

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

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

JULY 25, 2024  
5:30 P.M.

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

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

**Members of the public** may join the meeting from their computers via Zoom Meeting by entering the following link: <https://us06web.zoom.us/j/87541434659?pwd=3pivqPUrJ2BvKs43ZjF4D2D6zyHEcz.1> or by calling 1 (669) 444-9171 and when prompted, enter meeting ID: 875 4143 4659# and passcode 375000#. A link to the Zoom Meeting may also be found on our District's home page at [www.pajarosunnymesa.com](http://www.pajarosunnymesa.com) identified as "Board Meeting Zoom Link" You may submit written comments in writing either at District Office in person or by email [info@pajarosunnymesa.com](mailto:info@pajarosunnymesa.com) through and including the time of the meeting.

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

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

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER AND ROLL CALL**

- o (11/25) President Donald Olsen \_\_\_\_\_
- o (11/25) Vice President Sanford Coplin \_\_\_\_\_
- o (11/27) Secretary Paul Anderson \_\_\_\_\_
- o (11/25) Assistant Secretary Clinton Miller \_\_\_\_\_
- o (11/27) Treasurer Donald Chesterman \_\_\_\_\_

ADMINISTRATIVE STAFF:

- General Manager Judy Vazquez-Varela \_\_\_\_\_
- Operations Manager Sergio Ochoa \_\_\_\_\_
- Bookkeeper Amy Saldate \_\_\_\_\_
- Recorder Rocio Fernandez \_\_\_\_\_
- Heidi Quinn \_\_\_\_\_

DISTRICT COUNSEL:

**P/SMCSD REGULAR BOARD MEETING AGENDA – July 25, 2024****3. ADDITIONS TO AGENDA [SUBDIVISION (b), CALIFORNIA GOVERNMENT CODE § 54954.2]**

The Board may act on items of business not appearing on the posted agenda if (1) three members determine that an emergency (as defined in California Government Code Section 54956.5 exists), and (2) two-thirds vote of the members present, or, if less than two-thirds of the members are present, a unanimous vote of those members present, find a need to take immediate action and that the need for action came to the attention of the District after the agenda was posted.

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

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

**ACTION ITEMS****Consent Agenda**

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

**1. DRAFT MINUTES OF JUNE 27, 2024, REGULAR MEETING**

Approval of draft minutes for Regular Meeting on 6/27/2024<sup>1</sup>

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

**Roll Call Vote:**

- o (11/25) President Donald Olsen \_\_\_\_\_
- o (11/25) Vice President Sanford Coplin \_\_\_\_\_
- o (11/27) Secretary Paul Anderson \_\_\_\_\_
- o (11/25) Assistant Secretary Clinton Miller \_\_\_\_\_
- o (11/27) Treasurer Donald Chesterman \_\_\_\_\_

**Old Business:****1. REVIEW AND MOTION TO APPROVE THE FINAL PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT PUBLIC WORKS ORDINANCE**

- Review, discussion, and direction regarding final Public Works Ordinance.
- Ordinance to go into effect in 30 days.
- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve the Final Pajaro/Sunny Mesa CSD Public Works Ordinance (second reading) and publication

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

**Roll Call Vote:**

- o (11/25) President Donald Olsen \_\_\_\_\_
- o (11/25) Vice President Sanford Coplin \_\_\_\_\_
- o (11/27) Secretary Paul Anderson \_\_\_\_\_

<sup>1</sup> *Robert's Rules of Order Newly Revised, 12<sup>th</sup> edition* says: "It should be noted that a member's absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval." 41:11. A newly elected member may vote to approve minutes for a meeting held before the member was appointed, and a member who was not present at a meeting also has the right to move approval of the minutes of that meeting.

**P/SMCSD REGULAR BOARD MEETING AGENDA – July 25, 2024**

- o (11/25) Assistant Secretary Clinton Miller \_\_\_\_\_
- o (11/27) Treasurer Donald Chesterman \_\_\_\_\_

**New Business:**

**1. REVIEW AND MOTION TO APPROVE DRAFT FINANCIAL REPORTS FOR JUNE 2024**

- Financial notes
- Report from Staff

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Draft Financial Reports for June 2024

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

**Roll Call Vote:**

- o (11/25) President Donald Olsen \_\_\_\_\_
- o (11/25) Vice President Sanford Coplin \_\_\_\_\_
- o (11/27) Secretary Paul Anderson \_\_\_\_\_
- o (11/25) Assistant Secretary Clinton Miller \_\_\_\_\_
- o (11/27) Treasurer Donald Chesterman \_\_\_\_\_

**2. REVIEW AND MOTION TO APPROVE JUNE PAYMENTS (CHECK LISTING)**

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

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

**Roll Call Vote:**

- o (11/25) President Donald Olsen \_\_\_\_\_
- o (11/25) Vice President Sanford Coplin \_\_\_\_\_
- o (11/27) Secretary Paul Anderson \_\_\_\_\_
- o (11/25) Assistant Secretary Clinton Miller \_\_\_\_\_
- o (11/27) Treasurer Donald Chesterman \_\_\_\_\_

**3. REVIEW AND MOTION TO APPROVE DRAFT PROFIT AND LOSS BUDGET PERFORMANCE REPORT FOR FISCAL YEAR 2023/2024**

- Financial Notes
- Report from Staff

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Draft Profit and Loss Budget Performance Report for Fiscal Year 2023/2024

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

**P/SMCSD REGULAR BOARD MEETING AGENDA – July 25, 2024**

Roll Call Vote:

- o (11/25) President Donald Olsen \_\_\_\_\_
- o (11/25) Vice President Sanford Coplin \_\_\_\_\_
- o (11/27) Secretary Paul Anderson \_\_\_\_\_
- o (11/25) Assistant Secretary Clinton Miller \_\_\_\_\_
- o (11/27) Treasurer Donald Chesterman \_\_\_\_\_

**4. REVIEW AND MOTION TO APPROVE RESOLUTION NO. 07-01-24 CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND PROPERTY RELATED FEES AND CHARGES**

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 07-01-24 Certifying Compliance with State Law with respect to the levying of General and Special Taxes, Assessments, and Property Related Fees and Charges

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

Roll Call Vote:

- o (11/25) President Donald Olsen \_\_\_\_\_
- o (11/25) Vice President Sanford Coplin \_\_\_\_\_
- o (11/27) Secretary Paul Anderson \_\_\_\_\_
- o (11/25) Assistant Secretary Clinton Miller \_\_\_\_\_
- o (11/27) Treasurer Donald Chesterman \_\_\_\_\_

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

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

1. 2023 Flood Damage Report
  - Received updated quotes for the Pajaro and Sunny Mesa well site MCC replacements.
  - Copy of letter of exclusivity from Tesco Controls.
  - Staff Report
2. Pajaro Park
  - The Kubota was found, it was dumped at the levee along with other equipment that was stolen from the area.
3. Water Conservation Program – Sunny Mesa Water System
  - Copy of Work Plan, that includes Sunny Mesa and Vierra Estates Water Systems.
4. Pajaro-Sunny Mesa-Springfield Area Regional Consolidation Project (PSMS)
  - Kick-off meeting on July 18, 2024
  - Staff Report
5. 2024 Local Agency Biennial Notice
  - Copy of application

**P/SMCSD REGULAR BOARD MEETING AGENDA – July 25, 2024**

- 6. Pajaro Water System PFAS Monitoring
  - Copy of waiver from State Water Resources Control Board
- 7. Springfield Planning Grant
  - Progress Report
- 8. District Operations Report
- 9. Usage Comparison Report 2023/2024

**CLOSED SESSION:**

A. NONE

**MOTION TO ADJOURN**

Next Board meeting date: August 22, 2024

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

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

Motion passed: \_\_\_\_\_ Motion Failed: \_\_\_\_\_

**Roll Call Vote:**

- o (11/25) President Donald Olsen \_\_\_\_\_
- o (11/25) Vice President Sanford Coplin \_\_\_\_\_
- o (11/27) Secretary Paul Anderson \_\_\_\_\_
- o (11/25) Assistant Secretary Clinton Miller \_\_\_\_\_
- o (11/27) Treasurer Donald Chesterman \_\_\_\_\_

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

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on June 27, 2024.

**ROLL CALL:**

President Donald Olsen  
Vice President Sanford Coplin  
Secretary Paul Anderson  
Assistant Secretary Clinton Miller  
Treasurer Donald Chesterman

**ADMINISTRATIVE STAFF:**

General Manager Judy Vazquez-Varela  
Operations Manager Sergio Ochoa  
Bookkeeper Amy Saldade  
Recorder Rocio Fernandez

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

None

**DISTRICT COUNSEL:**

Alan Smith

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

**PUBLIC IN ATTENDANCE:** None

**PUBLIC COMMENTS:** None

**Action Items**

1. Consider and approve the Minutes of the May 23, 2024, Regular Board Meeting

The motion was made by Director Miller and seconded by Director Anderson to approve the Regular Board Meeting Minutes of May 23, 2024. Motion carried.

Roll Call Vote: Ayes: D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman  
Noes: None  
Absent: None  
Abstain: None

**OLD BUSINESS:**

1. Consideration, Discussion and Motion Giving Direction Regarding Proposed Public Works Ordinance

A motion was made by Director Coplin and seconded by Director Olsen to approve the Pajaro/Sunny Mesa Community Services District Public Works Ordinance as amended. Motion carried.

Roll Call Vote: Ayes: D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman  
Noes: None  
Absent: None  
Abstain: None

**MINUTES OF REGULAR BOARD MEETING – June 27, 2024****NEW BUSINESS:** (Action Items)

## 1. Review and consider approving financial reports for May 2024

Bookkeeper Saldate reported to the Board of Directors that the Water Revenue in May was 97 percent of the budget projection. For Indirect Expenses, the District saw an increase in Other Employee Expense due to purchase of new safety vests and uniforms for operators and Audit and Bookkeeping had an increase for the final billing of 2023 Audit. Also, there was an increase in the COP Debt Service Interest due to biannual payment for 2015 Water Revenue Bonds to US Bank. The Direct Expenses had an increase in Permits for health permits required by Monterey County Health Department for County regulated water systems. Other Income had a decrease in Miscellaneous Revenue since Wellness Grant funds that were received last year were now used for the Staff Wellness meeting on May 9<sup>th</sup>. May's Total Income was more than Total Expenses by \$14,777. May's Cash was more than April's Cash by \$51,057. May's cash on hand was \$1,218,303.

Bookkeeper Saldate informed the Board that the Net Income for May was \$14,777.15 due to Health Permit expenses and Debt Service payment due for 2015 Water Revenue Bonds.

A motion was made by Director Miller and seconded by Director Chesterman to approve the financial reports for May 2024. Motion carried.

Roll Call Vote:	Ayes:	D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman
	Noes:	None
	Absent:	None
	Abstain:	None

**MONTHLY EXPENDITURES REPORT FOR REVIEW****APPROVAL OF PAYMENTS:**

## 2. Review and consider approving June 2024 payments

1. General Fund 633: Total of \$0.00
2. Operating Account: Check No. 25841 through Check No. 25877 totaling \$201,700.90
3. Reserve Account: Total of \$24,336.49
4. Street Maintenance Account: Check No. 578 through Check No. 580 totaling \$1,949.00
5. Pajaro Park Account: Total of \$3,267.95
6. COP 2010 Account: Total of \$0.00
7. Debt Service Reserve Account: Total of \$0.00

A motion was made by Director Miller and seconded by Director Olsen to approve the June 2024 payments. Motion carried.

**MINUTES OF REGULAR BOARD MEETING – June 27, 2024**

Roll Call Vote: Ayes: D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman  
Noes: None  
Absent: None  
Abstain: None

- 3. Consider and approve 2024-2025 Pajaro Street Lighting Final Budget

No discussion.

A motion was made by Director Coplin and seconded by Director Chesterman to approve the 2024-2025 Pajaro Street Lighting Final Budget. Motion carried.

Roll Call Vote: Ayes: D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman  
Noes: None  
Absent: None  
Abstain: None

- 4. Consider and approve 2024-2025 Street Maintenance/Subdivision Maintenance Final Budget

No discussion.

A motion was made by Director Miller and seconded by Director Olsen to approve the 2024-2025 Street Maintenance/Subdivision Maintenance Final Budget. Motion carried.

