

# PAJARO/SUNNY MESA

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

**AGENDA**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT**  
**DISTRICT CONFERENCE ROOM**  
**136 SAN JUAN ROAD ROYAL OAKS, CA 95076**  
**MARCH 28, 2019**  
**5:30 P.M.**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL:

(11/21) Vice President Sanford Coplin \_\_\_\_\_  
 (11/21) Secretary Harry Wiggins \_\_\_\_\_  
 (11/19) Assistant Secretary Darlene Lamboley \_  
 (11/21) Treasurer Michael Moore \_\_\_\_\_

ADMINISTRATIVE STAFF:

General Manager Don Rosa \_\_\_\_\_  
 Operations Manager Judy Vazquez-Varela \_\_\_\_\_  
 Recorder Simone Coke \_\_\_\_\_

DISTRICT COUNSEL:

Attorney Alan Smith \_\_\_\_\_

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.

<u>ADDITIONS TO AGENDA (IF ANY):</u>	In accordance with Section 54954.2 (b) (2) of the Government Code (Brown Act) two-thirds vote required for action items. (Upon a determination by a two-thirds vote of the legislative body, or, unanimous vote of those members present, that there is a need act immediately and that the need to act immediately arose after the agenda was posted.)
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<u>PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA:</u>	Any person may address the Board on any item not on the agenda when recognized by the Board Chair.
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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.

<u>PUBLIC COMMENTS FOR CLOSED SESSION</u>	Any person may address the Board on any item on the Closed Session Agenda when recognized by the Board Chair.
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Scheduled Items:

- 1.

Consent Items:

1. Consider and approve draft Minutes of January 24, 2019 Regular Meeting

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

2. Consider and approve draft Minutes of January 29, 2019 Special Meeting

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

3. Consider and approve draft Minutes of March 14, 2019 Special Meeting

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

4. Consider and approve January 2019 Financials (check listing included)

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

5. Consider and approve February 2019 Financials

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Old Business: (Action Items)

1. At the request of former President Miller, invalidate December 20<sup>th</sup>, Election of Officers

2. Conduct new Election of Officers for the 2019 calendar year

- 2019 Committee Appointments by the Board President
  - Finance/Audit
  - Legal/Property
  - General Manager's Performance Evaluation
  - Water District research/comparison

Scheduled Items:

- 1.

Consent Items:

1. Consider and approve draft Minutes of January 24, 2019 Regular Meeting

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

2. Consider and approve draft Minutes of January 29, 2019 Special Meeting

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

3. Consider and approve draft Minutes of March 14, 2019 Special Meeting

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

4. Consider and approve January 2019 Financials (check listing included)

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

5. Consider and approve February 2019 Financials

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Old Business: (Action Items)

1. At the request of former President Miller, invalidate December 20<sup>th</sup>, Election of Officers
  
2. Conduct new Election of Officers for the 2019 calendar year
  - 2019 Committee Appointments by the Board President
    - Finance/Audit
    - Legal/Property
    - General Manager’s Performance Evaluation
    - Water District research/comparison

Old Business:

1. Approve or Disapprove of invalidating December 20, 2018 Election of Officers, per former President Miller’s request

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

2. Approve or Disapprove Election of Board Members Offices for 2019

Director: \_\_\_\_\_ Board President  
 Director: \_\_\_\_\_ Board Vice President  
 Director: \_\_\_\_\_ Board Secretary  
 Director: \_\_\_\_\_ Board Assistant Secretary  
 Director: \_\_\_\_\_ Board Treasurer

Office: President

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Office: Vice President

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Office: Secretary

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Office: Assistant Secretary

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Office: Treasurer

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

New Business: (Action Items)

1. Resolution #03-01-19, specific to Pajaro Tank/Prop. 84 funding  
 Adopt and Implement Labor Compliance Provisions on Certain Public Works Contracts
  - Copy of Labor Compliance Program
  - Copy of Application

2. Santa Cruz County Bank:

- Line of credit/construction funding
- Resolution #03-02-19 (not included in Board packet)  
 Authorizing Board President and General Manager to execute necessary documents for the purpose of borrowing a maximum of \$2.3 million dollars for the Pajaro Water Storage Tank Project

New Business:

1. Approve or Disapprove of Resolution #03-01-19 to Adopt and Implement Labor Compliance Provisions on Certain Public Works Contracts

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

2. Approve or Disapprove of Resolution #03-02-19 Authorizing Board President and General Manager to execute documents for the purpose of borrowing up to \$2.3 million dollars from Santa Cruz County Bank for the Pajaro Water Storage Tank Project

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

3. Approve or Disapprove

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Monthly Expenditures Report for Review

Approval of Warrants & 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 \$ \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_

Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Staff/Committee Reports: (Informational Only)

1. Pajaro Water Tank Project:
  - Update/status
  - Insurance and Bond requirements are being reviewed by legal counsel and MNS Consulting engineers
  
2. Water District Research Committee Report:
  - Castroville CSD- Harry Wiggins
  - Aromas CWD- Sanford Coplin
  
3. Proxy Voting: Sanford Coplin raised the question
  - Not allowable by law- Directors must be present to vote
  
4. Fair Way Scenic Easement:
  - Fire Protection for green belt area
  - District is waiting for Cal-Fire (Nick Milton) to schedule work
  
5. Legal Counsel:
  - Discussion on legal representation moving forward
    - Contract with attorney for general business issues?
    - Contract with attorney for water/land related issues?
  
6. Board Vacancy:
  - Currently advertised/posted on District website
  - Discussion
    - Should we publish in local newspaper?
    - Send vacancy notices with water bills?
  
7. Future Agenda Items for Discussion:
  - Obtain email addresses from ratepayers for water billing and messaging purposes
  - Conversion of meters to radio-read style: cost and grant availability
  - Possibility of hosting a carnival in Pajaro to raise funds for Pajaro Park
  - Open discussion on any other thoughts or ideas for future items
  - Copies (3) of Director Coplin's ideas
  
8. District Operations Report (available at meeting)
  
9. Usage Comparison Report 2013/2019- January & February

Closed Session:

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

- A. 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
  
- B. 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

Next Board meeting date: \_\_\_\_\_

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

Motioned by: Director \_\_\_\_\_

Seconded by: Director \_\_\_\_\_

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on January 24, 2019.

**ROLL CALL:**

President Paul Miller left at 6:30 pm  
Vice President Sanford Coplin  
Secretary Harry Wiggins left at 6:30 pm  
Assistant Secretary Darlene Lamboley  
Treasurer Michael Moore

**ADMINISTRATIVE STAFF:**

General Manager Don Rosa  
Operations Manager Judy Vazquez-Varela

**ABSENT DIRECTOR(S) & STAFF:**

Recorder Simone Coke

**DISTRICT COUNSEL:**

Attorney Alan Smith left at 6:30 pm and back at 6:40 pm

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

**PUBLIC IN ATTENDANCE:** Brian Birkeland

**PUBLIC COMMENTS:**

1. Brian Birkeland, resident of the Langley/Valle Pacifico Water System interested in presentation from Monterey Office of Emergency Services regarding Disaster Mitigation Plan.

**SCHEDULED ITEMS:**

1. Monterey Office of Emergency Services (OES) Disaster Mitigation Plan
  - General Manager has contacted Gerry Malais (Director) and Kelsey Scanlon (Coordinator) and rescheduled for February 28, 2019 at 5:30 pm

**CLOSED SESSION:** (Personnel Matters, Litigation)

Closed session began at 5:49 p.m. and ended at 6:42 p.m.

No final action was taken.

**CONSENT ITEMS:**

1. Consider and approve of the minutes from the December 24, 2018 Board Meeting

Motion was made by Director Moore and seconded by Director Lamboley to approve the regular Board meeting minutes of December 20, 2018. Motion carried.

Roll Call Vote: Ayes: S. Coplin; D. Lamboley; M. Moore



Noes: None  
Absent: P. Miller; H. Wiggins  
Abstain: None

2. Consider and approve of the December 2018 Financials.

Motion was made by Director Moore and seconded by Director Lamboley to approve the December 2018 Financials. Motion Carried.

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

3. District Operations Report:

- Springfield Planning Grant-
  - MNS Engineering is awaiting final decision as to the inclusion of the Moss Landing Mobile Home Park to the project, which is based on the Parks qualifications for grant funding. Request for the Median Household Income Survey has been formally submitted, Karen from RCAC will be completing the new survey to include the Mobile Home Park and Struve Road. Staff meet with Lisa Eastman (ML Mobile Home Park owner) and Miles the water operator to discuss commitment to the project, Lisa and Miles will work together in finding language they are comfortable for the commitment letter.
- Pajaro Park
  - Staff contacted Community Foundation for Monterey County (CFMC) regarding grant funding. Grant funding is open to nonprofit agencies only because District is affiliated with the YMCA, a collaborate application can be completed. Staff met with Stephany Soto to discuss the possibility of the YMCA taking the lead in the application process. She will respond after discussing this with the grant writer and her supervisor. CFMC offers two applications; large scope granting \$15,001 up to \$50,000 with application deadline in August 2019. The small grants range from \$5,000 to \$15,000 applications must be submitted by September 6, 2019. District would have to apply annually for ongoing Operation and Maintenance assistance.
  - Staff also researched Northern Monterey County Foundation, grant funding is only open to nonprofit agencies, District would also need to work with YMCA for application process. The funding available is \$25,000 per year, grants range from \$500 to \$3,000. Proposals are due in June and awarding would be in late July 2019.
- Monies Held by District

- Staff will be attending a webinar on February 5<sup>th</sup>, 2019 regarding overview of California's Unclaimed Property reporting requirements, to ensure proper reporting is performed.

4. Usage Comparison Report 2013/2018: Water usage is down in most systems except for Pajaro.

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

1. Water Tax Proposal-California Governor; Gavin Newsom:

- Funds raised would pay for improvements to water systems located within disadvantaged communities. ACWA is opposing, they are not requesting letters at this time.

**STAFF REPORTS (Action Items):**

1. At the request of President Miller, invalidate December 20, 2018 Election of Officers

- This item has been tabled and will be revisited at the February 28, 2019 regular Board meeting.

2. Conduct new Election of Officers for the 2019 calendar year

- This item was nulled based on the invalidation request being tabled.

**OLD BUSINESS:**

1. Pajaro Water Tank Project

- District is currently working on obtaining funding for project shortfall. The funding has been secured, all projects have been completed, money leftover will be allocated to the Pajaro project.
- There are no funds for contingency available. Board will need to accept liability estimated at \$90,000 to \$180,000, we may need to consider applying for a short-term line of credit, or the project fund could be used if necessary.
- Staff recommends awarding the bid to Anderson Pacific Engineering Construction, Inc. the lowest responsive bidder, for the project, in the amount of \$1,862,300.
- Board to authorize General Manager to execute a Professional Services Agreement with MNS Engineering to provide Construction Management services during construction of the Pajaro Water Tank Project for a total amount not to exceed \$256,849 (included in initial grant funding).
- Board to authorize General Manager to issue Notice to Proceed.

2. Rate Increase proposed for January 1, 2019

- 5% increase per Water Rate Study approved November 2015
- Board discussed the option of an increase of up to 5%
- Staff recommendation - to approve Rate Increase, this is an annual review of the 2015 water rate study, which determined that the rate increases proposed are necessary for the overall financial health of the District. The revenue from the ratepayers is utilized for building adequate reserves, capital improvements, repairs and maintenance, as well as maintaining appropriate staffing levels and competitive salaries.
- Director Lamboley stated she has opposed this rate increase but has determined it necessary to approve the full 5%. Director Coplin agrees with need of a 5% increase but does request to freeze administrative salaries, stating they are too high.

3. Consider and approve award of bid to Anderson Pacific Engineering Construction, Inc. for the Pajaro Tank Project, authorize General Manager to execute Professional Services Agreement with MNS Engineering, issue Notice to Proceed, and pursuit a line of credit for financing of the project.

Motion made by Director Moore and seconded by Director Lamboley to award of bid to Anderson Pacific Engineering Construction, Inc. for the Pajaro Tank Project, authorize General Manager to execute Professional Services Agreement with MNS Engineering, issue Notice to Proceed, and pursue a line of credit for financing of the project. Motion Carried.

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

4. Consider and approve of a 5% water rate increase for 2019, to begin on February 1, 2019.

Motion made by Director Lamboley and seconded by Director Moore of a 5% water rate increase for 2019, to begin on February 1, 2019. Motion Carried.

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

**NEW BUSINESS:**

1. Tabled invalidating previous Election of Board Officers held on December 20, 2018.

Motion made by Director Coplin and seconded by Director Moore to table invalidating previous Election of Board Officers held on December 20, 2018. Motion Tabled.

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

2. Null Election of Board Members for 2019

**MONTHLY EXPENDITURES REPORT FOR REVIEW**

**APPROVAL OF WARRANTS/CHECKS:**

1. General Fund 633: None
2. Operating Account: Check No. 23566 through Check No. 23618 for a total of \$244,429.36
3. Capital Reserve Account: Total of \$ 912.26
4. Street Maintenance Account: Check No.487 for a total of \$166.40
5. Pajaro Park Account: Check No. 816 through Check No. 817 for a total of \$1,959.81
6. COP 2010 Account: None

Motion was made by Director Moore, seconded by Director Lamboley to approve all accounts for the month of December 2018. Motion carried.

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

**NEXT BOARD MEETING:**

The next Board meeting is to be held on Thursday February 28, 2018 at 5:30 pm.

There being no further business, the regular meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:20 pm with motion made by Director Moore, seconded by Director Lamboley. Motion Carried.

Respectfully submitted by:

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Sanford Coplin, Vice President

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Harry Wiggins, Secretary

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Judith Vazquez-Varela, Recorder

# MINUTES

The Special meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 1:30 pm on January 29, 2019.

**ROLL CALL:**

President Paul Miller  
 Vice President Sanford Coplin  
 Secretary Harry Wiggins  
 Assistant Secretary Darlene Lamboley  
 Treasurer Michael Moore Via telephone

**TELECONFERENCING:** This Meeting shall include teleconferencing as authorized and in accordance with California Government Code § 54953. All votes shall be by rollcall. The audio teleconferencing will occur at two places: the Pajaro Sunny Mesa CSD Board Room at 136 San Juan Road, Royal Oaks, CA 95076 and Cooler Driscolls Libramiento Sur, #1620 Frente a fraccionamiento la luz C. P. 59833 Jacona, Michoacan, Mexico. This agenda will be posted at both teleconferencing locations, which will be open to the public.

**ADMINISTRATIVE STAFF:**

General Manager Don Rosa  
 Operations Manager Judy Vazquez-Varela

**ABSENT DIRECTOR(S) & STAFF:**

Recorder Simone Coke

**DISTRICT COUNSEL:**

Attorney Alan Smith

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

**PUBLIC IN ATTENDANCE:** Judy Vazquez-Varela

**PUBLIC COMMENTS:**

Judy Vazquez-Varela presented the Board of Directors with a list of concerns of threats made of cutting Administrative Staff, and comments made by Director Coplin of Administrative Staff being overpaid. Also, concerns of verbal hostility against the General Manager Don Rosa.

**CLOSED SESSION:**

Public Employee Performance Evaluation. Subd. (b)(1) of (§ 54957)  
 ⇒ Title: (General Manager)

Closed session opened at 1:39 pm  
 Adjourned closed session at 3:07 pm

Discussion about performance, no final action taken.

**NEXT BOARD MEETING:**

The next Board meeting is to be held on Thursday February 28, 2019 at 5:30 pm.

There being no further business, the Special meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 3:09 pm.

Respectfully submitted by:

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Paul Miller, President

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Sandy Coplin, Vice President

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Don Rosa, Recorder

# MINUTES

The Special meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 4:30 pm on March 14, 2019.

**ROLL CALL:** Vice President Sanford Coplin  
Secretary Harry Wiggins  
Assistant Secretary Darlene Lamboley  
Treasurer Michael Moore

**ADMINISTRATIVE STAFF:** General Manager Don Rosa

**ABSENT DIRECTOR(S) & STAFF:** Operations Manager Judy Vasquez Varela  
Recorder Simone Coke

**DISTRICT COUNSEL:** Attorney Alan Smith

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

**PUBLIC IN ATTENDANCE:** None

**PUBLIC COMMENTS:** None

**CLOSED SESSION:**

- A. Conference with Legal Counsel-Existing Litigation (Government Code § 54957)
- ACWA 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
  - 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
- B. Public Employee Performance Evaluation. Subd. (b)(1) of (§ 54957)  
Title: (General Manager)

Closed session opened at 4:33 pm  
Adjourned closed session at 7:21 pm

No final action taken.

**NEXT BOARD MEETING:**

The next Board meeting is to be held on Thursday March 28, 2019 at 5:30 pm.

There being no further business, the Special meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:21 pm.



