,525.58	75.11%
5315 · Utilities - Street Lighting	4,199.27	2,333.34	1,865.93	179.97%
5325 · Permits	0.00	2,083.34	-2,083.34	0.0%
5360 · Fuel - Generator	0.00	125.00	-125.00	0.0%
5428 · COP Bond Expense	0.00	291.67	-291.67	0.0%
5433 · Pajaro Water Bond Interest Exp	6,151.87	883.34	5,268.53	696.43%
6575 · Vega Debt Service-Interest	0.00	11,916.67	-11,916.67	0.0%
Total Expense	145,577.48	183,479.35	-37,901.87	79.34%
Net Ordinary Income	-12,650.36	-12,429.31	-221.05	101.78%
Other Income/Expense				
Other Income				
4100 · Late Payment Penalties	400.46	416.67	-16.21	96.11%
4101 · Billing Adjustments	0.00	41.67	-41.67	0.0%
4110 · Hydrant Sales	849.12	416.67	432.45	203.79%
4115 · Testing Fees	640.00	625.00	15.00	102.4%
4140 · Connection Fees	5,380.00	358.34	5,021.66	1,501.37%
4141 · Application Fees	605.00	45.84	559.16	1,319.81%
4146 · Other Fees	0.00	33.34	-33.34	0.0%
4200 · Street Maintenance-Reimb	427.58	5,316.67	-4,889.09	8.04%
4210 · Vega Bond Assessments	1,142.40	23,166.67	-22,024.27	4.93%
4280 · Pro-Rata Tax Collection Share	510.97	2,083.34	-1,572.37	24.53%
4285 · P.V.W.M.A. Collection Fee	1,689.63	2,250.00	-560.37	75.1%
4300 · Collection of Previous W/O Acct	0.00	41.67	-41.67	0.0%
4305 · Miscellaneous Revenue	0.00	125.00	-125.00	0.0%
4340 · Utility Reimbursements	1,043.22	2,333.34	-1,290.12	44.71%
4341 · Lighting Admin Reimbursements	0.00	1,000.00	-1,000.00	0.0%
4346 · District 25% Overhead Fee	0.00	41.67	-41.67	0.0%
4350 · Interest Revenue	4.73	475.00	-470.27	1.0%
4355 · Audit/Bookkeeping Reimbursement	0.00	58.34	-58.34	0.0%

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget vs. Actual
 February 2021

	Feb 21	Budget	\$ Over Budget	% of Budget
4360 · Legal Counsel Reimbursement	0.00	33.34	-33.34	0.0%
5794 · Water Bond Assessments	628.17	3,375.00	-2,746.83	18.61%
Total Other Income	13,321.28	42,237.57	-28,916.29	31.54%
Other Expense				
Total Other Expense	0.00			
Net Other Income	13,321.28	42,237.57	-28,916.29	31.54%
Net Income	670.92	29,808.26	-29,137.34	2.25%

Total Income **Total Expense** **Difference**
 \$146,248.40 \$145,577.48 \$670.92

January Cash **February Cash** **Difference**
 \$428,045.84 \$467,830.22 \$39,784.38

PAJARO / SUNNY MESA

COMMUNITY SERVICES DISTRICT
136 San Juan Road, Royal Oaks, CA 95076
(831) 722-1389 • (831) 663-2181 • Fax (831) 722-2137

March 3, 2020

Governor Gavin Newsom
Sacramento Office
State Capitol Building
1303 10th Street, Suite 1173
Sacramento, CA 95814

Governor Gavin Newsom:

SUBJECT: State of California assistance in funding the purchase and installation of generators for nine Water Systems to mitigate potential loss of domestic water and fire suppression support.

BACKGROUND:

- Pajaro/Sunny Mesa (PSM) is a California Community Services District.
- PSM provides street lighting, community parks and water services.
- PSM owns nine water systems in North Monterey County. In the nine water systems there are 22 storage tanks, which are serviced by 16 wells, booster, and pressure pumps.
- The nine water systems have approximately 1,400 connections serving a population of 7,500. The nine water systems are discrete, that is unconnected from each other.
- Our constituent customer base is one of the poorest, most disadvantaged in the State, composed of 70 percent low-income Hispanic (Latinx).

DISCUSSION:

- Back-up diesel powered generators are the only way for PSM to ensure its ability to pump water from all 16 wells during controlled blackout periods, or unplanned power outages due to wildfires, faulty PG&E equipment, earthquakes, windstorms, or other unforeseen circumstances.
- PSM finds itself in a difficult situation on how to fund the purchase of permanent back-up diesel powered generators in all nine water systems.
- PSM does not have reserves to afford the purchase of the generators and if PSM secures a loan, it will require financing over a period of 25 years, with the cost of the loan and debt service fees being passed on to the rate payers over the 25 years.
- Estimated cost to purchase and install the needed generators is \$1,440,000 and debt service on the loan will be \$110,000 annually, \$2,800,000 total payback.

