

**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](http://www.pajarosunnymesa.com)

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

JANUARY 23, 2020  
5:30 P.M.

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.

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) 722-1839 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 Harry Wiggins \_\_\_\_\_
- o (11/21) Vice President Michael Moore \_\_\_\_\_
- o (11/23) Secretary Darlene Lambolely \_\_\_\_\_
- o (11/21) Assistant Secretary Sanford Coplin \_\_\_\_\_
- o (11/23) Treasurer Robert Moody \_\_\_\_\_

**ADMINISTRATIVE STAFF:** General Manager Don Rosa \_\_\_\_\_  
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**

**1. DRAFT MINUTES OF NOVEMBER 19, 2019 REGULAR MEETING**

Approval draft minutes

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

**Old Business:**

**1. 2018-2019 AUDIT – FINAL DRAFT (POTENTIAL EDITS TO BE DISCUSSED)**

- Commitments and contingencies section of audit
- "Managements opinion, such litigation will not materially affect the District's financial condition"
  
- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve or Reject

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

**New Business:**

**1. REVIEW AND APPROVE DRAFT FINANCIAL REPORTS FOR NOVEMBER 2019**

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Draft Financial Reports November 2019

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

**P/SMCSD BOARD MEETING AGENDA – January 23, 2020**

**2. REVIEW AND APPROVE DRAFT FINANCIAL REPORTS FOR DECEMBER 2019**

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Draft Financial Reports December 2019

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

**3. REVIEW AND APPROVE CHECKS**

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

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

**4. ELECTION OF BOARD OFFICERS 2020**

The District's Counsel will conduct the election. The election is public. Any member of the Board may nominate themselves or any other member of the Board for any office. Nominations do not require a second to be effective. More than one person may be nominated for consideration for each office.

After nominations are concluded the Board may discuss the nominations. No person nominated need accept their nomination. Any member may decline their nomination and may or may not state a reason for declining.

Any member may speak to support or oppose any nomination. After discussion is concluded, the District's Counsel may call for a vote. After the vote is counted, the person with the most votes is elected however a minimum of three votes are required for election to an office. The election for each office is conducted separately. If a candidate receives less than three votes, for an office, the Board will vote again but with only the top two candidates from the first vote.

- Office: President
- Office: Vice President
- Office: Secretary
- Office: Assistant Secretary
- Office: Treasurer

5. MOTION TO DIRECT STAFF TO PUBLICLY ADVERTISE EMERGENCY STAND-BY GENERATOR PROJECT

- Copy of request proposal / feasibility study
- Copy of project schedule

Board to authorize GM to publicize request for proposals / feasibility study.

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

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

6. PROPOSAL TO APPROVE NBS CONTRACT AND DIRECT GENERAL MANAGER TO EITHER SIGN 4/4/2019 NBS WATER RATE STUDY PROPOSAL FOR \$40,000 OR SEND OUT REQUESTS FOR PROPOSALS FOR A NEW WATER RATE STUDY.

Prop 218 requires a rate study and a protest election before rates may be increased. Subdivision (a) of subdivision (a) of section 6 of Article XIII D sets for the procedures required for new or increased property related fees including water rate increases, one public hearing and an opportunity to formally protest are required<sup>1</sup>.

A rate study is expected to take six to seven months. The NBS rate study proposal is for \$35,000, with a \$5000 contingency. Initial study cost was \$55,000. The Board has been considering whether to pursue a water rate increase to be effective on January 1, 2021. A rate study time lime during the six to seven months might be:

- Consultant returns recommended rate model

<sup>1</sup> " (a) Procedures for New or Increased Fees and Charges. An agency shall follow the procedures pursuant to this section in imposing or increasing any fee or charge as defined pursuant to this article, including, but not limited to, the following:  
 (1) The parcels upon which a fee or charge is proposed for imposition shall be identified. The amount of the fee or charge proposed to be imposed upon each parcel shall be calculated. The agency shall provide written notice by mail of the proposed fee or charge to the record owner of each identified parcel upon which the fee or charge is proposed for imposition, the amount of the fee or charge proposed to be imposed upon each, the basis upon which the amount of the proposed fee or charge was calculated, the reason for the fee or charge, together with the date, time, and location of a public hearing on the proposed fee or charge.  
 (2) The agency shall conduct a public hearing upon the proposed fee or charge not less than 45-days after mailing the notice of the proposed fee or charge to the record owners of each identified parcel upon which the fee or charge is proposed for imposition. At the public hearing, the agency shall consider all protests against the proposed fee or charge. If written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels, the agency shall not impose the fee or charge."

**P/SMCSD BOARD MEETING AGENDA – January 23, 2020**

- Excel models for various rate alternatives
- *Presentation of results to Board at Board meeting*
- Board adopts resolution accepting findings of study →
- *Board adopts resolution approving prop 218 notice of any rate adjustment* →
- *Board sets public hearing date (45 days after adoption)* →
- Prop 218 notices mailed to parcel owners within district boundaries
- •Public information outreach begins →
  - Informational flyers mailed →
  - Bill inserts →
  - Public workshops →
  - Ratepayers survey
- *Public hearing held after 45-Day Period* →
  - Protests recorded →
  - Board adopts resolution approving new 5-year rate plan

The timeline for a 1/1/21 rate increase would therefore be something like the following (Board meeting dates are italicized.)

<u>Date</u>	<u>Event</u>
<i>1/23/2020</i>	<i>Regular Board meeting. Authorize contract with NBS.</i>
<i>2/20/2020</i>	<i>February 2020 regular Board meeting.</i>
<i>3/18/2020</i>	<i>March 2020 regular Board meeting.</i>
4/1/2020	A public hearing must take place on or before November 19, 2020, to accomplish a water rate increase effective 1/1/2021.
4/19/2020	Seven months before 11/19/2020 protest election.. During the six or seven.
5/19/2020	Six months before 11/19/2020 protest election.
<i>11/19/2020</i>	<i>Last Board meeting date for a protest hearing for a 1/1/2021 rate increase.</i>
1/1/2021	Planned rate increase effective date.

Clarifying and Technical Questions to Staff

Public Input

Motion/Second to

1. Authorize General Manager to sign a contract with NBS Government Finance Group, a corporation to conduct a rate study for \$40,000 as described in its April 4, 2019 rate study proposal or
2. Authorize General Manager to publicize and circulate a request for proposals for consultants to perform a rate study so that rate study can be returned to Board for consideration.

Board Deliberation on either 1 or 2 above.

Motion to Approve either 1 or 2 above.

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

**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. Cal OES /FEMA application was submitted on 12/3/2019
2. Springfield Project Preliminary Engineering Report (PER)
  - PER has been submitted to State – Awaiting approval
  - Project is on schedule
3. Pajaro Tank Project
  - Projected completion date is March 25, 2020
  - (2) two months delay due to soils consolidation and rain
4. Water System Operator position is vacant, job has been advertised.
5. District Operations Report
6. Usage Comparison Report 2013/2019
  - November 2019
  - December 2019
7. Cayetano Park (Tot – Lot Park)
  - Copy of Quitclaim Deed, signed and notarized by Carl Holm, Monterey County.
  - Copy of Acceptance and Recordation to be signed by PSMCSD Board Chair. Once signed, Monterey County will pick up and record.
  - Copy of picture – maintenance manual and kit

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**CLOSED SESSION:**

**A. Public Comments for Closed Session**

Any person may address the Board on any item on the Closed Session Agenda after being recognized by the Board President.

**Conference with Legal Counsel- Existing Litigation (Government Code § 54957)**

1. AWC Holdings Trust and AWC II Holdings Trust vs the County of Monterey through its Board of Supervisors et al Case No. 18CV001746, Monterey County Superior Court, filed May 11, 2018
2. Steve Pacheco, Trustee of the Salinas Land Holding Trust vs Pajaro/Sunny Mesa Community Services District et al Case No. (consolidated with above case), Monterey County Superior Court, filing date unknown

Public Employee Performance Evaluation. Sub. (b)(1) of (§ 54957)

⇒ Title: (General Manager)

**B. Return to Open Session and Report out of Closed Session**

Any final action taken by the Board in closed session required under Government Code § 54957.1 will be reported in open session at this time.

**MOTION TO ADJOURN**

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

Adjournment Time: \_\_\_\_\_ p.m.

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on November 19, 2019.

**ROLL CALL:** President Harry Wiggins  
Secretary Darlene Lamboley  
Assistant Secretary Sanford Coplin

**ADMINISTRATIVE STAFF:** General Manager Don Rosa  
Recorder Judy Vazquez-Varela

**ABSENT DIRECTOR(S) & STAFF:** Vice President Michael Moore  
Treasurer Robert Moody

**DISTRICT COUNSEL:** Alan Smith

**ADDITION(S) TO AGENDA:** None

**PUBLIC IN ATTENDANCE:**

Manuel Rivas resident of Sunny Mesa Water System  
Jarrod Penner of Bianchi, Kasavan & Pope, LLC

**PUBLIC COMMENTS:** None

**SCHEDULED ITEMS:** None

## **Action Items**

1. Consider and approve of the Minutes from the October 24, 2019 regular Board Meeting

Motion was made by Director Coplin and seconded by Director Lamboley to approve the regular Board Meeting Minutes of October 24, 2019. Motion carried.

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

**OLD BUSINESS:** None

**NEW BUSINESS:** (Action Items)

1. Consider and approve of the Final Draft 2018-2019 Audit prepared by Bianchi, Kasavan & Pope, LLP
  - Audit presentation by Jarrod Penner of Bianchi, Kasavan & Pope, LLC-the audit was clean and smooth with the cooperation of the PSMCSD team.



- Finance committee report of audit-A few language changes are necessary. Also, a Management Analysis is possibly necessary, costing the District approximately \$10,000 plus Staff time.

Motion made by Director Coplin to engage Bianchi, Kasavan & Pole, LLC to assist Management in preparation of the Management Analysis. Motion failed

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

Motion made by Director Wiggins and seconded by Director Lamboley to table the consideration of approval of the Final Draft 2018-2019 Audit to the January meeting. Motion tabled.

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

2. Consider and approve the October 2019 Financials

Motion made by Director Lamboley and seconded by Director Coplin to approve the October 2019 Financials. Motion carried.

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

**MONTHLY EXPENDITURES REPORT FOR REVIEW**

**APPROVAL OF WARRANTS/CHECKS:**

3. Review and approve checks

1. General Fund 633: None
2. Operating Account: Check No. 24090 through Check No. 24128 for a total of \$165,305.95
3. Reserve Account: Check No. 117 for a total of \$13,077.43
4. Street Maintenance Account: Check No. 506 through Check No. 507 for a total of \$53,196.72
5. Pajaro Park Account: Check No. 843 for a total of \$1,013.05
6. COP 2010 Account: Total of \$725.00

7. Debt Service Reserve Account: None

Motion was made by Director Lamboley, seconded by Director Coplin to approve all accounts for the months of October 2019. Motion carried.

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

4. Consider and approve implementing 5% water rate payer increase effective January 1, 2020 based on 2015 Water Rate Study and November 4, 2015 Prop 218 rate payer approval

- This is the last of 5 rate increases approved by rate payers on November 4, 2015

Motion was made by Director Coplin, seconded by Director Lamboley to approve implementing 5% water rate payer increase effective January 1, 2020. Motion carried.

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

5. Consider and approve report on Emergency Generator Project: selection of stationary or portable generators, authority to hire engineer to estimate costs

- The District owns 16 sites without backup power. Staff presented the Board with two cost breakdowns; first option-portable generators with fixed outlet and manual transfer switches with an approximate cost of \$346,000 averaging \$254.00 per connection. Second option stationary generators approximate cost of \$1,358,000 averaging \$996 per connection. A combination of portable and stationary generators is possible, 9 sites need a stationary generator, the other sites would be ok with a portable generator.

Motion was made by Director Coplin, seconded by Director Lamboley to approve giving Staff direction to pursue stationary and portable generators where available, providing Board of Directors with a draft April 1, 2020. Motion carried.

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

Motion was made by Director Lamboley, seconded by Director Coplin to approve directing General Manager to hire appropriate professional to prepare engineering cost estimate and report back to Board of Directors. Motion carried.

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

**STAFF/COMMITTEE REPORTS:** (Informational Only)

1. Board Member Terms

- Two Director's terms end November 30, 2019:  
Director Moody has been reappointed by Supervisor Phillips' office  
Director Lamboley has contacted Supervisor Phillips' office with interest to reappointment but has not received confirmation.

2. Pajaro Park-Meeting with Supervisor Phillips and Jim Rodems, Director of Parks, on October 31, 2019

- Don Rosa and Director Coplin met with Jim Rodems and Supervisor Phillips to discuss potential funding for the Pajaro Park.

3. District office will be closed on November 28<sup>th</sup>-November 29<sup>th</sup> for Thanksgiving and December 23<sup>rd</sup>-December 27<sup>th</sup> for Christmas

4. Cal Fire Gabilan Camp

- Crews will be at Fair Way scenic easement to clear brush and tree limbs for fire protection on November 18-22. All affected residents have been notified.

5. Water Service Interruption: November 9<sup>th</sup> at 6 pm through November 10<sup>th</sup> at 12 pm

- All customers in the Eden subdivision of Normco, were out water service due to a mechanical failure; corroded connection on main. Contractor mobilized at 8 am Sunday morning and made repair, reinstating water at noon.

6. District Operations Report

- Pajaro Grant-
  - Soils have continued to consolidate, anticipating mobilization by November 25, 2019.
- Springfield Planning Grant-
  - Preliminary Engineering Report (PER) has been reviewed by District, comments have been submitted to MNS Engineering. Upon completion of revisions a final PER will be submitted to District Board for acceptance and then it will be submitted to the State.

- SB 998
  - Staff will present the Board of Directors with a draft of the SB 998 policy by January 23, 2020.
- Multi-Community Bottled Water Project
  - Two more homes were approved to receive bottled water, for a total of 189 homes.

7. Usage Comparison Report 2013/2019-August 2019 Usage Comparison Report

- Water usage is down in all systems except Sunny Mesa, this month compared to October 2013.

**Closed Session:**

A. Public Comments for Closed Session

No comment.

B. Conference with Legal Counsel-Existing Litigation (Government Code § 54957)

1. AWC Holdings Trust and AWC II Holdings Trust vs the County of Monterey through its Board of Supervisors et al Case No. 18CV1746, Monterey County Superior Court, filed May 11, 2018
2. Steve Pacheco, Trustee of the Salinas Land Holding Trust vs Pajaro/Sunny Mesa Community Services District et al Case No. unknown, Monterey County Superior Court, filing date unknown
3. Public Employee Performance Evaluation. Subd. (b)(1) of (§ 54957)  
⇒ Title: (General Manager)

Closed session opened at 7:36 pm.

Out of closed session at 7:50 pm.

No final action taken.

**NEXT BOARD MEETING:**

The next Board meeting is to be held on Thursday, December 19, 2019 at 5:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:52 pm with motion made by Director Wiggins, seconded by Director Lambole. Motion Carried.

Respectfully submitted by:

\_\_\_\_\_  
Harry Wiggins, President

\_\_\_\_\_  
Michael Moore, Vice President

\_\_\_\_\_  
Judith Vazquez-Varela, Recorder

Old Business  
Item # 1

NOTES TO BASIC FINANCIAL STATEMENTS

JUNE 30, 2019

**12. COMMITMENTS AND CONTINGENCIES**

The District is subject to various claims and legal actions relating to a range of matters that are incidental to the conduct of its operations. **In management's opinion, the outcome of any such litigation will not materially affect the District's financial condition,** and management intends to vigorously pursue their positions in these matters.

The District is party to two consolidated lawsuits in Monterey County Superior Court regarding ownership of two parcels in North Monterey County. The District won one lawsuit by Motion for Judgement on the Pleadings. In the other, the District filed a Motion for Summary Judgment set for hearing on December 20, 2019, and a non-jury trial for May 11, 2020.

**North County Water System Improvement Projects**

On May 27, 2010, Certificates of Participation were executed for the purpose of improving systems in the area that have quantity and quality water issues. The project will include the construction of the water system to serve potable water and fire suppression flows to areas within the District which are presently out of compliance with county and state environmental health standards due to very high levels of arsenic and nitrate contaminations. As a result of the 2015 Water Revenue bond refunding, these Certificates of Participation were considered to be defeased in the year ended June 30, 2015. Refer to Note 7 for additional information.

**13. PAJARO NEIGHBORHOOD PARK - DONATED CAPITAL ASSETS**

On February 11, 2014, the District was given title to the property and improvements of the newly constructed Pajaro Neighborhood Park (Park). Funding for the construction of the Park was provided by a grant from the State Department of Parks and Recreation (Proposition 84) and the Redevelopment District of Monterey County. The total transfer project value was approximately \$6.3 million. As part of the property transfer agreement, the District is now responsible for the cost to operate and maintain the Park for a period of twenty years.