Respectfully submitted by:

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Sanford Coplin, Vice President

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Harry Wiggins, Secretary

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Don Rosa, Recorder

## FINANCIAL NOTES - January 2019

Account No:	Account Name:	Increase / Decrease	Description
<b>Income:</b>			
4001-4015	Total Income	-	Typical January Usage
<b>Expenses: Indirect</b>			
5000	Salaries and Wages	+	Three Payroll Periods/Vac/Sick Accruals for the Year
5030	Payroll Tax Expense	+	Three Payroll Periods in January
5040	Workers Comp Insurance	+	Three Payroll Periods in January
5090	Other Employee Expense	+	New Uniforms for Employee
<b>Expenses: Direct</b>			
		+	
<b>Other Income:</b>			
4115	Testing Fees	+	Annual Backflow Testing
4350	Interest Revenue	+	Interest Earned-Union Bank Accounts
5424	Springfield Grant Funds	+	Springfield Bottled Water Grant Reimb
5435	Improvement Project-Pajaro	+	MNS Engineers-Design Services for Critical Water Supply Improvements

**Pajaro/Sunny Mesa**  
**Balance Sheet**  
As of January 31, 2019

	Jan 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1001 · SCCB - Operating Account	209,623.40
1002 · SCCB Reserve Account	323,526.50
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	220,478.57
1006 · SCCB-GF 633	152,975.93
1032 · SCCB-COP Acct (aka Const. Acct)	173,989.76
1036 · PSM Pajaro Park Acct	76,217.85
1050 · Cash in County Treasury - DS	61,520.64
1051 · Cash in County Treasury - GF	120,437.38
1066 · Union Bank Vega 2303	148,773.79
1068 · Union Bank Vega 2301	117.36
1069 · Union Bank Vega-2302	10,280.37
1095 · Union Bank Wtr Bond-Res 2204	148,840.99
2201 · Union Bank-2015 Wtr Rfd Bd 2201	13.23
2202 · Union Bank 2015 Wtr Rfd Bd-2202	2.28
Total Checking/Savings	1,661,249.89
Accounts Receivable	
1110 · Invoice Accounts Recv	5,237.08
1231 · Grants Receivable-A/R	18,455.80
Total Accounts Receivable	23,692.88
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	172,478.07
1101 · Allowance for Doubtful Accounts	-8,990.09
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	455,713.66
Total Current Assets	2,140,656.43
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)	-41,984.80
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	-119,645.86
1555 · Office Equipment/Furniture	44,509.59
1556 · A/D - Office Equip/Furniture	-42,396.90
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	-444,791.36
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,037,113.15
1590 · Meters	86,141.40
1591 · A/D - Meters	-83,726.14
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-4,408.28
1610 · Automotive Equipment	199,276.12
1611 · A/D - Automotive Equipment	-186,354.46
1620 · Utility Trans/Distr Plant	115,702.65

**Pajaro/Sunny Mesa**  
**Balance Sheet**  
As of January 31, 2019

February 26, 2019

Accrual Basis

	Jan 31, 19
1621 · A/D - Utility T&D Plant	-86,696.72
1622 · A/D - Moss Landing	-144,458.66
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	-13,517.06
1650 · Trans & Distr Plant	81,133.08
1651 · A/D - Trans & Distr Plant	-57,450.72
1670 · Small Tools/Equipment	10,774.02
1671 · A/D - Small Tools/Equipment	-7,226.14
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-85,695.00
1804 · CIP-Springfield	149,090.02
1805 · CIP-Vega Imprvtmnt Project	4,604,699.33
1805.1 · A/D - Vega	-1,729,882.37
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	240,496.74
1807.1 · A/D - Langley/VP	-54,111.90
1808 · CIP-Normco	292,881.04
1808.1 · A/D - Normco Tank	-89,383.93
1811 · CIP-Vierra Estate	148,754.46
1811.1 · A/D - Vierra Estates	-30,958.36
1812 · CIP-Moss Landing Water System	288,274.14
1812.1 · A/D - Moss Landing Water	-53,315.54
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	-887,387.78
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-122,179.12
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-18,798.79
1820 · Normco Treatment Facility	111,943.00
1820.1 · A/D-Normco Treatment Facility	-46,477.27
1821 · CIP-Sunny Mesa	35,963.00
1822 · CIP-Vega	8,436.81
1823 · CIP-Blackie	10,230.04
<b>Total Fixed Assets</b>	<b>10,869,601.27</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
1230 · Grant Receivable	70,032.40
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>4,272,071.58</b>
<b>TOTAL ASSETS</b>	<b>17,282,329.28</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	107,134.93
2500 · Due to Other Funds	159,693.06
<b>Total Accounts Payable</b>	266,827.99
<b>Other Current Liabilities</b>	
2005 · Accrued Liabilities	67,274.00
2050 · Accrued Payroll	10,309.47
2121 · Customer Security Deposits	16,804.59
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	25,050.00
2225 · Accrued Vacation Liability	37,253.22

**Pajaro/Sunny Mesa**  
**Balance Sheet**  
**As of January 31, 2019**

	Jan 31, 19
2230 · Accrued Sick Leave Liability	42,866.42
2263 · 457b EE Plan Payable	4,778.55
2264 · Employee Insurance Payable	-3,010.17
2265 · EE Aflac Insurance Payable	751.25
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	7,183.76
2325 · Payable to P.V.W.M.A.	-14,655.85
Total Other Current Liabilities	260,375.14
Total Current Liabilities	527,203.13
Long Term Liabilities	
2256 · Vehicle Loan Payable	5,994.48
2257 · Reorganization Loan	300,000.00
2333 · COP Bonds Payable	-125,000.00
2339 · Vega Project Bonds Payable	-72,100.00
2350 · Bonds Payable - Water Bond	253,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	2,200,000.00
2361 · Bonds Payable-2015 Vga Wtr Rf	3,835,083.67
2400 · Unamortized Discount on 2015	-34,205.01
2401 · Unamortized Discount-2015 Vega	-13,986.72
Total Long Term Liabilities	6,348,786.42
Total Liabilities	6,875,989.55
Equity	
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	5,090,581.40
Net Income	185,501.45
Total Equity	10,406,339.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>17,282,329.28</b>

**Pajaro/Sunny Mesa**  
**Profit & Loss**  
**January 2019**

February 26, 2019

Accrual Basis

	Jan 19
<b>Ordinary Income/Expense</b>	
Income	
4001 · Route 1 - Pajaro	17,949.56
4002 · Route 2 - Pajaro	19,075.04
4003 · Route 3 - Commercial	16,262.26
4004 · Route 4 - Trailer Park	920.80
4005 · Route 5 - San Juan Rd Apts	952.78
4006 · Route 6 - Sunny Mesa	7,253.04
4007 · Route 7 - CSA 73	8,882.51
4008 · Route 8 - Vega	8,473.74
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	18,573.42
4012 · Route 12 - Blackie Road	1,783.78
4013 · Route 13 - Normco	19,219.98
4014 · Route 14 - Vierra	2,749.04
4015 · Route 15 - Langley/VP	1,945.16
	124,891.11
<b>Total Income</b>	<b>124,891.11</b>
<b>Gross Profit</b>	<b>124,891.11</b>
Expense	
INDIRECT	
5000 · Salaries and Wages	95,356.59
5005 · Administrative Fees	468.67
5030 · Payroll Tax Expense	4,862.91
5040 · Worker's Comp Insurance	4,928.36
5050 · Employee Health Insurance	16,892.55
5070 · Employee Retirement	14,202.37
5090 · Other Employee Expense	598.61
5130 · Utilities - Office	216.59
5140 · Building Repair & Maint	547.21
5145 · District Wide Repair & Maint	512.26
5150 · Garbage Service	279.42
5160 · Office Equip Rental	739.01
5165 · Computer Software	648.18
5240 · Office Supplies	119.22
5245 · Postage	1,000.00
5250 · Legal Expenses	3,935.80
5256 · Interest Exp-Financed Items	25.90
5260 · Accounting & Bookkeeping	1,000.00
5270 · Automotive - Repair & Maint	80.60
5320 · Membership Fees and Dues	134.00
5326 · Licenses and Certifications	120.00
5330 · Telephone	1,452.84
5370 · Fuel - Trucks	1,898.32
5391 · Credit Card Transaction Fees	574.95
5XXX · Indirect Allocation	0.00
	150,594.36
<b>Total INDIRECT</b>	<b>150,594.36</b>
5190 · Soil and Water Tests	2,145.00
5220 · Water System - Repair & Maint	10,237.58
5225 · Street Maintenance	167.79
5231 · Pajaro Park Expense	1,679.85
5310 · Utilities - Well Site	11,995.75
5315 · Utilities - Street Lighting	2,247.18
5325 · Permits	220.00
5427 · Improvement Project-Springfield	2,109.75
	181,397.26
<b>Total Expense</b>	<b>181,397.26</b>
<b>Net Ordinary Income</b>	<b>-56,506.15</b>
<b>Other Income/Expense</b>	
Other Income	
4100 · Late Payment Penalties	449.20
4110 · Hydrant Sales	722.16
4115 · Testing Fees	1,120.00
4200 · Street Maintenance-Reimb	3,192.71
4210 · Vega Bond Assessments	11,110.06

Pajaro/Sunny Mesa  
Profit & Loss  
January 2019

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	Jan 19
4280 · Pro-rata tax collection share	724.16
4285 · P.V.W.M.A. Collection Fee	1,678.71
4305 · Miscellaneous Revenue	250.00
4311 · Interest on Pooled Investments	998.68
4341 · Lighting Admin Reimbursements	930.46
4350 · Interest Revenue	569.47
5424 · Springfield Grant Funds	3,934.13
5794 · Water Bond Assessments	964.75
Total Other Income	26,644.49
Other Expense	
5435 · Improvement Project-Pajaro	18,308.00
Total Other Expense	18,308.00
Net Other Income	8,336.49
Net Income	-48,169.66

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Pajaro/Sunny Mesa  
 Profit & Loss Budget Performance  
 January 2019

	Jan 19	Budget	% of Budget	Jul '18 - Jan 19	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4001 · Route 1 - Pajaro	17,949.56	22,833.33	78.6%	152,497.21	159,833.31	95.4%	274,000.00
4002 · Route 2 - Pajaro	19,075.04	23,666.67	80.6%	144,635.99	165,666.65	87.3%	284,000.00
4003 · Route 3 - Commercial	16,262.26	21,666.67	75.1%	157,887.10	151,666.65	104.1%	260,000.00
4004 · Route 4 - Trailer Park	920.80	1,083.33	85.0%	7,333.09	7,583.31	96.7%	13,000.00
4005 · Route 5 - San Juan Rd Apts	952.78	1,166.67	81.7%	7,197.85	8,166.65	88.1%	14,000.00
4006 · Route 6 - Sunny Mesa	7,253.04	10,041.67	72.2%	75,874.47	70,291.65	107.9%	120,500.00
4007 · Route 7 - CSA 73	8,882.51	11,166.67	79.5%	84,847.39	78,166.65	108.5%	134,000.00
4008 · Route 8 - Vega	8,473.74	12,000.00	70.6%	83,088.71	84,000.00	98.9%	144,000.00
4010 · Route 10 - Springfield	850.00	875.00	97.1%	5,960.00	6,125.00	97.1%	10,500.00
4011 · Route 11 - Moss Landing	18,573.42	21,250.00	87.4%	136,460.80	148,750.00	91.7%	255,000.00
4012 · Route 12 - Blackie Road	1,783.78	2,625.00	68.0%	17,703.67	18,375.00	96.3%	31,500.00
4013 · Route 13 - Normco	19,219.98	25,833.33	74.4%	188,649.07	180,833.31	104.3%	310,000.00
4014 · Route 14 - Tierra	2,749.04	3,791.67	72.5%	29,399.51	26,541.65	110.8%	45,500.00
4015 · Route 15 - Langley/VP	1,945.16	2,625.00	74.1%	18,433.25	18,375.00	100.3%	31,500.00
<b>Total Income</b>	<b>124,891.11</b>	<b>160,625.01</b>	<b>77.8%</b>	<b>1,109,958.11</b>	<b>1,124,374.83</b>	<b>98.7%</b>	<b>1,927,500.00</b>
<b>Gross Profit</b>	<b>124,891.11</b>	<b>160,625.01</b>	<b>77.8%</b>	<b>1,109,958.11</b>	<b>1,124,374.83</b>	<b>98.7%</b>	<b>1,927,500.00</b>
<b>Expense</b>							
<b>INDIRECT</b>							
5000 · Salaries and Wages	95,356.59	63,750.00	149.6%	438,823.56	446,250.00	98.3%	765,000.00
5005 · Administrative Fees	468.67	475.00	98.7%	3,262.31	3,325.00	98.1%	5,700.00
5030 · Payroll Tax Expense	4,862.91	1,333.33	364.7%	10,789.39	9,333.31	115.6%	16,000.00
5040 · Worker's Comp Insurance	4,928.36	1,666.67	295.7%	11,113.09	11,666.65	95.3%	20,000.00
5050 · Employee Health Insurance	16,892.55	14,166.67	119.2%	96,938.05	99,166.65	97.8%	170,000.00
5070 · Employee Retirement	14,202.37	9,583.33	148.2%	66,278.95	67,083.31	98.8%	115,000.00
5090 · Other Employee Expense	598.61	416.67	143.7%	1,838.58	2,916.65	63.0%	5,000.00
5120 · Property Taxes	0.00	125.00	0.0%	1,157.96	875.00	132.3%	1,500.00
5130 · Utilities - Office	216.59	333.33	65.0%	2,222.45	2,333.31	95.2%	4,000.00
5140 · Building Repair & Maint	547.21	583.33	93.8%	3,007.53	4,083.31	73.7%	7,000.00
5145 · District Wide Repair & Maint	512.26	1,083.33	47.3%	6,031.19	7,583.31	79.5%	13,000.00
5150 · Garbage Service	279.42	291.67	95.8%	1,676.52	2,041.65	82.1%	3,500.00
5160 · Office Equip Rental	739.01	833.33	88.7%	5,780.40	5,833.31	99.1%	10,000.00
5165 · Computer Software	648.18	1,250.00	51.9%	7,463.05	8,750.00	85.3%	15,000.00
5170 · Office Equipment Repair & Maint	0.00	300.00	0.0%	1,989.40	2,100.00	94.7%	3,600.00
5175 · Small Tools - Repair & Maint	0.00	83.33	0.0%	79.83	583.31	13.7%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	2,500.00	0.0%	24,227.00	17,500.00	138.4%	30,000.00
5200 · Billing Supplies	0.00	308.33	0.0%	2,705.26	2,158.31	125.3%	3,700.00
5240 · Office Supplies	119.22	375.00	31.8%	1,218.36	2,625.00	46.4%	4,500.00
5245 · Postage	1,000.00	708.33	141.2%	5,024.70	4,958.31	101.3%	8,500.00
5250 · Legal Expenses	3,935.80	3,333.33	118.1%	42,938.48	23,333.31	184.0%	40,000.00
5255 · Interest Expense	0.00	1,312.50	0.0%	7,875.00	9,187.50	85.7%	15,750.00
5256 · Interest Exp-Financed Items	25.90	66.67	38.8%	201.05	466.65	43.1%	800.00
5260 · Accounting & Bookkeeping	1,000.00	3,083.33	32.4%	29,800.00	21,583.31	138.1%	37,000.00
5266 · Engineering Svcs-Dist Wide	0.00	833.33	0.0%	0.00	0.00	0.0%	0.00
5270 · Automotive - Repair & Maint	80.60	41.67	9.7%	5,025.20	5,833.31	86.1%	10,000.00
5280 · Conferences, Meetings, Seminars	0.00	41.67	0.0%	60.00	291.65	20.6%	500.00
5290 · Travel Expenses	0.00	41.67	0.0%	0.00	291.65	0.0%	500.00