Roll Call Vote: Ayes: D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman  
Noes: None  
Absent: None  
Abstain: None

- 5. Consider and approve 2024-2025 Pajaro Community Parks/Public Area Final Budget

No discussion.

A motion was made by Director Coplin and seconded by Director Miller to approve the 2024-2025 Pajaro Community Parks/Public Area Final Budget. Motion carried.

Roll Call Vote: Ayes: D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman  
Noes: None  
Absent: None  
Abstain: None

- 6. Consider and approve 2024-2025 Pajaro Park Final Budget

Director Coplin questioned why District need to have a separate reserve account, Staff confirmed it would not be a separate account, a reserve would be built within the Pajaro Park account.



**MINUTES OF REGULAR BOARD MEETING – June 27, 2024**

A motion was made by Director Chesterman and seconded by Director Olsen to approve the 2024-2025 Pajaro Park Final Budget. Motion carried.

Roll Call Vote:	Ayes:	D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman
	Noes:	None
	Absent:	None
	Abstain:	None

7. Consider and approve 2024-2025 Operating/Water Final Budget

The Reserve Fund was amended to \$250,000.

A motion was made by Director Miller and seconded by Director Olsen to approve the 2024-2025 Operating/Water Final Budget. Motion carried.

Roll Call Vote:	Ayes:	D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman
	Noes:	None
	Absent:	None
	Abstain:	None

8. Consider and approve Resolution No. 06-01-24 Authorizing General Manager to negotiate and execute Real Estate documents with property owners required for the Springfield Water Consolidation Project

General Manager Vazquez-Varela provided a brief history of the Springfield Project. District Counsel Smith provided history of the acquisition of the 5 Alco systems that were acquired via receivership and recommended that the resolution be amended to require Title Insurance to prevent property acquisition issues. He also recommended that Board review future easements and deeds and require title Insurance.

A motion was made by Director Chesterman and seconded by Director Olsen to approve Resolution No. 06-01-24 with edits. Motion carried.

Roll Call Vote:	Ayes:	D. Olsen; S. Coplin; P. Anderson; C. Miller; D. Chesterman
	Noes:	None
	Absent:	None
	Abstain:	None

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

1. 2023 Flood Damage Report
  - Staff continue to work with CalOES and FEMA on information requests.
2. Arsenic Maximum Contaminant Level Violation – Vierra Estates Water System
  - Arsenic Annual Average exceeded Maximum Contaminant Level of 10 ppb. Board of Directors reviewed notice.

**MINUTES OF REGULAR BOARD MEETING – June 27, 2024**

3. Water Rate Increase
  - Water rate increase has been approved by the Board of Directors, 8% effective July 1, 2024. The rate payers will be notified in June billing, a copy of the notice was provided for review.
4. Water Conservation Program – Sunny Mesa Water System
  - Due to the Median Household Income in the Sunny Mesa Water System, it did not qualify for the program. Staff negotiated to have the faulty meter replaced and the school's fixtures to be replaced and to have leak detection services in the Vierra Water System.
5. Pajaro Park
  - Pajaro Park was broken into, the Kubota was stolen and there was damage to the 2008 Chevy truck. Staff will figure out how to groom the field until it is resolved. Staff was directed to make an insurance claim.
6. DeLany Water Company – Consolidation Study
  - Copy of kickoff meeting notes

## 7. District Operations Report

## Multi Community Bottled Water Project

- March and April reimbursements have been submitted and are pending at the State.

## ACWA JPIA 2023 Wellness Grant

- District Staff has applied for 2024 Wellness Grant.

## LIHWAP

- \$991.15 returned directly to LIHWAP due to closed water accounts.

## Pajaro Long-term Recovery

- Monterey County Office of Emergency Management held a meeting on June 18, 2024, to discuss street safety and lighting and crosswalk safety, Board Directors Olsen and Miller attended the meeting.

## Current Water System Repairs

## Normco WS:

- Hawk Drive mainline leak was repaired by our contractor on June 17, 2024.

## Sunny Mesa WS:

- Silverstone Street water leak repair is scheduled on June 26, 2024, to be completed by Staff and contractor.

## Vega Road #01 WS:

- Kari Lane booster pump capacitors failed, they were replaced and are now working properly.

## 8. Usage Comparison Report 2023/2024-June

- Usage is down in two systems Normco, and Springfield. District wide we saw a 10.9 percent increase in usage compared to this month last year.

**MINUTES OF REGULAR BOARD MEETING – June 27, 2024**

**CLOSED SESSION:**

A. Potential Litigation 54956.9

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One Potential Case (In addition to the information noticed above, the agency may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to subparagraphs (B) to (E), inclusive, of paragraph (3) of subdivision (b) of Section 54956.9.)

Board met in closed session, opened at 7:00 pm  
Adjourned closed session at 7:32 pm

No final action taken.

**NEXT BOARD MEETING:**

The next Regular Board Meeting is to be held on Thursday July 25, 2024, at 5:30 pm at the District Office.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:33 pm with motion made by Director Anderson seconded by Director Olsen. Motion carried.

Respectfully submitted by:

\_\_\_\_\_  
Donald Olsen, President

\_\_\_\_\_  
Sanford Coplin, Vice President

\_\_\_\_\_  
Rocio Fernandez, Recorder

## PSMCSD Public Works Ordinance

### Contents

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#### **##.01 Purpose.**

This chapter is enacted for the purpose of implementing the Uniform Public Construction Cost Accounting Act (Public Contracts Sections 22000 et seq.) and to provide for bidding procedures in undertaking public works.

#### **##.02 Bid limitations.**

The following bid limitations shall apply:

- (a) If the project expense is the same or less than the amount specified in subdivision (a) of California Public Contract Code § [22032](#), it may be performed by District employees by force account, by negotiated contract, or by purchase order;
- (b) Public projects of less than the amount set forth in subdivision (b) of California Public Contract Code Section [22032](#) to be let to contract by informal procedure as set forth in this chapter and promulgated by the State Controller; and



- 
- (c) Public projects exceeding the amount set forth in subdivision (b) of California Public Contract Code Section [22032](#), except as otherwise provided by State legislation, the project shall be let to contract by the formal bidding procedure of this ordinance.

### **##.03 Informal bidding.**

Public works projects of an estimated value less than the amount set forth in subdivision (c) of California Public Contract Code Section [22032](#), may be awarded by the General Manager as follows:

- (a) Minimum Number of Bids. The award of bids, whenever possible, shall be based on at least three (3) bids and shall be awarded to the lowest responsible bidder.
- (b) Notices Inviting Bids: Contractors. The General Manager shall solicit bids by written requests to contractors licensed and experienced for the type of public work to be performed.
- (c) The General Manager shall maintain a list of qualified contractors, identified according to categories of work. The minimum criteria for the development and maintenance of the contractors' lists shall be determined by the California Uniform Construction Cost Accounting Commission (CUCCAC). All qualified contractors on the list for the category of work to be performed and/or all construction trade journals specified by the CUCCAC shall be mailed a notice inviting informal bids, unless the product or service is proprietary. All mailings of notices to such qualified contractors and construction trade journals shall be completed not less than ten (10) calendar days before the bids are due to be opened and awarded.
- (d) Notices Inviting Bids: Forms. The notice inviting informal bids shall be uniform and shall describe the project in general terms, describe how to obtain more detailed information concerning the project, and state the time and place for the submission of bids.
- (d) Written Bids. Sealed written bids to be opened at the time specified shall be submitted to the General Manager who shall keep a record of all informal bids for a period of one year after the submission of the bids or the awarding of the contract. Such record, while so kept, shall be opened to public inspection.
- (e) Award of Bids. The award of bids shall be made to the lowest responsible bidder, and the General Manager is authorized to execute the construction contract provided the bid does not exceed the budgeted amount for the project and the contractor has posted the required bonds and insurance as established by resolution by the Board of **Directors** for all informal bids. If the lowest responsible bid exceeds the budgeted amount for the project, the General Manager shall obtain authority by resolution of the Board of Directors to award the bid, together with the additional budget allocation. The General Manager shall report to the Board of Directors the results of the bidding procedure.
- (f) Award of Bids: All bids exceeding the amount set forth in subdivision (b) of California Public Contract Code Section [22032](#). If all bids received exceed the amount set forth in subdivision (b) of California Public Contract Code Section [22032](#), the Board of Directors



may by adoption of a resolution by a four-fifths (4/5) vote, award the contract, up to the highest amount set forth in subdivision (d) of California Public Contract Code Section [22034](#), to the lowest responsible bidder, if it determines the cost estimate of the project was reasonable.

#### **##.04 Maintenance of contractors' lists.**

During November of each year, the General Manager shall mail a written notice to all construction trade journals designated by the CUCCAC, inviting all licensed contractors to submit the names of their firms to the General Manager for inclusion on the list of qualified bidders for the following calendar year according to category. The notice shall require that the contractor provide the name and address to which a notice to contractors or proposal should be mailed, a telephone number at which the contractor may be reached, the type or category of work in which the contractor is interested and currently licensed to do, together with the class of the contractor's license or licenses held and the contractor's license number or numbers. The General Manager shall create a new contractors' list starting January 1 of each year which shall include at a minimum all contractors who submitted one or more valid bids to the District during the preceding calendar year and all contractors who have properly provided the General Manager with the information required to be added to the list. A contractor may be added to the list at any time by providing the required information.

#### **##.05 Public projects included.**

The following public projects may be performed under the [Uniform Public Construction Cost Accounting Act](#):

- (a) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility or within any public street, land, or property; and
- (b) Painting or repainting any publicly owned, leased, or operated facility.

#### **##06 Public projects excluded.**

The following public projects shall be excluded under the [Uniform Public Construction Cost Accounting Act](#):

- (a) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes;
- (b) Minor re-painting;
- (c) Resurfacing of streets and highways at less than one inch;
- (d) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; and
- (e) Work performed to keep, operate, and maintain publicly owned buildings and facilities.



**##.07 Rejection of or no informal bids.**

- (a) The District reserves the right to reject any and all bids presented. If, after the first invitation for informal bids, all bids are rejected, the General Manager shall have the option, after reevaluating the project cost estimates, to do one of the following:
  - (1) Abandon the project or re-advertise for bids in the manner described in this chapter;
  - (2) By adoption of a resolution by a four-fifths (4/5) majority of the Board of Directors, declare that the project can be performed more economically by District employees, and the District may then have the project constructed by force account.
- (b) If no bids are received, the project may be performed by District employees by force account or the General Manager may re-advertise for bids in the manner described in this chapter.

**##.08 Formal bidding.**

Formal bidding of an estimated value in an amount exceeding the amount set forth in subdivision (b) of California Public Contract Code Section [22032](#) shall be made as follows:

- (a) Authorization to Call for Bids. The Board of Directors shall adopt by resolution the plans, specifications, and working details for all public projects subject to formal bidding.
- (b) Notices Inviting Bids. The General Manager shall solicit bids by written requests to prospective contractors. The notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be published at least fourteen (14) calendar days before the date of opening in a newspaper of general circulation printed and published in the District. The notice inviting bids shall also be mailed to all construction trade journals specified by the CUCCAC. The notice shall be mailed at least fifteen (15) calendar days before the date of opening the bids.
- (c) Written Bids. All bids shall be accompanied by either a certified or cashier's check or a bidder's bond, executed by a corporate surety authorized to engage in such business in the State, made payable to the District. Such security shall be in an amount not less than that specified in the notice inviting bids or in the specifications referred to therein or, if no amount is so specified, then in an amount not less than ten (10%) percent of the aggregate amount of the bid. If the successful bidder neglects or refuses to enter into the contract within the time specified in the notice inviting bids or specifications referred to therein, the amount of the bidder's security may be declared forfeited to the District and may be collected and paid into its District's Treasury, and all bonds so forfeited shall be prosecuted in the amount thereof collected and paid into the Treasury. The bid shall also be accompanied by a certificate of insurance or endorsement, together with any and all bonds required by resolution of the Board of Directors.

- (d) Award of Bids. All bids shall be sealed and be filed with the General Manager no later than the opening time specified in the notice inviting bids. The General Manager shall receive and be the custodian of such bids and keep the bids confidential until they are opened and declared. All bids shall be publicly opened and declared at the time and at the place fixed in the notice inviting bids. The bids shall be tabulated and analyzed by the General Manager who shall submit them, together with recommendations thereon, to the General Manager. The General Manager shall review the bids and submit them to the Board of Directors with appropriate recommendations at the next regular Board of Directors meeting. The Board of Directors shall have the right to waive any informality or minor irregularity in a bid. The Board of Directors may award the bid to the lowest responsible bidder by the adoption of a resolution.