## FINANCIAL NOTES - November 2019

Account No:	Account Name:	Increase / Decrease	Description
<b>Income:</b>			
<b>Expenses: Indirect</b>			
5175	Small Tools Repair & Maintenance	+	Repair to portable generator
5255	Interest Expense	+	Pajaro Tank Project loan interest payment
5260	Accounting & Bookkeeping	+	Two progress payments for 2018-2019 Audit
5270	Automotive Repair & Maintenance	+	Equipment for new service truck
5370	Fuel- Trucks	+	Additional billing cycle in November
6577	COP Debt Service Interest	+	Semi-annual payment
<b>Expenses: Direct</b>			
5231	Pajaro Park Expense	+	Payment Overlap for Panther Protective Services
5220	Water System Repair and Maint	+	Langley/Valle Pacifico repair to failing water trench, Eden Lane water line repair
<b>Other Income:</b>			

January 14, 2020

## Balance Sheet

Accrual Basis

As of November 30, 2019

Nov 30, 19

## ASSETS

## Current Assets

## Checking/Savings

1001 · SCCB - Operating Account	146,367.76
1002 · SCCB Reserve Account	235,908.48
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	175,757.00
1006 · SCCB-GF 633	29,573.34
1007 · SCCB - Debt Service Reserve	73,147.21
1032 · SCCB-COP Acct (aka Const. Acct)	136,504.01
1036 · PSM Pajaro Park Acct	78,330.27
1050 · Cash in County Treasury - DS	33,105.62
1051 · Cash in County Treasury - GF	101,073.81
1066 · Union Bank Vega 2303	148,533.18
1068 · Union Bank Vega 2301	140.60
1069 · Union Bank Vega-2302	10,467.60
1095 · Union Bank Wtr Bond-Res 2204	148,041.46
2201 · Union Bank-2015 Wtr Rfd Bd 2201	253.25

Total Checking/Savings	1,331,655.43
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## Accounts Receivable

1110 · Invoice Accounts Recv	6,206.70
1231 · Grants Receivable-A/R	716,328.94

Total Accounts Receivable	722,535.64
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## Other Current Assets

1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	219,153.38
1101 · Allowance for Doubtful Accounts	-8,990.09
1115 · Prepaid Expenses	507.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	949.14
1252 · Assessments Rec. - Street Maint	6,255.76
1253 · Assessments Rec. - Water bond	300,206.00
1253.1 · Assess Rec - Water Bond - Count	116.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65

Total Other Current Assets	502,896.28
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Total Current Assets	2,557,087.35
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## Fixed Assets

1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	253,942.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-44,861.40
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	134,443.43
1551 · A/D - District Office Building	-123,428.73
1555 · Office Equipment/Furniture	44,041.05
1556 · A/D - Office Equip/Furniture	-43,293.90
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	506,239.21
1571 · A/D - Equipment - Pumping Plant	-453,386.87
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,063,798.68
1590 · Meters	92,193.13
1591 · A/D - Meters	-84,656.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-4,556.72
1610 · Automotive Equipment	232,300.12
1611 · A/D - Automotive Equipment	-195,223.31



**Pajaro/Sunny Mesa Community Services District**  
**Balance Sheet**  
As of November 30, 2019

January 14, 2020

Accrual Basis

	Nov 30, 19
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-90,071.77
1622 · A/D - Moss Landing	-157,020.31
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	-15,624.73
1650 · Trans & Distr Plant	81,133.08
1651 · A/D - Trans & Distr Plant	-59,380.30
1670 · Small Tools/Equipment	10,774.02
1671 · A/D - Small Tools/Equipment	-8,096.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-93,485.45
1804 · CIP-Springfield	217,307.49
1805 · CIP-Vega Imprvtmnt Project	4,604,699.33
1805.1 · A/D - Vega	-1,962,902.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	240,496.74
1807.1 · A/D - Langley/VP	-66,136.74
1808 · CIP-Normco	296,974.74
1808.1 · A/D - Normco Tank	-107,839.73
1811 · CIP-Vierra Estate	175,238.16
1811.1 · A/D - Vierra Estates	-38,242.72
1812 · CIP-Moss Landing Water System	297,669.12
1812.1 · A/D - Moss Landing Water	-65,436.55
1814 · CIP-Pajaro	730,228.15
1815 · CIP-Normco Improv Project	3,225.00
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,092,169.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-150,374.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-23,136.89
1820 · Normco Treatment Facility	111,943.00
1820.1 · A/D-Normco Treatment Facility	-68,865.85
1821 · CIP-Sunny Mesa	48,044.61
1822 · CIP-Vega	23,643.81
1823 · CIP-Blackie	10,230.04
<b>Total Fixed Assets</b>	<b>11,149,885.32</b>
<b>Other Assets</b>	
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	3,873,859.72
1900 · Due From Other Funds	159,690.92
1950 · Deferred amount on refunding	73,213.60
1951 · Deferred Amt of Ref-Vega Bds15	95,017.09
<b>Total Other Assets</b>	<b>4,202,039.18</b>
<b>TOTAL ASSETS</b>	<b>17,909,011.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	71,758.82
2500 · Due to Other Funds	159,693.06
<b>Total Accounts Payable</b>	<b>231,451.88</b>

**Balance Sheet**

As of November 30, 2019

	<u>Nov 30, 19</u>
<b>Other Current Liabilities</b>	
2005 · Accrued Liabilities	67,274.00
2050 · Accrued Payroll	25,533.79
2100 · Payroll Tax Liabilities	1,000.00
2121 · Customer Security Deposits	16,552.15
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	22,550.00
2225 · Accrued Vacation Liability	6,704.68
2230 · Accrued Sick Leave Liability	36,599.29
2263 · 457b EE Plan Payable	2,793.49
2264 · Employee Insurance Payable	-2,426.21
2265 · EE Aflac Insurance Payable	739.91
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.	-11,832.89
<b>Total Other Current Liabilities</b>	<u>233,605.90</u>
<b>Total Current Liabilities</b>	465,057.78
<b>Long Term Liabilities</b>	
2256 · Vehicle Loan Payable	31,992.92
2257 · Reorganization Loan	275,000.00
2267 · Pajaro Tank Loan-0190	682,321.45
2333 · COP Bonds Payable	-190,000.00
2339 · Vega Project Bonds Payable	-72,100.00
2350 · Bonds Payable - Water Bond	224,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	2,200,000.00
2361 · Bonds Payable-2015 Vga Wtr Rf	3,710,083.67
2400 · Unamortized Discount on 2015	-34,205.01
2401 · Unamortized Discount-2015 Vega	-13,986.72
<b>Total Long Term Liabilities</b>	<u>6,813,106.31</u>
<b>Total Liabilities</b>	7,278,164.09
<b>Equity</b>	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	87,655.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	5,220,925.76
Net Income	279,665.12
<b>Total Equity</b>	<u>10,630,847.76</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>17,909,011.85</u></u>

January 14, 2020

## Profit &amp; Loss

Accrual Basis

November 2019

	Nov 19
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	22,048.03
4002 · Route 2 - Pajaro	22,676.29
4003 · Route 3 - Commercial	21,534.07
4004 · Route 4 - Trailer Park	1,047.02
4005 · Route 5 - San Juan Rd Apts	951.14
4006 · Route 6 - Sunny Mesa	12,726.98
4007 · Route 7 - CSA 73	12,618.61
4008 · Route 8 - Vega	11,116.46
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	21,967.85
4012 · Route 12 - Blackie Road	2,426.31
4013 · Route 13 - Normco	29,608.95
4014 · Route 14 - Vierra	4,101.00
4015 · Route 15 - Langley/VP	2,320.80
Total Income	165,993.51
Gross Profit	165,993.51
Expense	
INDIRECT	
5000 · Salaries and Wages	54,236.27
5005 · Administrative Fees	478.04
5030 · Payroll Tax Expense	734.52
5050 · Employee Health Insurance	13,051.11
5070 · Employee Retirement	7,419.60
5120 · Property Taxes	2.68
5130 · Utilities - Office	302.22
5140 · Building Repair & Maint	319.00
5145 · District Wide Repair & Maint	587.05
5150 · Garbage Service	284.34
5160 · Office Equip Rental	1,023.55
5165 · Computer Software	799.74
5170 · Office Equipment Repair & Maint	181.39
5175 · Small Tools - Repair & Maint.	142.58
5240 · Office Supplies	75.57
5255 · Interest Expense	3,346.18
5256 · Interest Exp-Financed Items	113.73
5260 · Accounting & Bookkeeping	9,000.00
5270 · Automotive - Repair & Maint	3,775.33
5330 · Telephone	1,271.80
5370 · Fuel - Trucks	3,397.13
5391 · Credit Card Transaction Fees	943.90
6577 · COP Debt Service - Interest	39,490.00
Total INDIRECT	140,975.73
5190 · Soil and Water Tests	1,407.80
5220 · Water System - Repair & Maint	23,710.43
5225 · Street Maintenance	144.14
5230 · Park - Repair & Maint	307.36
5231 · Pajaro Park Expense	1,632.07
5310 · Utilities - Well Site	14,479.95
5315 · Utilities - Street Lighting	2,121.73
5427 · Improvement Project-Springfield	13,869.05
Total Expense	198,648.26
Net Ordinary Income	-32,654.75

**Pajaro/Sunny Mesa Community Services District**  
**Profit & Loss**  
November 2019

	Nov 19
Other Income/Expense	
Other Income	
4100 · Late Payment Penalties	486.66
4285 · P.V.W.M.A. Collection Fee	2,482.38
4307 · Returned Check Charges	25.00
4350 · Interest Revenue	467.38
5796 · Pajaro Park Revenue	2,700.00
Total Other Income	6,161.42
Other Expense	
5435 · Improvement Project-Pajaro	476.25
Total Other Expense	476.25
Net Other Income	5,685.17
Net Income	<u><u>-26,969.58</u></u>

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

November 2019

	Nov 19	Budget	% of Budget	Jul - Nov 19	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4001 - Route 1 - Pajaro	22,048.03	23,975.00	92.0%	110,946.75	119,875.00	92.6%	287,700.00
4002 - Route 2 - Pajaro	22,676.29	24,650.00	91.3%	115,161.86	124,250.00	92.7%	298,200.00
4003 - Route 3 - Commercial	21,534.07	22,750.00	94.7%	125,565.72	113,750.00	110.4%	273,000.00
4004 - Route 4 - Trailer Park	1,047.02	1,141.67	91.7%	5,525.62	5,708.31	96.8%	13,700.00
4005 - Route 5 - San Juan Rd Apts	951.14	1,225.00	77.6%	5,331.36	6,125.00	87.0%	14,700.00
4006 - Route 6 - Sunny Mesa	12,726.98	10,541.67	120.7%	65,500.40	52,708.31	124.3%	126,500.00
4007 - Route 7 - CSA 73	12,618.61	11,725.00	107.6%	72,548.52	58,625.00	123.8%	140,700.00
4008 - Route 8 - Vega	11,116.46	12,600.00	88.2%	71,146.56	63,000.00	112.9%	151,200.00
4010 - Route 10 - Springfield	850.00	875.00	97.1%	4,250.00	4,375.00	97.1%	10,500.00
4011 - Route 11 - Moss Landing	21,967.85	22,333.33	98.4%	109,721.54	111,666.65	98.3%	268,000.00
4012 - Route 12 - Blackie Road	2,426.31	2,758.33	88.0%	14,515.04	13,791.65	105.2%	33,100.00
4013 - Route 13 - Normco	29,608.95	27,125.00	109.2%	162,188.82	135,625.00	119.6%	325,500.00
4014 - Route 14 - Vierra	4,101.00	3,983.33	103.0%	22,872.11	19,916.65	114.8%	47,800.00
4015 - Route 15 - Langley/VP	2,320.80	2,758.33	84.1%	15,375.53	13,791.65	111.5%	33,100.00
<b>Total Income</b>	<b>165,993.51</b>	<b>168,641.66</b>	<b>98.4%</b>	<b>900,649.83</b>	<b>843,208.22</b>	<b>106.8%</b>	<b>2,023,700.00</b>
<b>Gross Profit</b>	<b>165,993.51</b>	<b>168,641.66</b>	<b>98.4%</b>	<b>900,649.83</b>	<b>843,208.22</b>	<b>106.8%</b>	<b>2,023,700.00</b>
<b>Expense</b>							
<b>INDIRECT</b>							
5000 - Salaries and Wages	54,236.27	62,750.00	86.4%	284,021.38	313,750.00	90.5%	753,000.00
5005 - Administrative Fees	478.04	475.00	100.6%	2,041.46	2,375.00	86.0%	5,700.00
5030 - Payroll Tax Expense	734.52	1,333.33	55.1%	4,491.03	6,666.65	67.4%	16,000.00
5040 - Workers Comp Insurance	0.00	1,916.67	0.0%	4,443.66	9,583.31	46.4%	23,000.00
5050 - Employee Health Insurance	13,051.11	15,166.67	86.1%	72,254.75	75,833.31	95.3%	182,000.00
5070 - Employee Retirement	7,419.60	9,416.67	78.8%	45,010.69	47,083.31	95.6%	113,000.00
5090 - Other Employee Expense	0.00	208.33	0.0%	626.48	1,041.65	60.1%	2,500.00
5120 - Property Taxes	2.68	125.00	2.1%	1,178.60	625.00	188.6%	1,500.00
5130 - Utilities - Office	302.22	333.33	90.7%	900.63	1,666.65	54.0%	4,000.00
5140 - Building Repair & Maint	319.00	583.33	54.7%	1,721.15	2,916.65	59.0%	7,000.00
5145 - District Wide Repair & Maint	587.05	1,083.33	54.2%	11,916.49	5,416.65	220.0%	13,000.00
5150 - Garbage Service	284.34	300.00	94.8%	1,137.36	1,500.00	75.8%	3,600.00
5160 - Office Equip Rental	1,023.55	833.33	122.8%	4,047.67	4,166.65	97.1%	10,000.00
5165 - Computer Software	799.74	833.33	96.0%	4,919.06	4,166.65	118.1%	10,000.00
5170 - Office Equipment Repair & Maint	181.39	300.00	60.5%	1,731.53	1,500.00	115.4%	3,600.00
5175 - Small Tools - Repair & Maint.	142.58	83.33	171.1%	184.52	416.65	44.3%	1,000.00
5180 - Casualty Ins/Liability Ins	0.00	2,583.33	0.0%	28,401.26	12,916.65	219.9%	31,000.00
5200 - Billing Supplies	0.00	308.33	0.0%	2,291.16	1,541.65	148.6%	3,700.00
5240 - Office Supplies	75.57	291.67	25.9%	1,337.18	1,458.31	91.7%	3,500.00
5245 - Postage	0.00	708.33	0.0%	3,000.00	3,541.65	84.7%	8,500.00
5250 - Legal Expenses	0.00	11,666.67	0.0%	21,071.59	58,333.31	36.1%	140,000.00
5255 - Interest Expense	3,346.18	1,208.33	276.9%	19,213.89	6,041.65	316.0%	14,500.00
5256 - Interest Exp-Financed Items	113.73	66.67	170.6%	245.58	333.31	73.7%	800.00
5260 - Accounting & Bookkeeping	9,000.00	3,083.33	291.9%	29,000.00	15,416.65	188.1%	37,000.00
5266 - Engineering Svcs-Dist Wide	0.00	83.33	0.0%	435.00	416.65	104.4%	1,000.00
5270 - Automotive - Repair & Maint	3,775.33	833.33	453.0%	7,458.96	4,166.65	179.0%	10,000.00
5280 - Conferences, Meetings, Seminars	0.00	41.67	0.0%	128.00	208.31	61.4%	500.00
5290 - Travel Expenses	0.00	41.67	0.0%	0.00	208.31	0.0%	500.00