Pajaro/Sunny Mesa  
**Profit & Loss Budget Performance**  
 January 2019

	Jan 19	Budget	% of Budget	Jul '18 - Jan 19	YTD Budget	% of Budget	Annual Budget
5300 · Books & Subscriptions	0.00	125.00	0.0%	119.00	875.00	13.6%	1,500.00
5305 · Water Conservation Program	0.00	125.00	0.0%	0.00	875.00	0.0%	1,500.00
5320 · Membership Fees and Dues	134.00	1,500.00	8.9%	18,375.77	10,500.00	175.0%	18,000.00
5326 · Licenses and Certifications	120.00	166.67	72.0%	1,407.53	1,166.65	120.6%	2,000.00
5330 · Telephone	1,452.84	1,333.33	109.0%	11,548.06	9,333.31	123.7%	16,000.00
5340 · Burglar Alarm Monitoring	0.00	62.50	0.0%	430.00	437.50	98.3%	750.00
5370 · Fuel - Trucks	1,898.32	2,000.00	94.9%	13,049.41	14,000.00	93.2%	24,000.00
5390 · Bank Charges	0.00	16.67	0.0%	100.00	116.65	85.7%	200.00
5391 · Credit Card Transaction Fees	574.95	533.33	107.8%	4,852.10	3,733.31	130.0%	6,400.00
5XXX · Indirect Allocation	0.00	16.67	0.0%	30,298.00	116.65	25,973.4%	200.00
6560 · Payroll Processing Expenses	0.00	50.00	0.0%	0.00	350.00	0.0%	600.00
6577 · COP Debt Service - Interest	0.00	6,708.33	0.0%	40,237.50	46,958.31	85.7%	80,500.00
<b>Total INDIRECT</b>	<b>150,594.36</b>	<b>121,516.65</b>	<b>123.9%</b>	<b>897,944.68</b>	<b>850,616.19</b>	<b>105.6%</b>	<b>1,458,200.00</b>
5190 · Soil and Water Tests	2,145.00	2,750.00	78.0%	16,616.50	19,250.00	86.3%	33,000.00
5220 · Water System - Repair & Maint	10,237.58	16,666.67	61.4%	78,171.16	116,666.65	67.0%	200,000.00
5225 · Street Maintenance	167.79	2,720.83	6.2%	4,061.80	19,045.81	21.3%	32,650.00
5230 · Park - Repair & Maint	0.00	83.33	0.0%	16.16	583.31	2.8%	1,000.00
5231 · Pajaro Park Expense	1,679.85	0.00	100.0%	12,023.15	0.00	100.0%	0.00
5265 · Engineering Expenses	0.00	250.00	0.0%	0.00	1,750.00	0.0%	3,000.00
5310 · Utilities - Well Site	11,995.75	13,333.33	90.0%	109,502.93	93,333.31	117.3%	160,000.00
5315 · Utilities - Street Lighting	2,247.18	2,583.33	87.0%	14,552.89	18,083.31	80.5%	31,000.00
5325 · Permits	220.00	2,083.33	10.6%	6,850.00	14,583.31	47.0%	25,000.00
5360 · Fuel - Generator	0.00	125.00	0.0%	724.40	875.00	82.8%	1,500.00
5426 · Vega Assmnt Bond Expense	0.00			6,630.24			
5427 · Improvement Project-Springfield	2,109.75	291.67	0.0%	66,046.87	2,041.65	109.0%	3,500.00
5428 · COP Bond Expense	0.00	1,166.67	0.0%	2,225.00	8,166.65	109.7%	14,000.00
5433 · Pajaro Water Bond Interest Exp	0.00	12,675.00	0.0%	77,113.77	88,725.00	86.9%	152,100.00
6575 · Vega Debt Service-Interest	0.00						
<b>Total Expense</b>	<b>181,397.26</b>	<b>176,245.81</b>	<b>102.9%</b>	<b>1,301,336.42</b>	<b>1,233,720.19</b>	<b>105.5%</b>	<b>2,114,950.00</b>
<b>Net Ordinary Income</b>	<b>-66,506.15</b>	<b>-15,620.80</b>	<b>361.7%</b>	<b>-191,378.31</b>	<b>-109,345.36</b>	<b>175.0%</b>	<b>-187,450.00</b>
<b>Other Income/Expense</b>							
4100 · Late Payment Penalties	449.20	625.00	71.9%	3,495.31	4,375.00	79.9%	7,500.00
4101 · Billing Adjustments	0.00	33.33	0.0%	452.02	233.31	193.7%	400.00
4110 · Hydrant Sales	722.16	333.33	216.7%	4,404.60	2,333.31	188.8%	4,000.00
4115 · Testing Fees	1,120.00	625.00	179.2%	6,350.00	4,375.00	145.1%	7,500.00
4140 · Connection Fees	0.00	358.34	0.0%	32,501.95	2,508.38	1,295.7%	4,300.08
4141 · Application Fees	0.00	45.83	0.0%	0.00	320.81	0.0%	550.00
4146 · Other Fees	0.00	33.34	0.0%	0.00	233.38	0.0%	400.08
4200 · Street Maintenance-Reimb	3,192.71	5,316.67	60.1%	41,180.19	37,216.65	110.6%	63,800.00
4210 · Vega Bond Assessments	11,110.06	22,258.33	49.9%	149,666.43	155,808.31	96.1%	267,100.00
4280 · Pro-rata tax collection share	724.16	2,083.33	34.8%	14,082.11	14,583.31	96.6%	25,000.00
4285 · P.V.W./M.A. Collection Fee	1,678.71	2,000.00	83.9%	16,734.32	14,000.00	119.5%	24,000.00
4300 · Collection of Previous W/O Acct	0.00	41.67	0.0%	0.00	291.65	0.0%	500.00
4305 · Miscellaneous Revenue	250.00	125.00	200.0%	1,125.00	875.00	128.6%	1,500.00
4307 · Returned Check Charges	0.00			50.00			

Pajaro/Sunny Mesa  
 Profit & Loss Budget Performance  
 January 2019

	Jan 19	Budget	% of Budget	Jul '18 - Jan 19	YTD Budget	% of Budget	Annual Budget
4311 · Interest on Pooled Investments	998.68			998.68	18,083.31	149.7%	31,000.00
4340 · Utility Reimbursements	0.00	2,583.33	0.0%	27,070.20	7,000.00	13.3%	12,000.00
4341 · Lighting Admin Reimbursements	930.46	1,000.00	93.0%	930.46	291.65	0.0%	500.00
4346 · District 25% Overhead Fee	0.00	41.67	0.0%	0.00	1,750.00	206.1%	3,000.00
4350 · Interest Revenue	569.47	250.00	227.8%	3,606.88	408.31	0.0%	700.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	0.00	233.31	0.0%	400.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	55,125.12			
5408 · Springfield Project-Grant Reimb	0.00			1,000.12			
5409 · Pajaro Improve Proj-Grant Reimb	0.00			17,923.26			
5424 · Springfield Grant Funds	3,934.13			23,246.11	23,187.50	100.3%	39,750.00
5794 · Water Bond Assessments	964.75	3,312.50	29.1%				
<b>Total Other Income</b>	<b>26,644.49</b>	<b>41,158.33</b>	<b>64.7%</b>	<b>399,942.76</b>	<b>288,108.19</b>	<b>138.8%</b>	<b>493,900.16</b>
<b>Other Expense</b>							
5435 · Improvement Project-Pajaro	18,308.00			20,088.00			
5440 · Improvement Project Sunny Mesa	0.00			2,975.00			
<b>Total Other Expense</b>	<b>18,308.00</b>			<b>23,063.00</b>	<b>288,108.19</b>	<b>130.8%</b>	<b>493,900.16</b>
<b>Net Other Income</b>	<b>8,336.49</b>	<b>41,158.33</b>	<b>20.3%</b>	<b>376,879.76</b>	<b>178,762.83</b>	<b>103.8%</b>	<b>306,450.16</b>
<b>Net Income</b>	<b>-48,169.66</b>	<b>25,537.53</b>	<b>-188.6%</b>	<b>185,501.45</b>			

**Pajaro/Sunny Mesa  
 Profit & Loss Budget vs. Actual  
 January 2019**

Ordinary Income/Expense	Jan 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4001 · Route 1 - Pajaro	17,949.56	22,833.33	-4,883.77	78.61%
4002 · Route 2 - Pajaro	19,075.04	23,666.67	-4,591.63	80.6%
4003 · Route 3 - Commercial	16,262.26	21,666.67	-5,404.41	75.06%
4004 · Route 4 - Trailer Park	920.80	1,083.33	-162.53	85.0%
4005 · Route 5 - San Juan Rd Apts	952.78	1,166.67	-213.89	81.67%
4006 · Route 6 - Sunny Mesa	7,253.04	10,041.67	-2,788.63	72.23%
4007 · Route 7 - CSA 73	8,882.51	11,166.67	-2,284.16	79.55%
4008 · Route 8 - Vega	8,473.74	12,000.00	-3,526.26	70.62%
4010 · Route 10 -Springfield	850.00	875.00	-25.00	97.14%
4011 · Route 11 - Moss Landing	18,573.42	21,250.00	-2,676.58	87.4%
4012 · Route 12 - Blackie Road	1,783.78	2,625.00	-841.22	67.95%
4013 · Route 13 - Norrico	19,219.98	25,833.33	-6,613.35	74.4%
4014 · Route 14 - Vierra	2,749.04	3,791.67	-1,042.63	72.5%
4015 · Route 15 - Langley/VP	1,945.16	2,625.00	-679.84	74.1%
<b>Total Income</b>	<b>124,891.11</b>	<b>160,625.01</b>	<b>-35,733.90</b>	<b>77.75%</b>
<b>Expense</b>				
<b>INDIRECT</b>				
5000 · Salaries and Wages	95,356.59	63,750.00	31,606.59	149.58%
5005 · Administrative Fees	468.67	475.00	-6.33	98.67%
5030 · Payroll Tax Expense	4,862.91	1,333.33	3,529.58	364.72%
5040 · Worker's Comp Insurance	4,928.36	1,666.67	3,261.69	295.7%
5050 · Employee Health Insurance	16,892.55	14,166.67	2,725.88	119.24%
5070 · Employee Retirement	14,202.37	9,583.33	4,619.04	148.2%
5090 · Other Employee Expense	598.61	416.67	181.94	143.67%
5120 · Property Taxes	0.00	125.00	-125.00	0.0%
5130 · Utilities - Office	216.59	333.33	-116.74	64.98%
5140 · Building Repair & Maint	547.21	583.33	-36.12	93.81%
5145 · District Wide Repair & Maint	512.26	1,083.33	-571.07	47.29%
5150 · Garbage Service	279.42	291.67	-12.25	95.8%
<b>Gross Profit</b>	<b>124,891.11</b>	<b>160,625.01</b>	<b>-35,733.90</b>	<b>77.75%</b>

Pajaró/Sunny Mesa  
Profit & Loss Budget vs. Actual  
January 2019

	Jan 19	Budget	\$ Over Budget	% of Budget
5160 · Office Equip Rental	739.01	833.33	-94.32	88.68%
5165 · Computer Software	648.18	1,250.00	-601.82	51.85%
5170 · Office Equipment Repair & Maint	0.00	300.00	-300.00	0.0%
5175 · Small Tools - Repair & Maint.	0.00	83.33	-83.33	0.0%
5180 · Casualty Ins/Liability Ins	0.00	2,500.00	-2,500.00	0.0%
5200 · Billing Supplies	0.00	308.33	-308.33	0.0%
5240 · Office Supplies	119.22	375.00	-255.78	31.79%
5245 · Postage	1,000.00	708.33	291.67	141.18%
5250 · Legal Expenses	3,935.80	3,333.33	602.47	118.07%
5255 · Interest Expense	0.00	1,312.50	-1,312.50	0.0%
5256 · Interest Exp-Financed Items	25.90	66.67	-40.77	38.85%
5260 · Accounting & Bookkeeping	1,000.00	3,083.33	-2,083.33	32.43%
5270 · Automotive - Repair & Maint	80.60	833.33	-752.73	9.67%
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	134.00	1,500.00	-1,366.00	8.93%
5326 · Licenses and Certifications	120.00	166.67	-46.67	72.0%
5330 · Telephone	1,452.84	1,333.33	119.51	108.96%
5340 · Burglar Alarm Monitoring	0.00	62.50	-62.50	0.0%
5370 · Fuel - Trucks	1,898.32	2,000.00	-101.68	94.92%
5390 · Bank Charges	0.00	16.67	-16.67	0.0%
5391 · Credit Card Transaction Fees	574.95	533.33	41.62	107.8%
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	6,708.33	-6,708.33	0.0%
Total INDIRECT	150,594.36	121,516.65	29,077.71	123.93%
5190 · Soil and Water Tests	2,145.00	2,750.00	-605.00	78.0%
5220 · Water System - Repair & Maint	10,237.58	16,666.67	-6,429.09	61.43%
5225 · Street Maintenance	167.79	2,720.83	-2,553.04	6.17%
5230 · Park - Repair & Maint	0.00	83.33	-83.33	0.0%

**Pajaro/Sunny Mesa**  
**Profit & Loss Budget vs. Actual**  
 January 2019

	Jan 19	Budget	\$ Over Budget	% of Budget
5265 · Engineering Expenses	0.00	250.00	-250.00	0.0%
5310 · Utilities - Well Site	11,995.75	13,333.33	-1,337.58	89.97%
5315 · Utilities - Street Lighting	2,247.18	2,583.33	-336.15	86.99%
5325 · Permits	220.00	2,083.33	-1,863.33	10.56%
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	1,166.67	-1,166.67	0.0%
6575 · Vega Debt Service-Interest	0.00	12,675.00	-12,675.00	0.0%
<b>Total Expense</b>	<b>177,607.66</b>	<b>176,245.81</b>	<b>1,361.85</b>	<b>100.77%</b>
Net Ordinary Income	-52,716.55	-15,620.80	-37,095.75	337.48%
Other Income/Expense				
Other Income				
4100 · Late Payment Penalties	449.20	625.00	-175.80	71.87%
4101 · Billing Adjustments	0.00	33.33	-33.33	0.0%
4110 · Hydrant Sales	722.16	333.33	388.83	216.65%
4115 · Testing Fees	1,120.00	625.00	495.00	179.2%
4140 · Connection Fees	0.00	358.34	-358.34	0.0%
4141 · Application Fees	0.00	45.83	-45.83	0.0%
4146 · Other Fees	0.00	33.34	-33.34	0.0%
4200 · Street Maintenance-Reimb	3,192.71	5,316.67	-2,123.96	60.05%
4210 · Vega Bond Assessments	11,110.06	22,258.33	-11,148.27	49.91%
4280 · Pro-rata tax collection share	724.16	2,083.33	-1,359.17	34.76%
4285 · P.V.W.M.A. Collection Fee	1,678.71	2,000.00	-321.29	83.94%
4300 · Collection of Previous W/O Acct	0.00	41.67	-41.67	0.0%
4305 · Miscellaneous Revenue	250.00	125.00	125.00	200.0%
4340 · Utility Reimbursements	0.00	2,583.33	-2,583.33	0.0%
4341 · Lighting Admin Reimbursements	930.46	1,000.00	-69.54	93.05%
4346 · District 25% Overhead Fee	0.00	41.67	-41.67	0.0%
4350 · Interest Revenue	569.47	250.00	319.47	227.79%
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	-58.33	0.0%
4360 · Legal Counsel Reimbursement	0.00	33.33	-33.33	0.0%
5794 · Water Bond Assessments	964.75	3,312.50	-2,347.75	29.13%

**Pajaro/Sunny Mesa**  
**Profit & Loss Budget vs. Actual**  
 January 2019

Total Other Income  
 Other Expense  
 Total Other Expense  
 Net Other Income  
 Net Income

Jan 19	Budget	\$ Over Budget	% of Budget
21,711.68	41,158.33	-19,446.65	52.75%
0.00			
21,711.68	41,158.33	-19,446.65	52.75%
-31,004.87	25,537.53	-56,542.40	-121.41%

Total Income      Total Expenses      Difference  
 \$146,602.79      \$ 177,607.66      \$ (31,004.87)

December Cash      January Cash      Difference  
 \$422,844.44      \$435,028.07      \$12,183.63

**Pajaro/Sunny Mesa**  
**Check Detail - Operating Account**  
January 25 through February 26, 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	02/08/2019	Ally 2015-Online	1001 · SCCB - Operating Account		-608.59
Bill	Febru...	01/28/2019		2256 · Vehicle Loan Payable 5256 · Interest Exp-Financed Items	-582.69 -25.90	582.69 25.90
TOTAL					-608.59	608.59
Bill Pmt -Check	AP	02/08/2019	AT&T 2043-Online	1001 · SCCB - Operating Account		-186.44
Bill	Jan 2...	01/26/2019		5330 · Telephone	-186.44	186.44
TOTAL					-186.44	186.44
Bill Pmt -Check	AP	02/08/2019	AT&T 2486-Online	1001 · SCCB - Operating Account		-108.35
Bill	Jan 2...	01/26/2019		5310 · Utilities - Well Site	-108.35	108.35
TOTAL					-108.35	108.35
Bill Pmt -Check	AP	02/08/2019	Bianchi Alarm Systems-Online	1001 · SCCB - Operating Account		-78.00
Bill	21498	02/02/2019		5340 · Burglar Alarm Monitoring	-78.00	78.00
TOTAL					-78.00	78.00
Bill Pmt -Check	AP	02/08/2019	CB&T/ACWA-JPIA-Online	1001 · SCCB - Operating Account		-15,968.83
Bill	05971...	02/04/2019		5050 · Employee Health Insurance 2264 · Employee Insurance Payable	-14,800.91 -1,167.92	14,800.91 1,167.92
TOTAL					-15,968.83	15,968.83
Bill Pmt -Check	AP	02/08/2019	Corix Water Products-Online	1001 · SCCB - Operating Account		-262.20
Bill	17913...	01/21/2019		5220 · Water System - Repair & Maint	-262.20	262.20
TOTAL					-262.20	262.20
Bill Pmt -Check	AP	02/08/2019	Don Chapin Co., Inc.-Online	1001 · SCCB - Operating Account		-6,356.43
Bill	21901...	01/20/2019		5220 · Water System - Repair & Maint	-6,356.43	6,356.43
TOTAL					-6,356.43	6,356.43
Bill Pmt -Check	AP	02/08/2019	Green Rubber Kennedy Ag-Online	1001 · SCCB - Operating Account		-4.58
Bill	W-53...	01/17/2019		5220 · Water System - Repair & Maint	-4.58	4.58
TOTAL					-4.58	4.58
Bill Pmt -Check	AP	02/08/2019	MBAS-Online	1001 · SCCB - Operating Account		-450.00
Bill	19011...	01/31/2019		5190 · Soil and Water Tests	-405.00	405.00
Bill	19012...	02/05/2019		5190 · Soil and Water Tests	-45.00	45.00
TOTAL					-450.00	450.00
Bill Pmt -Check	AP	02/08/2019	Mission Uniform Service-Online	1001 · SCCB - Operating Account		-80.00
Bill	50913...	01/28/2019		5140 · Building Repair & Maint	-40.00	40.00
Bill	50918...	02/04/2019		5140 · Building Repair & Maint	-40.00	40.00
TOTAL					-80.00	80.00
Bill Pmt -Check	AP	02/08/2019	PG&E 1438-Online	1001 · SCCB - Operating Account		-1,165.98
Bill	12/26/...	01/31/2019		5310 · Utilities - Well Site	-1,165.98	1,165.98
TOTAL					-1,165.98	1,165.98
Bill Pmt -Check	AP	02/08/2019	PG&E 1826-Online	1001 · SCCB - Operating Account		-28.98
Bill	12/18/...	01/24/2019		5310 · Utilities - Well Site	-28.98	28.98