#### **##.09 Rejection of or no formal bids.**

- (a) The District reserves the right to reject any and all bids presented. If, after the first invitation for formal bids, all bids are rejected, the Board of Directors shall have the option, after reevaluating the project cost estimates, to do one of the following:
- (1) Abandon the project or readvertise for bids in the manner described in this chapter;
  - (2) By adoption of a resolution by a four-fifths ( 4/5) majority of the Board of Directors, declare that the project can be performed more economically by District employees, and the District may then have the project constructed by force amount.
- (b) If no bids are received, the Board of Directors shall have the option to do one of the following:
- (1) Have the project performed by District employees by force account after the adoption of a resolution by at least five (5) affirmative votes;
  - (2) Use the informal bidding procedures set forth in this chapter without further complying with this chapter; or
  - (3) Abandon the project or re-advertise for bids in the manner described in this chapter.

#### **##.10 Tie bids.**

If two (2) or more bids received are for the same total amount and the lowest, unit price, quality, and service being equal, the Board of Directors may accept the bid it chooses.

#### **##.11 Performance bonds.**

The Board of Directors shall have the authority to require a performance bond or labor and material bond in such amount as the Board of Directors shall establish by resolution to protect the best interests of the District before entering into a contract. If the Board of



Directors requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

## FINANCIAL NOTES -JUNE 2024

Account No:	Account Name:	Increase / Decrease	Description
<b>Income:</b>			
4001-4015	Total Income	+	Water Revenue: 102% of budget projection
<b>Expenses: Indirect</b>			
5170	Office Equipment Repair & Maintenance	+	Totlcom: Annual billing for office phone support/voicemail services
5245	Postage	+	Last postage download for fiscal year 2024
5250	Legal Expenses	+	Law Offices of Alan Smith: Billings for services March-June 2024
5266	Engineering Svcs- District Wide	+	Consulting services: April-May 2024
<b>Expenses: Direct</b>			
5220	Water System- Repair & Maintenance	+	Normco Water System: leak repair, Hawk Dr. Century Environmental: Arsenic reduction media order (2), service calls (2)
5265	Engineering Expense	+	Blackie Water System: easement survey
5310	Utilities- Well Sites	+	High water usage
<b>Other Income:</b>			
4110	Hydrant Sales	+	Three (3) hydrant meter rentals
4350	Interest Revenue	+	Asset income collected from Bond accounts at US Bank

### Income & Cash Summary

<b>Total Income</b>	<b>Total Expense</b>	<b>Difference</b>
\$237,775.57	\$173,988.29	\$63,787.28
<b>May Cash</b>	<b>June Cash</b>	<b>Difference</b>
\$1,218,302.50	\$1,202,453.12	<b>\$15,849.38</b>

**Pajaro/Sunny Mesa Community Services District**  
**Balance Sheet**  
As of June 30, 2024

	Jun 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · SCCB - Operating Account	662,162.47
1002 · SCCB Reserve Account	540,290.65
1003 · SCCB - Sick Leave Account	5,501.02
1004 · SCCB - Street Maint Acct	281,351.20
1006 · SCCB-GF 633	96,800.81
1007 · SCCB - Debt Service Reserve	103,417.67
1032 · SCCB-COP Acct	146,118.72
1036 · PSM Pajaro Park Acct	140,221.24
1050 · Cash in County Treasury - DS	47,418.31
1051 · Cash in County Treasury - GF	223,020.31
1052 · US Bank 2021 Gen. Bond -8000	2,353.31
1054 · US Bank 2021 Gen. Bond -8002	315,282.98
1055 · US Bank 2021 Gen. Bond -8003	11.18
1056 · US Bank 2021 Gen. Bond -8004	9.23
1057 · US Bank 2021 Gen. Bond -8005	95,248.85
1066 · US Bank Vega 2303	158,210.46
1068 · US Bank Vega 2301	72.93
1069 · US Bank Vega-2302	581.37
1095 · US Bank Wtr Bond-Res 2204	149,108.98
2201 · US Bank-2015 Wtr Rfd Bd 2201	10,961.20
	2,978,142.89
<b>Total Checking/Savings</b>	2,978,142.89
<b>Accounts Receivable</b>	
1110 · Invoice Accounts Recv	3,118.43
1231 · Grants Receivable-A/R	14,881.48
	17,999.91
<b>Total Accounts Receivable</b>	17,999.91
<b>Other Current Assets</b>	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	262,399.15
1101 · Allowance for Doubtful Accounts	-8,630.02
1115 · Prepaid Expenses	1.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	3,090.14
1252 · Assessments Rec. - Street Maint	9,732.00
1253 · Assessments Rec. - Water bond	122,000.00
1253.1 · Assess Rec - Water Bond - Count	2,275.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
	375,566.36
<b>Total Other Current Assets</b>	375,566.36
<b>Total Current Assets</b>	3,371,709.16
<b>Fixed Assets</b>	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	314,656.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-110,377.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	163,247.47
1551 · A/D - District Office Building	-136,819.73
1555 · Office Equipment/Furniture	36,030.86
1556 · A/D - Office Equip/Furniture	-30,572.90
1557 · Equipment - Lighting	8,980.18
1559 · A/D - Lighting and Parks	-8,980.18
1560 · Electric Power to Sheds	2,598.59
1561 · A/D - Electric Power to Sheds	-2,599.00
1570 · Equipment - Pumping Plant	515,504.21
1571 · A/D - Equipment - Pumping Plant	-479,329.87
1580 · Distribution Mains [P]	1,487,948.01

**Pajaro/Sunny Mesa Community Services District**  
**Balance Sheet**  
As of June 30, 2024

	Jun 30, 24
1581 · A/D - Distribution Mains	-1,196,485.68
1590 · Meters	90,114.13
1591 · A/D - Meters	-87,564.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-5,297.72
1610 · Automotive Equipment	229,909.12
1611 · A/D - Automotive Equipment	-220,727.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-104,318.77
1622 · A/D - Moss Landing	-219,829.31
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-26,164.73
1650 · Trans & Distr Plant	248,292.08
1651 · A/D - Trans & Distr Plant	-155,067.30
1670 · Small Tools/Equipment	10,773.67
1671 · A/D - Small Tools/Equipment	-11,354.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-132,439.45
1804 · CIP-Springfield	400,577.84
1805 · CIP-Vega Imprvtmnt Project	4,599,594.33
1805.1 · A/D - Vega	-3,116,224.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	358,118.61
1807.1 · A/D - Langley/VP	-133,092.74
1808 · CIP-Normco	587,633.30
1808.1 · A/D - Normco Tank	-222,702.73
1811 · CIP-Vierra Estate	313,402.88
1811.1 · A/D - Vierra Estates	-162,998.72
1812 · CIP-Moss Landing Water System	594,222.45
1812.1 · A/D - Moss Landing Water	-228,385.55
1813 · CIP-Normco Water System	2,835.00
1814 · CIP-Pajaro	2,314,636.55
1814.1 · A/D - Pajaro	-465,932.00
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,911,297.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-263,156.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-40,488.89
1820 · Normco Treatment Facility	127,374.00
1820.1 · A/D-Normco Treatment Facility	-125,153.85
1821 · CIP-Sunny Mesa	306,673.45
1821.1 · A/D-Sunny Mesa	-166,957.00
1822 · CIP-Vega	124,106.80
1822.1 · A/D-Vega	-20,020.00
1823 · CIP-Blackie	71,557.55
1823.1 · A/D-Blackie	-9,925.00
1824 · CIP- Generator Project	68,489.00
1825 · Spare Equip not yet in Service	10,039.00
<b>Total Fixed Assets</b>	<b>10,752,213.39</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	3,203,515.72
1950 · Deferred amount on refunding	56,573.60
1951 · Deferred Amt of Ref-Vega Bds15	70,012.09
<b>Total Other Assets</b>	<b>3,330,359.26</b>
<b>TOTAL ASSETS</b>	<b>17,454,281.81</b>
<b>LIABILITIES &amp; EQUITY</b>	

**Pajaro/Sunny Mesa Community Services District**  
**Balance Sheet**  
As of June 30, 2024

	Jun 30, 24
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	155,947.67
<b>Total Accounts Payable</b>	155,947.67
<b>Credit Cards</b>	
2900 · Wells Fargo- 9540	-44.40
2905 · Wells Fargo- 6918	-8.86
2910 · Elan	847.54
<b>Total Credit Cards</b>	794.28
<b>Other Current Liabilities</b>	
2005 · Accrued Liabilities	70,261.00
2050 · Accrued Payroll	17,811.78
2100 · Payroll Tax Liabilities	2,658.42
2110 · Direct Deposit Liabilities	0.01
2121 · Customer Security Deposits	18,178.70
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	22,550.00
2225 · Accrued Vacation Liability	31,734.53
2230 · Accrued Sick Leave Liability	38,885.47
2263 · 457b EE Plan Payable	3,322.64
2264 · Employee Insurance Payable	-1,928.50
2265 · EE Aflac Insurance Payable	899.68
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	2,347.79
2325 · Payable to P.V.W.M.A.	-1,170.17
<b>Total Other Current Liabilities</b>	271,321.25
<b>Total Current Liabilities</b>	428,063.20
<b>Long Term Liabilities</b>	
2256 · Vehicle Loan Payable	9,389.23
2257 · Reorganization Loan	115,000.00
2350 · Bonds Payable - Water Bond	85,000.00
2355 · Bonds Payable- 2021 Gen. Bond	1,575,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	1,660,000.00
2361 · Bonds Payable-2015 Vega Wtr Rf	3,017,599.67
2400 · Unamortized Discount on 2015	-26,433.01
2401 · Unamortized Discount-2015 Vega	-10,306.72
2402 · 2021 Gen. Bond Premium	40,695.80
<b>Total Long Term Liabilities</b>	6,465,944.97
<b>Total Liabilities</b>	6,894,008.17
<b>Equity</b>	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	205,038.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	4,105,701.57
Net Income	1,206,932.19
<b>Total Equity</b>	10,560,273.64
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>17,454,281.81</b>

**Pajaro/Sunny Mesa Community Services District**  
**Profit & Loss**  
June 2024

	Jun 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4001 · Route 1 - Pajaro	25,714.15
4002 · Route 2 - Pajaro	31,393.74
4003 · Route 3 - Commercial	28,634.76
4004 · Route 4 - Trailer Park	1,542.06
4005 · Route 5 - San Juan Rd Apts	0.00
4006 · Route 6 - Sunny Mesa	16,164.54
4007 · Route 7 - CSA 73	18,641.81
4008 · Route 8 - Vega	19,284.58
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	29,635.19
4012 · Route 12 - Blackie Road	5,107.89
4013 · Route 13 - Normco	41,587.11
4014 · Route 14 - Vierra	6,484.96
4015 · Route 15 - Langley/VP	4,267.90
<b>Total Income</b>	229,308.69
<b>Gross Profit</b>	229,308.69
<b>Expense</b>	
<b>INDIRECT</b>	
5000 · Salaries and Wages	63,068.65
5005 · Administrative Fees	522.52
5030 · Payroll Tax Expense	1,004.18
5050 · Employee Health Insurance	16,131.37
5070 · Employee Retirement	9,452.02
5090 · Other Employee Expense	91.40
5130 · Utilities - Office	370.03
5140 · Building Repair & Maint	1,475.94
5145 · District Wide Repair & Maint	557.85
5150 · Garbage Service	426.40
5160 · Office Equip Rental	668.21
5165 · Computer Software	1,063.18
5170 · Office Equipment Repair & Maint	873.10
5175 · Small Tools - Repair & Maint.	38.73
5240 · Office Supplies	139.63
5245 · Postage	2,600.00
5250 · Legal Expenses	9,089.90
5256 · Interest Exp-Financed Items	44.09
5266 · Engineering Svcs-Dist Wide	3,250.00
5270 · Automotive - Repair & Maint	129.36
5280 · Conferences, Meetings, Seminars	15.99
5330 · Telephone	1,069.26
5370 · Fuel - Trucks	3,124.91
5391 · Credit Card Transaction Fees	35.46
5XXX · Indirect Allocation	0.00
<b>Total INDIRECT</b>	115,242.18
5190 · Water Testing- Labs	2,480.20
5210 · Customer Orders	607.87
5220 · Water System - Repair & Maint	34,440.83
5225 · Street Maintenance	2,470.17
5230 · Park - Repair & Maint	878.85
5231 · Pajaro Park Expense	2,904.23
5265 · Engineering Expenses	1,680.00
5310 · Utilities - Well Site	20,145.08
5315 · Utilities - Street Lighting	2,884.18
5392 · Returned Online Payment Fee	60.00
5426 · Vega Assmnt Bond Expense	1,469.42
5427 · Improvement Project-Springfield	-10,561.20
<b>Total Expense</b>	174,701.81
<b>Net Ordinary Income</b>	54,606.88
<b>Other Income/Expense</b>	