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

November 2019

	Nov 19	Budget	% of Budget	Jul - Nov 19	YTD Budget	% of Budget	Annual Budget
5300 · Books & Subscriptions	0.00	125.00	0.0%	0.00	625.00	0.0%	1,500.00
5305 · Water Conservation Program	0.00	125.00	0.0%	0.00	625.00	0.0%	1,500.00
5320 · Membership Fees and Dues	0.00	1,583.33	0.0%	18,295.40	7,916.65	231.1%	19,000.00
5326 · Licenses and Certifications	0.00	166.67	0.0%	120.00	833.31	14.4%	2,000.00
5330 · Telephone	1,271.80	1,416.67	89.8%	5,993.83	7,083.31	84.6%	17,000.00
5370 · Burglar Alarm Monitoring	0.00	62.50	0.0%	430.00	312.50	137.6%	750.00
5370 · Fuel - Trucks	3,397.13	2,000.00	169.9%	10,258.73	10,000.00	102.6%	24,000.00
5390 · Bank Charges	0.00	16.67	0.0%	250.00	83.31	300.1%	200.00
5391 · Credit Card Transaction Fees	943.90	625.00	151.0%	4,488.78	3,125.00	143.6%	7,500.00
5400 · Miscellaneous Expense	0.00	16.67	0.0%	0.00	83.31	0.0%	200.00
5XXX · Indirect Allocation	0.00			0.00			
6560 · Payroll Processing Expenses	0.00	50.00	0.0%	0.00	250.00	0.0%	600.00
6577 · COP Debt Service - Interest	39,490.00	6,666.67	592.3%	39,490.00	33,333.31	118.5%	80,000.00
<b>Total INDIRECT</b>	<b>140,975.73</b>	<b>129,512.49</b>	<b>108.9%</b>	<b>632,535.82</b>	<b>647,561.93</b>	<b>97.7%</b>	<b>1,554,150.00</b>
5190 · Soil and Water Tests	1,407.80	2,833.33	49.7%	13,371.80	14,166.65	94.4%	34,000.00
5210 · Customer Orders	0.00			-4,629.46			
5220 · Water System - Repair & Maint	23,710.43	16,666.67	142.3%	131,361.27	83,333.31	157.6%	200,000.00
5225 · Street Maintenance	144.14	2,720.83	5.3%	55,761.78	13,604.15	409.9%	32,650.00
5230 · Park - Repair & Maint	307.36	83.33	368.8%	625.56	416.65	150.1%	1,000.00
5231 · Pajaro Park Expense	1,632.07	0.00	100.0%	16,260.16	0.00	100.0%	0.00
5265 · Engineering Expenses	0.00	83.33	0.0%	0.00	416.65	0.0%	1,000.00
5310 · Utilities - Well Site	14,479.95	14,000.00	103.4%	59,250.96	70,000.00	84.6%	168,000.00
5315 · Utilities - Street Lighting	2,121.73	2,333.33	90.9%	8,178.07	11,666.65	70.1%	28,000.00
5325 · Permits	0.00	2,083.33	0.0%	5,562.00	10,416.65	53.4%	25,000.00
5360 · Fuel - Generator	0.00	125.00	0.0%	13,551.50	625.00	2,168.2%	1,500.00
5426 · Vega Assmt Bond Expense	0.00			3,174.08			
5427 · Improvement Project-Springfield	13,869.05	291.67	0.0%	27,901.95	1,458.31	152.6%	3,500.00
5428 · COP Bond Expense	0.00	1,029.17	0.0%	8,064.37	5,145.81	156.7%	12,350.00
5433 · Pajaro Water Bond Interest Exp	0.00	12,333.33	0.0%	75,017.50	61,666.65	121.7%	148,000.00
6575 · Vega Debt Service-Interest	0.00						
<b>Total Expense</b>	<b>198,648.26</b>	<b>184,095.81</b>	<b>107.9%</b>	<b>1,048,212.36</b>	<b>920,478.41</b>	<b>113.9%</b>	<b>2,209,150.00</b>
<b>Net Ordinary Income</b>	<b>-32,654.75</b>	<b>-15,454.15</b>	<b>211.3%</b>	<b>-147,562.53</b>	<b>-77,270.19</b>	<b>191.0%</b>	<b>-185,450.00</b>
<b>Other Income/Expense</b>							
4100 · Late Payment Penalties	486.66	416.67	116.8%	2,492.71	2,083.31	119.7%	5,000.00
4101 · Billing Adjustments	0.00	41.67	0.0%	0.00	208.31	0.0%	500.00
4110 · Hydrant Sales	0.00	333.33	0.0%	8,388.95	1,666.65	503.3%	4,000.00
4115 · Testing Fees	0.00	625.00	0.0%	1,120.00	3,125.00	35.8%	7,500.00
4140 · Connection Fees	0.00	358.33	0.0%	5,380.00	1,791.65	300.3%	4,300.00
4141 · Application Fees	0.00	45.83	0.0%	275.15	229.15	120.0%	550.00
4146 · Other Fees	0.00	33.33	0.0%	0.00	166.65	0.0%	400.00
4200 · Street Maintenance-Reimb	0.00	5,316.67	0.0%	0.00	26,583.31	0.0%	63,800.00
4210 · Vega Bond Assessments	0.00	22,750.00	0.0%	440.47	113,750.00	0.4%	273,000.00
4280 · Pro-Rata Tax Collection Share	0.00	2,083.33	0.0%	87.88	10,416.65	0.8%	25,000.00
4285 · P.V.W.M.A. Collection Fee	2,482.38	2,250.00	110.3%	13,938.76	11,250.00	123.9%	27,000.00
4300 · Collection of Previous W/O Acct	0.00	41.67	0.0%	0.00	208.31	0.0%	500.00
4305 · Miscellaneous Revenue	0.00	125.00	0.0%	2,675.00	625.00	428.0%	1,500.00

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

November 2019

	Nov 19	Budget	% of Budget	Jul - Nov 19	YTD Budget	% of Budget	Annual Budget
4307 · Returned Check Charges	25.00			50.00			
4311 · Interest on Pooled Investments	0.00			965.45			
4340 · Utility Reimbursements	0.00	2,333.33	0.0%	0.00	11,666.65	0.0%	28,000.00
4341 · Lighting Admin Reimbursements	0.00	1,000.00	0.0%	0.00	5,000.00	0.0%	12,000.00
4345 · Customer Order Reimbursements	0.00			1,250.00			
4346 · District 25% Overhead Fee	0.00	41.67	0.0%	0.00	208.31	0.0%	500.00
4350 · Interest Revenue	467.38	475.00	98.4%	2,178.82	2,375.00	91.7%	5,700.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	0.00	291.65	0.0%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	0.00	166.65	0.0%	400.00
5409 · Pajaro Improve Proj-Grant Reimb	0.00			368,246.72			
5424 · Springfld Bottled Wtr- Gr Reimb	0.00			20,357.89			
5794 · Water Bond Assessments	0.00			0.00			
5796 · Pajaro Park Revenue	2,700.00	3,312.50	0.0%	2,700.00	16,562.50	0.0%	39,750.00
<b>Total Other Income</b>	<b>6,161.42</b>	<b>41,674.99</b>	<b>14.8%</b>	<b>430,547.65</b>	<b>208,374.75</b>	<b>206.6%</b>	<b>500,100.00</b>
<b>Other Expense</b>	<b>476.25</b>			<b>3,320.00</b>			
5435 · Improvement Project-Pajaro	476.25			3,320.00			
<b>Total Other Expense</b>	<b>476.25</b>			<b>3,320.00</b>			
<b>Net Other Income</b>	<b>5,685.17</b>	<b>41,674.99</b>	<b>13.6%</b>	<b>427,227.65</b>	<b>208,374.75</b>	<b>205.0%</b>	<b>500,100.00</b>
<b>Net Income</b>	<b>-26,969.58</b>	<b>26,220.84</b>	<b>-102.9%</b>	<b>279,665.12</b>	<b>131,104.56</b>	<b>213.3%</b>	<b>314,650.00</b>

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

November 2019

Ordinary Income/Expense	Nov 19	Budget	\$ Over Budget	% of Budget
Income				
4001 · Route 1 - Pajaro	22,048.03	23,975.00	-1,926.97	91.96%
4002 · Route 2 - Pajaro	22,676.29	24,850.00	-2,173.71	91.25%
4003 · Route 3 - Commercial	21,534.07	22,750.00	-1,215.93	94.66%
4004 · Route 4 - Trailer Park	1,047.02	1,141.67	-94.65	91.71%
4005 · Route 5 - San Juan Rd Apts	951.14	1,225.00	-273.86	77.64%
4006 · Route 6 - Sunny Mesa	12,726.98	10,541.67	2,185.31	120.73%
4007 · Route 7 - CSA 73	12,618.61	11,725.00	893.61	107.62%
4008 · Route 8 - Vega	11,116.46	12,600.00	-1,483.54	88.23%
4010 · Route 10 -Springfield	850.00	875.00	-25.00	97.14%
4011 · Route 11 - Moss Landing	21,967.85	22,333.33	-365.48	98.36%
4012 · Route 12 - Blackie Road	2,426.31	2,758.33	-332.02	87.96%
4013 · Route 13 - Normco	29,608.95	27,125.00	2,483.95	109.16%
4014 · Route 14 - Vierra	4,101.00	3,983.33	117.67	102.95%
4015 · Route 15 - Langley/VP	2,320.80	2,758.33	-437.53	84.14%
Total Income	165,993.51	168,641.66	-2,648.15	98.43%
Gross Profit	165,993.51	168,641.66	-2,648.15	98.43%
Expense				
INDIRECT				
5000 · Salaries and Wages	54,236.27	62,750.00	-8,513.73	86.43%
5005 · Administrative Fees	478.04	475.00	3.04	100.64%
5030 · Payroll Tax Expense	734.52	1,333.33	-598.81	55.09%
5040 · Worker's Comp Insurance	0.00	1,916.67	-1,916.67	0.0%
5050 · Employee Health Insurance	13,051.11	15,166.67	-2,115.56	86.05%
5070 · Employee Retirement	7,419.60	9,416.67	-1,997.07	78.79%
5090 · Other Employee Expense	0.00	208.33	-208.33	0.0%
5120 · Property Taxes	2.68	125.00	-122.32	2.14%
5130 · Utilities - Office	302.22	333.33	-31.11	90.67%
5140 · Building Repair & Maint	319.00	583.33	-264.33	54.69%
5145 · District Wide Repair & Maint	587.05	1,083.33	-496.28	54.19%
5150 · Garbage Service	284.34	300.00	-15.66	94.78%



Pajaro/Sunny Mesa Community Services District  
Profit & Loss Budget vs. Actual  
November 2019

	Nov 19	Budget	\$ Over Budget	% of Budget
5160 · Office Equip Rental	1,023.55	833.33	190.22	122.83%
5165 · Computer Software	799.74	833.33	-33.59	95.97%
5170 · Office Equipment Repair & Maint	181.39	300.00	-118.61	60.46%
5175 · Small Tools - Repair & Maint.	142.58	83.33	59.25	171.1%
5180 · Casualty Ins/Liability Ins	0.00	2,583.33	-2,583.33	0.0%
5200 · Billing Supplies	0.00	308.33	-308.33	0.0%
5240 · Office Supplies	75.57	291.67	-216.10	25.91%
5245 · Postage	0.00	708.33	-708.33	0.0%
5250 · Legal Expenses	0.00	11,666.67	-11,666.67	0.0%
5255 · Interest Expense	3,346.18	1,208.33	2,137.85	276.93%
5256 · Interest Exp-Financed Items	113.73	66.67	47.06	170.59%
5260 · Accounting & Bookkeeping	9,000.00	3,083.33	5,916.67	291.89%
5266 · Engineering Svcs-Dist Wide	0.00	83.33	-83.33	0.0%
5270 · Automotive - Repair & Maint	3,775.33	833.33	2,942.00	453.04%
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	0.00	1,583.33	-1,583.33	0.0%
5326 · Licenses and Certifications	0.00	166.67	-166.67	0.0%
5330 · Telephone	1,271.80	1,416.67	-144.87	89.77%
5340 · Burglar Alarm Monitoring	0.00	62.50	-62.50	0.0%
5370 · Fuel - Trucks	3,397.13	2,000.00	1,397.13	169.86%
5390 · Bank Charges	0.00	16.67	-16.67	0.0%
5391 · Credit Card Transaction Fees	943.90	625.00	318.90	151.02%
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	39,490.00	6,666.67	32,823.33	592.35%
Total INDIRECT	140,975.73	129,512.49	11,463.24	108.85%
5190 · Soil and Water Tests	1,407.80	2,833.33	-1,425.53	49.69%
5220 · Water System - Repair & Maint	23,710.43	16,666.67	7,043.76	142.26%
5225 · Street Maintenance	144.14	2,720.83	-2,576.69	5.3%

Pajaro/Sunny Mesa Community Services District  
 Profit & Loss Budget vs. Actual  
 November 2019

	Nov 19	Budget	\$ Over Budget	% of Budget
5265 · Engineering Expenses	0.00	83.33	-83.33	0.0%
5310 · Utilities - Well Site	14,479.95	14,000.00	479.95	103.43%
5315 · Utilities - Street Lighting	2,121.73	2,333.33	-211.60	90.93%
5325 · Permits	0.00	2,083.33	-2,083.33	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	0.00	1,029.17	-1,029.17	0.0%
6575 · Vega Debt Service-Interest	0.00	12,333.33	-12,333.33	0.0%
<b>Total Expense</b>	<b>182,839.78</b>	<b>184,012.48</b>	<b>-1,172.70</b>	<b>99.36%</b>
Net Ordinary Income	-16,846.27	-15,370.82	-1,475.45	109.6%
Other Income/Expense				
Other Income				
4100 · Late Payment Penalties	486.66	416.67	69.99	116.8%
4101 · Billing Adjustments	0.00	41.67	-41.67	0.0%
4110 · Hydrant Sales	0.00	333.33	-333.33	0.0%
4115 · Testing Fees	0.00	625.00	-625.00	0.0%
4140 · Connection Fees	0.00	358.33	-358.33	0.0%
4141 · Application Fees	0.00	45.83	-45.83	0.0%
4146 · Other Fees	0.00	33.33	-33.33	0.0%
4200 · Street Maintenance-Reimb	0.00	5,316.67	-5,316.67	0.0%
4210 · Vega Bond Assessments	0.00	22,750.00	-22,750.00	0.0%
4280 · Pro-Rata Tax Collection Share	0.00	2,083.33	-2,083.33	0.0%
4285 · P.V.W.M.A. Collection Fee	2,482.38	2,250.00	232.38	110.33%
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%
4307 · Returned Check Charges	25.00			
4340 · Utility Reimbursements	0.00	2,333.33	-2,333.33	0.0%
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	467.38	475.00	-7.62	98.4%
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	-58.33	0.0%
4360 · Legal Counsel Reimbursement	0.00	33.33	-33.33	0.0%

**Pajaro/Sunny Mesa Community Services District  
 Profit & Loss Budget vs. Actual  
 November 2019**

	Nov 19	Budget	\$ Over Budget	% of Budget
5794 - Water Bond Assessments	0.00	3,312.50	-3,312.50	0.0%
Total Other Income	3,461.42	41,674.99	-38,213.57	8.31%
Other Expense				
5435 - Improvement Project-Pajaro	476.25			
Total Other Expense	476.25			
Net Other Income	2,985.17	41,674.99	-38,689.82	7.16%
Net Income	-13,861.10	26,304.17	-40,165.27	-52.7%

	Total Income	Total Expenses	Difference
	\$169,429.93	\$183,316.03	(\$13,886.10)
October Total Cash	\$343,757.77	\$382,276.24	\$38,518.47
November Total Cash			

## FINANCIAL NOTES - December 2019

Account No:	Account Name:	Increase / Decrease	Description
<b>Income:</b>			
4001-4015	Total Income	-	Seasonal usage; drop in usage due to winter weather
<b>Expenses: Indirect</b>			
5070	Employee Retirement	+	Increase due to three pay days in December
5090	Other Employee Expense	+	Raingear for operators and Monterey Bay Jobs CSR position posting
5255	Interest Expense	+	Pajaro Tank Project loan interest payment
<b>Expenses: Direct</b>			
5325	Permits	+	Annual water system permits to State Water Resources Control Board
<b>Other Income:</b>			
4140	Connection fees	+	New connection; relocation of meter

**Pajaro/Sunny Mesa Community Services District**  
**Balance Sheet**  
 As of December 31, 2019

	<u>Dec 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1001 · SCCB - Operating Account	103,719.09
1002 · SCCB Reserve Account	198,900.00
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	174,455.58
1006 · SCCB-GF 633	29,573.34
1007 · SCCB - Debt Service Reserve	88,947.21
1032 · SCCB-COP Acct (aka Const. Acct)	125,350.42
1036 · PSM Pajaro Park Acct	76,821.69
1050 · Cash in County Treasury - DS	33,105.62
1051 · Cash in County Treasury - GF	101,073.81
1066 · Union Bank Vega 2303	148,533.18
1068 · Union Bank Vega 2301	140.60
1069 · Union Bank Vega-2302	10,467.60
1095 · Union Bank Wtr Bond-Res 2204	148,041.46
2201 · Union Bank-2015 Wtr Rfd Bd 2201	253.25
	<hr/>
Total Checking/Savings	1,253,834.69
Accounts Receivable	
1110 · Invoice Accounts Recv	14,698.51
1231 · Grants Receivable-A/R	716,328.94
	<hr/>
Total Accounts Receivable	731,027.45
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	183,437.27
1101 · Allowance for Doubtful Accounts	-8,990.09
1115 · Prepaid Expenses	507.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	949.14
1252 · Assessments Rec. - Street Maint	6,255.76
1253 · Assessments Rec. - Water bond	300,206.00
1253.1 · Assess Rec - Water Bond - Count	116.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
	<hr/>
Total Other Current Assets	467,180.17
Total Current Assets	<hr/> 2,452,042.31
<b>Fixed Assets</b>	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	253,942.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-44,861.40
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	134,443.43
1551 · A/D - District Office Building	-123,428.73
1555 · Office Equipment/Furniture	44,041.05
1556 · A/D - Office Equip/Furniture	-43,293.90
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	506,239.21
1571 · A/D - Equipment - Pumping Plant	-453,386.87
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,063,798.68
1590 · Meters	92,193.13
1591 · A/D - Meters	-84,656.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-4,556.72
1610 · Automotive Equipment	232,300.12
1611 · A/D - Automotive Equipment	-195,223.31