**Pajaro/Sunny Mesa**  
**Check Detail - Operating Account**  
January 25 through February 26, 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-28.98	28.98
Bill Pmt -Check	AP	02/08/2019	PG&E 6022-Online	1001 · SCCB - Operating Account		-6.62
Bill	12/20/...	01/25/2019		5315 · Utilities - Street Lighting	-6.62	6.62
TOTAL					-6.62	6.62
Bill Pmt -Check	AP	02/08/2019	Santa Cruz Answering Service-Online	1001 · SCCB - Operating Account		-74.31
Bill	19010...	01/22/2019		5330 · Telephone	-74.31	74.31
TOTAL					-74.31	74.31
Bill Pmt -Check	AP	02/08/2019	Singh Computech-Online	1001 · SCCB - Operating Account		-240.00
Bill	7644	02/06/2019		5165 · Computer Software	-240.00	240.00
TOTAL					-240.00	240.00
Bill Pmt -Check	AP	02/08/2019	Soil Control Lab-Online	1001 · SCCB - Operating Account		-181.00
Bill	90106...	01/25/2019		5190 · Soil and Water Tests	-97.50	97.50
Bill	90107...	01/30/2019		5190 · Soil and Water Tests	-25.00	25.00
Bill	90107...	01/30/2019		5190 · Soil and Water Tests	-58.50	58.50
TOTAL					-181.00	181.00
Bill Pmt -Check	AP	02/08/2019	Sturdy Oil Company-Online	1001 · SCCB - Operating Account		-978.92
Bill	CL31...	01/31/2019		5370 · Fuel - Trucks	-978.92	978.92
TOTAL					-978.92	978.92
Bill Pmt -Check	AP	02/08/2019	Tom's Site Service-Online	1001 · SCCB - Operating Account		-161.43
Bill	33452	02/04/2019		5145 · District Wide Repair & Maint	-161.43	161.43
TOTAL					-161.43	161.43
Bill Pmt -Check	AP	02/08/2019	Soil Control Lab-Online	1001 · SCCB - Operating Account		-353.50
Bill	90103...	01/15/2019		5190 · Soil and Water Tests	-19.50	19.50
Bill	90104...	01/16/2019		5190 · Soil and Water Tests	-25.00	25.00
Bill	90104...	01/17/2019		5190 · Soil and Water Tests	-58.50	58.50
Bill	90105...	01/23/2019		5190 · Soil and Water Tests	-25.00	25.00
Bill	90105...	01/23/2019		5190 · Soil and Water Tests	-19.50	19.50
Bill	90105...	01/23/2019		5190 · Soil and Water Tests	-97.50	97.50
Bill	90105...	01/23/2019		5190 · Soil and Water Tests	-19.50	19.50
Bill	90105...	01/23/2019		5190 · Soil and Water Tests	-25.00	25.00
Bill	90105...	01/23/2019		5190 · Soil and Water Tests	-39.00	39.00
Bill	90106...	01/25/2019		5190 · Soil and Water Tests	-25.00	25.00
TOTAL					-353.50	353.50
Bill Pmt -Check	AP	02/08/2019	Mid Valley Supply-Online	1001 · SCCB - Operating Account		-258.12
Bill	1233613	01/29/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	1233612	01/29/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	1233611	01/29/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	1233610	01/29/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	1233609	01/29/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	1233806	02/05/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	1233807	02/05/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	1233805	02/05/2019		5220 · Water System - Repair & Maint	-57.36	57.36
TOTAL					-258.12	258.12
Bill Pmt -Check	AP	02/08/2019	WM / Carmel Marina - Office-Online	1001 · SCCB - Operating Account		-279.42
Bill	92595...	02/01/2019		5150 · Garbage Service	-279.42	279.42
TOTAL					-279.42	279.42
Bill Pmt -Check	AP	02/19/2019	AT&T 3912-Online	1001 · SCCB - Operating Account		-637.98



**Pajaro/Sunny Mesa**  
**Check Detail - Operating Account**  
January 25 through February 26, 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2/1/19...	02/01/2019		5330 · Telephone	-637.98	637.98
TOTAL					-637.98	637.98
Bill Pmt -Check	AP	02/19/2019	AT&T 8925-Online	1001 · SCCB - Operating Account		-409.59
Bill	1/2/19...	02/13/2019		5330 · Telephone	-409.59	409.59
TOTAL					-409.59	409.59
Bill Pmt -Check	AP	02/19/2019	PG&E 6857-Online	1001 · SCCB - Operating Account		-6,938.60
Bill	12/27/...	02/01/2019		5130 · Utilities - Office	-216.81	216.81
				5310 · Utilities - Well Site	-2,152.61	2,152.61
				5310 · Utilities - Well Site	-1,393.35	1,393.35
				5310 · Utilities - Well Site	-738.19	738.19
				5315 · Utilities - Street Lighting	-2,437.64	2,437.64
TOTAL					-6,938.60	6,938.60
Bill Pmt -Check	AP	02/25/2019	Big Creek Lumber-Online	1001 · SCCB - Operating Account		-93.73
Bill	10956...	02/12/2019	Wiring Connection	4345 · Customer Order Reimbursements	-93.73	93.73
TOTAL					-93.73	93.73
Bill Pmt -Check	AP	02/25/2019	Ace Hardware Prunedale-Online	1001 · SCCB - Operating Account		-14.09
Bill	04574...	02/13/2019		5220 · Water System - Repair & Maint	-14.09	14.09
TOTAL					-14.09	14.09
Bill Pmt -Check	AP	02/25/2019	Ace Hardware Watsonville-Online	1001 · SCCB - Operating Account		-59.43
Bill	182239	02/08/2019		5220 · Water System - Repair & Maint	-22.91	22.91
Bill	182313	02/11/2019		5220 · Water System - Repair & Maint	-8.73	8.73
Bill	182548	02/20/2019		5220 · Water System - Repair & Maint	-8.72	8.72
Bill	182549	02/20/2019		5220 · Water System - Repair & Maint	-15.27	15.27
Bill	182609	02/22/2019		5220 · Water System - Repair & Maint	-3.80	3.80
TOTAL					-59.43	59.43
Bill Pmt -Check	AP	02/25/2019	AT&T 0646-Online	1001 · SCCB - Operating Account		-88.19
Bill	Feb 5 ...	02/05/2019		5310 · Utilities - Well Site	-88.19	88.19
TOTAL					-88.19	88.19
Bill Pmt -Check	AP	02/25/2019	AT&T 2627-Online	1001 · SCCB - Operating Account		-33.03
Bill	Feb 7 ...	02/07/2019		5310 · Utilities - Well Site	-33.03	33.03
TOTAL					-33.03	33.03
Bill Pmt -Check	AP	02/25/2019	AT&T 3439-Online	1001 · SCCB - Operating Account		-33.03
Bill	Feb 1 ...	02/01/2019		5310 · Utilities - Well Site	-33.03	33.03
TOTAL					-33.03	33.03
Bill Pmt -Check	AP	02/25/2019	AT&T 5283-Online	1001 · SCCB - Operating Account		-107.18
Bill	Feb 1...	02/11/2019		5310 · Utilities - Well Site	-107.18	107.18
TOTAL					-107.18	107.18
Bill Pmt -Check	AP	02/25/2019	AT&T 6542-Online	1001 · SCCB - Operating Account		-64.67
Bill	2/7/19...	02/07/2019		5310 · Utilities - Well Site	-64.67	64.67
TOTAL					-64.67	64.67
Bill Pmt -Check	AP	02/25/2019	Elan-Online	1001 · SCCB - Operating Account		-297.53

**Pajaro/Sunny Mesa**  
**Check Detail - Operating Account**  
January 25 through February 26, 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Febru...	02/05/2019		5320 · Membership Fees and Dues	-13.37	14.00
				5130 · Utilities - Office	-19.09	19.99
				5240 · Office Supplies	-48.56	50.84
				5370 · Fuel - Trucks	-172.28	180.39
				5280 · Conferences, Meetings, Seminars	-44.23	46.31
TOTAL					-297.53	311.53
Bill Pmt -Check	AP	02/25/2019	GreatAmerica Financial-Online	1001 · SCCB - Operating Account		-506.43
Bill	24194...	02/04/2019		5160 · Office Equip Rental	-506.43	506.43
TOTAL					-506.43	506.43
Bill Pmt -Check	AP	02/25/2019	MBAS-Online	1001 · SCCB - Operating Account		-135.00
Bill	19020...	02/08/2019		5190 · Soil and Water Tests	-45.00	45.00
Bill	19020...	02/18/2019		5190 · Soil and Water Tests	-90.00	90.00
TOTAL					-135.00	135.00
Bill Pmt -Check	AP	02/25/2019	PARS-Online	1001 · SCCB - Operating Account		-468.67
Bill	42142	02/07/2019		5005 · Administrative Fees	-468.67	468.67
TOTAL					-468.67	468.67
Bill Pmt -Check	AP	02/25/2019	PG&E 0819-Online	1001 · SCCB - Operating Account		-4,578.05
Bill	1/5/19...	02/12/2019		5310 · Utilities - Well Site	-389.98	389.98
				5310 · Utilities - Well Site	-1,525.47	1,525.47
				5310 · Utilities - Well Site	-127.40	127.40
				5310 · Utilities - Well Site	-1,866.13	1,866.13
				5310 · Utilities - Well Site	-368.00	368.00
				5315 · Utilities - Street Lighting	-111.22	111.22
				5310 · Utilities - Well Site	-189.85	189.85
TOTAL					-4,578.05	4,578.05
Bill Pmt -Check	AP	02/25/2019	Singh Computech-Online	1001 · SCCB - Operating Account		-240.00
Bill	7663	02/19/2019		5165 · Computer Software	-240.00	240.00
TOTAL					-240.00	240.00
Bill Pmt -Check	AP	02/25/2019	Staples Credit Plan-Online	1001 · SCCB - Operating Account		-171.66
Bill	Closin...	02/06/2019		5240 · Office Supplies	-171.66	171.66
TOTAL					-171.66	171.66
Bill Pmt -Check	AP	02/25/2019	Sturdy Oil Company-Online	1001 · SCCB - Operating Account		-881.07
Bill	CL32...	02/15/2019		5370 · Fuel - Trucks	-881.07	881.07
TOTAL					-881.07	881.07
Bill Pmt -Check	AP	02/25/2019	Thomas E Yeager, P.E.-Online	1001 · SCCB - Operating Account		-1,470.00
Bill	Invoic...	02/01/2019		5435 · Improvement Project-Pajaro	-1,295.00	1,295.00
				5427 · Improvement Project-Springfield	-175.00	175.00
TOTAL					-1,470.00	1,470.00
Bill Pmt -Check	AP	02/25/2019	TIAA Commercial Finance, Inc.	1001 · SCCB - Operating Account		-194.47
Bill	59625...	02/12/2019		5160 · Office Equip Rental	-194.47	194.47
TOTAL					-194.47	194.47
Bill Pmt -Check	AP	02/25/2019	Wells Fargo- 6120	1001 · SCCB - Operating Account		-242.48
Bill	Closin...	02/08/2019		5165 · Computer Software	-242.48	242.48

**Pajaro/Sunny Mesa**  
**Check Detail - Operating Account**  
January 25 through February 26, 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>TOTAL</b>					<b>-242.48</b>	<b>242.48</b>
Bill Pmt -Check	AP	02/25/2019	Mission Uniform Service-Online	1001 · SCCB - Operating Account		-160.00
Bill	50875...	01/01/2019		5140 · Building Repair & Maint	-40.00	40.00
Bill	50922...	02/11/2019		5140 · Building Repair & Maint	-40.00	40.00
Bill	50927...	02/18/2019		5140 · Building Repair & Maint	-40.00	40.00
Bill	50933...	02/25/2019		5140 · Building Repair & Maint	-40.00	40.00
<b>TOTAL</b>					<b>-160.00</b>	<b>160.00</b>
Bill Pmt -Check	AP	02/25/2019	Mid Valley Supply-Online	1001 · SCCB - Operating Account		-315.48
Bill	I234049	02/14/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	I234048	02/14/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	I234047	02/14/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	I234046	02/14/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	I234045	02/14/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	I234044	02/14/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	I234043	02/14/2019		5220 · Water System - Repair & Maint	-57.36	57.36
Bill	I234141	02/19/2019		5220 · Water System - Repair & Maint	-28.68	28.68
Bill	I234140	02/19/2019		5220 · Water System - Repair & Maint	-57.36	57.36
<b>TOTAL</b>					<b>-315.48</b>	<b>315.48</b>
Bill Pmt -Check	AP	02/25/2019	Soil Control Lab-Online	1001 · SCCB - Operating Account		-270.00
Bill	90200...	02/08/2019		5190 · Soil and Water Tests	-58.50	58.50
Bill	90201...	02/08/2019		5190 · Soil and Water Tests	-19.50	19.50
Bill	90201...	02/08/2019		5190 · Soil and Water Tests	-19.50	19.50
Bill	90201...	02/08/2019		5190 · Soil and Water Tests	-50.00	50.00
Bill	90201...	02/08/2019		5190 · Soil and Water Tests	-19.50	19.50
Bill	90201...	02/08/2019		5190 · Soil and Water Tests	-39.00	39.00
Bill	90202...	02/11/2019		5190 · Soil and Water Tests	-25.00	25.00
Bill	90202...	02/11/2019		5190 · Soil and Water Tests	-39.00	39.00
<b>TOTAL</b>					<b>-270.00</b>	<b>270.00</b>
Bill Pmt -Check	AP	02/25/2019	Soil Control Lab-Online	1001 · SCCB - Operating Account		-392.50
Bill	90201...	02/07/2019		5190 · Soil and Water Tests	-39.00	39.00
Bill	90201...	02/08/2019		5190 · Soil and Water Tests	-25.00	25.00
Bill	90203...	02/13/2019		5190 · Soil and Water Tests	-25.00	25.00
Bill	90203...	02/13/2019		5190 · Soil and Water Tests	-25.00	25.00
Bill	90203...	02/13/2019		5190 · Soil and Water Tests	-58.50	58.50
Bill	90203...	02/13/2019		5190 · Soil and Water Tests	-19.50	19.50
Bill	90203...	02/13/2019		5190 · Soil and Water Tests	-25.00	25.00
Bill	90203...	02/13/2019		5190 · Soil and Water Tests	-39.00	39.00
Bill	90204...	02/19/2019		5190 · Soil and Water Tests	-97.50	97.50
Bill	90204...	02/19/2019		5190 · Soil and Water Tests	-39.00	39.00
<b>TOTAL</b>					<b>-392.50</b>	<b>392.50</b>
Bill Pmt -Check	AP	02/26/2019	Bianchi Kasavan & Pope-Online	1001 · SCCB - Operating Account		-4,465.00
Bill	01978...	02/01/2019		5260 · Accounting & Bookkeeping	-465.00	465.00
Bill	01978...	02/01/2019		5260 · Accounting & Bookkeeping	-3,000.00	3,000.00
Bill	01978...	02/01/2019		5260 · Accounting & Bookkeeping	-1,000.00	1,000.00
<b>TOTAL</b>					<b>-4,465.00</b>	<b>4,465.00</b>
Bill Pmt -Check	AP	02/26/2019	Corbin Willits Systems-Online	1001 · SCCB - Operating Account		-228.20
Bill	B902...	02/15/2019		5165 · Computer Software	-228.20	228.20
<b>TOTAL</b>					<b>-228.20</b>	<b>228.20</b>
Check	PARS	01/30/2019	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-3,899.70
				5070 · Employee Retirement	-3,899.70	3,899.70
<b>TOTAL</b>					<b>-3,899.70</b>	<b>3,899.70</b>
Check	PARS	02/13/2019	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-3,821.05

**Pajaro/Sunny Mesa**  
**Check Detail - Operating Account**  
January 25 through February 26, 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5070 · Employee Retirement	-3,821.05	3,821.05
TOTAL					-3,821.05	3,821.05
Bill Pmt -Check	23629	01/31/2019	Co. of Mo. Resource Mgmt Agency	1001 · SCCB - Operating Account		-220.00
Bill	Encro...	01/30/2019		5325 · Permits	-220.00	220.00
TOTAL					-220.00	220.00
Bill Pmt -Check	23630	02/08/2019	Aramark	1001 · SCCB - Operating Account		-59.82
Bill	76004...	01/25/2019		5140 · Building Repair & Maint	-29.91	29.91
Bill	76006...	01/25/2019		5140 · Building Repair & Maint	-29.91	29.91
TOTAL					-59.82	59.82
Bill Pmt -Check	23631	02/08/2019	Aramark 2	1001 · SCCB - Operating Account		-325.27
Bill	21386...	01/18/2019		5090 · Other Employee Expense	-325.27	325.27
TOTAL					-325.27	325.27
Bill Pmt -Check	23632	02/08/2019	Costco Membership	1001 · SCCB - Operating Account		-180.00
Bill	March...	01/28/2019		5320 · Membership Fees and Dues	-120.00	120.00
				1152 · Due from Employee	-60.00	60.00
TOTAL					-180.00	180.00
Bill Pmt -Check	23633	02/08/2019	Grunsky Law Firm	1001 · SCCB - Operating Account		-3,935.80
Bill	90116	01/25/2019		5250 · Legal Expenses	-3,935.80	3,935.80
TOTAL					-3,935.80	3,935.80
Bill Pmt -Check	23634	02/08/2019	Maggiora Bros. Drilling, Inc.	1001 · SCCB - Operating Account		-18,666.85
Bill	104179	01/24/2019		1822 · CIP-Vega	-8,436.81	8,436.81
Bill	104189	01/28/2019		1823 · CIP-Blackie	-10,230.04	10,230.04
TOTAL					-18,666.85	18,666.85
Bill Pmt -Check	23635	02/08/2019	Monterey One Water	1001 · SCCB - Operating Account		-69.98
Bill	Febru...	01/31/2019		5310 · Utilities - Well Site	-25.73	25.73
Bill	1/1/19...	01/31/2019		5310 · Utilities - Well Site	-44.25	44.25
TOTAL					-69.98	69.98
Bill Pmt -Check	23636	02/08/2019	Pure Water	1001 · SCCB - Operating Account		-1,792.20
Bill	336540	02/01/2019		5427 · Improvement Project-Springfield	-1,792.20	1,792.20
TOTAL					-1,792.20	1,792.20
Bill Pmt -Check	23637	02/08/2019	R & B Company	1001 · SCCB - Operating Account		-244.72
Bill	S181...	01/28/2019		5220 · Water System - Repair & Maint	-158.62	158.62
Bill	S181...	01/30/2019		5220 · Water System - Repair & Maint	-86.10	86.10
TOTAL					-244.72	244.72
Bill Pmt -Check	23638	02/08/2019	SWRCB Accounting Office	1001 · SCCB - Operating Account		-5,952.00
Bill	SM-1...	12/19/2018		5325 · Permits	-2,742.00	2,742.00
Bill	SM-1...	12/19/2018		5325 · Permits	-1,632.00	1,632.00
Bill	SM-1...	12/19/2018		5325 · Permits	-1,578.00	1,578.00
TOTAL					-5,952.00	5,952.00
Bill Pmt -Check	23639	02/08/2019	USA Blue Book	1001 · SCCB - Operating Account		-192.34
Bill	794780	01/24/2019		5145 · District Wide Repair & Maint	-192.34	192.34