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## Pajaro/Sunny Mesa Community Services District

July 19, 2024

## Profit &amp; Loss

Accrual Basis

June 2024

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	<u>Jun 24</u>
Other Income	
4100 · Late Payment Penalties	530.56
4110 · Hydrant Sales	1,645.50
4115 · Testing Fees	500.00
4200 · Street Maintenance-Reimb	1,176.13
4210 · Vega Bond Assessments	6,033.41
4280 · Pro-Rata Tax Collection Share	550.52
4285 · P.V.W.M.A. Collection Fee	2,729.64
4340 · Utility Reimbursements	279.17
4345 · Customer Order Reimbursements	485.83
4350 · Interest Revenue	3,061.18
5424 · Springfld Bottled Wtr Gr Reimb	989.52
5510 · Board Designated Donation	0.00
5794 · Water Bond Assessments	162.97
	<hr/>
Total Other Income	18,144.43
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Net Other Income	18,144.43
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Net Income	<u>72,751.31</u>

8:21 AM

July 19, 2024

Accrual Basis

**Pajaro/Sunny Mesa Community Services District**  
**Profit & Loss Budget Performance- Water Enterprise**  
 June 2024

	Jun 24	Budget	% of Budget	Jul '23 - Jun 24	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4001 · Route 1 - Pajaro	25,714.15	29,083.33	88.4%	303,888.53	349,000.00	87.1%	349,000.00
4002 · Route 2 - Pajaro	31,393.74	28,583.33	109.8%	353,882.51	343,000.00	103.2%	343,000.00
4003 · Route 3 - Commercial	28,634.76	29,083.33	98.5%	322,452.96	349,000.00	92.4%	349,000.00
4004 · Route 4 - Trailer Park	1,542.06	1,500.00	102.8%	18,914.20	18,000.00	105.1%	18,000.00
4005 · Route 5 - San Juan Rd Apts	0.00	1,250.00	0.0%	6,645.06	15,000.00	44.3%	15,000.00
4006 · Route 6 - Sunny Mesa	16,164.54	15,083.33	107.2%	182,659.81	181,000.00	100.9%	181,000.00
4007 · Route 7 - CSA 73	18,641.81	17,083.33	109.1%	207,195.19	205,000.00	101.1%	205,000.00
4008 · Route 8 - Vega	19,284.58	17,750.00	108.6%	207,677.86	213,000.00	97.5%	213,000.00
4010 · Route 10 -Springfield	850.00	833.33	102.0%	10,220.00	10,000.00	102.2%	10,000.00
4011 · Route 11 - Moss Landing	29,635.19	31,416.66	94.3%	372,272.57	377,000.00	98.7%	377,000.00
4012 · Route 12 - Blackie Road	5,107.89	4,416.66	115.7%	55,399.64	53,000.00	104.5%	53,000.00
4013 · Route 13 - Normco	41,587.11	39,250.00	106.0%	452,056.77	471,000.00	96.0%	471,000.00
4014 · Route 14 - Vierra	6,484.96	6,500.00	99.8%	75,699.26	78,000.00	97.1%	78,000.00
4015 · Route 15 - Langley/VP	4,267.90	3,750.00	113.8%	46,340.52	45,000.00	103.0%	45,000.00
<b>Total Income</b>	229,308.69	225,583.30	101.7%	2,615,304.88	2,707,000.00	96.6%	2,707,000.00
<b>Gross Profit</b>	229,308.69	225,583.30	101.7%	2,615,304.88	2,707,000.00	96.6%	2,707,000.00
<b>Expense</b>							
<b>INDIRECT</b>							
5000 · Salaries and Wages	63,068.65	77,583.33	81.3%	916,605.49	931,000.00	98.5%	931,000.00
5005 · Administrative Fees	522.52	541.66	96.5%	6,483.76	6,500.00	99.8%	6,500.00
5030 · Payroll Tax Expense	1,004.18	1,333.33	75.3%	15,198.96	16,000.00	95.0%	16,000.00
5040 · Worker's Comp Insurance	0.00	1,500.00	0.0%	18,135.46	18,000.00	100.8%	18,000.00
5050 · Employee Health Insurance	16,131.37	15,750.00	102.4%	181,946.55	189,000.00	96.3%	189,000.00
5070 · Employee Retirement	9,452.02	11,666.66	81.0%	128,585.90	140,000.00	91.8%	140,000.00
5090 · Other Employee Expense	91.40	250.00	36.6%	2,827.93	3,000.00	94.3%	3,000.00
5120 · Property Taxes	0.00	191.66	0.0%	2,309.52	2,300.00	100.4%	2,300.00
5130 · Utilities - Office	370.03	375.00	98.7%	4,247.79	4,500.00	94.4%	4,500.00
5140 · Building Repair & Maint	1,475.94	583.33	253.0%	6,530.70	7,000.00	93.3%	7,000.00
5145 · District Wide Repair & Maint	557.85	833.33	66.9%	10,627.42	10,000.00	106.3%	10,000.00
5150 · Garbage Service	426.40	416.66	102.3%	4,913.03	5,000.00	98.3%	5,000.00
5160 · Office Equip Rental	668.21	708.33	94.3%	8,018.52	8,500.00	94.3%	8,500.00
5165 · Computer Software	1,063.18	1,500.00	70.9%	21,042.67	18,000.00	116.9%	18,000.00
5170 · Office Equipment Repair & Maint	873.10	300.00	291.0%	2,219.07	3,600.00	61.6%	3,600.00
5175 · Small Tools - Repair & Maint.	38.73	83.33	46.5%	827.89	1,000.00	82.8%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	4,166.66	0.0%	50,965.41	50,000.00	101.9%	50,000.00
5200 · Billing Supplies	0.00	375.00	0.0%	4,483.76	4,500.00	99.6%	4,500.00
5240 · Office Supplies	139.63	333.33	41.9%	4,164.03	4,000.00	104.1%	4,000.00
5245 · Postage	2,600.00	891.66	291.6%	10,605.08	10,700.00	99.1%	10,700.00
5250 · Legal Expenses	9,089.90	1,416.66	641.6%	27,605.22	17,000.00	162.4%	17,000.00



Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget Performance- Water Enterprise
June 2024

July 19, 2024
Accrual Basis

Table with 8 columns: Description, Jun 24, Budget, % of Budget, Jul '23 - Jun 24, YTD Budget, % of Budget, Annual Budget. Rows include Interest Expense, Accounting & Bookkeeping, Engineering Svcs-Dist Wide, Automotive - Repair & Maint, Conferences, Meetings, Seminars, Travel Expenses, Books & Subscriptions, Water Conservation Program, Membership Fees and Dues, Licenses and Certifications, Telephone, Burglar Alarm Monitoring, Fuel - Trucks, Bank Charges, Credit Card Transaction Fees, Miscellaneous Expense, COP Debt Service - Interest, Total INDIRECT, Water Testing- Labs, Water System - Repair & Maint, Engineering Expenses, Utilities - Well Site, Permits, Fuel - Generator, COP Bond Expense, 2021 Bond Expense- Fees, Total Expense, Net Ordinary Income, Other Income/Expense, Other Income, Late Payment Penalties, Billing Adjustments, Hydrant Sales, Testing Fees, Connection Fees, Application Fees, Other Fees, P.V.W.M.A. Collection Fee, Collection of Previous W/O Acct.

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July 19, 2024  
Accrual Basis

Pajaro/Sunny Mesa Community Services District  
Profit & Loss Budget Performance- Water Enterprise  
June 2024

	<u>Jun 24</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '23 - Jun 24</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
4305 · Miscellaneous Revenue	0.00	83.33	0.0%	0.00	1,000.00	0.0%	1,000.00
4341 · Lighting Admin Reimbursements	0.00	1,083.33	0.0%	13,000.00	13,000.00	100.0%	13,000.00
4346 · District 25% Overhead Fee	0.00	41.66	0.0%	0.00	500.00	0.0%	500.00
4350 · Interest Revenue	3,061.18	1,250.00	244.9%	38,956.44	15,000.00	259.7%	15,000.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	700.00	700.00	100.0%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	400.00	400.00	100.0%	400.00
<b>Total Other Income</b>	<b>8,466.88</b>	<b>8,283.27</b>	<b>102.2%</b>	<b>256,896.69</b>	<b>99,399.92</b>	<b>258.4%</b>	<b>99,399.92</b>
<b>Net Other Income</b>	<b>8,466.88</b>	<b>8,283.27</b>	<b>102.2%</b>	<b>256,896.69</b>	<b>99,399.92</b>	<b>258.4%</b>	<b>99,399.92</b>
<b>Net Income</b>	<b>63,787.28</b>	<b>52,925.05</b>	<b>120.5%</b>	<b>750,456.11</b>	<b>635,099.92</b>	<b>118.2%</b>	<b>635,099.92</b>

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	AP	06/30/2024	Total Merchant Services	1001 - SCCB - Operating Account		-30.45
				5391 - Credit Card Transaction Fees	-30.45	30.45
TOTAL					-30.45	30.45
Bill Pmt -Check	AP	07/01/2024	Stordok, Inc.	1001 - SCCB - Operating Account		-995.00
Bill	53548...	06/25/2024		5140 - Building Repair & Maint	-995.00	995.00
TOTAL					-995.00	995.00
Bill Pmt -Check	AP	07/01/2024	Streamline- ACH	1001 - SCCB - Operating Account		-2,988.00
Bill	6085E...	07/01/2024		5165 - Computer Software	-2,988.00	2,988.00
TOTAL					-2,988.00	2,988.00
Check	AP	07/04/2024	Total Merchant Services	1001 - SCCB - Operating Account		-0.25
				5391 - Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Check	AP	07/08/2024	Total Merchant Services	1001 - SCCB - Operating Account		-0.25
				5391 - Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Bill Pmt -Check	AP	07/10/2024	Ace Hardware Prunedale- ACH	1001 - SCCB - Operating Account		-154.32
Bill	05986...	06/11/2024		5220 - Water System - Repair & Maint	-13.11	13.11
Bill	05989...	06/14/2024		5220 - Water System - Repair & Maint	-22.60	22.60
Bill	05993...	06/20/2024		5220 - Water System - Repair & Maint	-6.02	6.02
Bill	05993...	06/20/2024		5220 - Water System - Repair & Maint	-43.39	43.39
Bill	05999...	06/25/2024		5220 - Water System - Repair & Maint	-69.20	69.20
TOTAL					-154.32	154.32
Bill Pmt -Check	AP	07/10/2024	Ace Hardware Watsonville- ACH	1001 - SCCB - Operating Account		-228.73
Bill	230764	06/05/2024		5220 - Water System - Repair & Maint	-16.44	16.44
Bill	230846	06/07/2024		5220 - Water System - Repair & Maint	-32.88	32.88
Bill	230894	06/10/2024		5220 - Water System - Repair & Maint	-63.58	63.58
Bill	231037	06/17/2024		5220 - Water System - Repair & Maint	-43.89	43.89
Bill	231044	06/18/2024		5220 - Water System - Repair & Maint	-40.07	40.07
Bill	231062	06/19/2024		5220 - Water System - Repair & Maint	-18.71	18.71
Bill	231213	06/27/2024		5145 - District Wide Repair & Maint	-13.16	16.45
TOTAL					-228.73	232.02
Bill Pmt -Check	AP	07/10/2024	ACWA-JPIA (med ins)-ACH	1001 - SCCB - Operating Account		-11,953.02
Bill	07033...	07/01/2024		5050 - Employee Health Insurance	-10,526.25	10,526.25
				2264 - Employee Insurance Payable	-1,426.77	1,426.77
TOTAL					-11,953.02	11,953.02
Bill Pmt -Check	AP	07/10/2024	ACWA/JPIA-Workers Comp-ACH	1001 - SCCB - Operating Account		-4,969.17
Bill	4/01/2...	07/01/2024		5040 - Worker's Comp Insurance	-4,969.17	4,969.17
TOTAL					-4,969.17	4,969.17
Bill Pmt -Check	AP	07/10/2024	American Water Works Association	1001 - SCCB - Operating Account		-501.00
Bill	70022...	07/01/2024		5320 - Membership Fees and Dues	-501.00	501.00
TOTAL					-501.00	501.00
Bill Pmt -Check	AP	07/10/2024	C & N Tractors/Rentals- ACH	1001 - SCCB - Operating Account		-936.98