January 14, 2020

**Balance Sheet**

Accrual Basis

As of December 31, 2019

	<u>Dec 31, 19</u>
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-90,071.77
1622 · A/D - Moss Landing	-157,020.31
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	-15,624.73
1650 · Trans & Distr Plant	81,133.08
1651 · A/D - Trans & Distr Plant	-59,380.30
1670 · Small Tools/Equipment	10,817.67
1671 · A/D - Small Tools/Equipment	-8,096.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-93,485.45
1804 · CIP-Springfield	253,492.97
1805 · CIP-Vega Imprvtmnt Project	4,604,699.33
1805.1 · A/D - Vega	-1,962,902.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	240,496.74
1807.1 · A/D - Langley/VP	-66,136.74
1808 · CIP-Normco	296,974.74
1808.1 · A/D - Normco Tank	-107,839.73
1811 · CIP-Vierra Estate	175,238.16
1811.1 · A/D - Vierra Estates	-38,242.72
1812 · CIP-Moss Landing Water System	297,669.12
1812.1 · A/D - Moss Landing Water	-65,436.55
1814 · CIP-Pajaro	740,982.99
1815 · CIP-Normco Improv Project	3,225.00
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,092,169.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-150,374.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-23,136.89
1820 · Normco Treatment Facility	111,943.00
1820.1 · A/D-Normco Treatment Facility	-68,865.85
1821 · CIP-Sunny Mesa	48,044.61
1822 · CIP-Vega	23,643.81
1823 · CIP-Blackie	10,230.04
<b>Total Fixed Assets</b>	<b>11,196,869.29</b>
<b>Other Assets</b>	
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	3,873,859.72
1900 · Due From Other Funds	159,690.92
1950 · Deferred amount on refunding	73,213.60
1951 · Deferred Amt of Ref-Vega Bds15	95,017.09
<b>Total Other Assets</b>	<b>4,202,039.18</b>
<b>TOTAL ASSETS</b>	<b>17,850,950.78</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	68,787.49
2500 · Due to Other Funds	159,693.06
<b>Total Accounts Payable</b>	<b>228,480.55</b>

January 14, 2020

**Balance Sheet**

Accrual Basis

As of December 31, 2019

	<u>Dec 31, 19</u>
<b>Other Current Liabilities</b>	
2005 · Accrued Liabilities	67,274.00
2100 · Payroll Tax Liabilities	1,500.00
2121 · Customer Security Deposits	16,252.15
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	22,550.00
2225 · Accrued Vacation Liability	6,704.68
2230 · Accrued Sick Leave Liability	36,599.29
2263 · 457b EE Plan Payable	3,751.02
2264 · Employee Insurance Payable	-1,842.25
2265 · EE Aflac Insurance Payable	1,005.89
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.	-33,639.21
<b>Total Other Current Liabilities</b>	<u>188,273.26</u>
<b>Total Current Liabilities</b>	416,753.81
<b>Long Term Liabilities</b>	
2256 · Vehicle Loan Payable	31,469.19
2257 · Reorganization Loan	275,000.00
2267 · Pajaro Tank Loan-0190	682,321.45
2333 · COP Bonds Payable	-190,000.00
2339 · Vega Project Bonds Payable	-72,100.00
2350 · Bonds Payable - Water Bond	224,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	2,200,000.00
2361 · Bonds Payable-2015 Vga Wtr Rf	3,710,083.67
2400 · Unamortized Discount on 2015	-34,205.01
2401 · Unamortized Discount-2015 Vega	-13,986.72
<b>Total Long Term Liabilities</b>	<u>6,812,582.58</u>
<b>Total Liabilities</b>	7,229,336.39
<b>Equity</b>	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	87,655.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	5,220,925.76
Net Income	270,431.75
<b>Total Equity</b>	<u>10,621,614.39</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>17,850,950.78</u></u>

January 16, 2020

## Profit &amp; Loss

Accrual Basis

December 2019

	Dec 19
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	18,308.93
4002 · Route 2 - Pajaro	18,571.35
4003 · Route 3 - Commercial	15,094.21
4004 · Route 4 - Trailer Park	901.76
4005 · Route 5 - San Juan Rd Apts	918.86
4006 · Route 6 - Sunny Mesa	7,933.26
4007 · Route 7 - CSA 73	8,642.79
4008 · Route 8 - Vega	8,835.34
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	18,250.13
4012 · Route 12 - Blackie Road	1,646.21
4013 · Route 13 - Normco	20,351.37
4014 · Route 14 - Vierra	2,890.51
4015 · Route 15 - Langley/VP	1,852.88
Total Income	125,047.60
Gross Profit	125,047.60
Expense	
INDIRECT	
5000 · Salaries and Wages	50,475.39
5005 · Administrative Fees	478.04
5030 · Payroll Tax Expense	1,231.77
5050 · Employee Health Insurance	13,920.99
5070 · Employee Retirement	11,270.72
5090 · Other Employee Expense	1,023.44
5130 · Utilities - Office	243.26
5140 · Building Repair & Maint	364.58
5145 · District Wide Repair & Maint	1,170.20
5150 · Garbage Service	284.34
5160 · Office Equip Rental	790.89
5165 · Computer Software	469.75
5175 · Small Tools - Repair & Maint.	357.73
5240 · Office Supplies	149.23
5245 · Postage	1,000.00
5250 · Legal Expenses	12,453.81
5255 · Interest Expense	3,324.19
5270 · Automotive - Repair & Maint	87.50
5326 · Licenses and Certifications	60.00
5330 · Telephone	1,346.56
5340 · Burglar Alarm Monitoring	84.00
5370 · Fuel - Trucks	1,933.61
5391 · Credit Card Transaction Fees	213.21
Total INDIRECT	102,733.21
5190 · Soil and Water Tests	1,972.50
5220 · Water System - Repair & Maint	17,608.68
5225 · Street Maintenance	1,124.77
5230 · Park - Repair & Maint	129.50
5231 · Pajaro Park Expense	762.22
5265 · Engineering Expenses	145.00
5310 · Utilities - Well Site	10,513.53
5315 · Utilities - Street Lighting	2,123.18
5325 · Permits	6,547.20
5426 · Vega Assmnt Bond Expense	2,823.70
5427 · Improvement Project-Springfield	1,032.40
Total Expense	147,515.89
Net Ordinary Income	-22,468.29
Other Income/Expense	
Other Income	
4100 · Late Payment Penalties	603.81



**Profit & Loss**

December 2019

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	<u>Dec 19</u>
4110 · Hydrant Sales	824.15
4140 · Connection Fees	2,152.00
4285 · P.V.W.M.A. Collection Fee	1,636.42
4307 · Returned Check Charges	0.00
4345 · Customer Order Reimbursements	1,190.00
5424 · Springfield Bottled Wtr Gr Reimb	<u>371.07</u>
Total Other Income	6,777.45
Other Expense	
5435 · Improvement Project-Pajaro	<u>618.75</u>
Total Other Expense	<u>618.75</u>
Net Other Income	<u>6,158.70</u>
Net Income	<u><u>-16,309.59</u></u>

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

December 2019

	Dec 19	Budget	% of Budget	Jul - Dec 19	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4001 · Route 1 - Pajaro	18,308.93	23,975.00	76.4%	129,255.68	143,850.00	89.9%	287,700.00
4002 · Route 2 - Pajaro	18,571.35	24,850.00	74.7%	133,733.21	149,100.00	89.7%	298,200.00
4003 · Route 3 - Commercial	15,094.21	22,750.00	66.3%	140,659.93	136,500.00	103.0%	273,000.00
4004 · Route 4 - Trailer Park	901.76	1,141.67	79.0%	6,427.38	6,349.98	93.8%	13,700.00
4005 · Route 5 - San Juan Rd Apts	918.86	1,225.00	75.0%	6,250.22	7,350.00	85.0%	14,700.00
4006 · Route 6 - Sunny Mesa	7,933.26	10,541.67	75.3%	73,433.66	63,249.98	116.1%	126,500.00
4007 · Route 7 - CSA 73	8,642.79	11,725.00	73.7%	81,191.31	70,350.00	115.4%	140,700.00
4008 · Route 8 - Vega	8,835.34	12,600.00	70.1%	79,981.90	75,000.00	105.8%	151,200.00
4010 · Route 10 - Springfield	850.00	875.00	97.1%	5,100.00	5,250.00	97.1%	10,500.00
4011 · Route 11 - Moss Landing	18,250.13	22,333.33	81.7%	127,971.67	133,999.98	95.5%	268,000.00
4012 · Route 12 - Blackie Road	1,646.21	2,758.33	59.7%	16,161.25	16,549.98	97.7%	33,100.00
4013 · Route 13 - Normco	20,351.37	27,125.00	75.0%	182,540.19	162,750.00	112.2%	325,500.00
4014 · Route 14 - Verra	2,890.51	3,983.33	72.6%	25,762.62	23,899.98	107.8%	47,800.00
4015 · Route 15 - Langley/VP	1,852.88	2,758.33	67.2%	17,228.41	16,549.98	104.1%	33,100.00
<b>Total Income</b>	<b>125,047.60</b>	<b>168,641.66</b>	<b>74.1%</b>	<b>1,025,697.43</b>	<b>1,011,849.88</b>	<b>101.4%</b>	<b>2,023,700.00</b>
<b>Gross Profit</b>	<b>125,047.60</b>	<b>168,641.66</b>	<b>74.1%</b>	<b>1,025,697.43</b>	<b>1,011,849.88</b>	<b>101.4%</b>	<b>2,023,700.00</b>
<b>Expense</b>							
<b>INDIRECT</b>							
5000 · Salaries and Wages	50,475.39	62,750.00	80.4%	334,496.77	376,500.00	88.8%	753,000.00
5005 · Administrative Fees	478.04	475.00	100.6%	2,519.50	2,850.00	88.4%	5,700.00
5030 · Payroll Tax Expense	1,231.77	1,333.33	92.4%	5,722.80	7,999.98	71.5%	16,000.00
5040 · Worker's Comp Insurance	0.00	1,916.67	0.0%	4,443.66	11,499.98	38.6%	23,000.00
5050 · Employee Health Insurance	13,920.99	15,166.67	91.8%	86,175.74	90,999.98	94.7%	182,000.00
5070 · Employee Retirement	11,270.72	9,416.67	119.7%	56,281.41	56,499.98	99.6%	113,000.00
5090 · Other Employee Expense	1,023.44	208.33	491.3%	1,649.92	1,249.98	132.0%	2,500.00
5120 · Property Taxes	0.00	125.00	0.0%	1,178.60	750.00	157.1%	1,500.00
5130 · Utilities - Office	243.26	333.33	73.0%	1,143.89	1,999.98	57.2%	4,000.00
5140 · Building Repair & Maint	364.58	583.33	62.5%	2,085.73	3,499.98	59.6%	7,000.00
5145 · District Wide Repair & Maint	1,170.20	1,083.33	108.0%	13,086.69	6,499.98	201.3%	13,000.00
5150 · Garbage Service	284.34	300.00	94.8%	1,421.70	1,800.00	79.0%	3,600.00
5160 · Office Equip Rental	790.89	833.33	94.9%	4,838.56	4,999.98	96.8%	10,000.00
5165 · Computer Software	469.75	833.33	56.4%	5,388.81	4,999.98	107.8%	10,000.00
5170 · Office Equipment Repair & Maint	0.00	300.00	0.0%	1,731.53	1,800.00	96.2%	3,600.00
5175 · Small Tools - Repair & Maint.	357.73	83.33	429.3%	542.25	499.98	108.5%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	2,583.33	0.0%	28,401.26	15,499.98	183.2%	31,000.00
5200 · Billing Supplies	0.00	308.33	0.0%	2,291.16	1,849.98	123.8%	3,700.00
5240 · Office Supplies	149.23	291.67	51.2%	1,486.41	1,749.98	84.9%	3,500.00
5245 · Postage	1,000.00	708.33	141.2%	4,000.00	4,249.98	94.1%	8,500.00
5250 · Legal Expenses	12,453.81	11,666.67	106.7%	33,525.40	69,999.98	47.9%	140,000.00
5255 · Interest Expense	3,224.67	1,208.33	266.9%	22,438.56	7,249.98	309.5%	14,500.00
5256 · Interest Exp-Financed Items	99.52	66.67	149.3%	345.10	399.98	86.3%	800.00
5260 · Accounting & Bookkeeping	0.00	3,083.33	0.0%	29,000.00	18,499.98	156.8%	37,000.00
5266 · Engineering Svcs-Dist Wide	0.00	83.33	0.0%	435.00	499.98	87.0%	1,000.00
5270 · Automotive - Repair & Maint	87.50	833.33	10.5%	7,546.46	4,999.98	150.9%	10,000.00
5280 · Conferences, Meetings, Seminars	0.00	41.67	0.0%	128.00	249.98	51.2%	500.00
5290 · Travel Expenses	0.00	41.67	0.0%	0.00	249.98	0.0%	500.00

Pajaro/Sunny Mesa Community Services District  
Profit & Loss Budget Performance  
December 2019

	Dec 19	Budget	% of Budget	Jul - Dec 19	YTD Budget	% of Budget	Annual Budget
5300 · Books & Subscriptions	0.00	125.00	0.0%	0.00	750.00	0.0%	1,500.00
5305 · Water Conservation Program	0.00	125.00	0.0%	0.00	750.00	0.0%	1,500.00
5320 · Membership Fees and Dues	0.00	1,583.33	0.0%	18,295.40	9,499.98	192.6%	19,000.00
5326 · Licenses and Certifications	60.00	166.67	36.0%	180.00	999.98	18.0%	2,000.00
5330 · Telephone	1,346.56	1,416.67	95.1%	7,340.39	8,499.98	86.4%	17,000.00
5340 · Burglar Alarm Monitoring	84.00	62.50	134.4%	514.00	375.00	137.1%	750.00
5370 · Fuel - Trucks	1,933.61	2,000.00	96.7%	12,192.34	12,000.00	101.6%	24,000.00
5390 · Bank Charges	0.00	16.67	0.0%	250.00	99.98	250.1%	200.00
5391 · Credit Card Transaction Fees	213.21	625.00	34.1%	4,701.99	3,750.00	125.4%	7,500.00
5400 · Miscellaneous Expense	0.00	16.67	0.0%	0.00	99.98	0.0%	200.00
5XXX · Indirect Allocation	0.00	50.00	0.0%	0.00	300.00	0.0%	600.00
6560 · Payroll Processing Expenses	0.00	6,666.67	0.0%	0.00	39,999.98	98.7%	80,000.00
6577 · COP Debt Service - Interest	0.00						
<b>Total INDIRECT</b>	<b>102,733.21</b>	<b>129,512.49</b>	<b>79.3%</b>	<b>735,269.03</b>	<b>777,074.42</b>	<b>94.6%</b>	<b>1,554,150.00</b>
5190 · Soil and Water Tests	1,972.50	2,833.33	69.6%	15,344.30	16,999.98	90.3%	34,000.00
5210 · Customer Orders	0.00			-4,629.46			
5220 · Water System - Repair & Maint	17,608.68	16,666.67	105.7%	148,969.95	99,999.98	149.0%	200,000.00
5225 · Street Maintenance	1,124.77	2,720.83	41.3%	56,886.55	16,324.98	348.5%	32,650.00
5230 · Park - Repair & Maint	129.50	83.33	155.4%	755.06	499.98	151.0%	1,000.00
5231 · Pajaro Park Expense	762.22	0.00	100.0%	17,022.38	0.00	100.0%	0.00
5265 · Engineering Expenses	145.00	83.33	174.0%	1,450.00	499.98	29.0%	1,000.00
5310 · Utilities - Well Site	10,513.53	14,000.00	75.1%	69,764.49	84,000.00	83.1%	168,000.00
5315 · Utilities - Street Lighting	2,123.18	2,333.33	91.0%	10,301.25	13,999.98	73.6%	28,000.00
5325 · Permits	6,547.20	2,083.33	314.3%	12,109.20	12,499.98	96.9%	25,000.00
5360 · Fuel - Generator	0.00	125.00	0.0%	13,551.50	750.00	1,806.9%	1,500.00
5426 · Vega Assmt Bond Expense	2,823.70			5,997.78			
5427 · Improvement Project-Springfield	1,032.40			28,934.35			
5428 · COP Bond Expense	0.00	291.67	0.0%	2,225.00	1,749.98	127.1%	3,500.00
5433 · Pajaro Water Bond Interest Exp	0.00	1,029.17	0.0%	8,064.37	6,174.98	130.6%	12,350.00
6575 · Vega Debt Service-Interest	0.00	12,333.33	0.0%	75,017.50	73,999.98	101.4%	148,000.00
<b>Total Expense</b>	<b>147,515.89</b>	<b>184,095.81</b>	<b>80.1%</b>	<b>1,195,728.25</b>	<b>1,104,574.22</b>	<b>108.3%</b>	<b>2,209,150.00</b>
<b>Net Ordinary Income</b>	<b>-22,468.29</b>	<b>-15,454.15</b>	<b>145.4%</b>	<b>-170,030.82</b>	<b>-92,724.34</b>	<b>183.4%</b>	<b>-185,450.00</b>
<b>Other Income/Expense</b>							
4100 · Late Payment Penalties	603.81	416.67	144.9%	3,096.52	2,499.98	123.9%	5,000.00
4101 · Billing Adjustments	0.00	41.67	0.0%	0.00	249.98	0.0%	500.00
4110 · Hydrant Sales	824.15	333.33	247.2%	9,213.10	1,999.98	460.7%	4,000.00
4115 · Testing Fees	0.00	625.00	0.0%	1,120.00	3,750.00	29.9%	7,500.00
4140 · Connection Fees	2,152.00	358.33	600.6%	7,532.00	2,149.98	350.0%	4,300.00
4141 · Application Fees	0.00	45.83	0.0%	275.00	274.98	100.0%	550.00
4146 · Other Fees	0.00	33.33	0.0%	0.00	199.98	0.0%	400.00
4200 · Street Maintenance-Reimb	0.00	5,316.67	0.0%	0.00	31,899.98	0.0%	63,800.00
4210 · Vega Bond Assessments	0.00	22,750.00	0.0%	440.47	136,500.00	0.3%	273,000.00
4280 · Pro-Rata Tax Collection Share	0.00	2,083.33	0.0%	87.88	12,499.98	0.7%	25,000.00
4285 · P.V.W.M.A. Collection Fee	1,636.42	2,250.00	72.7%	15,575.18	13,500.00	115.4%	27,000.00
4300 · Collection of Previous W/O Acct	0.00	41.67	0.0%	0.00	249.98	0.0%	500.00
4305 · Miscellaneous Revenue	0.00	125.00	0.0%	2,675.00	750.00	356.7%	1,500.00