**Pajaro/Sunny Mesa**  
**Check Detail - Operating Account**  
January 25 through February 26, 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-192.34	192.34
Bill Pmt -Check	23640	02/08/2019	Valvoline	1001 · SCCB - Operating Account		-162.47
Bill	37388	02/06/2019		5270 · Automotive - Repair & Maint	-92.05	92.05
Bill	37384	02/06/2019		5270 · Automotive - Repair & Maint	-70.42	70.42
TOTAL					-162.47	162.47
Bill Pmt -Check	23661	02/25/2019	Aramark	1001 · SCCB - Operating Account		-89.73
Bill	76007...	02/08/2019		5140 · Building Repair & Maint	-29.91	29.91
Bill	76008...	02/15/2019		5140 · Building Repair & Maint	-29.91	29.91
Bill	76009...	02/22/2019		5140 · Building Repair & Maint	-29.91	29.91
TOTAL					-89.73	89.73
Bill Pmt -Check	23662	02/25/2019	Chevrolet of Watsonville	1001 · SCCB - Operating Account		-50.60
Bill	212322	01/01/2019		5270 · Automotive - Repair & Maint	-50.60	50.60
TOTAL					-50.60	50.60
Bill Pmt -Check	23663	02/25/2019	Connie Jo Stubblefield	1001 · SCCB - Operating Account		-395.45
Bill	Ret C...	02/19/2019		1100 · Water Customer Accounts Recv	-395.45	395.45
TOTAL					-395.45	395.45
Bill Pmt -Check	23664	02/25/2019	Department of Motor Vehicles	1001 · SCCB - Operating Account		-1.00
Bill	06082...	02/10/2019		5090 · Other Employee Expense	-1.00	1.00
TOTAL					-1.00	1.00
Bill Pmt -Check	23665	02/25/2019	Grunsky Law Firm	1001 · SCCB - Operating Account		-3,375.00
Bill	90343	02/01/2019		5250 · Legal Expenses	-3,375.00	3,375.00
TOTAL					-3,375.00	3,375.00
Bill Pmt -Check	23666	02/25/2019	Gutierrez Consultants	1001 · SCCB - Operating Account		-330.00
Bill	1336	02/18/2019		5435 · Improvement Project-Pajaro	-330.00	330.00
TOTAL					-330.00	330.00
Bill Pmt -Check	23667	02/25/2019	Jayne Surbeck	1001 · SCCB - Operating Account		-150.00
Bill	Depo...	02/15/2019		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	23668	02/25/2019	Kathleen M. Edwards	1001 · SCCB - Operating Account		-150.00
Bill	Depo...	02/19/2019		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	23669	02/25/2019	Maggiara Bros. Drilling, Inc.	1001 · SCCB - Operating Account		-35,579.24
Bill	104238	02/11/2019		1811 · CIP-Vierra Estate	-26,483.70	26,483.70
Bill	104247	02/14/2019		1822 · CIP-Vega	-9,095.54	9,095.54
TOTAL					-35,579.24	35,579.24
Bill Pmt -Check	23670	02/25/2019	Michael Carlone	1001 · SCCB - Operating Account		-150.00
Bill	Depo...	02/15/2019		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	23671	02/25/2019	Pajaro Valley Lock Shop	1001 · SCCB - Operating Account		-100.23

**Pajaro/Sunny Mesa**  
**Check Detail - Operating Account**  
January 25 through February 26, 2019

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	124591	02/08/2019		5145 · District Wide Repair & Maint	-100.23	100.23
TOTAL					-100.23	100.23
Bill Pmt -Check	23672	02/25/2019	R & B Company	1001 · SCCB - Operating Account		-1,797.76
Bill	S181...	02/12/2019	Wiring Connection	4345 · Customer Order Reimbursements	-1,569.01	1,569.01
Bill	S181...	02/15/2019		5220 · Water System - Repair & Maint	-37.72	37.72
				5220 · Water System - Repair & Maint	-191.03	191.03
TOTAL					-1,797.76	1,797.76
Bill Pmt -Check	23673	02/25/2019	Rosa Ana Barbosa	1001 · SCCB - Operating Account		-150.00
Bill	Depo...	02/15/2019		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	23674	02/25/2019	Royal Oaks Auto Repair Inc.	1001 · SCCB - Operating Account		-15.00
Bill	22411	02/06/2019		5270 · Automotive - Repair & Maint	-15.00	15.00
TOTAL					-15.00	15.00
Bill Pmt -Check	23675	02/25/2019	Sala Brothers Water Trucking, Inc	1001 · SCCB - Operating Account		-450.00
Bill	25105	02/01/2019		5220 · Water System - Repair & Maint	-450.00	450.00
TOTAL					-450.00	450.00
Bill Pmt -Check	23676	02/25/2019	USA North 811 for the Benefit of Dig ...	1001 · SCCB - Operating Account		-247.06
Bill	15982...	02/13/2019		5320 · Membership Fees and Dues	-247.06	247.06
TOTAL					-247.06	247.06

**Pajaro/Sunny Mesa**  
**Check Detail - Reserve Account**  
**January 25 through February 25, 2019**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check		01/30/2019	Pajaro/Sunny Mesa C.S.D.	1002 · SCCB Reserve Account		-1,921.40
				1032 · SCCB-COP Acct (aka Const. Ac...	-1,921.40	1,921.40
TOTAL					-1,921.40	1,921.40
Bill Pmt -Check	AP	02/08/2019	MNS Engineers Inc-Online	1002 · SCCB Reserve Account		-17,228.00
Bill	71761...	01/28/2019		5435 · Improvement Project-Pajaro	-17,228.00	17,228.00
TOTAL					-17,228.00	17,228.00
Bill Pmt -Check	AP	02/25/2019	NBS-Online	1002 · SCCB Reserve Account		-1,803.82
Bill	11900...	02/11/2019		5426 · Vega Assmnt Bond Expense	-1,803.82	1,803.82
TOTAL					-1,803.82	1,803.82
Bill Pmt -Check	115	02/25/2019	First Security Finance -Online	1002 · SCCB Reserve Account		-32,875.00
Bill	March...	02/21/2019		5255 · Interest Expense	-7,875.00	7,875.00
				2257 · Reorganization Loan	-25,000.00	25,000.00
TOTAL					-32,875.00	32,875.00

**Pajaro/Sunny Mesa**  
**Check Detail - Street Maintenance Account**  
**January 25 through February 25, 2019**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	02/08/2019	PG&E 9545 Street Maint-Online	1004 · SCCB - Street Maint Acct		-49.01
Bill	12/20/...	01/29/2019		5225 · Street Maintenance	-49.01	49.01
TOTAL					-49.01	49.01
Bill Pmt -Check	AP	02/19/2019	AT&T 5203 Street Maint-Online	1004 · SCCB - Street Maint Acct		-84.87
Bill	2/1-2/...	02/01/2019		5225 · Street Maintenance	-84.87	84.87
TOTAL					-84.87	84.87
Bill Pmt -Check	488	02/08/2019	Pajaro/Sunny Mesa Comm Svcs Dist	1004 · SCCB - Street Maint Acct		-28.14
Bill	Janua...	02/05/2019		5225 · Street Maintenance	-28.14	28.14
TOTAL					-28.14	28.14
Bill Pmt -Check	489	02/08/2019	Tony Maciel	1004 · SCCB - Street Maint Acct		-720.00
Bill	Dec a...	02/02/2019		5225 · Street Maintenance	-720.00	720.00
TOTAL					-720.00	720.00



**Pajaro/Sunny Mesa**  
**Check Detail - Pajaro Park Account**  
**January 25 through February 25, 2019**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	02/08/2019	Ace Hardware Watsonville-Online	1036 · PSM Pajaro Park Acct		-26.19
Bill	182167	02/06/2019		5231 · Pajaro Park Expense	-26.19	26.19
TOTAL					-26.19	26.19
Bill Pmt -Check	AP	02/08/2019	Mid Valley Supply-Online	1036 · PSM Pajaro Park Acct		-69.70
Bill	1233586	01/29/2019		5231 · Pajaro Park Expense	-69.70	69.70
TOTAL					-69.70	69.70
Bill Pmt -Check	AP	02/08/2019	PG&E 3540 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-49.54
Bill	12/19/...	01/25/2019		5231 · Pajaro Park Expense	-49.54	49.54
TOTAL					-49.54	49.54
Bill Pmt -Check	AP	02/08/2019	WM / Carmel Marina - Pajaro Park-O...	1036 · PSM Pajaro Park Acct		-279.42
Bill	92617...	02/01/2019		5231 · Pajaro Park Expense	-279.42	279.42
TOTAL					-279.42	279.42
Bill Pmt -Check	AP	02/25/2019	Ace Hardware Watsonville-Online	1036 · PSM Pajaro Park Acct		-27.28
Bill	182554	02/20/2019		5231 · Pajaro Park Expense	-27.28	27.28
TOTAL					-27.28	27.28
Bill Pmt -Check	AP	02/25/2019	AT&T 0577 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-203.59
Bill	Feb 1...	02/13/2019		5231 · Pajaro Park Expense	-203.59	203.59
TOTAL					-203.59	203.59
Bill Pmt -Check	AP	02/25/2019	Mid Valley Supply-Online	1036 · PSM Pajaro Park Acct		-75.58
Bill	1233996	02/13/2019		5231 · Pajaro Park Expense	-75.58	75.58
TOTAL					-75.58	75.58
Bill Pmt -Check	AP	02/25/2019	Mission Uniform Service-Online	1036 · PSM Pajaro Park Acct		-79.02
Bill	50923...	02/11/2019		5231 · Pajaro Park Expense	-79.02	79.02
TOTAL					-79.02	79.02
Bill Pmt -Check	818	02/08/2019	County of Mntry Sheriff's Alarm-Online	1036 · PSM Pajaro Park Acct		-30.00
Bill	135878	02/05/2019		5231 · Pajaro Park Expense	-30.00	30.00
TOTAL					-30.00	30.00
Bill Pmt -Check	819	02/08/2019	Panther Protective Services Inc.	1036 · PSM Pajaro Park Acct		-450.00
Bill	002/2...	02/05/2019		5231 · Pajaro Park Expense	-450.00	450.00
TOTAL					-450.00	450.00

## FINANCIAL NOTES - February 2019

Account No:	Account Name:	Increase / Decrease	Description
<b>Income:</b>			
4001-4015	Total Income	-	Typical February Usage
<b>Expenses: Indirect</b>			
5255	Interest Expense	+	Semi-Annual Interest Payment for 2007 Loan Refinancing
5260	Accounting and Bookkeeping	+	Final Audit Payment/State Controllers Financial Transactions Report
<b>Expenses: Direct</b>			
5433	Pajaro Water Bond Interest Expense	+	Pajaro Water Bond Interest Expense
<b>Other Income:</b>			
4140	Connection Fees	+	New Connections
4350	Interest Revenue	+	Interest Earned-Union Bank Accounts

**Pajaro/Sunny Mesa**  
**Balance Sheet**  
**As of February 28, 2019**

	Feb 28, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · SCCB - Operating Account	156,740.26
1002 · SCCB Reserve Account	287,119.68
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	219,596.55
1006 · SCCB-GF 633	79,319.58
1032 · SCCB-COP Acct (aka Const. Acct)	173,989.76
1036 · PSM Pajaro Park Acct	74,927.53
1050 · Cash in County Treasury - DS	54,822.99
1051 · Cash in County Treasury - GF	130,755.31
1066 · Union Bank Vega 2303	149,061.43
1068 · Union Bank Vega 2301	73,774.02
1069 · Union Bank Vega-2302	10,300.26
1095 · Union Bank Wtr Bond-Res 2204	149,128.75
2201 · Union Bank-2015 Wtr Rfd Bd 2201	13.23
2202 · Union Bank 2015 Wtr Rfd Bd-2202	2.28
	1,574,003.47
<b>Accounts Receivable</b>	
1110 · Invoice Accounts Recv	3,918.24
1231 · Grants Receivable-A/R	18,455.80
	22,374.04
<b>Other Current Assets</b>	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	157,967.83
1101 · Allowance for Doubtful Accounts	-8,990.09
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
	441,203.42
<b>Total Current Assets</b>	2,037,580.93
<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)	-41,984.80
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	-119,645.86
1555 · Office Equipment/Furniture	44,509.59
1556 · A/D - Office Equip/Furniture	-42,396.90
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	-444,791.36
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,037,113.15
1590 · Meters	86,141.40
1591 · A/D - Meters	-83,726.14
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-4,408.28
1610 · Automotive Equipment	199,276.12
1611 · A/D - Automotive Equipment	-186,354.46
1620 · Utility Trans/Distr Plant	115,702.65

**Pajaro/Sunny Mesa  
Balance Sheet  
As of February 28, 2019**

	Feb 28, 19
1621 · A/D - Utility T&D Plant	-86,696.72
1622 · A/D - Moss Landing	-144,458.66
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	-13,517.06
1650 · Trans & Distr Plant	81,133.08
1651 · A/D - Trans & Distr Plant	-57,450.72
1670 · Small Tools/Equipment	10,774.02
1671 · A/D - Small Tools/Equipment	-7,226.14
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-85,695.00
1804 · CIP-Springfield	149,090.02
1805 · CIP-Vega Imprvtmnt Project	4,604,699.33
1805.1 · A/D - Vega	-1,729,882.37
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	240,496.74
1807.1 · A/D - Langley/VP	-54,111.90
1808 · CIP-Normco	292,881.04
1808.1 · A/D - Normco Tank	-89,383.93
1811 · CIP-Vierra Estate	175,238.16
1811.1 · A/D - Vierra Estates	-30,958.36
1812 · CIP-Moss Landing Water System	288,274.14
1812.1 · A/D - Moss Landing Water	-53,315.54
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	-887,387.78
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-122,179.12
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-18,798.79
1820 · Normco Treatment Facility	111,943.00
1820.1 · A/D-Normco Treatment Facility	-46,477.27
1821 · CIP-Sunny Mesa	35,963.00
1822 · CIP-Vega	17,532.35
1823 · CIP-Blackie	10,230.04
<b>Total Fixed Assets</b>	<b>10,905,180.51</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
1230 · Grant Receivable	70,032.40
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>4,272,071.58</b>
<b>TOTAL ASSETS</b>	<b>17,214,833.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	59,710.58
2500 · Due to Other Funds	159,693.06
<b>Total Accounts Payable</b>	<b>219,403.64</b>
<b>Other Current Liabilities</b>	
2005 · Accrued Liabilities	67,274.00
2050 · Accrued Payroll	10,276.76
2121 · Customer Security Deposits	17,104.59
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	25,050.00
2225 · Accrued Vacation Liability	35,703.43

**Pajaro/Sunny Mesa**  
**Balance Sheet**  
**As of February 28, 2019**

	Feb 28, 19
2230 · Accrued Sick Leave Liability	41,135.54
2263 · 457b EE Plan Payable	3,418.51
2264 · Employee Insurance Payable	-3,010.17
2265 · EE Aflac Insurance Payable	570.15
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	7,183.76
2325 · Payable to P.V.W.M.A.	-10,294.40
Total Other Current Liabilities	260,182.07
Total Current Liabilities	479,585.71
Long Term Liabilities	
2256 · Vehicle Loan Payable	5,395.37
2257 · Reorganization Loan	275,000.00
2333 · COP Bonds Payable	-125,000.00
2339 · Vega Project Bonds Payable	-72,100.00
2350 · Bonds Payable - Water Bond	253,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	2,200,000.00
2361 · Bonds Payable-2015 Vga Wtr Rf	3,835,083.67
2400 · Unamortized Discount on 2015	-34,205.01
2401 · Unamortized Discount-2015 Vega	-13,986.72
Total Long Term Liabilities	6,323,187.31
Total Liabilities	6,802,773.02
Equity	
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	5,090,581.40
Net Income	191,221.72
Total Equity	10,412,060.00
TOTAL LIABILITIES & EQUITY	17,214,833.02