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July 22, 2024

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	94325...	06/05/2024		5175 · Small Tools - Repair & Maint.	-4.84	4.84
Bill	94354...	06/06/2024		5230 · Park - Repair & Maint	-41.66	41.66
Bill	94682...	06/13/2024		5090 · Other Employee Expense	-19.40	19.40
Bill	94766...	06/14/2024		5230 · Park - Repair & Maint	-837.19	837.19
Bill	95039...	06/20/2024		5175 · Small Tools - Repair & Maint.	-33.89	33.89
<b>TOTAL</b>					<b>-936.98</b>	<b>936.98</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Corbin Willits Systems, Inc-Online</b>	<b>1001 · SCCB - Operating Account</b>		<b>-576.39</b>
Bill	000C...	06/15/2024		5165 · Computer Software	-576.39	576.39
<b>TOTAL</b>					<b>-576.39</b>	<b>576.39</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Don Rosa</b>	<b>1001 · SCCB - Operating Account</b>		<b>-3,250.00</b>
Bill	015	06/01/2024		5266 · Engineering Svcs-Dist Wide	-3,250.00	3,250.00
<b>TOTAL</b>					<b>-3,250.00</b>	<b>3,250.00</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Ferguson Waterworks- ONLINE</b>	<b>1001 · SCCB - Operating Account</b>		<b>-1,397.75</b>
Bill	18595...	06/07/2024		5145 · District Wide Repair & Maint	-44.52	44.52
Bill	18609...	06/19/2024		5220 · Water System - Repair & Maint	-32.16	32.16
Bill	18604...	06/28/2024		5220 · Water System - Repair & Maint	-1,321.07	1,321.07
<b>TOTAL</b>					<b>-1,397.75</b>	<b>1,397.75</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>ICONIX Waterworks (US), Inc- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-2,276.04</b>
Bill	U241...	06/07/2024		5220 · Water System - Repair & Maint	-1,465.87	1,465.87
Bill	U241...	06/11/2024		5220 · Water System - Repair & Maint	-810.17	1,493.82
<b>TOTAL</b>					<b>-2,276.04</b>	<b>2,959.69</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>J Johnson &amp; Company, Inc.- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-12,749.06</b>
Bill	24-00...	06/19/2024		5220 · Water System - Repair & Maint	-12,749.06	12,749.06
<b>TOTAL</b>					<b>-12,749.06</b>	<b>12,749.06</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Law Offices of Alan J. Smith-ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-3,400.00</b>
Bill	MAR ...	06/30/2024		5250 · Legal Expenses	-775.00	775.00
Bill	APR 2...	06/30/2024		5250 · Legal Expenses	-1,225.00	1,225.00
Bill	May 2...	06/30/2024		5250 · Legal Expenses	-1,400.00	1,400.00
<b>TOTAL</b>					<b>-3,400.00</b>	<b>3,400.00</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>MBAS, Inc.- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-1,523.20</b>
Bill	24051...	06/03/2024		5190 · Water Testing- Labs	-133.60	133.60
Bill	24051...	06/04/2024		5190 · Water Testing- Labs	-146.40	146.40
Bill	24051...	06/04/2024		5190 · Water Testing- Labs	-167.80	167.80
Bill	24051...	06/04/2024		5190 · Water Testing- Labs	-308.00	308.00
Bill	24051...	06/04/2024		5190 · Water Testing- Labs	-308.00	308.00
Bill	24051...	06/07/2024		5190 · Water Testing- Labs	-151.40	151.40
Bill	24052...	06/12/2024		5190 · Water Testing- Labs	-50.80	50.80
Bill	24060...	06/19/2024		5190 · Water Testing- Labs	-48.80	48.80
Bill	24060...	06/19/2024		5190 · Water Testing- Labs	-99.60	99.60
Bill	24061...	06/24/2024		5190 · Water Testing- Labs	-108.80	108.80
<b>TOTAL</b>					<b>-1,523.20</b>	<b>1,523.20</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Mid Valley Supply- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-1,771.49</b>
Bill	I276150	06/04/2024		5220 · Water System - Repair & Maint	-62.58	62.58
				5220 · Water System - Repair & Maint	-62.58	62.58
				5220 · Water System - Repair & Maint	-130.18	130.18
				5220 · Water System - Repair & Maint	-130.18	130.18
				5220 · Water System - Repair & Maint	-265.43	265.43
Bill	276381	06/20/2024		5090 · Other Employee Expense	-72.00	72.00
				5220 · Water System - Repair & Maint	-62.58	62.58

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July 22, 2024

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5220 · Water System - Repair & Maint	-187.74	187.74
				5220 · Water System - Repair & Maint	-250.32	250.32
				5220 · Water System - Repair & Maint	-125.16	125.16
				5220 · Water System - Repair & Maint	-125.16	125.16
				5220 · Water System - Repair & Maint	-297.58	297.58
<b>TOTAL</b>					<b>-1,771.49</b>	<b>1,771.49</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Orkin Central Coast- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-120.00</b>
Bill	439150	06/25/2024		5140 · Building Repair & Maint	-120.00	120.00
<b>TOTAL</b>					<b>-120.00</b>	<b>120.00</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Palace Business Solutions-ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-19.72</b>
Bill	23532...	06/21/2024		5240 · Office Supplies	-19.72	19.72
<b>TOTAL</b>					<b>-19.72</b>	<b>19.72</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>PARS- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-522.52</b>
Bill	55671	06/12/2024		5005 · Administrative Fees	-522.52	522.52
<b>TOTAL</b>					<b>-522.52</b>	<b>522.52</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>PG&amp;E 1438-Online</b>	<b>1001 - SCCB - Operating Account</b>		<b>-2,294.67</b>
Bill	5/24/2...	06/25/2024		5310 · Utilities - Well Site	-2,294.67	2,294.67
<b>TOTAL</b>					<b>-2,294.67</b>	<b>2,294.67</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>PG&amp;E 1826-Online</b>	<b>1001 - SCCB - Operating Account</b>		<b>-32.75</b>
Bill	5/17/2...	06/17/2024		5310 · Utilities - Well Site	-32.75	32.75
<b>TOTAL</b>					<b>-32.75</b>	<b>32.75</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>PG&amp;E 6022-Online</b>	<b>1001 - SCCB - Operating Account</b>		<b>-21.42</b>
Bill	5/21/2...	06/18/2024		5315 · Utilities - Street Lighting	-21.42	21.42
<b>TOTAL</b>					<b>-21.42</b>	<b>21.42</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Santa Cruz Answering Service-ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-114.12</b>
Bill	1009 ...	06/22/2024		5330 · Telephone	-114.12	114.12
<b>TOTAL</b>					<b>-114.12</b>	<b>114.12</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Singh Computech- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-315.00</b>
Bill	10233	06/25/2024		5165 · Computer Software	-315.00	315.00
<b>TOTAL</b>					<b>-315.00</b>	<b>315.00</b>
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/10/2024</b>	<b>Soil Control Lab- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-957.00</b>
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40600...	06/05/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40602...	06/12/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40602...	06/12/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40602...	06/12/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40602...	06/12/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40603...	06/18/2024		5190 · Water Testing- Labs	-87.00	87.00
Bill	40602...	06/12/2024		5190 · Water Testing- Labs	-58.00	58.00
Bill	40602...	06/12/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40603...	06/18/2024		5190 · Water Testing- Labs	-58.00	58.00

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July 22, 2024

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	40603...	06/19/2024		5190 · Water Testing- Labs	-58.00	58.00
Bill	40603...	06/19/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40603...	06/19/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40603...	06/19/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40603...	06/19/2024		5190 · Water Testing- Labs	-29.00	29.00
Bill	40603...	06/19/2024		5190 · Water Testing- Labs	-58.00	58.00
Bill	40604...	06/19/2024		5190 · Water Testing- Labs	-116.00	116.00
TOTAL					-957.00	957.00
Bill Pmt -Check	AP	07/10/2024	Sturdy Oil Company- ACH	1001 · SCCB - Operating Account		-3,124.91
Bill	CL10...	06/15/2024		5370 · Fuel - Trucks	-1,744.78	1,744.78
Bill	CL10...	06/30/2024		5370 · Fuel - Trucks	-1,380.13	1,380.13
TOTAL					-3,124.91	3,124.91
Bill Pmt -Check	AP	07/10/2024	The Pajaronian	1001 · SCCB - Operating Account		-380.00
Bill	114003	06/12/2024		5250 · Legal Expenses	-380.00	380.00
TOTAL					-380.00	380.00
Bill Pmt -Check	AP	07/10/2024	Tom's Site Service- ACH	1001 · SCCB - Operating Account		-220.11
Bill	92979	06/16/2024		5145 · District Wide Repair & Maint	-220.11	220.11
TOTAL					-220.11	220.11
Bill Pmt -Check	AP	07/10/2024	Tri-County Landscape Supply-Online	1001 · SCCB - Operating Account		-231.62
Bill	58786	06/18/2024		5220 · Water System - Repair & Maint	-231.62	231.62
TOTAL					-231.62	231.62
Bill Pmt -Check	AP	07/10/2024	Valvoline- online	1001 · SCCB - Operating Account		-204.70
Bill	86395	07/02/2024		5270 · Automotive - Repair & Maint	-88.82	88.82
Bill	86423	07/03/2024		5270 · Automotive - Repair & Maint	-115.88	115.88
TOTAL					-204.70	204.70
Bill Pmt -Check	AP	07/10/2024	Vestis	1001 · SCCB - Operating Account		-360.94
Bill	51104...	06/06/2024		5140 · Building Repair & Maint	-122.94	122.94
Bill	51104...	06/13/2024		5140 · Building Repair & Maint	-57.53	57.53
Bill	51104...	06/20/2024		5140 · Building Repair & Maint	-122.94	122.94
Bill	51104...	06/27/2024		5140 · Building Repair & Maint	-57.53	57.53
TOTAL					-360.94	360.94
Bill Pmt -Check	AP	07/10/2024	WM / Carmel Marina - Office-Online	1001 · SCCB - Operating Account		-426.40
Bill	00314...	07/01/2024		5150 · Garbage Service	-426.40	426.40
TOTAL					-426.40	426.40
Check	AP	07/15/2024	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Check	AP	07/19/2024	Santa Cruz County Bank	1001 · SCCB - Operating Account		-623.25
				2256 · Vehicle Loan Payable	-615.73	615.73
				5256 · Interest Exp-Financed Items	-7.52	7.52
TOTAL					-623.25	623.25
Check	AP	07/19/2024	Total Merchant Services	1001 · SCCB - Operating Account		-0.25