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

December 2019

	Dec 19	Budget	% of Budget	Jul - Dec 19	YTD Budget	% of Budget	Annual Budget
4307 · Returned Check Charges	0.00			50.00			
4311 · Interest on Pooled Investments	0.00			965.45			
4340 · Utility Reimbursements	0.00	2,333.33	0.0%	0.00	13,999.98	0.0%	28,000.00
4341 · Lighting Admin Reimbursements	0.00	1,000.00	0.0%	0.00	6,000.00	0.0%	12,000.00
4345 · Customer Order Reimbursements	1,190.00			2,440.00			
4346 · District 25% Overhead Fee	0.00	41.67	0.0%	0.00	249.98	0.0%	500.00
4350 · Interest Revenue	0.00	475.00	0.0%	2,178.82	2,850.00	76.4%	5,700.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	0.00	349.98	0.0%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	0.00	199.98	0.0%	400.00
5409 · Pajaro Improve Proj-Grant Reimb	0.00			368,246.72			
5424 · Springfld Bottled Wtr Gr Reimb	371.07			20,728.96			
5794 · Water Bond Assessments	0.00	3,312.50	0.0%	0.00	19,875.00	0.0%	39,750.00
5796 · Pajaro Park Revenue	0.00			2,700.00			
<b>Total Other Income</b>	<b>6,777.45</b>	<b>41,674.99</b>	<b>16.3%</b>	<b>437,325.10</b>	<b>250,049.74</b>	<b>174.9%</b>	<b>500,100.00</b>
<b>Other Expense</b>							
5435 · Improvement Project-Pajaro	618.75			3,938.75			
<b>Total Other Expense</b>	<b>618.75</b>			<b>3,938.75</b>			
<b>Net Other Income</b>	<b>6,158.70</b>	<b>41,674.99</b>	<b>14.8%</b>	<b>433,386.35</b>	<b>250,049.74</b>	<b>173.3%</b>	<b>500,100.00</b>
<b>Net Income</b>	<b>-16,309.59</b>	<b>26,220.84</b>	<b>-62.2%</b>	<b>263,355.53</b>	<b>157,325.40</b>	<b>167.4%</b>	<b>314,650.00</b>

**Pajaro/Sunny Mesa Community Services District  
 Profit & Loss Budget vs. Actual  
 December 2019**

	Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4001 · Route 1 - Pajaro	18,308.93	23,975.00	-5,666.07	76.37%
4002 · Route 2 - Pajaro	18,571.35	24,850.00	-6,278.65	74.73%
4003 · Route 3 - Commercial	15,094.21	22,750.00	-7,655.79	66.35%
4004 · Route 4 - Trailer Park	901.76	1,141.67	-239.91	78.99%
4005 · Route 5 - San Juan Rd Apts	918.86	1,225.00	-306.14	75.01%
4006 · Route 6 - Sunny Mesa	7,933.26	10,541.67	-2,608.41	75.26%
4007 · Route 7 - CSA 73	8,642.79	11,725.00	-3,082.21	73.71%
4008 · Route 8 - Vega	8,835.34	12,600.00	-3,764.66	70.12%
4010 · Route 10 -Springfield	850.00	875.00	-25.00	97.14%
4011 · Route 11 - Moss Landing	18,250.13	22,333.33	-4,083.20	81.72%
4012 · Route 12 - Blackie Road	1,646.21	2,758.33	-1,112.12	59.68%
4013 · Route 13 - Normco	20,351.37	27,125.00	-6,773.63	75.03%
4014 · Route 14 - Vierra	2,890.51	3,983.33	-1,092.82	72.57%
4015 · Route 15 - Langley/VP	1,862.88	2,758.33	-905.45	67.17%
<b>Total Income</b>	<b>125,047.60</b>	<b>168,641.66</b>	<b>-43,594.06</b>	<b>74.15%</b>
<b>Gross Profit</b>	<b>125,047.60</b>	<b>168,641.66</b>	<b>-43,594.06</b>	<b>74.15%</b>
<b>Expense</b>				
<b>INDIRECT</b>				
5000 · Salaries and Wages	50,475.39	62,750.00	-12,274.61	80.44%
5005 · Administrative Fees	478.04	475.00	3.04	100.64%
5030 · Payroll Tax Expense	1,231.77	1,333.33	-101.56	92.38%
5040 · Worker's Comp Insurance	0.00	1,916.67	-1,916.67	0.0%
5050 · Employee Health Insurance	13,920.99	15,166.67	-1,245.68	91.79%
5070 · Employee Retirement	11,270.72	9,416.67	1,854.05	119.69%
5090 · Other Employee Expense	1,023.44	208.33	815.11	491.26%
5120 · Property Taxes	0.00	125.00	-125.00	0.0%
5130 · Utilities - Office	243.26	333.33	-90.07	72.98%
5140 · Building Repair & Maint	364.58	583.33	-218.75	62.5%
5145 · District Wide Repair & Maint	1,170.20	1,083.33	86.87	108.02%
5150 · Garbage Service	284.34	300.00	-15.66	94.78%

Pajaro/Sunny Mesa Community Services District  
 Profit & Loss Budget vs. Actual  
 December 2019

	Dec 19	Budget	\$ Over Budget	% of Budget
5160 · Office Equip Rental	790.89	833.33	-42.44	94.91%
5165 · Computer Software	469.75	833.33	-363.58	56.37%
5170 · Office Equipment Repair & Maint	0.00	300.00	-300.00	0.0%
5175 · Small Tools - Repair & Maint.	357.73	83.33	274.40	429.29%
5180 · Casualty Ins/Liability Ins	0.00	2,583.33	-2,583.33	0.0%
5200 · Billing Supplies	0.00	308.33	-308.33	0.0%
5240 · Office Supplies	149.23	291.67	-142.44	51.16%
5245 · Postage	1,000.00	708.33	291.67	141.18%
5250 · Legal Expenses	12,453.81	11,666.67	787.14	106.75%
5255 · Interest Expense	3,324.19	1,208.33	2,115.86	275.11%
5256 · Interest Exp-Financed Items	0.00	66.67	-66.67	0.0%
5260 · Accounting & Bookkeeping	0.00	3,083.33	-3,083.33	0.0%
5266 · Engineering Svcs-Dist Wide	0.00	83.33	-83.33	0.0%
5270 · Automotive - Repair & Maint	87.50	833.33	-745.83	10.5%
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	0.00	1,583.33	-1,583.33	0.0%
5326 · Licenses and Certifications	60.00	166.67	-106.67	36.0%
5330 · Telephone	1,346.56	1,416.67	-70.11	95.05%
5340 · Burglar Alarm Monitoring	84.00	62.50	21.50	134.4%
5370 · Fuel - Trucks	1,933.61	2,000.00	-66.39	96.68%
5390 · Bank Charges	0.00	16.67	-16.67	0.0%
5391 · Credit Card Transaction Fees	213.21	625.00	-411.79	34.11%
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	6,666.67	-6,666.67	0.0%
Total INDIRECT	102,733.21	129,512.49	-26,779.28	79.32%
5190 · Soil and Water Tests	1,972.50	2,833.33	-860.83	69.62%
5220 · Water System - Repair & Maint	17,608.68	16,666.67	942.01	105.65%
5225 · Street Maintenance	1,124.77	2,720.83	-1,596.06	41.34%

**Pajaro/Sunny Mesa Community Services District**  
**Profit & Loss Budget vs. Actual**  
 December 2019

	Dec 19	Budget	\$ Over Budget	% of Budget
5265 · Engineering Expenses	145.00	83.33	61.67	174.01%
5310 · Utilities - Well Site	10,513.53	14,000.00	-3,486.47	75.1%
5315 · Utilities - Street Lighting	2,123.18	2,333.33	-210.15	90.99%
5325 · Permits	6,547.20	2,083.33	4,463.87	314.27%
5360 · Fuel - Generator	0.00	125.00	-125.00	0.0%
5426 · Vega Assmnt Bond Expense	2,823.70			
5427 · Improvement Project-Springfield	1,032.40			
5428 · COP Bond Expense	0.00	291.67	-291.67	0.0%
5433 · Pajaro Water Bond Interest Exp	0.00	1,029.17	-1,029.17	0.0%
6575 · Vega Debt Service-Interest	0.00	12,333.33	-12,333.33	0.0%
<b>Total Expense</b>	<b>146,624.17</b>	<b>184,012.48</b>	<b>-37,388.31</b>	<b>79.68%</b>
<b>Net Ordinary Income</b>	<b>-21,576.57</b>	<b>-15,370.82</b>	<b>-6,205.75</b>	<b>140.37%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4100 · Late Payment Penalties	603.81	416.67	187.14	144.91%
4101 · Billing Adjustments	0.00	41.67	-41.67	0.0%
4110 · Hydrant Sales	824.15	333.33	490.82	247.25%
4115 · Testing Fees	0.00	625.00	-625.00	0.0%
4140 · Connection Fees	2,152.00	358.33	1,793.67	600.56%
4141 · Application Fees	0.00	45.83	-45.83	0.0%
4146 · Other Fees	0.00	33.33	-33.33	0.0%
4200 · Street Maintenance-Reimb	0.00	5,316.67	-5,316.67	0.0%
4210 · Vega Bond Assessments	0.00	22,750.00	-22,750.00	0.0%
4280 · Pro-Rata Tax Collection Share	0.00	2,083.33	-2,083.33	0.0%
4285 · P.V.W.M.A. Collection Fee	1,636.42	2,250.00	-613.58	72.73%
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%
4307 · Returned Check Charges	0.00			
4340 · Utility Reimbursements	0.00	2,333.33	-2,333.33	0.0%
4341 · Lighting Admin Reimbursements	0.00	1,000.00	-1,000.00	0.0%
4345 · Customer Order Reimbursements	1,190.00			
4346 · District 25% Overhead Fee	0.00	41.67	-41.67	0.0%

**Pajaro/Sunny Mesa Community Services District  
 Profit & Loss Budget vs. Actual  
 December 2019**

	Dec 19	Budget	\$ Over Budget	% of Budget
4350 · Interest Revenue	0.00	475.00	-475.00	0.0%
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	-58.33	0.0%
4360 · Legal Counsel Reimbursement	0.00	33.33	-33.33	0.0%
5424 · Springfld Bottled Wtr Gr Reimb	371.07			
5794 · Water Bond Assessments	0.00	3,312.50	-3,312.50	0.0%
<b>Total Other Income</b>	<b>6,777.45</b>	<b>41,674.99</b>	<b>-34,897.54</b>	<b>16.26%</b>
Other Expense				
5435 · Improvement Project-Pajaro	618.75			
<b>Total Other Expense</b>	<b>618.75</b>			
<b>Net Other Income</b>	<b>6,158.70</b>	<b>41,674.99</b>	<b>-35,516.29</b>	<b>14.78%</b>
<b>Net Income</b>	<b>-15,417.87</b>	<b>26,304.17</b>	<b>-41,722.04</b>	<b>-58.61%</b>

<b>Total Income</b>	<b>\$131,825.05</b>	<b>Total Expenses</b>	<b>\$148,134.64</b>	<b>Difference</b>	<b>-\$16,309.59</b>
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<b>November Total Cash</b>	<b>\$382,276.24</b>	<b>December Total Cash</b>	<b>\$302,619.09</b>	<b>Difference</b>	<b>-\$79,657.15</b>
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**PAJARO/SUNNY MESA  
COMMUNITY SERVICES DISTRICT**

**CONSULTING ENGINEERING SERVICES  
FEASIBILITY STUDY—STANDBY GENERATORS**

**REQUEST FOR PROPOSAL**

January 27, 2020

Proposals Due By: Feb. 27, 2020 at 2:00 PM PST

At

Pajaro/Sunny Mesa Community Services District

136 San Juan Road

Royal Oaks, CA 95076

**REQUEST FOR PROPOSAL**  
**FEASIBILITY STUDY—STANDY GENERATORS**

**Deadline: Feb. 27, 2020 - 2:00 p.m.**

The Pajaro/Sunny Mesa Community Services District (District) was incorporated in 1992 and provides water service to the unincorporated communities of Pajaro and Sunny Mesa in North Monterey County. Currently there are approximately 760 customers in these two service areas. These two service areas are physically separated and have their own water systems that are not interconnected. In addition to these two original water systems, the District has acquired 7 other water systems that they own, manage, operate and maintain. These additional water systems which have approximately 709 customers are:

- Vega Mutual
- Moss Landing
- Blackie Road
- Normco
- Vierra
- Langley
- Springfield

The District has numerous wells and booster pumps for these water systems, but currently has only 1 standby generator for these systems. This standby generator is located at Well #2 and has reached the end of its useful life and needs to be replaced. Table 1 is a list of these sites and the pumps at each site. Figure 1 shows the approximate location of these sites. It is to be noted that a separate generator is required for the District office building where Well #1 is located. The consulting engineering services that are required are described in the Scope of Services.

The scope of services, proposal contents, and sample contract is posted on the District's website

<http://pajarosunnymesa.com>

Proposals should be sent to the following address:

Pajaro/Sunny Mesa Community Services District  
 Attn: Don Rosa, General Manager  
 136 San Juan Road  
 Royal Oaks, CA 95076

**Proposals will not be accepted after the date and time designated above.** It is the sole responsibility of the proposer to see that the proposal is delivered and received by the deadline. Any proposal received after said designated date and time shall be returned to the proposer unopened.

Proposals will not be opened publicly, and the District will endeavor to keep such confidential until a consultant or consultants are recommended to the Board of Directors. Proposal must bear original signatures and figures.

### SCOPE OF SERVICES

The Consultant shall inspect each site and determine what is required to install a standby generator at each site. In addition to selecting a specific generator for each site, the following items shall be identified:

- Modifications to the existing MCC to accommodate an automatic transfer switch and any other required electrical upgrades
- Generator foundation requirements
- Site improvement requirements including access road and fencing
- Permit requirements and costs for the necessary permits from the Monterey Bay Air Resources District

Generators shall be permanent generators with in-base fuel tanks and shall meet all requirements of the Monterey Bay Air Resources District. The District may want the Consultant to evaluate portable generators. That determination will be made upon completion of the initial work and shall be covered by a contract change order.

The deliverable shall be a feasibility study for each site, detailed contract documents are not required at this time. The District has site plans of varying degrees of completeness and accuracy for each site that the Consultant shall use in performing these services. Update site plans are a required deliverable. These site plans which can include photographs of existing conditions and shall identify all required work.

Detailed cost estimates shall be prepared for each site and preliminary selection of generator will be required for each site with Caterpillar being the District's preferred brand.

District staff will be available to accompany the consultant to one site visit to each site.

## PROPOSAL REQUIREMENTS

Each individual or firm (Proposer) submitting a proposal shall meet all the terms and conditions specified in the Request for Proposal (RFP). By its proposal submittal, the Proposer acknowledges agreement with the acceptance of all provisions of the RFP, proposals are firm for a period of ninety (90) days.

The District is not liable for any costs incurred by Proposers before entering into a formal contract. Costs of developing the proposal or any other such expenses incurred by the Proposer in response to the RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the District.

All proposals, irrespective of irregularities, will be accepted at the time specified. A tally of names will be performed and released upon request. No other information will be released.

### A. TECHNICAL PROPOSAL

The following information is to be submitted as part of the proposal.

There is no page restriction on the proposal other than no individual resume may be longer than 2 pages. Proposals shall be clear, well-organized, brief, precise, and shall not include any generic promotional material. Minimum font size shall be 11. The proposal is to be organized as follows:

1. **Cover Letter:** Describe your firm or team's interest and commitment in providing engineering services. Describe why your firm or team is best qualified to provide the engineering services requested. The cover letter shall be signed by an officer of the consulting firm who is authorized to contractually bind the firm to negotiate a contract with the District. The cover letter shall also be signed by the Project Manager who has the responsibility for project execution. If these individuals are the same, please state so. Provide name, title, address, email and telephone numbers of signers.

The cover letter will also identify any RFP Addenda numbers that have been posted on the District's website (<http://pajarosunnymesa.com>) and reviewed as part of the Proposal preparation.