## Pajaro/Sunny Mesa

## Profit &amp; Loss

February 2019

	Feb 19
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	18,316.66
4002 · Route 2 - Pajaro	17,559.37
4003 · Route 3 - Commercial	13,471.51
4004 · Route 4 - Trailer Park	1,068.54
4005 · Route 5 - San Juan Rd Apts	999.56
4006 · Route 6 - Sunny Mesa	7,497.48
4007 · Route 7 - CSA 73	9,006.14
4008 · Route 8 - Vega	8,001.44
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	15,358.05
4012 · Route 12 - Blackie Road	1,823.75
4013 · Route 13 - Normco	17,111.07
4014 · Route 14 - Vierra	3,073.43
4015 · Route 15 - Langley/VP	1,739.76
Total Income	115,876.76
Gross Profit	115,876.76
Expense	
INDIRECT	
5000 · Salaries and Wages	49,470.96
5005 · Administrative Fees	468.67
5030 · Payroll Tax Expense	1,235.56
5050 · Employee Health Insurance	14,800.91
5070 · Employee Retirement	7,827.65
5090 · Other Employee Expense	1.00
5130 · Utilities - Office	236.80
5140 · Building Repair & Maint	249.73
5145 · District Wide Repair & Maint	442.04
5150 · Garbage Service	279.42
5160 · Office Equip Rental	739.01
5165 · Computer Software	950.68
5240 · Office Supplies	222.50
5250 · Legal Expenses	3,375.00
5255 · Interest Expense	7,875.00
5256 · Interest Exp-Financed Items	17.69
5260 · Accounting & Bookkeeping	4,465.00
5270 · Automotive - Repair & Maint	347.80
5280 · Conferences, Meetings, Seminars	46.31
5320 · Membership Fees and Dues	247.06
5330 · Telephone	1,324.20
5340 · Burglar Alarm Monitoring	78.00
5370 · Fuel - Trucks	1,824.64
5391 · Credit Card Transaction Fees	545.29
5XXX · Indirect Allocation	0.00
Total INDIRECT	97,070.92
5190 · Soil and Water Tests	1,530.50
5210 · Customer Orders	1,662.74
5220 · Water System - Repair & Maint	4,590.67
5225 · Street Maintenance	887.34
5231 · Pajaro Park Expense	1,397.10
5310 · Utilities - Well Site	9,241.72
5315 · Utilities - Street Lighting	2,562.14
5426 · Vega Assmnt Bond Expense	1,803.82
5427 · Improvement Project-Springfield	6,007.20
5433 · Pajaro Water Bond Interest Exp	8,064.37
Total Expense	134,818.52
Net Ordinary Income	-18,941.76
Other Income/Expense	
Other Income	
4100 · Late Payment Penalties	394.70
4101 · Billing Adjustments	-0.01
4110 · Hydrant Sales	653.56

Pajaro/Sunny Mesa  
Profit & Loss  
February 2019

	<u>Feb 19</u>
4140 · Connection Fees	11,446.50
4200 · Street Maintenance-Reimb	2,099.93
4210 · Vega Bond Assessments	6,767.22
4280 · Pro-rata tax collection share	548.61
4285 · P.V.W.M.A. Collection Fee	1,453.82
4307 · Returned Check Charges	50.00
4340 · Utility Reimbursements	902.17
4350 · Interest Revenue	595.60
5794 · Water Bond Assessments	1,366.72
	<hr/>
Total Other Income	26,278.82
Other Expense	
5435 · Improvement Project-Pajaro	1,625.00
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Total Other Expense	1,625.00
	<hr/>
Net Other Income	24,653.82
	<hr/>
Net Income	<u>5,712.06</u>

Pajaro/Sunny Mesa  
**Profit & Loss Budget Performance**  
 February 2019

	Feb 19	Budget	% of Budget	Jul '18 - Feb 19	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4001 · Route 1 - Pajaro	18,316.66	22,833.33	80.2%	170,813.87	182,666.64	93.5%	274,000.00
4002 · Route 2 - Pajaro	17,559.37	23,666.67	74.2%	162,195.36	189,333.32	85.7%	284,000.00
4003 · Route 3 - Commercial	13,471.51	21,666.67	62.2%	171,358.61	173,333.32	98.9%	260,000.00
4004 · Route 4 - Trailer Park	1,068.54	1,083.33	98.6%	8,401.63	8,666.64	96.9%	13,000.00
4005 · Route 5 - San Juan Rd Apts	999.56	1,166.67	85.7%	8,197.41	9,333.32	87.8%	14,000.00
4006 · Route 6 - Sunny Mesa	7,497.48	10,041.67	74.7%	83,371.95	80,333.32	103.8%	120,500.00
4007 · Route 7 - CSA 73	9,006.14	11,166.67	80.7%	93,853.53	89,333.32	105.1%	134,000.00
4008 · Route 8 - Vega	8,001.44	12,000.00	66.7%	91,090.15	96,000.00	94.9%	144,000.00
4010 · Route 10 - Springfield	850.00	875.00	97.1%	6,800.00	7,000.00	97.1%	10,500.00
4011 · Route 11 - Moss Landing	15,358.05	21,250.00	72.3%	151,818.85	170,000.00	89.3%	255,000.00
4012 · Route 12 - Blackie Road	1,823.75	2,625.00	69.5%	19,527.42	21,000.00	93.0%	31,500.00
4013 · Route 13 - Normco	17,111.07	25,833.33	66.2%	205,760.14	206,666.64	99.6%	310,000.00
4014 · Route 14 - Yierra	3,073.43	3,791.67	81.1%	32,472.94	30,333.32	107.1%	45,500.00
4015 · Route 15 - Langley/VP	1,739.76	2,625.00	66.3%	20,173.01	21,000.00	96.1%	31,500.00
<b>Total Income</b>	<b>115,876.76</b>	<b>160,625.01</b>	<b>72.1%</b>	<b>1,225,834.87</b>	<b>1,284,999.84</b>	<b>95.4%</b>	<b>1,927,500.00</b>
<b>Gross Profit</b>	<b>115,876.76</b>	<b>160,625.01</b>	<b>72.1%</b>	<b>1,225,834.87</b>	<b>1,284,999.84</b>	<b>95.4%</b>	<b>1,927,500.00</b>
<b>Expense</b>							
<b>INDIRECT</b>							
5000 · Salaries and Wages	49,470.96	63,750.00	77.6%	488,294.52	510,000.00	95.7%	765,000.00
5005 · Administrative Fees	468.67	475.00	98.7%	3,730.98	3,800.00	98.2%	5,700.00
5030 · Payroll Tax Expense	1,233.56	1,333.33	92.1%	12,024.95	10,666.64	112.7%	16,000.00
5040 · Worker's Comp Insurance	0.00	1,666.67	0.0%	11,113.09	13,333.32	83.3%	20,000.00
5050 · Employee Health Insurance	14,800.91	14,166.67	104.5%	111,738.96	113,333.32	98.6%	170,000.00
5070 · Employee Retirement	7,827.65	9,583.33	81.7%	74,106.60	76,666.64	96.7%	115,000.00
5090 · Other Employee Expense	1.00	416.67	0.2%	1,839.58	3,333.32	55.2%	5,000.00
5120 · Property Taxes	0.00	125.00	0.0%	1,157.96	1,000.00	115.8%	1,500.00
5130 · Utilities - Office	236.80	333.33	71.0%	2,459.25	2,666.64	92.2%	4,000.00
5140 · Building Repair & Maint	249.73	583.33	42.8%	3,257.26	4,666.64	69.8%	7,000.00
5145 · District Wide Repair & Maint	442.04	1,083.33	40.8%	6,473.23	8,666.64	74.7%	13,000.00
5150 · Garbage Service	279.42	291.67	95.8%	1,955.94	2,333.32	83.8%	3,500.00
5160 · Office Equip Rental	739.01	833.33	88.7%	6,519.41	6,666.64	97.8%	10,000.00
5165 · Computer Software	950.68	1,250.00	76.1%	8,413.73	10,000.00	84.1%	15,000.00
5170 · Office Equipment Repair & Maint	0.00	300.00	0.0%	1,989.40	2,400.00	82.9%	3,600.00
5175 · Small Tools - Repair & Maint	0.00	83.33	0.0%	79.83	666.64	12.0%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	2,500.00	0.0%	24,227.00	20,000.00	121.1%	30,000.00
5200 · Billing Supplies	0.00	308.33	0.0%	2,705.26	2,466.64	109.7%	3,700.00
5240 · Office Supplies	222.50	375.00	59.3%	1,440.86	3,000.00	48.0%	4,500.00
5245 · Postage	0.00	708.33	0.0%	5,024.70	5,666.64	88.7%	8,500.00
5250 · Legal Expenses	3,375.00	3,333.33	101.3%	46,313.48	26,666.64	173.7%	40,000.00
5255 · Interest Expense	7,875.00	1,312.50	600.0%	15,750.00	10,500.00	150.0%	15,750.00
5265 · Interest Exp-Financed Items	17.69	66.67	26.5%	210.53	533.32	39.5%	800.00
5260 · Accounting & Bookkeeping	4,465.00	3,083.33	144.8%	34,265.00	24,666.64	138.9%	37,000.00
5266 · Engineering Svcs-Dist Wide	0.00	833.33	0.0%	0.00	0.00	0.0%	0.00
5270 · Automotive - Repair & Maint	347.80	41.67	41.7%	5,373.00	6,666.64	80.6%	10,000.00
5280 · Conferences, Meetings, Seminars	46.31	41.67	111.1%	106.31	333.32	31.9%	500.00
5290 · Travel Expenses	0.00	41.67	0.0%	0.00	333.36	0.0%	500.00



**Pajaro/Sunny Mesa  
Profit & Loss Budget Performance  
February 2019**

	Feb 19	Budget	% of Budget	Jul '18 - Feb 19	YTD Budget	% of Budget	Annual Budget
<b>Total INDIRECT</b>	<b>97,070.92</b>	<b>121,516.65</b>	<b>79.9%</b>	<b>995,007.39</b>	<b>972,132.84</b>	<b>102.4%</b>	<b>1,458,200.00</b>
5190 · Soil and Water Tests	1,530.50	2,750.00	55.7%	18,147.00	22,000.00	82.5%	33,000.00
5210 · Customer Orders	1,662.74	16,666.67	27.5%	1,662.74	133,333.32	62.1%	200,000.00
5220 · Water System - Repair & Maint	4,590.67	2,720.83	32.6%	82,761.83	21,766.64	22.7%	32,650.00
5225 · Street Maintenance	887.34	83.33	0.0%	4,949.14	666.64	2.4%	1,000.00
5230 · Park - Repair & Maint	0.00	0.00	0.0%	16.16	0.00	100.0%	0.00
5231 · Pajaro Park Expense	1,397.10	250.00	0.0%	13,420.25	2,000.00	100.0%	3,000.00
5265 · Engineering Expenses	0.00	13,333.33	69.3%	118,744.65	106,666.64	111.3%	160,000.00
5310 · Utilities - Well Site	9,241.72	2,583.33	99.2%	17,115.03	20,666.64	82.8%	31,000.00
5315 · Utilities - Street Lighting	2,562.14	2,083.33	0.0%	6,850.00	16,666.64	41.1%	25,000.00
5325 · Permits	0.00	125.00	0.0%	724.40	1,000.00	72.4%	1,500.00
5360 · Fuel - Generator	0.00	0.00	0.0%	8,334.06	0.00	0.0%	0.00
5426 · Vega Assmnt Bond Expense	1,803.82	6,007.20	0.0%	72,054.07	2,333.32	95.4%	3,500.00
5427 · Improvement Project-Springfield	6,007.20	291.67	0.0%	2,225.00	9,333.32	182.4%	14,000.00
5428 · COP Bond Expense	0.00	1,166.67	691.2%	17,021.24	101,400.00	76.0%	152,100.00
5433 · Pajaro Water Bond Interest Exp	8,064.37	12,675.00	0.0%	77,113.77	0.00	0.0%	0.00
6575 · Vega Debt Service-Interest	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
<b>Total Expense</b>	<b>134,818.52</b>	<b>176,245.81</b>	<b>76.5%</b>	<b>1,436,146.73</b>	<b>1,409,966.00</b>	<b>101.9%</b>	<b>2,114,950.00</b>
<b>Net Ordinary Income</b>	<b>-18,941.76</b>	<b>-15,620.80</b>	<b>121.3%</b>	<b>-210,311.86</b>	<b>-124,966.16</b>	<b>168.3%</b>	<b>-187,450.00</b>
<b>Other Income/Expense</b>							
4100 · Late Payment Penalties	394.70	625.00	63.2%	3,890.01	5,000.00	77.8%	7,500.00
4101 · Billing Adjustments	-0.01	33.33	-0.0%	452.01	266.64	169.5%	400.00
4110 · Hydrant Sales	653.56	333.33	196.1%	5,058.16	2,666.64	189.7%	4,000.00
4115 · Testing Fees	0.00	625.00	0.0%	6,350.00	5,000.00	127.0%	7,500.00
4140 · Connection Fees	11,446.50	358.34	3,194.3%	43,948.45	2,866.72	1,533.1%	4,300.08
4141 · Application Fees	0.00	45.83	0.0%	0.00	366.64	0.0%	500.00
4146 · Other Fees	0.00	33.34	0.0%	0.00	266.72	0.0%	400.08
4200 · Street Maintenance-Reimb	2,099.93	5,316.67	39.5%	43,280.12	42,533.32	101.8%	63,800.00
4210 · Vega Bond Assessments	6,767.22	22,258.33	30.4%	156,433.65	178,066.64	87.9%	267,100.00
4280 · Pro-rata tax collection share	548.61	2,083.33	26.3%	14,630.72	16,666.64	87.8%	25,000.00
4285 · P.V.W.M.A. Collection Fee	1,453.82	2,000.00	72.7%	18,188.14	16,000.00	113.7%	24,000.00
4300 · Collection of Previous W/O Acct	0.00	41.67	0.0%	0.00	333.32	0.0%	500.00
4305 · Miscellaneous Revenue	0.00	125.00	0.0%	1,125.00	1,000.00	112.5%	1,500.00

**Pajaro/Sunny Mesa  
Profit & Loss Budget Performance**  
February 2019

	Feb 19	Budget	% of Budget	Jul '18 - Feb 19	YTD Budget	% of Budget	Annual Budget
4307 · Returned Check Charges	50.00			100.00			
4311 · Interest on Pooled Investments	0.00			998.68			
4340 · Utility Reimbursements	902.17	2,583.33	34.9%	27,972.37	20,666.64	135.4%	31,000.00
4341 · Lighting Admin Reimbursements	0.00	1,000.00	0.0%	930.46	8,000.00	11.6%	12,000.00
4346 · District 25% Overhead Fee	0.00	41.67	0.0%	0.00	333.32	0.0%	500.00
4350 · Interest Revenue	595.60	250.00	238.2%	4,202.48	2,000.00	210.1%	3,000.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	0.00	466.64	0.0%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	0.00	266.64	0.0%	400.00
5408 · Springfield Project-Grant Reimb	0.00			55,125.12			
5409 · Pajaro Improve Proj-Grant Reimb	0.00			1,000.12			
5424 · Springfield Grant Funds	0.00			17,923.26			
5794 · Water Bond Assessments	1,366.72	3,312.50	41.3%	24,612.83	26,500.00	92.9%	39,750.00
<b>Total Other Income</b>	<b>26,278.82</b>	<b>41,158.33</b>	<b>63.8%</b>	<b>426,221.58</b>	<b>329,266.52</b>	<b>129.4%</b>	<b>493,900.16</b>
<b>Other Expense</b>							
5435 · Improvement Project-Pajaro	1,625.00			21,713.00			
5440 · Improvement Project Sunny Mesa	0.00			2,975.00			
<b>Total Other Expense</b>	<b>1,625.00</b>	<b>41,158.33</b>	<b>59.9%</b>	<b>24,688.00</b>	<b>329,266.52</b>	<b>121.9%</b>	<b>493,900.16</b>
<b>Net Other Income</b>	<b>24,653.82</b>	<b>25,537.53</b>	<b>22.4%</b>	<b>191,221.72</b>	<b>204,300.36</b>	<b>93.6%</b>	<b>306,450.16</b>
<b>Net Income</b>	<b>5,712.06</b>						