ACTIONS TAKEN BY PSM TO SECURE FUNDS FOR THE GENERATOR PROJECT:

- On October 30, 2020 a proposal was submitted to the California Governor's Office of Emergency Services requesting a grant of \$299,689 for partial purchase of generators. Notification of award denial was received on February 4, 2021. Enclosure A is a copy of the request and letter of denial.
- On January 29, 2021, a letter was sent to the Pacific Gas and Electric Company suggesting a solution for the purchase, installation, and maintenance of the emergency generators that would benefit PG&E and PSM. Response from PG&E on February 17, 2021 stated: **"Unfortunately, there can't be any forward movement on your proposal for PGE to cover material and installation of backup generators."** Enclosure B is a copy of the PMS letter sent to PG&E and their reply.

OTHER ACTIONS TAKEN TO FIND SOLUTIONS FOR MEETING PSM WATER SUPPLY SUSTAINABILITY:

- PSM staff is working with the United States Department of Agriculture (USDA) on completing a low interest loan application for emergency generators.
- PSM staff has been awarded funding for the purpose of completing a Pre-Disaster Mitigation Plan for submission to Monterey County, CA, and FEMA.

REQUEST ASSISTANCE FROM THE STATE OF CALIFORNIA:

- Request the State of California staff assist PSM in securing a \$1,440,000 grant (Proposition 1) or a grant from another source. If a grant is not available then request a low interest rate loan with interest and principal repayment based only on funds used, and no penalty for not using the entire loan amount.

For more information or operational/technical questions please contact PSM General Manager, Don Rosa (831) 722-1389.

Respectfully submitted,



Sanford Coplin

Board President, Pajaro/Sunny Mesa Community Service District

cc: Ms. Patricia K. Poppe, President/CEO, PG&E
 Mr. Aron J. Johnson, Vice President, Wildfire Safety and Public Engagement, PG&E
 Ms. Teri Vetere, Local Customer Relationship Manager, PG&E
 California Senator John Laird, 17th District
 California Assemblymember Mark Stone, 29th District

2 enclosures

DISTRICT OPERATIONS REPORT
March 25, 2021

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Grants & Loans Active	IRWMP Grant Pajaro & SRF Planning Grant Springfield. <ul style="list-style-type: none"> • Pajaro Grant – Team continues to gather project close out documents should be completed by April. • Springfield Planning Grant – Conference call with team on March 23, 2021 regarding Construction Application progress. 	March 2021 March 2021
Pajaro Park	Pajaro Park remains closed-Playgrounds are open, with temporary fencing in place.	March 2021
Emergency Generators	Staff is working with United States Department of Agriculture (USDA) in completing the application.	No Report
Hazard Mitigation Plan	Generate a Disaster Mitigation Plan for submission to Monterey County and FEMA. <ul style="list-style-type: none"> • Staff is preparing a Request for Proposal for Professional Engineering Services 	No Report
Water Rate Study	Public Hearing proposed date April 22, 2021 at 5:30 pm. Notification to go out on March 8 th , 2021.	On Agenda
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen/Giberson Roads. Three more sign-ups, totaling 194 homes currently receiving bottled water.	No Report
Sunny Mesa Sewer	District is holding monies that is to be refunded to the original Sunny Mesa Sewer customers. Balance Sheet Account #2320-Amount \$29,169.90. Staff is currently reviewing, and has spoken to Bianchi, Kasavan, and Pope for their opinion and assistance if needed.	No Report
Arrowhead Tank Replacement Project	Bid docs prepared by Wyeast Engineering. Documents 100% complete. Project is ready to go out for bid, will need updating. Board has given direction to monitor the integrity of the tanks and report as needed.	No Report

Usage Comparison in Gallons 2020-2021

Water Systems	Feb-18	Feb-19	Feb-20	Feb-21
Pajaro	5,855,344	4,593,468	5,612,244	5,158,956
Normco	1,832,600	1,258,884	2,087,668	1,599,224
Sunny Mesa	1,535,644	1,402,500	1,774,256	1,432,420
Moss Landing	2,026,332	1,448,876	2,241,008	1,807,916
Vega	821,304	599,148	1,009,800	670,208
Vierra Estates	299,948	201,960	256,564	228,140
Springfield (pumped)	449,548	364,351	430,998	415,140
Langley/Valle Pacifico	181,016	130,152	187,748	166,804
Blackie	168,300	97,240	156,332	121,176
District Total	13,170,036	10,096,579	13,756,618	11,599,984

Water Systems	Feb-20	Feb-21	Percentage
Pajaro	5,612,244	5,158,956	↓ -8.1%
Normco	2,087,668	1,599,224	↓ -23.4%
Sunny Mesa	1,774,256	1,432,420	↓ -19.3%
Moss Landing	2,241,008	1,807,916	↓ -19.3%
Vega	1,009,800	670,208	↓ -33.6%
Vierra Estates	256,564	228,140	↓ -11.1%
Springfield (pumped)	430,998	415,140	↓ -3.7%
Langley/Valle Pacifico	187,748	166,804	↓ -11.2%
Blackie	156,332	121,176	↓ -22.5%
District Total	13,756,618	11,599,984	↓ -15.7%