2. **Consultant Firm Information:** Provide the following information about the firm to demonstrate its experience on similar projects to those contemplated in the RFP. Information presented should be brief and not include any unnecessary promotional material.
  - a. Legal name of firm
  - b. Location and phone number of main office that will be managing the project and of all other offices providing significant support
  - c. Date firm established

- d. Type of organization (partnership, corporation, etc.) and where incorporated.
- e. Location of corporate office.
- f. Current size of firm and size variation over the past 5 years

**3. Project Team/Organization Chart:** Provide an organization chart showing all key team individuals and identifying key subconsultants. This shall include project manager, project engineer(s), QA/QC staff, and all staff expected to have regular contact with the District. Describe your staff's unique qualifications and training for this type of work. Include 2-page resume of all staff identified on the organization chart and firm description of all subconsultants.

**4. Experience:** Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Emphasize the firm's and identify specific experience with electrical modifications and standby power selection working with smaller water or wastewater utilities in rural areas. Provide at least five, but not more than 10 current (within the last 5 years) references for projects of similar size and scope and location. References shall be current agency employees.

**5. Workplan and Approach to the Project:** Describe your approach to this project, and any special ideas, techniques or suggestions that you think might make the project proceed smoothly. The workplan presented in this section shall be the basis for the negotiated scope of services. Therefore, it needs to be detailed, but concise.

In order to demonstrate its thorough understanding and approach to the project, the Consultant shall submit a spreadsheet showing the project tasks and subtask and personnel, including subconsultants, assigned to these tasks. This is the same spreadsheet to be used for the cost proposal; however, the spreadsheet submitted in the body of the Proposal should not show hourly rates or hours. Rows should be used for tasks and subtasks and columns for personnel. Include a table showing a percentage of total project time that each designated individual will provide on the project. If specific personal are not assigned at this time, provide the percentage of time for that employee classification.

**Schedule:** It is the intent of the District to select the consultant on March 26<sup>th</sup> and issue the notice to proceed (NTP) on April 1<sup>st</sup>. The Draft Report is due on June 1<sup>st</sup>. The District will review the draft report and the Final Report is due 30 days after the District provides the Consultant with their comments. See Figure 2 -- Schedule

6. **Rate Schedule:** Provide 2020 rate schedule that identifies hourly rate for each category of staff and lists all extra costs that are not included in hourly rate schedule. Markup for subconsultants and direct costs will be limited to 10%.

7. **Contract Terms and Conditions:** Consultant shall state its willingness to accept the terms and conditions in the District's Standard Agreement for Engineering Services, a copy of which is included. Consultant shall list items to which it takes exception, and provide alternative language if needed. *If no exceptions are taken, then it is understood that no negotiations relative to contract language are necessary. The District reserves as its right and at its sole discretion to accept or reject any proposed revisions.*

**B. COST PROPOSAL**

A separate sealed envelope shall be provided containing the cost proposals. Cost proposals will contain detailed task breakdown that identifies your project approach, the number of hours budgeted for individual staff members for each task, the hourly rate for each staff member, all owner direct costs, and the total not-to-exceed project cost. This spreadsheet will be the same as submitted as part of the Workplan in Item 5 above.

**C. PRE-SUBMITTAL MEETING AND QUESTIONS**

A pre-submittal meeting will be held on 13 February 2020 at 10:00 a.m. at the District office to review the project and answer any questions proposers may have. Site visits will be made to Well #1, #2, and Sunny Mesa (well and booster station)

The District will also accept pre-submittal written questions from RFP participants. In the interest of clarity and complete responses to the RFP, all questions are to be submitted via email to Don Rosa (donrosa@pajarosunnymesa.com) by 19 February 2015. Phone calls with questions will not be accepted and no questions may be submitted after the date specified. RFP participants are encouraged to cover all questions in a single response so that District staff can provide timely and effective answers. Responses to questions shall be posted on the District's website. It is the proposer's responsibility to check the website often during the preparation of the proposal.

**D. DEADLINE FOR SUBMISSION OF PROPOSALS**

1. Interested firms should submit proposals by 2:00 P.M. February 27, 2020 to:  
Pajaro/Sunny Mesa Community Services District  
136 San Juan Road  
Royal Oaks, CA 95076  
Attn: Don Rosa  
General Manager

2. Technical Proposals should be sealed and marked:  
**Technical Proposal – Feasibility Study, Standby Generators**
  
3. Cost Proposals should be sealed and marked:  
**Cost Proposal – Feasibility Study, Standby Generators**

**SELECTION OF CONSULTANT**

A committee made up of District staff and, Board members will evaluate proposals. They will be evaluated based on experience, qualifications, references, your approach to the project, degree of District staff time required to complete the project, and any innovative ideas you have for making the project go quickly and smoothly. No interviews will be conducted although the District may call each consultant and ask for clarifications.

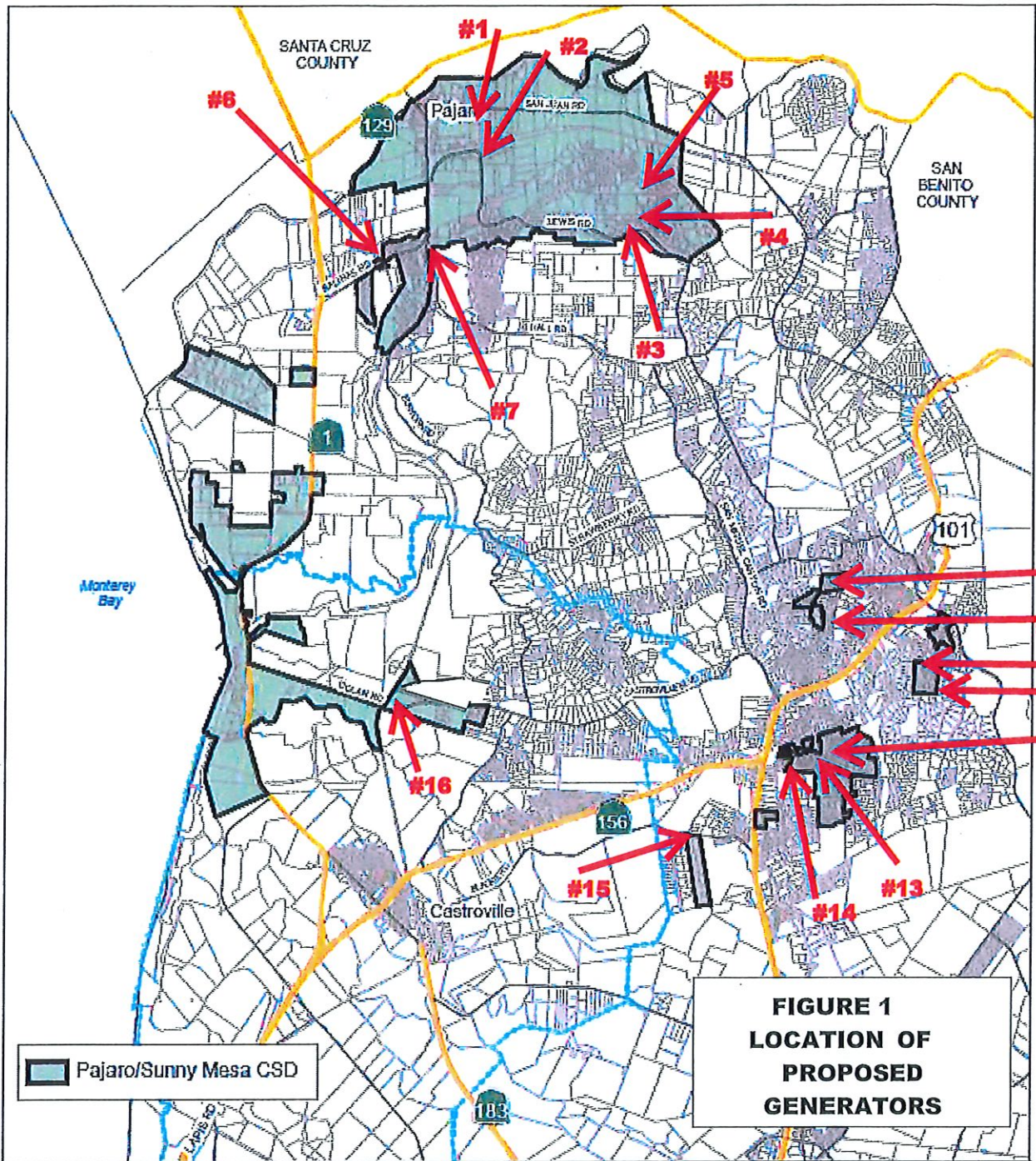
The consultant determined best qualified to perform this project will be recommended to the Board of Directors for contract award pending successful contract negotiations. The District reserves the right to reject any and all proposals for any reason deemed appropriate by the District.

TABLE 1: LIST OF PROPOSED GENERATOR SITES			
SITE #	SITE NAME	# of PUMPS	HP of EACH
1	Well #2 Pajaro	3	5-50, 1-100
2	Well #1 Pajaro	1	60
2	Office	0	Office Bldg.
3	Andreas Tank	2	5
4	Convenant BP	1	2.5
5	Kari Lane	1	5
6	Sunny Mesa Tank	4	2-15, 1-5, 1-50
7	Sunny Mesa Well	2	1-50, 1-25
8	Langley Canyon Lower	2	5
9	Langley Canyon Upper	2	20
10	Matehorn Well	2	1-5, 1-10
11	Celeste Tank and Booster	1	5
12	Normco Tank BP	2	5
13	Berta Well #1	1	30
14	Manzanita	1	125
15	Blackie	3	1-7.5, 1-3, 1-5
16	Moss Landing	2	50



FIGURE 2: PROPOSED SCHEDULE

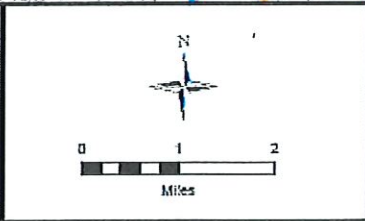
DESCRIPTION	DATE	January	February	March	April	MAY	June	July
Release RFP	1/27/2020							
Pre-Proposal Mtg.	2/13/2020							
Receive Proposals	2/27/2020							
Review Proposals								
Board Selects Consultant	3/26/2020							
District Issues NTP	4/1/2020							
Consultant Submits Draft Report	6/1/2020							
District Reviews Draft Report								
Consultant submits Final Report	7/24/2020							



**LAFCO of Monterey County**  
LOCAL AGENCY FORMATION COMMISSION

P.O. Box 1359  
Salinas, CA 93802  
Telephone (531) 254-5838

132 W. Galton St., Suite 102  
Salinas, CA 93801  
FAX (531) 754-5831



**SPECIAL DISTRICTS**

**PAJARO/SUNNY MESA  
COMMUNITY SERVICES DISTRICT**

Map prepared: 12/19/2014

### Consulting Contract

This Contract is entered into (Insert date) is by and between the Pajaro Sunny Mesa Community Services District (“DISTRICT” herein), a political subdivision of the State of California, and \_\_\_\_\_, a corporation (hereinafter “CONSULTANT”).

#### Recitals

- A. The DISTRICT has determined it is necessary to have a report prepared that analyzes the addition of standby power generators to various sites within the District and determine the cost of these installations, hereinafter referred to as the “PROJECT”.
- B. The requirements of creating and implementing PROJECT are more efficiently satisfied by the DISTRICT’S retention of a CONSULTANT.
- C. The DISTRICT has determined that CONSULTANT possesses such specialized professional skill and ability, and the DISTRICT has approved the selection of the CONSULTANT.
- D. DISTRICT shall pay all costs associated with the PROJECT in an amount not to exceed \_\_\_\_\_ Dollars and no cents (\$ \_\_\_\_\_ ).

#### THE PARTIES HEREBY AGREE AS FOLLOWS:

- 1. SCOPE OF ENGAGEMENT: CONSULTANT shall perform in a professional manner the services as described in EXHIBIT A and incorporated herein by reference as if fully set forth as part of this Contract.
- 2. CONTRACT PERIOD: This Contract shall be in full force and effect as of the date first set forth above until expiration by completion of the PROJECT or as defined in Section 3 of this Contract whichever occurs first; or unless terminated according to Section 17 of this Contract.
- 3. SCHEDULE OF PERFORMANCE: CONSULTANT acknowledges that time is an important element in this Contract, and CONSULTANT agrees to complete the PROJECT no later than 24 July 2020. If CONSULTANT is unable to procure necessary information from the DISTRICT in order to meet the schedule, CONSULTANT shall

immediately notify the DISTRICT in writing, and the DISTRICT and CONSULTANT may agree to a new deadline for the completion of CONSULTANT'S work.

4. COMPENSATION AND PAYMENT: DISTRICT shall pay CONSULTANT for the services on a time and expense not-to-exceed basis in accordance with the provisions of this Section and the Compensation Schedule and Cost Proposal attached hereto as Exhibit B and incorporated herein by reference. CONSULTANT'S compensation for all work performed in accordance with this Contract, including all reimbursable items and sub-consultant fees, shall not exceed \_\_\_\_\_ Dollars an no/100 (\$ \_\_\_\_\_).. No billing rate change shall be made during the term of this Contract without the prior written approval of the District.

Payments to CONSULTANT by the DISTRICT shall be made within sixty (60) days after receipt by the DISTRICT of CONSULTANT'S itemized invoice based on completion of PROJECT tasks as specified in EXHIBIT A.

As each payment is due, CONSULTANT shall submit an invoice to DISTRICT for the tasks describing the Services performed. The invoice shall include at a minimum, the title(s) of personnel performing work, hours spent, payment rate, - a listing of all reimbursable costs, current costs and cumulative costs to date, and percent complete on a task-by-task basis. The invoice shall also include a narrative progress report of specific accomplishments during the billing period, problems encountered or anticipated, plans for resolving problems, accomplishments scheduled for the next billing period, and results of any significant activities. DISTRICT shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by DISTRICT.

CONSULTANT'S fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, reimbursable expenses and supplies, materials, and equipment, and services incurred by CONSULTANT and used in carrying out or completing the work.

DISTRICT shall have the right to receive, upon request, documentation substantiating charges billed to DISTRICT. DISTRICT shall have the right to perform an audit of the CONSULTANT'S relevant records pertaining to the charges.

5. INDEPENDENT CONSULTANT: The parties intend that CONSULTANT, in performing the services hereinafter specified, shall act as an independent CONSULTANT and shall have the control of the work and the manner in which it is performed. It is understood and agreed that this Contract is not a contract of employment in the sense that the relationship of master and servant exists between the DISTRICT and undersigned. At all times, CONSULTANT shall be deemed to be an independent CONSULTANT and CONSULTANT is not authorized to bind the DISTRICT to any contracts or other obligations in executing the Contract. CONSULTANT is not to be considered an agent or employee of the DISTRICT and is not entitled to participate in a pension plan, insurance, bonus or similar benefits the District provides. CONSULTANT will determine the method, details and means of performing the services described in EXHIBIT A.
6. ASSIGNMENT/DELEGATION: The parties agree that the expertise and experience of CONSULTANT and any subconsultants are material considerations for this Contract. CONSULTANT shall not assign or transfer any rights, duties, obligations or interest in this Contract nor the performance of any of CONSULTANT'S obligations hereunder, without the prior written consent of the District Manager, and any attempt by CONSULTANT to so assign this Contract or any rights, duties or obligations arising hereunder shall be void and of no effect and a breach of this Contract. Consent to any single assignment or transfer shall not constitute consent to any further assignment or transfer.
7. FAMILIARITY WITH WORK. By executing this Contract, CONSULTANT warrants that: (1) it has investigated the work to be performed, (2) it will investigate the sites of the work; and (3) it understands the difficulties and restrictions of the work under this Contract. Should CONSULTANT discover any conditions materially differing from those inherent in the work or as represented by the DISTRICT, it shall immediately

inform DISTRICT and shall not proceed, except at CONSULTANT'S risk, until written instructions are received from the DISTRICT.

8. PROPRIETARY OR CONFIDENTIAL INFORMATION: CONSULTANT understands and agrees that, in the performance of the work or services under this Contract or in contemplation thereof, CONSULTANT may have access to private or confidential information which may be owned or controlled by the DISTRICT and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to the DISTRICT. CONSULTANT agrees that all information disclosed by the DISTRICT to CONSULTANT shall be held in confidence and used only in performance of this Contract. CONSULTANT shall exercise the same standard of care to protect such information as a reasonably prudent CONSULTANT would use to protect its own proprietary or confidential data.

9. INDEMNIFICATION

- 9.1 Pursuant to Civil Code Section 2782.8 and to the fullest extent permitted by law, CONSULTANT agrees to indemnify and hold harmless DISTRICT, its board members, officers, employees and agents (each an "Indemnified Party") from and against any and all actions, causes of actions, demands, claims, losses, expenses (including reasonable attorneys' fees, experts fees, court costs and disbursements) or liability (collectively called "Actions") of any nature, including death or injury to any person, property damage or any other loss, arising out of, pertaining to, or relating to the negligence, recklessness or willful misconduct of the CONSULTANT, its officers, employees, agents or contractors under this Contract to the extent caused by , and on a percentage basis of fault as ultimately determined by a court of competent jurisdiction. The acceptance of CONSULTANT'S services by the DISTRICT shall not operate as a waiver of such right of indemnification.
- 9.2 CONSULTANT acknowledges and agrees that it has an immediate and independent obligation to defend DISTRICT, its board members, officers, employees and agents' from any claim or Action which falls within this indemnification provision, which obligation shall arise at the time such claim is tendered to CONSULTANT by DISTRICT and continues at all times thereafter.