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5391 · Credit Card Transaction Fees	-0.25	0.25
<b>TOTAL</b>					-0.25	0.25
<b>Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>Total Merchant Services</b>	<b>1001 · SCCB - Operating Account</b>		<b>-0.50</b>
				5391 · Credit Card Transaction Fees	-0.50	0.50
<b>TOTAL</b>					-0.50	0.50
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>AT&amp;T 1782-Online</b>	<b>1001 · SCCB - Operating Account</b>		<b>-31.57</b>
<b>Bill</b>	7/7/24...	07/07/2024		5310 · Utilities - Well Site	-31.57	31.57
<b>TOTAL</b>					-31.57	31.57
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>AT&amp;T 2627-Online</b>	<b>1001 · SCCB - Operating Account</b>		<b>-31.57</b>
<b>Bill</b>	7/7/24...	07/07/2024		5310 · Utilities - Well Site	-31.57	31.57
<b>TOTAL</b>					-31.57	31.57
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>AT&amp;T 3439-Online</b>	<b>1001 · SCCB - Operating Account</b>		<b>-31.57</b>
<b>Bill</b>	July 2...	07/01/2024		5310 · Utilities - Well Site	-31.57	31.57
<b>TOTAL</b>					-31.57	31.57
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>AT&amp;T 6542-Online</b>	<b>1001 · SCCB - Operating Account</b>		<b>-61.81</b>
<b>Bill</b>	7/7/24...	07/07/2024		5310 · Utilities - Well Site	-61.81	61.81
<b>TOTAL</b>					-61.81	61.81
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>CALNET/ AT&amp;T 2506</b>	<b>1001 · SCCB - Operating Account</b>		<b>-684.05</b>
<b>Bill</b>	JUNE ...	07/01/2024		5310 · Utilities - Well Site	-35.28	42.89
				5310 · Utilities - Well Site	-24.87	30.23
				5225 · Street Maintenance	-72.80	88.47
				5310 · Utilities - Well Site	-82.40	100.15
				5231 · Pajaro Park Expense	-48.44	58.87
				5330 · Telephone	-420.26	510.78
<b>TOTAL</b>					-684.05	831.39
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>Core &amp; Main- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-884.64</b>
<b>Bill</b>	V1418...	06/25/2024		5145 · District Wide Repair & Maint	-276.77	276.77
			PLP Pajaro, LLC.	5210 · Customer Orders	-607.87	607.87
<b>TOTAL</b>					-884.64	884.64
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>Elan-Online</b>	<b>1001 · SCCB - Operating Account</b>		<b>-950.52</b>
<b>Bill</b>	JULY ...	07/18/2024		2910 · Elan	-950.52	950.52
<b>TOTAL</b>					-950.52	950.52
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>EverBank</b>	<b>1001 · SCCB - Operating Account</b>		<b>-195.29</b>
<b>Bill</b>	10056...	07/08/2024		5160 · Office Equip Rental	-195.29	195.29
<b>TOTAL</b>					-195.29	195.29
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>GreatAmerica Financial-Online</b>	<b>1001 · SCCB - Operating Account</b>		<b>-472.92</b>
<b>Bill</b>	36882...	06/27/2024		5160 · Office Equip Rental	-472.92	472.92
<b>TOTAL</b>					-472.92	472.92
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>07/22/2024</b>	<b>J Johnson &amp; Company, Inc.- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-7,835.05</b>

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July 22, 2024

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	24-00...	07/01/2024		5220 · Water System - Repair & Maint	-7,835.05	7,835.05
TOTAL					-7,835.05	7,835.05
Bill Pmt -Check	AP	07/22/2024	Law Offices of Alan J. Smith-ACH	1001 · SCCB - Operating Account		-5,309.90
Bill	June ...	06/30/2024		5250 · Legal Expenses	-5,309.90	5,309.90
TOTAL					-5,309.90	5,309.90
Bill Pmt -Check	AP	07/22/2024	PG&E 0819-Online	1001 · SCCB - Operating Account		-13,899.70
Bill	6/5/24...	07/05/2024		5310 · Utilities - Well Site	-6,164.83	6,164.83
				5310 · Utilities - Well Site	-3,974.95	3,974.95
				5310 · Utilities - Well Site	-578.45	578.45
				5310 · Utilities - Well Site	-1,425.43	1,425.43
				5310 · Utilities - Well Site	-362.25	362.25
				5315 · Utilities - Street Lighting	-108.97	108.97
				5310 · Utilities - Well Site	-1,284.82	1,284.82
TOTAL					-13,899.70	13,899.70
Bill Pmt -Check	AP	07/22/2024	PG&E 6857-Online	1001 · SCCB - Operating Account		-7,778.57
Bill	5/28/2...	06/26/2024		5310 · Utilities - Well Site	-2,754.55	2,754.55
				5310 · Utilities - Well Site	-1,688.18	1,688.18
				5130 · Utilities - Office	-277.04	277.04
				5310 · Utilities - Well Site	-305.34	305.34
				5315 · Utilities - Street Lighting	-2,753.46	2,753.46
TOTAL					-7,778.57	7,778.57
Bill Pmt -Check	AP	07/22/2024	Pure Water- ACH	1001 · SCCB - Operating Account		-9,011.40
Bill	437585	07/01/2024	State Water Resources Control Board	5427 · Improvement Project-Springfield	-6,987.40	6,987.40
Bill	437584	07/01/2024	State Water Resources Control Board	5427 · Improvement Project-Springfield	-2,024.00	2,024.00
TOTAL					-9,011.40	9,011.40
Bill Pmt -Check	AP	07/22/2024	PVWMA- ACH	1001 · SCCB - Operating Account		-24,184.16
Bill	3/1/24...	06/30/2024		2325 · Payable to P.V.W.M.A.	-2,654.58	2,654.58
Bill	3/1/24...	06/30/2024		2325 · Payable to P.V.W.M.A.	-16,881.80	16,881.80
				2325 · Payable to P.V.W.M.A.	-4,647.78	4,647.78
TOTAL					-24,184.16	24,184.16
Bill Pmt -Check	AP	07/22/2024	Tom's Site Service- ACH	1001 · SCCB - Operating Account		-220.11
Bill	94130	07/14/2024		5145 · District Wide Repair & Maint	-220.11	220.11
TOTAL					-220.11	220.11
Bill Pmt -Check	AP	07/22/2024	Univar-ACH	1001 · SCCB - Operating Account		-2,548.00
Bill	52230...	07/07/2024		5220 · Water System - Repair & Maint	-2,548.00	2,548.00
TOTAL					-2,548.00	2,548.00
Bill Pmt -Check	AP	07/22/2024	Valvoline- online	1001 · SCCB - Operating Account		-115.88
Bill	86728	07/09/2024		5270 · Automotive - Repair & Maint	-115.88	115.88
TOTAL					-115.88	115.88
Check	PARS	07/10/2024	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-5,129.08
				5070 · Employee Retirement	-5,129.08	5,129.08
TOTAL					-5,129.08	5,129.08
Bill Pmt -Check	25889	07/10/2024	Christopher Eliopoulos	1001 · SCCB - Operating Account		-44.45



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July 22, 2024

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Credit...	01/25/2024		1100 - Water Customer Accounts Recv	-44.45	44.45
TOTAL					-44.45	44.45
Bill Pmt -Check	25890	07/10/2024	Monterey County Assessor	1001 - SCCB - Operating Account		-300.00
Bill	Invoic...	07/01/2024		6260 - Lighting Expenses	-300.00	300.00
TOTAL					-300.00	300.00
Bill Pmt -Check	25891	07/10/2024	Santa Cruz County Bank	1001 - SCCB - Operating Account		-566.04
Bill	ACCT...	06/23/2024		2256 - Vehicle Loan Payable	-532.33	532.33
				5256 - Interest Exp-Financed Items	-33.71	33.71
TOTAL					-566.04	566.04
Bill Pmt -Check	25903	07/22/2024	County of Mntry Sheriff's Alarm-Online	1001 - SCCB - Operating Account		-31.00
Bill	INV. 1...	07/01/2024		5340 - Burglar Alarm Monitoring	-31.00	31.00
TOTAL					-31.00	31.00
Bill Pmt -Check	25904	07/22/2024	Salinas Valley Surveyors	1001 - SCCB - Operating Account		-1,680.00
Bill	inv 24...	06/28/2024		5265 - Engineering Expenses	-1,680.00	1,680.00
TOTAL					-1,680.00	1,680.00
Bill Pmt -Check	25905	07/22/2024	Vestis	1001 - SCCB - Operating Account		-129.24
Bill	26497...	07/04/2024		5090 - Other Employee Expense	-129.24	129.24
TOTAL					-129.24	129.24
Check	25906	07/22/2024	Lazaro Olivares	1001 - SCCB - Operating Account		-150.00
				2121 - Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Reserve Account**  
 June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	07/09/2024	Maggiora Bros. Drilling, Inc.- ACH	1002 - SCCB Reserve Account		-74,427.00
Bill	M24-0...	06/18/2024		1821 - CIP-Sunny Mesa	-12,542.00	12,542.00
Bill	M24-0...	06/18/2024		1821 - CIP-Sunny Mesa	-61,885.00	61,885.00
<b>TOTAL</b>					<b>-74,427.00</b>	<b>74,427.00</b>

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July 22, 2024

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail- GF 633**  
June 28 through July 22, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	07/22/2024	NBS- ACH		1006 · SCCB-GF 633		-1,469.42
Bill	20240...	06/30/2024			5426 · Vega Assmnt...	-1,469.42	1,469.42
TOTAL						-1,469.42	1,469.42

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July 22, 2024

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Pajaro Park Account**  
 June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	07/10/2024	Ace Hardware Watsonville- ACH	1036 · PSM Pajaro Park Acct		-54.79
Bill	230778	06/05/2024		5231 · Pajaro Park Expense	-19.70	19.70
Bill	231015	06/17/2024		5231 · Pajaro Park Expense	-35.09	35.09
TOTAL					-54.79	54.79
Bill Pmt -Check	AP	07/10/2024	Bianchi Alarm Systems - Pajaro Park-...	1036 · PSM Pajaro Park Acct		-84.00
Bill	26979	06/14/2024		5231 · Pajaro Park Expense	-84.00	84.00
TOTAL					-84.00	84.00
Bill Pmt -Check	AP	07/10/2024	Mid Valley Supply- ACH	1036 · PSM Pajaro Park Acct		-294.65
Bill	1276556	06/28/2024		5231 · Pajaro Park Expense	-294.65	294.65
TOTAL					-294.65	294.65
Bill Pmt -Check	AP	07/10/2024	Panther Protective Services- ACH	1036 · PSM Pajaro Park Acct		-475.00
Bill	0006-...	06/18/2024		5231 · Pajaro Park Expense	-475.00	475.00
TOTAL					-475.00	475.00
Bill Pmt -Check	AP	07/10/2024	PG&E 3540 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-149.07
Bill	5/20/2...	06/18/2024		5231 · Pajaro Park Expense	-149.07	149.07
TOTAL					-149.07	149.07
Bill Pmt -Check	AP	07/10/2024	WM / Carmel Marina - Pajaro Park-Onlin	1036 · PSM Pajaro Park Acct		-426.40
Bill	00625...	07/01/2024		5231 · Pajaro Park Expense	-426.40	426.40
TOTAL					-426.40	426.40
Bill Pmt -Check	AP	07/22/2024	CALNET/ AT&T 2506	1036 · PSM Pajaro Park Acct		-58.87
Bill	JUNE ...	07/01/2024		5310 · Utilities - Well Site	-3.04	42.89
				5310 · Utilities - Well Site	-2.14	30.23
				5225 · Street Maintenance	-6.26	88.47
				5310 · Utilities - Well Site	-7.09	100.15
				5231 · Pajaro Park Expense	-4.17	58.87
				5330 · Telephone	-36.17	510.78
TOTAL					-58.87	831.39
Bill Pmt -Check	AP	07/22/2024	Mid Valley Supply- ACH	1036 · PSM Pajaro Park Acct		-78.69
Bill	1276847	07/16/2024		5231 · Pajaro Park Expense	-78.69	78.69
TOTAL					-78.69	78.69

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July 22, 2024

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Street Maintenance Account**  
June 28 through July 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	06/28/2024	State Farm Insurance	1004 · SCCB - Street Maint Acct		-824.00
Bill	St Rid...	06/18/2024		5225 · Street Maintenance	-824.00	824.00
TOTAL					-824.00	824.00
Bill Pmt -Check	AP	07/10/2024	Ace Hardware Prunedale- ACH	1004 · SCCB - Street Maint Acct		-20.46
Bill	59806/1	06/05/2024		5225 · Street Maintenance	-20.46	20.46
TOTAL					-20.46	20.46
Bill Pmt -Check	AP	07/10/2024	Pajaro/Sunny Mesa Comm Svcs Dist	1004 · SCCB - Street Maint Acct		-123.36
Bill	JUNE ...	07/01/2024		5225 · Street Maintenance	-123.36	123.36
TOTAL					-123.36	123.36
Bill Pmt -Check	AP	07/10/2024	PG&E 9545 Street Maint-Online	1004 · SCCB - Street Maint Acct		-78.86
Bill	5/20/2...	06/18/2024		5225 · Street Maintenance	-46.81	46.81
				5310 · Utilities - Well Site	-32.05	32.05
TOTAL					-78.86	78.86
Bill Pmt -Check	AP	07/22/2024	CALNET/ AT&T 2506	1004 · SCCB - Street Maint Acct		-88.47
Bill	JUNE ...	07/01/2024		5310 · Utilities - Well Site	-4.57	42.89
				5310 · Utilities - Well Site	-3.22	30.23
				5225 · Street Maintenance	-9.41	88.47
				5310 · Utilities - Well Site	-10.66	100.15
				5231 · Pajaro Park Expense	-6.26	58.87
				5330 · Telephone	-54.35	510.78
TOTAL					-88.47	831.39