Pajaro/Sunny Mesa  
**Profit & Loss Budget vs. Actual**  
 February 2019

Ordinary Income/Expense	Feb 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4001 · Route 1 - Pajaro	18,316.66	22,833.33	-4,516.67	80.22%
4002 · Route 2 - Pajaro	17,559.37	23,666.67	-6,107.30	74.2%
4003 · Route 3 - Commercial	13,471.51	21,666.67	-8,195.16	62.18%
4004 · Route 4 - Trailer Park	1,068.54	1,083.33	-14.79	98.64%
4005 · Route 5 - San Juan Rd Apts	999.56	1,166.67	-167.11	85.68%
4006 · Route 6 - Sunny Mesa	7,497.48	10,041.67	-2,544.19	74.66%
4007 · Route 7 - CSA 73	9,006.14	11,166.67	-2,160.53	80.65%
4008 · Route 8 - Vega	8,001.44	12,000.00	-3,998.56	66.68%
4010 · Route 10 - Springfield	850.00	875.00	-25.00	97.14%
4011 · Route 11 - Moss Landing	15,358.05	21,250.00	-5,891.95	72.27%
4012 · Route 12 - Blackie Road	1,823.75	2,625.00	-801.25	69.48%
4013 · Route 13 - Normco	17,111.07	25,833.33	-8,722.26	66.24%
4014 · Route 14 - Vierra	3,073.43	3,791.67	-718.24	81.06%
4015 · Route 15 - Langley/VP	1,739.76	2,625.00	-885.24	66.28%
<b>Total Income</b>	<b>115,876.76</b>	<b>160,625.01</b>	<b>-44,748.25</b>	<b>72.14%</b>
<b>Gross Profit</b>	<b>115,876.76</b>	<b>160,625.01</b>	<b>-44,748.25</b>	<b>72.14%</b>
<b>Expense</b>				
<b>INDIRECT</b>				
5000 · Salaries and Wages	49,470.96	63,750.00	-14,279.04	77.6%
5005 · Administrative Fees	468.67	475.00	-6.33	98.67%
5030 · Payroll Tax Expense	1,235.56	1,333.33	-97.77	92.67%
5040 · Worker's Comp Insurance	0.00	1,666.67	-1,666.67	0.0%
5050 · Employee Health Insurance	14,800.91	14,166.67	634.24	104.48%
5070 · Employee Retirement	7,827.65	9,583.33	-1,755.68	81.68%
5090 · Other Employee Expense	1.00	416.67	-415.67	0.24%
5120 · Property Taxes	0.00	125.00	-125.00	0.0%
5130 · Utilities - Office	236.80	333.33	-96.53	71.04%
5140 · Building Repair & Maint	249.73	583.33	-333.60	42.81%
5145 · District Wide Repair & Maint	442.04	1,083.33	-641.29	40.8%
5150 · Garbage Service	279.42	291.67	-12.25	95.8%

Pajaro/Sunny Mesa  
 Profit & Loss Budget vs. Actual  
 February 2019

	Feb 19	Budget	\$ Over Budget	% of Budget
5160 · Office Equip Rental	739.01	833.33	-94.32	88.68%
5165 · Computer Software	950.68	1,250.00	-299.32	76.05%
5170 · Office Equipment Repair & Maint	0.00	300.00	-300.00	0.0%
5175 · Small Tools - Repair & Maint.	0.00	83.33	-83.33	0.0%
5180 · Casualty Ins/Liability Ins	0.00	2,500.00	-2,500.00	0.0%
5200 · Billing Supplies	0.00	308.33	-308.33	0.0%
5240 · Office Supplies	222.50	375.00	-152.50	59.33%
5245 · Postage	0.00	708.33	-708.33	0.0%
5250 · Legal Expenses	3,375.00	3,333.33	41.67	101.25%
5255 · Interest Expense	7,875.00	1,312.50	6,562.50	600.0%
5256 · Interest Exp-Financed Items	17.69	66.67	-48.98	26.53%
5260 · Accounting & Bookkeeping	4,465.00	3,083.33	1,381.67	144.81%
5270 · Automotive - Repair & Maint	347.80	833.33	-485.53	41.74%
5280 · Conferences, Meetings, Seminars	46.31	41.67	4.64	111.14%
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	247.06	1,500.00	-1,252.94	16.47%
5326 · Licenses and Certifications	0.00	166.67	-166.67	0.0%
5330 · Telephone	1,324.20	1,333.33	-9.13	99.32%
5340 · Burglar Alarm Monitoring	78.00	62.50	15.50	124.8%
5370 · Fuel - Trucks	1,824.64	2,000.00	-175.36	91.23%
5390 · Bank Charges	0.00	16.67	-16.67	0.0%
5391 · Credit Card Transaction Fees	545.29	533.33	11.96	102.24%
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	6,708.33	-6,708.33	0.0%
Total INDIRECT	97,070.92	121,516.65	-24,445.73	79.88%
5190 · Soil and Water Tests	1,530.50	2,750.00	-1,219.50	55.66%
5220 · Water System - Repair & Maint	4,590.67	16,666.67	-12,076.00	27.54%
5225 · Street Maintenance	887.34	2,720.83	-1,833.49	32.61%
5230 · Park - Repair & Maint	0.00	83.33	-83.33	0.0%

Pajaro/Sunny Mesa  
**Profit & Loss Budget vs. Actual**  
 February 2019

	Feb 19	Budget	\$ Over Budget	% of Budget
5265 · Engineering Expenses	0.00	250.00	-250.00	0.0%
5310 · Utilities - Well Site	9,241.72	13,333.33	-4,091.61	69.31%
5315 · Utilities - Street Lighting	2,562.14	2,583.33	-21.19	99.18%
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	8,064.37	1,166.67	6,897.70	691.23%
6575 · Vega Debt Service-Interest	0.00	12,675.00	-12,675.00	0.0%
<b>Total Expense</b>	<b>123,947.66</b>	<b>176,245.81</b>	<b>-52,298.15</b>	<b>70.33%</b>
Net Ordinary Income	-8,070.90	-15,620.80	7,549.90	51.67%
Other Income/Expense				
Other Income				
4100 · Late Payment Penalties	394.70	625.00	-230.30	63.15%
4101 · Billing Adjustments	-0.01	33.33	-33.34	-0.03%
4110 · Hydrant Sales	653.56	333.33	320.23	196.07%
4115 · Testing Fees	0.00	625.00	-625.00	0.0%
4140 · Connection Fees	11,446.50	358.34	11,088.16	3,194.31%
4141 · Application Fees	0.00	45.83	-45.83	0.0%
4146 · Other Fees	0.00	33.34	-33.34	0.0%
4200 · Street Maintenance-Reimb	2,099.93	5,316.67	-3,216.74	39.5%
4210 · Vega Bond Assessments	6,767.22	22,258.33	-15,491.11	30.4%
4280 · Pro-rata tax collection share	548.61	2,083.33	-1,534.72	26.33%
4285 · P.V.W.M.A. Collection Fee	1,453.82	2,000.00	-546.18	72.69%
4300 · Collection of Previous W/O Acct	0.00	41.67	-41.67	0.0%
4305 · Miscellaneous Revenue	0.00	125.00	-125.00	0.0%
4340 · Utility Reimbursements	902.17	2,583.33	-1,681.16	34.92%
4350 · Interest Revenue	595.60	250.00	345.60	238.24%
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	-58.33	0.0%
4360 · Legal Counsel Reimbursement	0.00	33.33	-33.33	0.0%
5794 · Water Bond Assessments	1,366.72	3,312.50	-1,945.78	41.26%
<b>Total Other Income</b>	<b>26,228.82</b>	<b>40,116.66</b>	<b>-13,887.84</b>	<b>65.38%</b>
Other Expense				

Pajaro/Sunny Mesa  
 Profit & Loss Budget vs. Actual  
 February 2019

Total Other Expense  
 Net Other Income  
 Net Income

Feb 19	Budget	\$ Over Budget	% of Budget
0.00			
26,228.82	40,116.66	-13,887.84	65.38%
18,157.92	24,495.86	-6,337.94	74.13%

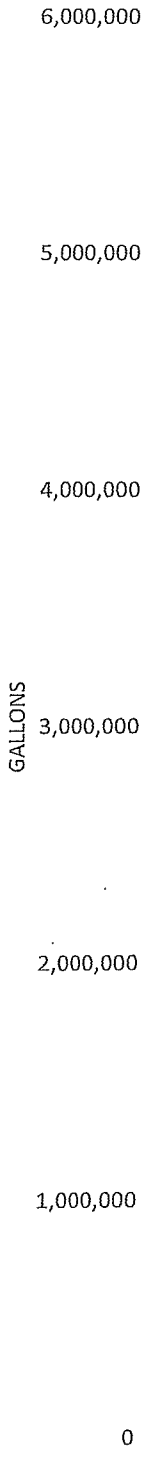
Total Income	Total Expenses	Difference
\$142,105.58	\$123,947.66	\$18,157.92
January Cash	February Cash	Difference
\$435,028.07	\$363,113.11	\$71,914.96

## Usage Comparison in Gallons 2013-2019

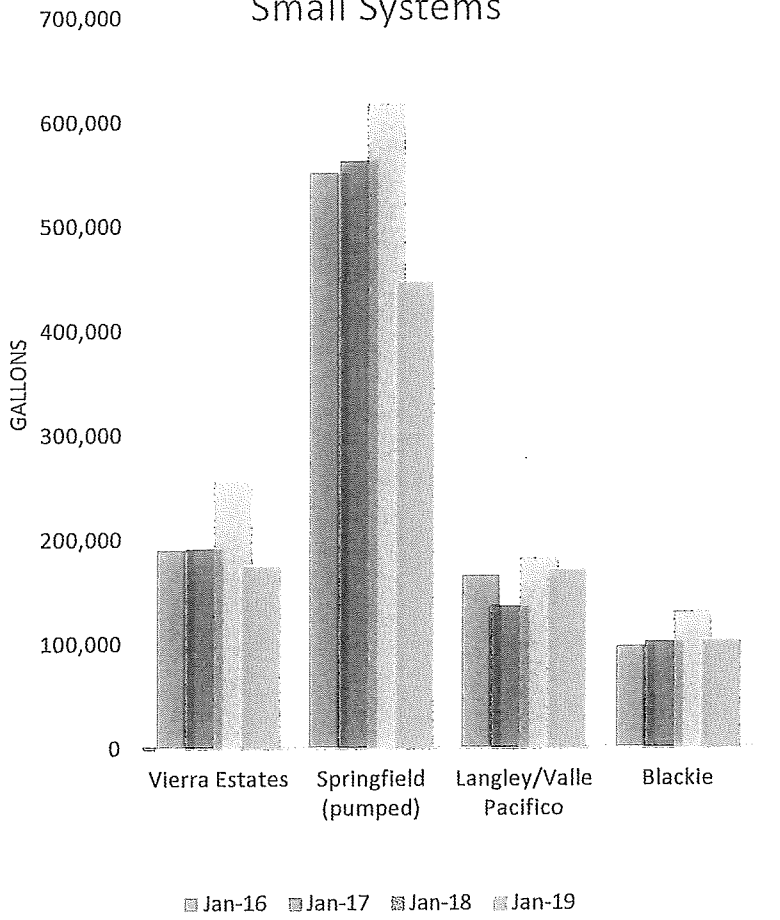
Water Systems	Jan-16	Jan-17	Jan-18	Jan-19
Pajaro	5,204,584	4,847,788	5,604,764	5,489,572
Normco	1,386,792	1,268,608	1,902,912	1,683,748
Sunny Mesa	1,631,388	1,328,448	1,594,736	1,466,828
Moss Landing	1,928,344	1,757,800	1,983,696	2,033,064
Vega	733,788	610,368	791,384	722,568
Vierra Estates	190,740	192,236	255,816	175,780
Springfield (pumped)	552,099	563,992	617,848	448,276
Langley/Valle Pacifico	166,056	136,884	181,764	172,040
Blackie	97,988	102,476	130,152	103,972
District Total	11,891,779	10,808,600	13,063,072	12,295,848

Water Systems	Jan-13	Jan-19	Percentage
Pajaro	5,969,025	5,489,572	↓ -8.0%
Normco	1,935,098	1,683,748	↓ -13.0%
Sunny Mesa	1,730,902	1,466,828	↓ -15.3%
Moss Landing	1,589,500	2,033,064	↑ 27.9%
Vega	865,436	722,568	↓ -16.5%
Vierra Estates	316,404	175,780	↓ -44.4%
Springfield (pumped)	454,784	448,276	↓ -1.4%
Langley/Valle Pacifico	187,748	172,040	↓ -8.4%
Blackie	188,496	103,972	↓ -44.8%
District Total	13,237,393	12,295,848	↓ -7.1%

### Large Systems



### Small Systems



Jan-16 Jan-17 Jan-18 Jan-19

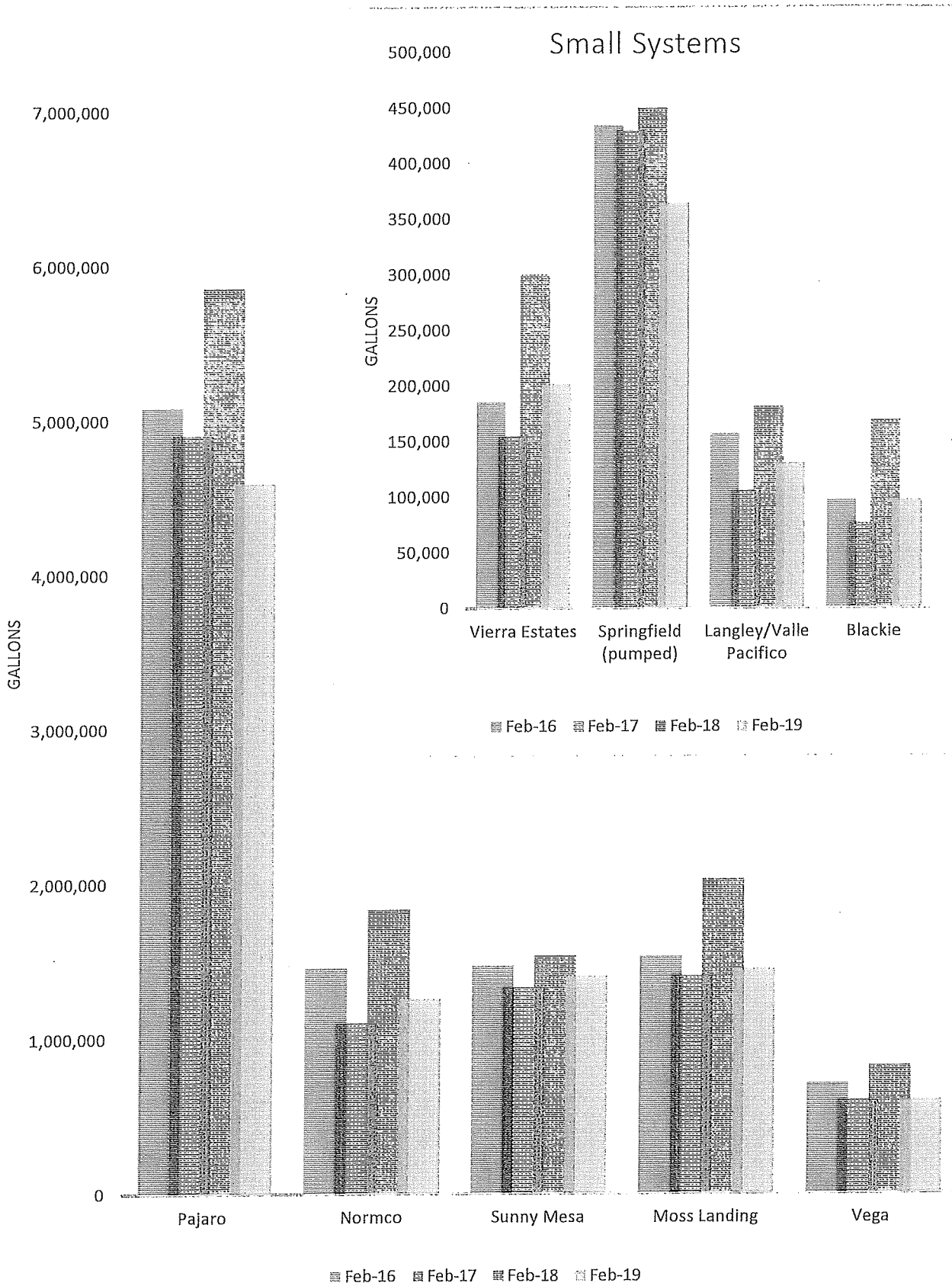


## Usage Comparison in Gallons 2013-2019

Water Systems	Feb-16	Feb-17	Feb-18	Feb-19
Pajaro	5,081,912	4,903,140	5,855,344	4,593,468
Normco	1,458,600	1,104,796	1,832,600	1,258,884
Sunny Mesa	1,472,064	1,329,944	1,535,644	1,402,500
Moss Landing	1,527,416	1,402,500	2,026,332	1,448,876
Vega	706,860	597,652	821,304	599,148
Vierra Estates	185,504	154,836	299,948	201,960
Springfield (pumped)	433,990	429,726	449,548	364,351
Langley/Valle Pacifico	157,080	105,468	181,016	130,152
Blackie	97,240	76,296	168,300	97,240
District Total	11,120,666	10,104,358	13,170,036	10,096,579

Water Systems	Feb-13	Feb-19		Percentage
Pajaro	5,836,524	4,593,468	↓	-21.3%
Normco	1,535,779	1,258,884	↓	-18.0%
Sunny Mesa	1,807,452	1,402,500	↓	-22.4%
Moss Landing	1,531,156	1,448,876	↓	-5.4%
Vega	802,821	599,148	↓	-25.4%
Vierra Estates	225,148	201,960	↓	-10.3%
Springfield (pumped)	418,132	364,351	↓	-12.9%
Langley/Valle Pacifico	186,252	130,152	↓	-30.1%
Blackie	119,680	97,240	↓	-18.8%
District Total	12,462,944	10,096,579	↓	-19.0%

### Large Systems



## Agenda Board of Directors Meeting Feb. 28 2019

1. Closed session: The General Manager shall prepare an amendment to the 2018-2019 Budget to reflect the paid and anticipated attorney fees, payments made to 3<sup>rd</sup> parties, and expected future expense as related to the Pacheco and Varga law suits for the review by the Board Of Directors. The General Manager shall offer suggestions and proposals to fund the unexpected legal expense.
2. Open session: Advise the board of the pros and cons in converting the balance of our manual reading water meter systems to Remote readable water meters. The General Manager shall advise the board of any grant money available for the purchase and installation of remote systems.
3. Open session: A discussion of the funding of the maintenance and improvements of our parks. It is proposed we look for a suitable space in the Pajaro area large enough to

accommodate a carnival with rides and food sales etc. The carnival would operate twice a year for a week or more and be available to the Watsonville population as well as northern Monterey

County. The proceeds of this fund raiser should not be shared with any other charities. It is suggested we contact the companies which have previously donated funds to request their help in locating a temporary site for the carnival.