- 9.3 All of CONSULTANT'S obligations under this section are intended to apply to the fullest extent permitted.
- 10.. INSURANCE REQUIREMENTS: CONSULTANT agrees to have and maintain the policies set forth in EXHIBIT C entitled "INSURANCE REQUIREMENTS," which is attached and incorporated in this Contract as if set forth in full. All policies, endorsements, certificates and/or binders shall be subject to approval by the District. These requirements are subject to amendment or waiver only if so approved in writing by the District. CONSULTANT shall not commence work until all insurance required hereunder has been submitted and approved. A lapse in any required amount or type of insurance coverage during this Contract shall be a breach of this Contract.
11. INSPECTION AND OWNERSHIP OF WORK: CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Contract for three (3) years from the date of final payment to CONSULTANT pursuant to this Contract. During such period, DISTRICT shall have the right to examine and audit the records and to make transcripts therefrom. DISTRICT shall provide thirty (30) days written notice of its intent to inspect or audit any such records. Copies of such documents shall be provided to the DISTRICT for inspection at District Office when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available for inspection or audit at CONSULTANT'S address indicated for receipt of notices in this Contract during CONSULTANT'S normal business hours. Any DISTRICT'S employee, CONSULTANT, subconsultant or agent who may have access to such records shall execute a non-disclosure agreement before being granted such access.

Where the DISTRICT has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of CONSULTANT'S business, or closure of the local office of CONSULTANT'S business, the DISTRICT may, by written request by the Counsel of the DISTRICT require that custody of the records be given to the DISTRICT and that the records and documents be maintained at District Office. Access to such records and documents shall be granted to any party

authorized by CONSULTANT, CONSULTANT'S representatives, or CONSULTANT'S successor-in-interest.

Work products of CONSULTANT for this project, which are delivered under this Contract or which are developed, produced and paid for under this Contract, shall become and remain the property of DISTRICT without restriction or limitation upon their use. CONSULTANT shall not release any materials or copies of any materials to any parties other than the District and District staff. The reuse of CONSULTANT'S work products by DISTRICT for purposes other than intended by this contract shall be at no risk to CONSULTANT.

12. CONSULTANT LIABILITY IF AUDITED: CONSULTANT will assume all financial and statistical information provided to CONSULTANT by DISTRICT employees or representatives is accurate and complete. CONSULTANT shall, upon notice of audit, make work papers and other records available to the auditors.
13. COPYRIGHT FOR CONSULTANT'S PROPRIETARY SOFTWARE: To the extent that the service and/or deliverables provided by CONSULTANT are generated by CONSULTANT'S proprietary software, nothing contained herein is intended nor shall it be construed to require CONSULTANT to provide such software to DISTRICT. DISTRICT agrees that all ownership, including copyright, patents or other intellectual property rights to that software, lie with CONSULTANT.

Nothing herein shall be construed to entitle DISTRICT to any pre-existing CONSULTANT materials.

14. CONFLICT OF INTEREST: CONSULTANT shall at all times avoid conflicts of interest and take reasonable steps to avoid appearances of conflicts of interest in the performance of this Contract. Without limiting the foregoing, CONSULTANT, including its officers, employees and subconsultants, specifically covenants that it presently has no interest, and shall not acquire, any interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder. CONSULTANT further covenants that no one who has or will have any financial interest under this Contract is an officer or employee of the DISTRICT.



- CONSULTANT shall comply with DISTRICT's conflict of interest standards including filling a FPPC Form 700 and any schedules required by DISTRICT standards.
15. NON-DISCRIMINATION & NON-HARASSMENT: CONSULTANT shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination and non-harassment in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, sexual orientation, medical condition or physical handicap.
16. TERMINATION: At any time and without cause, the DISTRICT shall have the right in its sole discretion, to terminate this Contract by giving written notice to the CONSULTANT. In the event of such termination, the DISTRICT shall pay CONSULTANT for services rendered to the termination date, but no other form of compensation shall be owed. It is equally understood that CONSULTANT shall reimburse the DISTRICT for services yet to be rendered. In the event of termination, CONSULTANT shall deliver to the DISTRICT copies of all reports, documents, computer disks and other work ("Materials") prepared by CONSULTANT under this Contract, if any, and upon receipt thereof, the DISTRICT shall pay CONSULTANT for services performed by CONSULTANT to the date of termination. If CONSULTANT'S written work is contained on a hard computer disk drive, in the event of termination, CONSULTANT shall, in addition to providing a written copy of the information, immediately transfer any and all versions of written work from the hard computer disk drive to a compact disk or digital video disk and deliver the computer-readable materials to the DISTRICT.
17. DIRECTION OF WORK: CONSULTANT'S analysis and work product shall be performed and completed under the direction of the District Manager and her/his designee.
18. GOVERNING LAW: The law governing this Contract shall be that of the State of California.
19. COMPLIANCE WITH LAWS: CONSULTANT shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments.

- 20. WAIVER: Waiver of any breach or violation of any term or condition of this Contract shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The acceptance by DISTRICT of the performance of any work or services by CONSULTANT shall not be deemed to be a waiver of any term or condition of this Contract.
- 21. NOTICES: All notices and other communications required or permitted to be given under this Contract shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid and return receipt requested, addressed to the respective parties as follows

<u>District</u>	<u>CONSULTANT</u>
Pajaro Sunny Mesa Community Services District 136 San Juan Road Royal Oaks, CA 95076	

Notice shall be deemed communicated on the earlier of actual receipt or forty- eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer’s receipt, or by acknowledgment of facsimile transmission.

- 22. MERGER AND MODIFICATION: This writing is intended both as the final expression of the Contract between the parties hereto with respect to the included terms of the Contract, pursuant to California Code of Civil Procedure Section 1856 and as a complete and exclusive statement of the terms of the Contract. No modification to this Contract shall be effective unless and until such modification is evidenced by a writing signed by both parties.
- 23. SEVERABILITY: Each provision of this Contract is intended to be severable. If any term of any provision shall be determined by a court of competent jurisdiction to be illegal or invalid for any reason whatsoever; such provision shall be severed from this Contract and shall not affect the validity of the remainder of the Contract.
- 24. DISPUTE RESOLUTION: If any party employs counsel to enforce or interpret this Contract, including the commencement of any legal proceeding whatsoever (including insolvency, bankruptcy, arbitration, mediation, declaratory relief or other litigation), the

prevailing party shall be entitled to recover its reasonable attorneys' fees and court costs (including the service of process, filing fees, court and court reporter costs, investigative fees, expert witness fees, and the cost of any bonds, whether taxable or not) in addition to any other remedy it may obtain or be awarded. Any judgment or final order issued in any legal proceeding shall include such reimbursement for attorneys' fees and costs. In any legal proceeding, the "prevailing party" shall mean the party determined by the court to most nearly prevail and not necessarily the party in whose favor a judgment is rendered.

25. RECITALS: The recitals set forth at the beginning of this Contract of any matters or facts shall be conclusive proof of the truthfulness thereof and the terms and conditions set forth in the recitals, if any, shall be deemed a part of the Contract.
26. EXHIBITS: Each and every exhibit identified herein and identified is incorporated into this Contract as if set forth in full at the place of reference.
27. CHANGE ORDERS: In no event shall CONSULTANT be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by DISTRICT Before the commencement of the work.

In addition to services described in EXHIBIT A, the parties may from time to time agree in writing that CONSULTANT, for additional compensation, shall perform additional services including but not limited to:

Change in the services because of changes in scope of the work. Additional tasks not specified herein as required by the DISTRICT.

The DISTRICT and CONSULTANT shall agree in writing to any changes in compensation and/or changes in CONSULTANT'S services before the commencement of any work. If CONSULTANT deems work he/she has been directed to perform is beyond the scope of this Contract and constitutes extra work, CONSULTANT shall immediately inform the DISTRICT in writing of the fact. The DISTRICT shall make a determination as to whether such work is in fact beyond the scope of this Contract and constitutes extra work. If the DISTRICT determines that such work does constitute

extra work, it shall provide compensation to the CONSULTANT in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the DISTRICT and CONSULTANT. A supplemental Contract providing for such compensation for extra work shall be negotiated between the DISTRICT and the CONSULTANT. Such supplemental Contract shall be executed by the CONSULTANT and the District Manager upon recommendation of the District Engineer.

THE TERMS AND CONDITIONS OF THIS CONTRACT ARE HEREBY  
ACKNOWLEDGED AND AGREED TO:

Pajaro Sunny Mesa Community Services District	
Dated	Dated

**EXHIBIT A: INSERT OR ATTACH SCOPE OF SERVICES HERE**

SCOPE OF SERVICES

**EXHIBIT B: INSERT CONSULTANT'S RATE SCHEDULE HERE**

**EXHIBIT C - INSURANCE REQUIREMENTS****PLEASE GIVE THESE INSURANCE REQUIREMENTS TO YOUR INSURANCE AGENT**

- A. Certificates shall be issued to specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the DISTRICT, at the address set forth herein, of any pending cancellation of the policy. CONSULTANT shall notify DISTRICT of any pending change to the policy. All certificates shall be filed with the District.
1. Worker's Compensation and Employer's Liability Insurance: CONSULTANT shall have in effect during the entire life of this Contract Worker's Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Contract, CONSULTANT makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Contract".
  2. Liability Insurance: CONSULTANT shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this Contract from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the CONSULTANT'S operations under this Contract, whether such operations be by CONSULTANT or by any sub-CONSULTANT or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000), in aggregate or Three Million Dollars (\$3,000,000) combined single limit bodily injury and property damage for each occurrence.

CONSULTANT shall provide the DISTRICT with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions upon request. CONSULTANT shall maintain Automobile Liability Insurance pursuant to this Contract in an amount of not less than One Million Dollars (\$1,000,000) for each occurrence combined single limit or not less than One Million Dollars (\$1,000,000) for any one (1) person, and One Million Dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.

3. Professional Liability Insurance: If applicable, CONSULTANT shall take out and maintain during the life of this Contract a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of CONSULTANT pursuant to this Contract, in the amount of not less than One Million Dollars (\$1,000,000) combined single limit. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.
- B. The District, its subsidiary agencies, directors, officers, employees, and volunteers shall be named as additional insured on any such policies of comprehensive general and automobile liability insurance. Except for professional liability and worker's compensation insurance, the policies shall also contain a provision that the insurance afforded thereby to the DISTRICT, its subsidiary agencies, and their directors, officers, employees, and volunteers shall be primary insurance to the full limits of liability of the policy, and that if the DISTRICT, its subsidiary agencies and their directors, officers, employees, and volunteers have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- C. In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, DISTRICT, at its option, may, notwithstanding any other provision of this Contract to the contrary, immediately declare a material breach of this Contract and suspend all further work pursuant to this Contract.



- D. Prior to the execution of this Contract, any deductibles or self-insured retentions must be declared to and approved by DISTRICT.

**EXHIBIT D—ANTI LOBBYING CERTIFICATION  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE  
AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**RECIPIENT:**

**CONSULTANT**

By:

Name:

Title:

**EXHIBIT E – LABOR CODE COMPLAINT**

CONSULTANT will be required to keep informed of and take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, but not limited to, Section 1720 et seq. of the California Labor Code regarding public works, limitations on use of volunteer labor (California Labor Code Section 1720.4), labor complicate programs (California Labor Code Section 1771.5) and payment of prevailing wages for work done and funded pursuant to these Guidelines, including any payment to the Department of Industrial Relations under Labor Code Section 1771.3.



**Review and Submit**

**Submit Application Results**

- 1. Application Status
- 2. Substantial
- 3. Contact
- 4. Community
- 5. Mitigation Plan
- 6. Scope of Work
- 7. Schedule
- 8. Cost Estimate
- 9. Cost Share
- 10. Evaluation
- 11. Assurances and Certifications
- 12. Comments and Attachments
- 13. Review and Submit Application

- [Print Application](#)
- [Return to Home Page](#)
- [Logout](#)
- [Privacy Statement](#)
- [Disclaimers](#)

Congratulations, you have successfully submitted your application to your State.  
 All references to this application should include the following control number : CA-2020-035.

You may now print this application for your records. If you have any questions, please contact your application Point of Contact or call FEMA Help Desk at 1-855-228-3362.

Signed by: Judith Vazquez-Varela on 12-03-2019.

[Print Application](#)

[Return to Homepage](#)

# WaterDistrictJobs

The Career Resource for Water and Wastewater Professionals

## Maintenance Operator I/II

Pajaro/Sunny Mesa Community Services District

**Organization Type:**

Public Water/Wastewater Agency

**Location:**

Royal Oaks, California

**Job Status:**

Full-time

**Job ID:**

54133

[Organization Website](#) 

**BENEFITS:** • 70 Hours Paid Sick Leave • 13 Days Paid Holiday • Paid Vacation • Health Insurance Package • District Paid Retirement Plan • 457(B) Tax-deferred Retirement Plan Available • Tuition Reimbursement

**DESIRED QUALIFICATIONS:** • DI/T1 Certification

**REQUIREMENTS** • Valid Driver's License • Clean Driving Record-DMV Printout • Required to Pass a Drug Screen • Ability to Pass Pre-Employment Physical • Clear Background Check

**KNOWLEDGE AND SKILLS:** Good communication skills, ability to provide excellent customer service, safe work practices.

**DUTIES:** Under general supervision, operate and maintain water distribution systems, including pipeline, valves, meters, services, fire hydrants and related appurtenances and structures. Respond to customer concerns. Water quality sampling. Yard maintenance/grounds keeping. Utilize safe work practices and safety methods related to the work. Good record keeping. Read and interpret maps and plans. Operate and maintain a wide variety of hand and power tools and equipment related to work assignments. Operate assigned vehicles skillfully and safely.

**SALARY:** \$19.58 - \$22.04 / \$25.31-\$32.86 Hourly (Based on 5 step schedule)

**FOR MORE INFORMATION AND TO APPLY:** submit resume to [info@pajarosunnymesa.com](mailto:info@pajarosunnymesa.com) or in person at 136 San Juan Road, Royal Oaks CA 95076

**When applying, mention you saw this opening listed at WaterDistrictJobs.com.**

## DISTRICT OPERATIONS REPORT

January 23, 2019

TOPIC	STATUS	DATE OF PLANNED RESPONSE
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
Grants & Loans Active	<p>A. SRF Planning Grant Springfield &amp; IRVMP Grant Pajaro.</p> <ul style="list-style-type: none"> <li>• Pajaro Grant – Site was inspected on January 10, 2020 but site was still too wet for mobilization, team to mobilize on January 13, 2020.</li> <li>• Springfield Planning Grant – PER revisions required by State to be completed by February 10, 2020. Test well pump test and 123 TCP sampling are scheduled on January 28, 2020.</li> </ul>	<p>January 2020</p> <p>January 2020</p>
Tot Lot Park or Cayetano Park	<p>Monterey County Resource Management Agency Director will submit the intent to process quitclaim deed for Board of Supervisors consideration. County is working toward an August date for transfer.</p> <p>In the January County Meeting Board of Supervisors approved the Quitclaim Deed. The Quitclaim Deed has been submitted to the RMA Director for his notarized signature, when the Quitclaim is received by County Staff it will be emailed to the District for acceptance and sign off by the District.</p>	January 2020
Pajaro Park	<p>Northern Monterey County Foundation has awarded a \$3,000.00 grant to Together in Pajaro (TIP)</p> <p>District received \$2,700.00 – TIP administrative fee was \$300.00</p>	January 2020
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
Emergency Generators	A preliminary engineering report for the cost associated with generator purchases has been submitted by District Engineer.	On Agenda
Hazard Mitigation Plan	<p>Generate a Disaster Mitigation Plan for submission to Monterey County and FEMA.</p> <ul style="list-style-type: none"> <li>• Staff has submitted a Pre-Disaster Hazard Mitigation Plan Application for assistance to Cal OES.</li> </ul>	January 2020