## FINANCIAL NOTES - FISCAL YEAR 2023/2024

Account No:	Account Name:	Increase / Decrease	Description
<b>Income:</b>			
4001-4015	Total Income	-	97% of Annual budget
<b>Expenses: Indirect</b>			
5165	Computer Software	+	New server: tech services for installation and additional cloud back-up
5250	Legal Expenses	+	Attorney services
5270	Auto- Repair & Maint.	+	District Fleet: transmission services, brakes/rotors, new radiator, paint job
5391	Credit Card Transaction Fees	+	Annual regulatory fee
<b>Expenses: Direct</b>			
5230	Parks- Repair & Maint.	+	Purchase of new pole saw
5265	Engineering Expenses	+	Field survey of well site easement on Equestrian Place
5315	Utilities- Street Lighting	+	PG&E rate increase; FY 2025 budget adjusted accordingly
5426	Vega Assmnt Bond Expense	+	Fee increase of quarterly administration services: NBS third party admin. agency
<b>Other Income:</b>			
4110	Hydrant Sales	+	Several temporary hydrant meter rentals throughout District
4140	Connection Fees	+	Addition of four (4) commercial connections One (1) domestic connection One (1) fire service
4350	Interest Revenue	+	Combined interest earned on bonds held by US Bank

**Pajaro/Sunny Mesa Community Services District**  
**Profit & Loss Budget Performance**  
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget	Jul '23 - Jun 24	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4001 · Route 1 - Pajaro	303,888.53	349,000.00	87.1%	303,888.53	349,000.00	87.1%	349,000.00
4002 · Route 2 - Pajaro	353,882.51	343,000.00	103.2%	353,882.51	343,000.00	103.2%	343,000.00
4003 · Route 3 - Commercial	322,452.96	349,000.00	92.4%	322,452.96	349,000.00	92.4%	349,000.00
4004 · Route 4 - Trailer Park	18,914.20	18,000.00	105.1%	18,914.20	18,000.00	105.1%	18,000.00
4005 · Route 5 - San Juan Rd Apts	6,645.06	15,000.00	44.3%	6,645.06	15,000.00	44.3%	15,000.00
4006 · Route 6 - Sunny Mesa	182,659.81	181,000.00	100.9%	182,659.81	181,000.00	100.9%	181,000.00
4007 · Route 7 - CSA 73	207,195.19	205,000.00	101.1%	207,195.19	205,000.00	101.1%	205,000.00
4008 · Route 8 - Vega	207,677.86	213,000.00	97.5%	207,677.86	213,000.00	97.5%	213,000.00
4010 · Route 10 -Springfield	10,220.00	10,000.00	102.2%	10,220.00	10,000.00	102.2%	10,000.00
4011 · Route 11 - Moss Landing	372,272.57	377,000.00	98.7%	372,272.57	377,000.00	98.7%	377,000.00
4012 · Route 12 - Blackie Road	55,399.64	53,000.00	104.5%	55,399.64	53,000.00	104.5%	53,000.00
4013 · Route 13 - Normco	452,056.77	471,000.00	96.0%	452,056.77	471,000.00	96.0%	471,000.00
4014 · Route 14 - Vierra	75,699.26	78,000.00	97.1%	75,699.26	78,000.00	97.1%	78,000.00
4015 · Route 15 - Langley/VP	46,340.52	45,000.00	103.0%	46,340.52	45,000.00	103.0%	45,000.00
<b>Total Income</b>	<b>2,615,304.88</b>	<b>2,707,000.00</b>	<b>96.6%</b>	<b>2,615,304.88</b>	<b>2,707,000.00</b>	<b>96.6%</b>	<b>2,707,000.00</b>
<b>Gross Profit</b>	<b>2,615,304.88</b>	<b>2,707,000.00</b>	<b>96.6%</b>	<b>2,615,304.88</b>	<b>2,707,000.00</b>	<b>96.6%</b>	<b>2,707,000.00</b>
<b>Expense</b>							
<b>INDIRECT</b>							
5000 · Salaries and Wages	916,605.49	931,000.00	98.5%	916,605.49	931,000.00	98.5%	931,000.00
5005 · Administrative Fees	6,483.76	6,500.00	99.8%	6,483.76	6,500.00	99.8%	6,500.00
5030 · Payroll Tax Expense	15,198.96	16,000.00	95.0%	15,198.96	16,000.00	95.0%	16,000.00
5031 · Unemployment Insurance Expe...	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
5040 · Worker's Comp Insurance	18,135.46	18,000.00	100.8%	18,135.46	18,000.00	100.8%	18,000.00
5050 · Employee Health Insurance	181,946.55	189,000.00	96.3%	181,946.55	189,000.00	96.3%	189,000.00
5070 · Employee Retirement	128,585.90	140,000.00	91.8%	128,585.90	140,000.00	91.8%	140,000.00
5090 · Other Employee Expense	2,827.93	3,000.00	94.3%	2,827.93	3,000.00	94.3%	3,000.00
5120 · Property Taxes	2,309.52	2,300.00	100.4%	2,309.52	2,300.00	100.4%	2,300.00
5130 · Utilities - Office	4,247.79	4,500.00	94.4%	4,247.79	4,500.00	94.4%	4,500.00
5140 · Building Repair & Maint	6,530.70	7,000.00	93.3%	6,530.70	7,000.00	93.3%	7,000.00
5145 · District Wide Repair & Maint	10,627.42	10,000.00	106.3%	10,627.42	10,000.00	106.3%	10,000.00
5150 · Garbage Service	4,913.03	5,000.00	98.3%	4,913.03	5,000.00	98.3%	5,000.00
5160 · Office Equip Rental	8,018.52	8,500.00	94.3%	8,018.52	8,500.00	94.3%	8,500.00
5165 · Computer Software	21,042.67	18,000.00	116.9%	21,042.67	18,000.00	116.9%	18,000.00
5170 · Office Equipment Repair & Maint	2,219.07	3,600.00	61.6%	2,219.07	3,600.00	61.6%	3,600.00
5175 · Small Tools - Repair & Maint.	827.89	1,000.00	82.8%	827.89	1,000.00	82.8%	1,000.00
5180 · Casualty Ins/Liability Ins	50,965.41	50,000.00	101.9%	50,965.41	50,000.00	101.9%	50,000.00
5200 · Billing Supplies	4,483.76	4,500.00	99.6%	4,483.76	4,500.00	99.6%	4,500.00
5240 · Office Supplies	4,164.03	4,000.00	104.1%	4,164.03	4,000.00	104.1%	4,000.00
5245 · Postage	10,605.08	10,700.00	99.1%	10,605.08	10,700.00	99.1%	10,700.00

**Pajaro/Sunny Mesa Community Services District**  
**Profit & Loss Budget Performance**  
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget	Jul '23 - Jun 24	YTD Budget	% of Budget	Annual Budget
5250 · Legal Expenses	27,605.22	17,000.00	162.4%	27,605.22	17,000.00	162.4%	17,000.00
5255 · Interest Expense	7,875.00	7,900.00	99.7%	7,875.00	7,900.00	99.7%	7,900.00
5256 · Interest Exp-Financed Items	843.99	1,500.00	56.3%	843.99	1,500.00	56.3%	1,500.00
5260 · Accounting & Bookkeeping	38,358.00	38,500.00	99.6%	38,358.00	38,500.00	99.6%	38,500.00
5266 · Engineering Svcs-Dist Wide	4,750.00	13,000.00	36.5%	4,750.00	13,000.00	36.5%	13,000.00
5270 · Automotive - Repair & Maint	13,580.66	10,000.00	135.8%	13,580.66	10,000.00	135.8%	10,000.00
5280 · Conferences, Meetings, Semin...	431.88	500.00	86.4%	431.88	500.00	86.4%	500.00
5290 · Travel Expenses	0.00	500.00	0.0%	0.00	500.00	0.0%	500.00
5300 · Books & Subscriptions	75.00	1,500.00	5.0%	75.00	1,500.00	5.0%	1,500.00
5305 · Water Conservation Program	0.00	3,000.00	0.0%	0.00	3,000.00	0.0%	3,000.00
5320 · Membership Fees and Dues	23,727.64	21,500.00	110.4%	23,727.64	21,500.00	110.4%	21,500.00
5326 · Licenses and Certifications	1,526.05	2,000.00	76.3%	1,526.05	2,000.00	76.3%	2,000.00
5330 · Telephone	11,845.89	18,000.00	65.8%	11,845.89	18,000.00	65.8%	18,000.00
5340 · Burglar Alarm Monitoring	710.00	900.00	78.9%	710.00	900.00	78.9%	900.00
5370 · Fuel - Trucks	36,090.01	40,000.00	90.2%	36,090.01	40,000.00	90.2%	40,000.00
5390 · Bank Charges	100.00	300.00	33.3%	100.00	300.00	33.3%	300.00
5391 · Credit Card Transaction Fees	616.63	500.00	123.3%	616.63	500.00	123.3%	500.00
5400 · Miscellaneous Expense	1.00	200.00	0.5%	1.00	200.00	0.5%	200.00
5XXX · Indirect Allocation	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
6577 · COP Debt Service - Interest	71,125.00	71,200.00	99.9%	71,125.00	71,200.00	99.9%	71,200.00
6578 · 2021 Bond- Debt Svc. Interest	46,800.00	46,800.00	100.0%	46,800.00	46,800.00	100.0%	46,800.00
<b>Total INDIRECT</b>	<b>1,686,800.91</b>	<b>1,727,400.00</b>	<b>97.6%</b>	<b>1,686,800.91</b>	<b>1,727,400.00</b>	<b>97.6%</b>	<b>1,727,400.00</b>
5190 · Water Testing- Labs	28,504.85	35,000.00	81.4%	28,504.85	35,000.00	81.4%	35,000.00
5220 · Water System - Repair & Maint	215,526.96	225,000.00	95.8%	215,526.96	225,000.00	95.8%	225,000.00
5225 · Street Maintenance	23,874.97	32,650.00	73.1%	23,874.97	32,650.00	73.1%	32,650.00
5230 · Park - Repair & Maint	1,921.04	1,000.00	192.1%	1,921.04	1,000.00	192.1%	1,000.00
5231 · Pajaro Park Expense	27,233.69	0.00	100.0%	27,233.69	0.00	100.0%	0.00
5265 · Engineering Expenses	1,680.00	1,000.00	168.0%	1,680.00	1,000.00	168.0%	1,000.00
5310 · Utilities - Well Site	189,768.62	175,000.00	108.4%	189,768.62	175,000.00	108.4%	175,000.00
5315 · Utilities - Street Lighting	32,036.13	27,000.00	118.7%	32,036.13	27,000.00	118.7%	27,000.00
5325 · Permits	33,228.06	36,000.00	92.3%	33,228.06	36,000.00	92.3%	36,000.00
5360 · Fuel - Generator	5,084.81	10,000.00	50.8%	5,084.81	10,000.00	50.8%	10,000.00
5392 · Returned Online Payment Fee	445.00	0.00	100.0%	445.00	0.00	100.0%	0.00
5426 · Vega Assmnt Bond Expense	9,777.71	7,000.00	139.7%	9,777.71	7,000.00	139.7%	7,000.00
5427 · Improvement Project-Springfield	6,608.85	0.00	100.0%	6,608.85	0.00	100.0%	0.00
5428 · COP Bond Expense	3,611.05	4,200.00	86.0%	3,611.05	4,200.00	86.0%	4,200.00
5433 · Pajaro Water Bond Interest Exp	6,630.00	4,600.00	144.1%	6,630.00	4,600.00	144.1%	4,600.00
6565 A · 2021 Bond Expense- Fees	4,340.20	4,500.00	96.4%	4,340.20	4,500.00	96.4%	4,500.00
6570 · Bad Debt Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
6575 · Vega Debt Service-Interest	124,635.00	124,600.00	100.0%	124,635.00	124,600.00	100.0%	124,600.00
6600 · Costs of Issuance- 2021 Bond	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00