## January 2019 Agenda

The Board of Directors shall direct the Manager and staff of the Pajaro/Sunny Mesa Community Services District to request the rate payers voluntarily provide the water district with their E-mail addresses which will be limited to water usage invoicing and information regarding the water district. The rate payers shall be notified that the E-mail addresses will not be sold, divulged or transferred to third parties without their written consent.

The Board of Directors shall direct the Manager and staff of the Pajaro/Sunny Mesa Community Services District to acquire the necessary E-mail invoicing software and to begin the electronic invoicing and messaging to the rate payers upon receipt of 250 E-mail addresses.

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**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA  
COMMUNITY SERVICES DISTRICT ADOPTING AND IMPLEMENTING LABOR  
COMPLIANCE PROVISIONS ON CERTAIN PUBLIC WORKS CONTRACTS**

**WHEREAS**, California Labor Code Section 1770, et seq., requires contractors on public works projects pay their workers based on the prevailing wage rates which are established and issued by the Department of Industrial Relations, Division of Labor Statistics and Research and;

**WHEREAS**, California Labor Code Section 1776 requires contractors to keep accurate payroll records of trades workers on all public works projects and to submit copies of certified payroll records upon request and,

**WHEREAS**, California Labor Code Section 1777.5 requires contractors to employ registered apprentices on public works projects and,

**WHEREAS**, the provisions of the California Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) require the establishment of a Labor Compliance Program (LCP) to monitor the prevailing wage and apprenticeship requirements on any project using Proposition 84 funding; and

**WHEREAS**, Pajaro/Sunny Mesa Community Services District has applied for Proposition 84 funding;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors for Pajaro/Sunny Mesa Community Services District, having reviewed the item hereby adopts the District's Labor Compliance Plan and directs District staff to proceed with obtaining approval of said Program from the Department of Industrial Relations;

On the motion of \_\_\_\_\_, seconded by \_\_\_\_\_, and on the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**CONFLICTS:**

The foregoing resolution of the Board of Directors of Community Services District was duly and regularly introduced, passed and adopted at a regular meeting of the Board of Directors on the 28<sup>th</sup> day of March, 2019.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA  
COMMUNITY SERVICES DISTRICT ADOPTING AND IMPLEMENTING LABOR  
COMPLIANCE PROVISIONS ON CERTAIN PUBLIC WORKS CONTRACTS**

\_\_\_\_\_  
Vice President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
General Manager and  
Secretary to the Board

\_\_\_\_\_  
District Legal Counsel

## INTRODUCTION

The Pajaro/Sunny Mesa Community Services District has developed this Labor Compliance Program (LCP) to further formalize the practice that the District has been following to meet the requirements under the Department of Industrial Relations for Labor Compliance Program (LCP), as required by Labor Code Section 1771, pertaining to the use of public funds for Proposition 84 funded projects, (subject to Public Resource Code 75075). Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Act of 2006, was approved by voters in November 2006.

The District recognizes that all labor compliance requirements must be documented and performed in accordance with contract documents, funding requirements, and per DIR requirements. The District will enforce this Labor Compliance Program on projects subject to Public Resource Code 75075. The General Manager, or his designee, will serve as the Labor Compliance Officer (LCO). Violations will be reported to the District's Labor Compliance Officer for review within specified timelines for review and application of appropriate sanctions for non-compliance.

## REQUIREMENTS

This LCP is to ensure that workers employed by contractors on Pajaro/Sunny Mesa Community Services District projects that are partially funded by Proposition 84 are paid according to minimum labor standards. As per California Labor Code Section 1771.5(b), this LCP includes, but is not limited to, the following requirements:

**1. Bid Notices:** All bid invitations and contracts shall contain appropriate language as per the requirements of the California Labor Code in a competitive bidding process. In the case of a contract for which there is no Call for Bids, the applicable date shall be the date of the award of the contract.

**2. Pre-Job Conference:** A pre-job conference shall be conducted with the contractor and subcontractors to discuss federal and state labor law requirements applicable to the contract, in accordance with Section 16421 of Title 8 of the California Code of Regulations. Reference is made to the attached checklist, Appendix A.

**3. Payment of Prevailing Wage Rates** The contractor to whom the contract is awarded and its subcontractors hired for the public works project are required to pay not less than the specified general prevailing wage rates to all workers employed in the execution of the contract. The contractor is responsible for ascertaining and complying with all current general prevailing wage rates for crafts and any rate changes that occur during the life of the contract. Information on all prevailing wage rates and all rate changes are to be posted at the job site for all workers to view.

**4. Certified Payroll Reports:** Project contractors and subcontractors shall maintain and furnish, at a designated time, a certified copy of each weekly payroll containing a statement of compliance signed under penalty of perjury. Under Labor Code Section 1776, contractors and subcontractors are required to keep accurate payroll records showing the name, address, social security number and work classification of each employee and owner performing work; also the straight time and overtime hours worked each day and each week, the fringe benefits, and, the actual per diem wage paid to each owner, journey person, apprentice worker or other employee hired in connection with the public works project. Employee payroll records shall be certified and shall be made available for inspection at all reasonable



hours at the principal office of the contractor/subcontractor, or shall be furnished to any employee, or his/her authorized representative on request, pursuant to Labor Code Section 1776; Each contractor and subcontractor shall submit its weekly certified payroll reports to the District on a monthly basis. In the event that there has been no work performed during a given week, the Certified Payroll Report shall be annotated: "No work" for that week. Under Labor Code Section 1776(g) there are penalties required for contractor's/subcontractor's failure to maintain and submit copies of certified payroll records on request.

**5. Payroll Record Audits:** The General Manager, or his designee, shall review, and if appropriate, audit payroll records to verify compliance as specified in Sections 16428 and 16434. On-site visits may be undertaken randomly or as deemed necessary by the LCP, when workers are present at sites at which the contract for work is being performed. On-site visits shall include visual inspection of (1) the copy of the determinations(s) of the DIR of the prevailing wage rate of per diem wages required to be posted at each job site in compliance with Labor Code Section 1773.2, and (2) the Notice of Labor Compliance Program Approval required to be posted at the job site in accordance with Section 16429 above, listing a telephone number to call for inquiries, questions, or assistance with regard to the Labor Compliance Program. On-site visits may include other activities deemed necessary by the Labor Compliance Program to independently corroborate prevailing wage payments reported on payroll records furnished by contractors and subcontractors.

A written summary reflecting prevailing wage deficiencies for each underpaid worker, including any penalties to be assessed under Labor Code Sections 1775 and 1813, shall be a part of an audit. Available information may include, but is not limited to, worker interviews, complaints from workers or other interested persons, all time cards, cancelled checks, cash receipts, trust fund forms, books, documents, schedules, forms, reports, receipts or other evidences which reflect job assignments, work schedules by days and hours, and the disbursements by way of cash, check, or in whatever form or manner, of funds to a person(s) by job classification and/or skill pursuant to a public works project.

Records supporting an audit shall be maintained by the Labor Compliance Program to satisfy its burden of coming forward with evidence in administrative review proceedings under Labor Code Section 1742 and the Prevailing Wage Hearing Regulations found at Section 17201-17270 of Title 8 of the California Code of Regulations.

**6. Withholding of Contract Payments:** The District shall withhold contract payments when payroll records are delinquent or inadequate. Withholding of contract payments by a Labor Compliance Program, approved by the DIR is authorized by Labor Code Section 1771.6 and Title 8, California Code of Regulations, Section 16435, et seq.

After determination of the amount of forfeiture by the Labor Commissioner, the District shall provide Notice of Withholding of contract payments ("Notice" or "NWCP") to the contractor and subcontractor, if applicable. The notice shall be in writing and shall describe the nature of the violation and the amount of wages, penalties, and forfeitures withheld. Service shall be completed pursuant to Civil Procedure Code Section 1013 by first-class and certified mail to the contractor and subcontractor, if applicable.

**7. Penalties for Inadequate Payroll Records:** In addition to withholding contract payments based on delinquent or inadequate payroll records, penalties shall be assessed under Labor Code Section 1776, subdivision (g) for failure to timely comply with a written request for certified payroll records.

**8. Annual Reporting on the LCP to Director of DIR:** The District shall submit an Annual Report to the Director of the Department of Industrial Relations regarding the monitoring of prevailing wage in the format required which includes the following information:

A. Progress report on the LCP in sufficient detail to afford a basis for evaluating the scope and level of enforcement activity of the LCP.

B. Annual reporting period summary of prevailing wage:

i. Monitoring activities

ii. Record keeping activities

iii. Labor Code violations identified and reported to DLSE

iv. Statistical analysis of the prevailing wage violations on projects

v. Summary of outreach activities:

a. Certification of compliance with conflict of interest disclosure requirements as defined by Title 2, CA Code of Regulations Section 18701

C. Information in this Annual Report shall be reported in sufficient detail to afford a basis to evaluate the scope and level of enforcement activity of the LCP.

**Appendix A**

Checklist of Labor Law Requirements to Review at Prejob Conference, Section 16421, with suggested Certification by contractor.

The federal and state labor law requirements applicable to the contract are composed of but not limited to the following items:

- (1) The contractor's duty to pay prevailing wages under Labor Code Section 1770 et seq., should the project exceed the exemption amounts;
- (2) The contractor's duty to employ registered apprentices on the public works project under Labor Code Section 1777.5;
- (3) The penalties for failure to pay prevailing wages (for non-exempt projects) and employ apprentices including forfeitures and debarment under Labor Code Sections 1775 and 1777.7;
- (4) The requirement to keep and submit copies upon request of certified payroll records under Labor Code Section 1776, and penalties for failure to do so under Labor Code Section 1776(g);
- (5) The prohibition against employment discrimination under Labor Code Section 1777.6; the Government Code, and Title VII of the Civil Rights Act of 1964;
- (6) The prohibition against accepting or extracting kickback from employee wages under Labor Code Section 1778;
- (7) The prohibition against accepting fees for registering any person for public work under Labor Code Section 1779; or for filling work orders on public works under Labor Code Section 1780;
- (8) The requirement to list all subcontractors under Public Contracts Code Section 4104;
- (9) The requirement to be properly licensed and to require all subcontractors to be properly licensed and the penalty for employing workers while unlicensed under Labor Code Section 1021 and under the California Contractors License Law, found at Business and Professions Code Section 7000 et seq;
- (10) The prohibition against unfair competition under Business and Professions Code Sections 17200-17208;
- (11) The requirement that the contractor be properly insured for Workers Compensation under Labor Code Section 1861;
- (12) The requirement that the contractor abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project;
- (13) The federal prohibition against hiring undocumented workers, and the requirement to secure proof of eligibility/citizenship from all workers.
- (14) The requirement to provide itemized wage statements to employees under Labor Code Section 226.

**Suggested format of  
Application to Director for Approval of Awarding Body's Labor Compliance Program  
(8 CCR §16425)**

NOTE: If necessary, you may attach additional sheets.  
The Director may ask for additional documentation as to any information provided or any other information that may have a bearing on your ability to do labor compliance enforcement.

Awarding Body Seeking Approval:

Pajaro /Sunny Mesa Community Services District

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Name

136 San Juan Road Royal Oaks, CA 95076

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Address

Awarding Body's Contact Person:

Don Rosa

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Name

136 San Juan Rd, Royal Oaks, CA 95076

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Address

(831)722-1389	(831)722-2137	donrosa@pajarosunnymesa.com
Phone	Fax	E-Mail

- A. Identify the individuals who will be enforcing the Labor Compliance Program (LCP).  
(Note: If using outside consultants or an approved third-party contract provider, identify the awarding body personnel who will monitor or supervise the outside work as well as the individuals and affiliations of the individuals who will perform the enforcement work.)

Don Rosa, General Manager, Pajaro /Sunny Mesa Community Services District  
Catalina Ferreto, President of 360PSM, Principal Labor Compliance

Experience/training on public works/labor compliance issues (Please provide specific dates, details and examples of public works prevailing wage rate enforcement activities, including whether such experience involve federal, state, or local law. In addition, please include private sector experience on behalf of unions or contractors or on a joint labor management committee pursuant to the federal Labor Management Cooperation Act of 1978 (29 U.S.C. section 175a). Furthermore, please include participation in any public works enforcement training provided by the Division of Labor Standards Enforcement (DLSE)):

**Name: Castroville Bicycle/Pedestrian Path and Railroad Overcrossing: Castroville, CA Project**

**Title: Labor Compliance Principal.**

360PSM and Principal Catalina Ferreto has previously provided assistance to the County of Monterey, Department of Public Works. Castroville Bicycle/Pedestrian Path and Railroad Overcrossing: Castroville, CA Project No. 8622, Fed. Aid Project No: RSTPLE-5944(111). Project cost \$10million.

360PSM and President Catalina Ferreto provided labor compliance services on the project. Catalina verified certified payrolls were consistent with daily reports. She created spread sheets to verify Contractors and subcontractors were on the site and that certified payrolls were turned in for the corresponding work week. She verified using the the Department of Industrial Relations website that each worker was paid the minimum prevailing wage, Hours worked, overtime, holidays vacation etc. She also assisted filing daily reports and certified payrolls. She created a tabulation of for tracking payroll discrepancies and missing documents

LCP duties and responsibilities to be performed including percentage of time to be devoted to LCP work:

**LCP Duties and Responsibilities:**

1. Review contract provisions and labor compliance requirements with the project team.
2. Determine the specific labor standards and dates of effect for wages for construction project.
3. Set up and maintain all compliance files and documents relating to prevailing wage activities for the construction project.
4. Attend pre-construction meetings to discuss prevailing wage requirements with contractor and subcontractors;
5. Review Contractor's compliance with all State required postings such as the prevailing wage rates and EEO policies as well as the Contractor's Affirmative Action Plan.
6. Verify that certified payroll records are submitted by prime contractors and their subcontractors; monitor apprenticeship requirements and reviews DAS-140 and 142 forms.
7. Reconcile Weekly Certified Payroll Reports (CPR) & supporting documentation with wage decision and employee field interviews. Perform timely monitoring reviews of CPRs and related submissions for compliance. 360PSM will conduct employee interviews.
8. Review and verify Fringe Benefit Statements are consistent with the contract provisions and State of California requirements.

**Wage Underpayment and Restitution Activities**

9. Identify wage underpayment through review of payroll documents
10. Calculate and recommend to the amount of wages that will be withheld from the contractor's payments/retention.
11. Prepare documentation that list the week endings worked, the name of the worker, trade classification, number of hours worked, rate paid, correct prevailing wage rate and the amount due each worker. Prepare and submit documentation to the Pajaro /Sunny Mesa Community Services District.

**Annual Report**

Percentage of time devoted to LCP: No Applicable, Outside Consultant

B. State the average number of public work projects the awarding body annually administers:  
0-1

C. State whether the proposed LCP is a joint or cooperative venture among awarding bodies; and, if so, how the resources and expanded responsibilities of the LCP compare to the awarding bodies involved:  
Not Applicable

D. Describe the awarding body's record of taking cognizance of Labor Code violations in the preceding five years, including any withholding of funds from public works contractors pursuant to LC 1726.  
None

Identify the attorney or law firm available to provide legal support for the LCP, including handling of the LCP's responsibilities during the administrative review process set forth in Labor Code Section 1771.6.

[ CSD Attorney]

Attorney/Law Firm Name

[ ]

Address

[ ]

Contact Person & Phone Number

E. Identify the method by which the LCP will notify the Labor Commissioner of willful violations as defined in Labor Code Section 1777.1(d):

Letter

G. Indicate whether the Awarding Body has established its own Labor Compliance Program in accordance with the requirements of Labor Code Section 1771.5(b) and subchapter 4 of chapter 8 of Title 8 of California Code of Regulations or has contracted with a third party that has been approved by the Director to operate a Labor Compliance Program in accordance with the requirements of Labor Code Section 1771.5(b) and subchapter 4 of chapter 8 of Title 8 of California Code of Regulations. If the Awarding Body has contracted with one or more persons or entities to operate all or any part of the Awarding Body's Labor Compliance Program, please identify (name, address, telephone, and principal contact) all of those persons or entities.

1. Yes. Attached is the Labor Compliance Program
2. Catalina Ferreto  
President  
360PSM  
19024 Fieldstone CT  
Salinas, CA 93908  
(831) 500-1263

H. Indicate whether the Awarding Body intends to enforce labor compliance on all of its public works projects (*i.e.*, not limited to projects that are funded by bonds or other statutes that require the Awarding Body to have an LCP as a condition of funding). If not, please indicate the kinds of projects on which you intend to enforce labor compliance and whether you are required to have a labor compliance program as a condition for obtaining funding for the project or projects.

1. Not all public works projects
2. The district will enforce Labor Compliance projects involving state and Federal funds including proposition 84.

- I. Attach a copy of the Awarding Body's resolution adopting the LCP and, if applicable, any other resolution approving any contracts with persons or entities identified in G above.
- J. Attach the proposed manual outlining the responsibilities and procedures of the LCP.

\_\_\_\_\_  
Awarding Body's Representative  
Name and Signature

\_\_\_\_\_  
Date Signed

Mail two copies of this form and attachments to:

**OFFICE OF THE DIRECTOR  
DEPARTMENT OF INDUSTRIAL RELATIONS  
455 GOLDEN GATE AVENUE, 10<sup>th</sup> FLOOR  
SAN FRANCISCO, CA 94102  
ATTENTION: EXECUTIVE ASSISTANT TO THE DIRECTOR**