**DISTRICT OPERATIONS REPORT**  
**January 23, 2019**

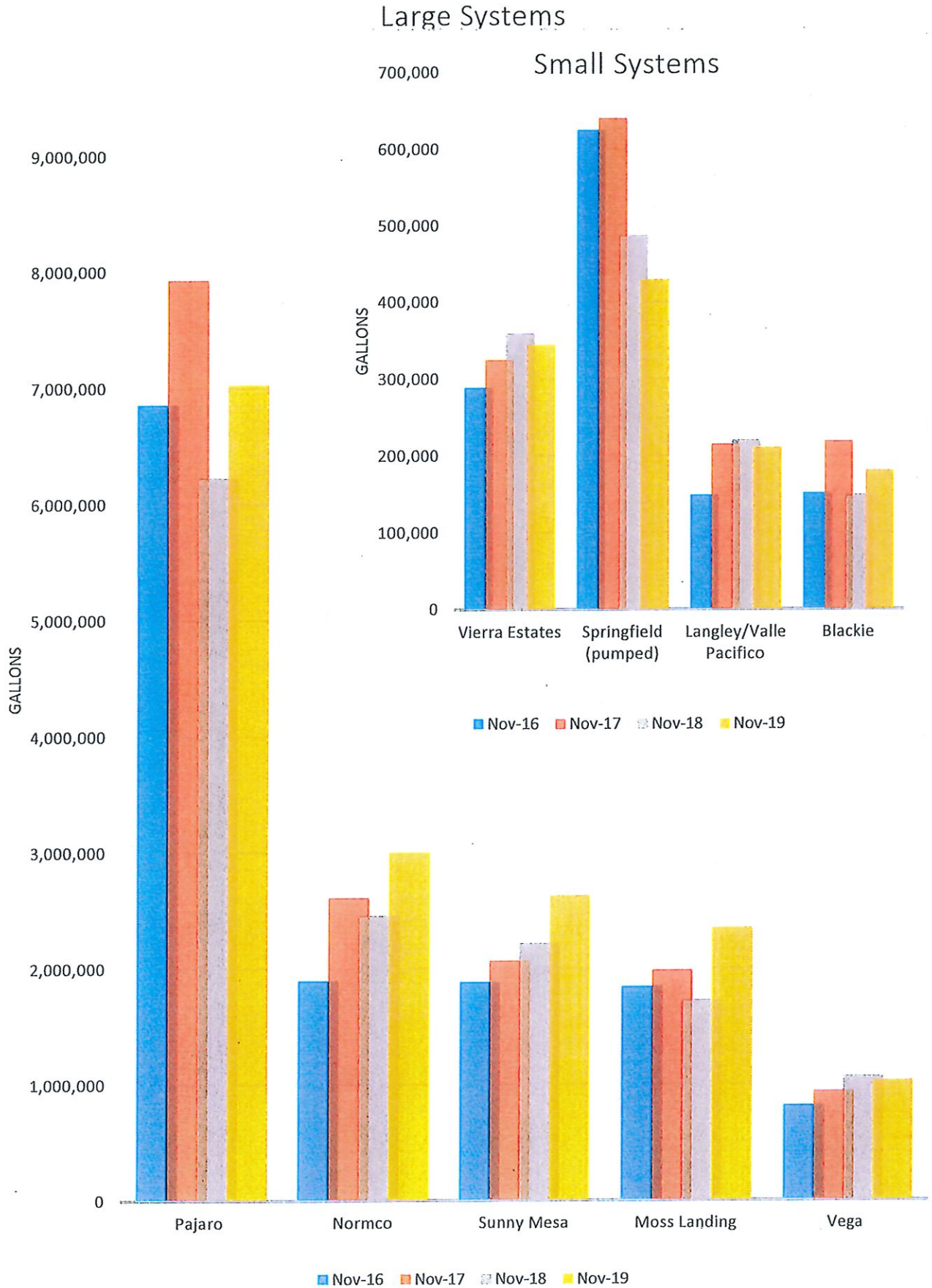
Water Rate Study	Discuss the Water Rate Study in February 2020.	On Agenda
Pajaro Valley Views-Fair Way Subdivision	Scenic easement brush cleanup:	January 2020
Compensation Plan Review	Discuss the Compensation Plan Review in February 2020.	No Report
SB 998	Present the Board of Directors with a draft of the SB 998 policy February 2020.	January 2020
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen/Giberson Roads. 189 homes are currently receiving bottled water.	January 2020

## Usage Comparison in Gallons 2013-2019

Water Systems	Nov-16	Nov-17	Nov-18	Nov-19
Pajaro	6,856,168	7,929,548	6,227,848	7,028,956
Normco	1,897,676	2,613,512	2,457,928	3,000,976
Sunny Mesa	1,885,708	2,069,716	2,217,072	2,630,716
Moss Landing	1,845,316	1,991,176	1,729,376	2,353,208
Vega	819,060	940,984	1,068,892	1,032,240
Vierra Estates	288,728	325,380	359,040	344,828
Springfield (pumped)	624,580	640,288	486,948	429,502
Langley/Valle Pacifico	148,852	215,424	219,912	210,936
Blackie	151,096	219,164	148,852	181,016
District Total	14,517,184	16,945,192	14,915,868	17,212,378

Water Systems	Nov-13	Nov-19		Percentage
Pajaro	8,762,865	7,028,956	↓	-19.8%
Normco	3,133,731	3,000,976	↓	-4.2%
Sunny Mesa	2,743,253	2,630,716	↓	-4.1%
Moss Landing	2,815,233	2,353,208	↓	-16.4%
Vega	1,370,336	1,032,240	↓	-24.7%
Vierra Estates	814,572	344,828	↓	-57.7%
Springfield (pumped)	537,812	429,502	↓	-20.1%
Langley/Valle Pacifico	356,796	210,936	↓	-40.9%
Blackie	243,848	181,016	↓	-25.8%
District Total	20,778,446	17,212,378	↓	-17.2%





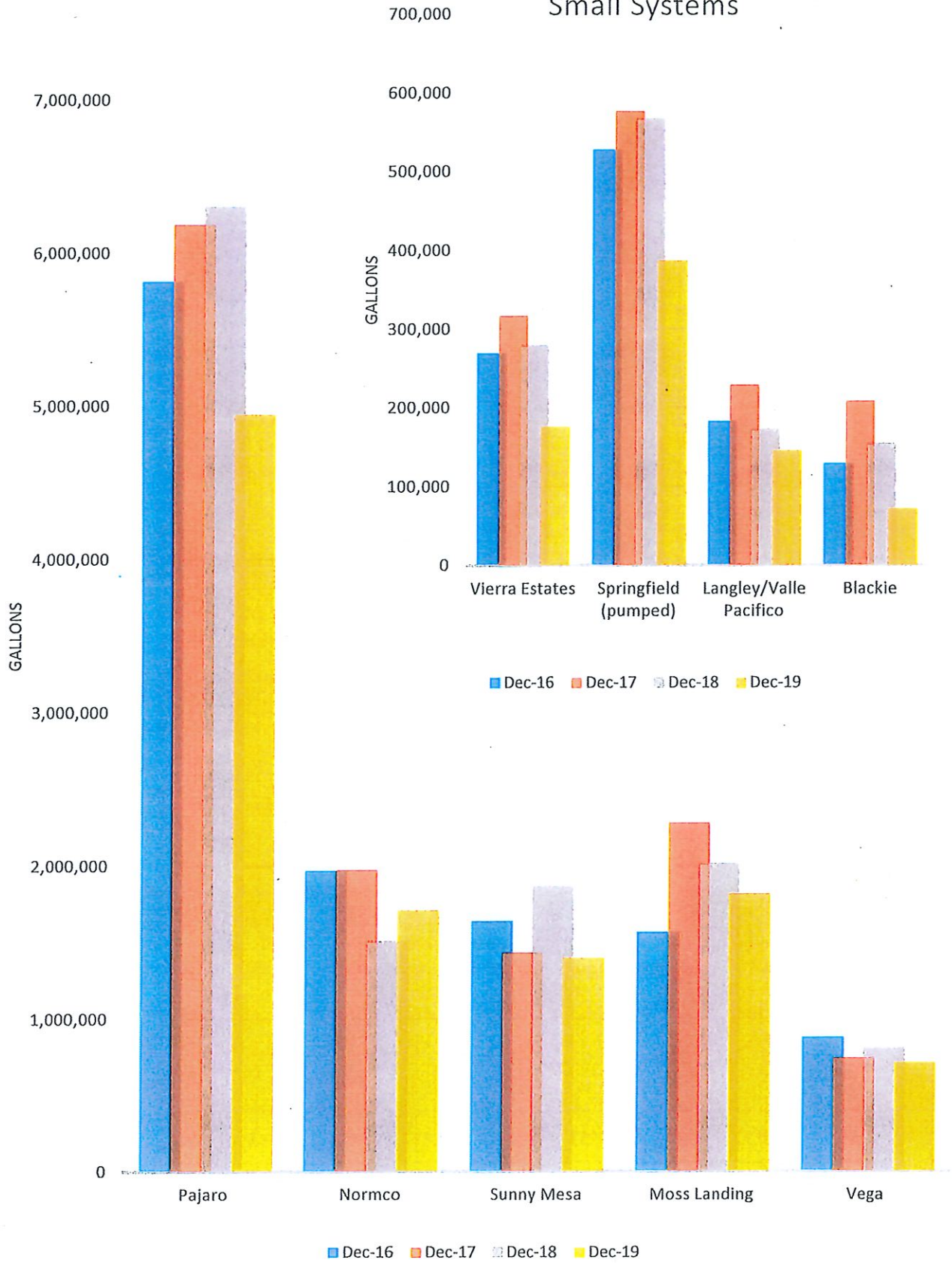
## Usage Comparison in Gallons 2013-2019

Water Systems	Dec-16	Dec-17	Dec-18	Dec-19
Pajaro	5,809,716	6,185,212	6,301,900	4,946,524
Normco	1,970,232	1,976,964	1,507,968	1,712,920
Sunny Mesa	1,641,112	1,436,160	1,866,260	1,401,004
Moss Landing	1,567,808	2,282,148	2,014,364	1,819,136
Vega	876,656	745,008	806,344	715,088
Vierra Estates	269,280	317,152	279,004	176,528
Springfield (pumped)	526,966	576,708	567,208	387,015
Langley/Valle Pacifico	182,512	229,636	172,788	145,860
Blackie	128,656	208,692	154,088	72,556
District Total	12,972,938	13,957,680	13,669,924	11,376,631

Water Systems	Dec-13	Dec-19		Percentage
Pajaro	5,854,327	4,946,524	↓	-15.5%
Normco	2,210,340	1,712,920	↓	-22.5%
Sunny Mesa	2,465,924	1,401,004	↓	-43.2%
Moss Landing	2,791,326	1,819,136	↓	-34.8%
Vega	1,113,899	715,088	↓	-35.8%
Vierra Estates	464,508	176,528	↓	-62.0%
Springfield (pumped)	609,620	387,015	↓	-36.5%
Langley/Valle Pacifico	252,076	145,860	↓	-42.1%
Blackie	157,080	72,556	↓	-53.8%
District Total	15,919,100	11,376,631	↓	-28.5%

### Large Systems

### Small Systems



RECORDING REQUESTED BY )  
 AND WHEN RECORDED RETURN TO: )  
 )  
 County of Monterey )  
 Resource Management Agency (RMA) )  
 c/o RMA-Real Property Specialist )  
 1441 Schilling Place, South Bldg., 2<sup>nd</sup> Floor )  
 Salinas, California 93901-4527 )  
 )  
 )

No Documentary Transfer Tax Required -  
 Granting and Acquiring Agencies are Political Subdivisions  
 of the State of California  
 (Revenue & Taxation Code 11922)

Space above this line for Recorder's use

**QUITCLAIM DEED**

APN: 117-322-006-000

The **County of Monterey**, a political subdivision of the State of California (hereinafter referred to as "County"), does hereby remise, release and forever quitclaim "as is" to the **Pajaro/Sunny Mesa Community Services District**, a community services district of Monterey County formed pursuant to Title 6, Division 3 of the Government Code (hereinafter referred to as "District"), all its rights, title and interest in the real property situated in the County of Monterey, State of California, described as follows:

Lot # 6 as the same shown and designated on a Map entitled "Fanny G. Porter Subdivision No. 3, Recorded on the 17<sup>th</sup> day of February 1941, in Volume 4, of Cities and Towns at Page 53, Records of Monterey County, California.  
 (hereafter referred to as, "real property" or "premises")

Provided, however, that the herein described real property is being conveyed by County to the District, for the sole purpose of creating and maintaining a public park or playground; and, that as long as the said real property is so used, occupied, and maintained, it shall remain the property of the District. If, however the District shall fail to occupy, maintain or use the herein described real property as a public park or playground for a period of one (1) fiscal year, July 1 through June 30, then said real property shall revert to and vest in the County, its successors and assigns in fee.

TOGETHER with the tenements, hereditaments, appurtenances thereunto belonging or appertaining, and the revision and revisions, remaining and remainder, rents, issues, and profits thereof.

TO HAVE AND TO HOLD the said premises, together with the appurtenance, unto the District, and to its successors and assigns forever. Except as herein set forth.

IN WITNESS WHEREOF, the County has caused this Quitclaim Deed to be executed as of the date opposite the signature below.

County of Monterey, a political subdivision of the State of California

Dated: 17 Jan 2020

Carl P. Holm  
Carl P. Holm, AICP  
Resource Management Agency Director

Approved as to Form:  
Office of the County Counsel-Risk Manager  
Leslie J. Girard, Acting County Counsel-Risk Manager

By: Mary Grace Perry  
Mary Grace Perry, Deputy County Counsel

Dated: 10-25-19

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

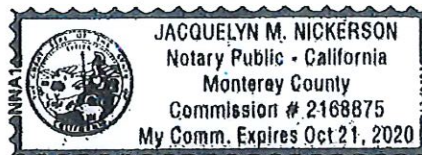
STATE OF CALIFORNIA )  
 ) SS.  
COUNTY OF MONTEREY )

On January 17, 2020 before me, Jacquelyn M. Nickerson,  
a Notary Public, personally appeared Carl P. Holm,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]



(Seal)



**PLAYGROUND MAINTENANCE**

*landscapes structures*

Area Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Group / Institution: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Date Installed: \_\_\_\_\_  
 Frequency of Maintenance: \_\_\_\_\_

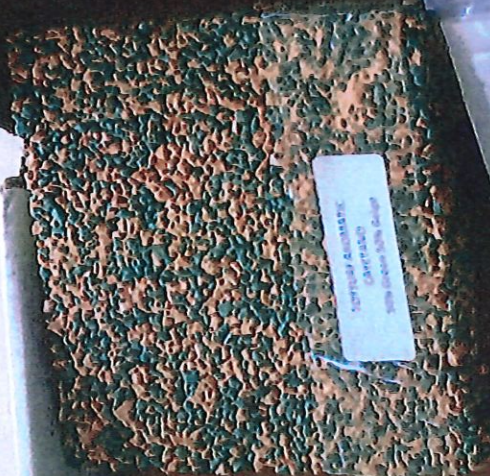
Site Group: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_

Location: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_

Landscaper Signature: \_\_\_\_\_  
 Playground Equipment: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Include in this Order:**

- Can of Disinfectant
- Frequency of Maintenance (See Below)
- Maintenance Instructions (See Below)
- Maintenance Schedule (See Below)
- Maintenance Log (See Below)
- Maintenance Checklist (See Below)
- Maintenance Report (See Below)
- Maintenance Record (See Below)
- Maintenance Summary (See Below)
- Maintenance History (See Below)
- Maintenance Notes (See Below)
- Maintenance Photos (See Below)
- Maintenance Videos (See Below)
- Maintenance Audio (See Below)
- Maintenance Text (See Below)
- Maintenance Images (See Below)
- Maintenance Documents (See Below)
- Maintenance Files (See Below)
- Maintenance Links (See Below)
- Maintenance Tools (See Below)
- Maintenance Materials (See Below)
- Maintenance Supplies (See Below)
- Maintenance Services (See Below)
- Maintenance Contractors (See Below)
- Maintenance Vendors (See Below)
- Maintenance Suppliers (See Below)
- Maintenance Distributors (See Below)
- Maintenance Retailers (See Below)
- Maintenance Wholesalers (See Below)
- Maintenance Importers (See Below)
- Maintenance Exporters (See Below)
- Maintenance Manufacturers (See Below)
- Maintenance Designers (See Below)
- Maintenance Engineers (See Below)
- Maintenance Architects (See Below)
- Maintenance Planners (See Below)
- Maintenance Consultants (See Below)
- Maintenance Advisors (See Below)
- Maintenance Trainers (See Below)
- Maintenance Educators (See Below)
- Maintenance Researchers (See Below)
- Maintenance Analysts (See Below)
- Maintenance Evaluators (See Below)
- Maintenance Inspectors (See Below)
- Maintenance Auditors (See Below)
- Maintenance Reviewers (See Below)
- Maintenance Approvers (See Below)
- Maintenance Approvals (See Below)
- Maintenance Licenses (See Below)
- Maintenance Permits (See Below)
- Maintenance Certificates (See Below)
- Maintenance Diplomas (See Below)
- Maintenance Degrees (See Below)
- Maintenance Honors (See Below)
- Maintenance Awards (See Below)
- Maintenance Prizes (See Below)
- Maintenance Gifts (See Below)
- Maintenance Tokens (See Below)
- Maintenance Souvenirs (See Below)
- Maintenance Mementos (See Below)
- Maintenance Keepsakes (See Below)
- Maintenance Treasures (See Below)
- Maintenance Relics (See Below)
- Maintenance Artifacts (See Below)
- Maintenance Curiosities (See Below)
- Maintenance Oddities (See Below)
- Maintenance Anomalies (See Below)
- Maintenance Mysteries (See Below)
- Maintenance Secrets (See Below)
- Maintenance Hidden Gems (See Below)
- Maintenance Hidden Treasures (See Below)
- Maintenance Hidden Gems (See Below)
- Maintenance Hidden Treasures (See Below)



**BROWN**

**PREMIUM**

**DISINFECTANT**

**WARNING**

Surfaces and playground equipment may become slippery and unsafe. Check for wet surfaces after use.