Pajaro/Sunny Mesa Community Services District  
Profit & Loss Budget Performance  
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	% of Budget	Jul '23 - Jun 24	YTD Budget	% of Budget	Annual Budget
<b>Total Expense</b>	<b>2,401,707.85</b>	<b>2,414,950.00</b>	<b>99.5%</b>	<b>2,401,707.85</b>	<b>2,414,950.00</b>	<b>99.5%</b>	<b>2,414,950.00</b>
<b>Net Ordinary Income</b>	<b>213,597.03</b>	<b>292,050.00</b>	<b>73.1%</b>	<b>213,597.03</b>	<b>292,050.00</b>	<b>73.1%</b>	<b>292,050.00</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
4100 · Late Payment Penalties	6,149.73	5,000.00	123.0%	6,149.73	5,000.00	123.0%	5,000.00
4101 · Billing Adjustments	0.00	199.92	0.0%	0.00	199.92	0.0%	199.92
4110 · Hydrant Sales	34,515.60	15,000.00	230.1%	34,515.60	15,000.00	230.1%	15,000.00
4115 · Testing Fees	4,910.00	11,000.00	44.6%	4,910.00	11,000.00	44.6%	11,000.00
4140 · Connection Fees	128,043.00	7,400.00	1,730.3%	128,043.00	7,400.00	1,730.3%	7,400.00
4141 · Application Fees	605.00	550.00	110.0%	605.00	550.00	110.0%	550.00
4146 · Other Fees	0.00	400.00	0.0%	0.00	400.00	0.0%	400.00
4200 · Street Maintenance-Reimb	68,182.36	64,300.00	106.0%	68,182.36	64,300.00	106.0%	64,300.00
4210 · Vega Bond Assessments	307,676.16	298,000.00	103.2%	307,676.16	298,000.00	103.2%	298,000.00
4280 · Pro-Rata Tax Collection Share	28,845.14	25,000.00	115.4%	28,845.14	25,000.00	115.4%	25,000.00
4285 · P.V.W.M.A. Collection Fee	29,616.92	29,000.00	102.1%	29,616.92	29,000.00	102.1%	29,000.00
4300 · Collection of Previous W/O Acct	0.00	250.00	0.0%	0.00	250.00	0.0%	250.00
4305 · Miscellaneous Revenue	0.00	1,000.00	0.0%	0.00	1,000.00	0.0%	1,000.00
4307 · Returned Check Charges	70.00	0.00	100.0%	70.00	0.00	100.0%	0.00
4311 · Interest on Pooled Investments	1,346.37	0.00	100.0%	1,346.37	0.00	100.0%	0.00
4339 · Agency Admin Reimb-Vega Bond	5,250.00	5,250.00	100.0%	5,250.00	5,250.00	100.0%	5,250.00
4340 · Utility Reimbursements	26,287.76	27,000.00	97.4%	26,287.76	27,000.00	97.4%	27,000.00
4341 · Lighting Admin Reimbursements	13,000.00	13,000.00	100.0%	13,000.00	13,000.00	100.0%	13,000.00
4345 · Customer Order Reimbursements	1,975.96	0.00	100.0%	1,975.96	0.00	100.0%	0.00
4346 · District 25% Overhead Fee	0.00	500.00	0.0%	0.00	500.00	0.0%	500.00
4350 · Interest Revenue	38,956.44	15,000.00	259.7%	38,956.44	15,000.00	259.7%	15,000.00
4355 · Audit/Bookkeeping Reimbursement	700.00	700.00	100.0%	700.00	700.00	100.0%	700.00
4360 · Legal Counsel Reimbursement	400.00	400.00	100.0%	400.00	400.00	100.0%	400.00
5406 · Generator Project Reimb.	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
5407 · LHMP Project- Grant Reimb	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
5424 · Springfld Bottled Wtr Gr Reimb	6,927.36	0.00	100.0%	6,927.36	0.00	100.0%	0.00
5510 · Board Designated Donation	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
5794 · Water Bond Assessments	38,904.28	40,300.00	96.5%	38,904.28	40,300.00	96.5%	40,300.00
5796 · Pajaro Park Revenue	119,400.00	0.00	100.0%	119,400.00	0.00	100.0%	0.00
<b>Total Other Income</b>	<b>861,762.08</b>	<b>559,249.92</b>	<b>154.1%</b>	<b>861,762.08</b>	<b>559,249.92</b>	<b>154.1%</b>	<b>559,249.92</b>
<b>Other Expense</b>							
5438 · LHMP Project- Dist. Wide	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
5444 · OGALS Per Capita Grant	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
6260 · Lighting Expenses	200.00	0.00	100.0%	200.00	0.00	100.0%	0.00
<b>Total Other Expense</b>	<b>200.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>200.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>0.00</b>

**Pajaro/Sunny Mesa Community Services District**  
**Profit & Loss Budget Performance**  
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '23 - Jun 24</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Net Other Income</b>	861,562.08	559,249.92	154.1%	861,562.08	559,249.92	154.1%	559,249.92
<b>Net Income</b>	<u>1,075,159.11</u>	<u>851,299.92</u>	<u>126.3%</u>	<u>1,075,159.11</u>	<u>851,299.92</u>	<u>126.3%</u>	<u>851,299.92</u>

**RESOLUTION NO. 07-01-24**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT  
CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT  
TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND  
PROPERTY-RELATED FEES AND CHARGES**

WHEREAS, Pajaro/Sunny Mesa Community Services District (“Public Agency”) requests that the Monterey County Auditor-Controller enter those general or special taxes, assessments, or property-related Fees or charges identified in Exhibit “A” on the tax roll for collection and distribution by the Monterey County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2024-2025

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Public Agency hereby certifies that it has, without limitation, complied with all legal procedures and requirements necessary for the levying and imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit “A”, regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in State statutes, or in the applicable decisional law of the State of California.

2. The Public Agency further certifies that, except for the sole negligence or misconduct of the County of Monterey, its officers, employees, and agents, with regards to the handling of the County tax assessor’s parcel information to be provided by USB thumb drive or electronic file for the bonds identified as Exhibit “A”, the Public Agency shall be solely liable and responsible for defending, at its sole expense, cost, and risk, each and every action, suit, or other proceeding brought against the County of Monterey, its officers, employees, and agents for every claim, demand, or challenge to the levying or imposition of the general or special taxes, assessments, or property-related fees or charges identified in Exhibit “A” and that it shall pay or satisfy any judgment rendered against the County of Monterey, its officers, employees, and agents on every such action, suit, or other proceeding, including all claims for refunds and interest thereon, legal fees and court costs, and administrative expenses of the County of Monterey to correct the tax rolls.

PASSED AND ADOPTED this\_\_ day of July 2024 upon motion of Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Donald Olsen, President of the Board of Directors

CERTIFICATE OF SECRETARY

I, Judith Vazquez-Varela, as the duly elected Secretary of the Board of Directors of the Pajaro/Sunny Mesa Community Services District, Monterey County, California, do hereby certify that the above Resolution is a full, true and correct copy of said Resolution passed and adopted by the Board of Directors at a meeting held on the \_\_\_ day of July 2024, and that said Resolution is now spread upon the minutes of said Board.

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Judith Vazquez-Varela, Secretary of the Board of Directors

EXHIBIT "A"  
TO  
RESOLUTION CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT  
TO THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS, AND  
PROPERTY-RELATED FEES AND CHARGES

FISCAL YEAR 2024-2025

GENERAL TAXES:

SPECIAL TAXES:

ASSESSMENTS:

LIGHTING ASSESSMENT –	BOND NO. 83300	\$48,750.52
STREET MAINTENANCE ASSESSMENT –	BOND NO. 84150	\$64,310.76
WATER ASSESSMENT –	BOND NO. 70200	\$40,526.62
VEGA WATER ASSESSMENT –	BOND NO. 70210	\$303,405.72

PROPERTY-RELATED FEES AND CHARGES:



Corporate Office  
 8440 Florin Road, Sacramento, CA 95828  
 P.O. Box 299007, Sacramento, CA 95829  
 PH: 916.395.8800 FX: 916.429.2817

To: Pajaro Sunny Mesa Community Services District  
 Attn: Don Rosa  
 Re: Pajaro Sunny Mesa CSD  
 Pajaro Well 2 MCC Replacement

Quote Date: 6/3/2024  
 Quote No.: 23E014Q02

Dear Don,

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project.

### Scope of Work

**Pajaro Well 2 Upgrade:** TESCO will design and furnish a new NEMA 3R rated, 72 inch high, combination utility switchboard, motor control center, and pump control panel with new 100HP Fire Pump Variable Frequency Drive (VFD), 60HP Booster Pump VFD, and NEMA Size 4 FVNR Well Pump Motor Starter. The new Arc Flash rated/labeled MCC shall control the station well & booster pumps including flow monitoring and monitoring of level of 2 existing reservoirs. Installation services, including demolition of existing well site electrical equipment shall be performed by the Electrical Contractor under contract with Pajaro Sunny Mesa CSD (PSMCS). The new Pajaro Well 2 MCC will include a utility metering section with pull section, main service disconnect, new 400-amp automatic transfer switch, isolated instrumentation section (pressure switches), and new pre-programmed L3000 PLC, 10" color touchscreen OIT with Data Logging options. The product offering will be customized for the specific needs of the Well site; this includes engineering services, PLC software engineering & program development services, and factory testing. Tesco shall also provide engineered documentation (wiring schematics, technical data, and O&M manuals) and shall perform on-site startup (field integration, testing, calibration, commissioning, & training), as well as operational verification.

### Scope of Supply

Item	Qty	Description
1	Lot	<b>Field Instrumentation Shipped Loose to Include:</b> <ul style="list-style-type: none"> <li>▪ 12" Magnetic flow meter with remote flow indicator &amp; 50' cable (120VAC)</li> <li>▪ 10" Magnetic flow meter with remote flow indicator &amp; 50' cable (120VAC)</li> <li>▪ Qty. of (2) Siemens MultiRanger 100 level transmitter with EchoMax XPS-10 ultrasonic transducer</li> </ul>

Item	Qty	Description
2	1	<p><b>NEMA 3R Combination Utility Switchboard and Well Site Motor Control Center:</b></p> <ul style="list-style-type: none"> <li>▪ Weather resistant low profile (72"H) enclosure with utility switchboard section (Tesco 24-000-72 series)</li> <li>▪ Utility meter socket with bypass blocks (277/480V, 3 phase, 4 Wire 400 Amp Max)</li> <li>▪ Main service disconnect (400A Frame)</li> <li>▪ 400 Amp max automatic transfer switch with delayed transition</li> <li>▪ TVSS</li> <li>▪ Power Monitor</li> <li>▪ 100HP Fire Pump VFD with line reactor, deadfront mounted HIM, controls equipment, Indicators, and VFD Disconnect</li> <li>▪ 60HP Booster Pump VFD with line reactor, deadfront mounted HIM, controls equipment, Indicators, and VFD Disconnect</li> <li>▪ 60HP Well Pump Motor Starter (FVNR) with O/L's, controls &amp; status indicators, and HMCP</li> <li>▪ 15KVA transformer with disconnect</li> <li>▪ 120/240V distribution panel with breakers</li> <li>▪ Control Section with Tesco L3000 Programmable Controller to include: <ul style="list-style-type: none"> <li>▪ 10" C-More color touchpad with trend indication &amp; data logging</li> <li>▪ Required I/O with spare capacity</li> <li>▪ Required I/O terminal blocks with spare capacity</li> <li>▪ Low voltage power supply</li> <li>▪ Backup battery with charger system</li> </ul> </li> <li>▪ RACO Verbatim automatic alarm dialer for physical phone line</li> <li>▪ Misc. Pump Control components including; CPT, HOA switch, status indicator lights elapsed time meter, relays, and terminal blocks as required</li> <li>▪ Pressure system including pressure switches with gauges, pressure transducer, fittings, union tees, elbows and valves</li> <li>▪ Panel lights with switches, GFI receptacles, fans and heaters with thermostats</li> <li>▪ Manufacturing Services – fabrication, manufacturing, assembly, equipment wiring, and factory testing</li> </ul>
3	Lot	<p><b>TESCO Professional Services to Include:</b></p> <ul style="list-style-type: none"> <li>▪ Project Management – project scheduling and coordination</li> <li>▪ Engineering – engineered drawings, schematics, technical data, submittal package, equipment procurement, and O&amp;M Manuals.</li> <li>▪ Software Engineering / PLC Programming – develop setpoints, alarms and OIT configuration, program, develop program/software documentation, develop control strategy and O&amp;M manuals.</li> <li>▪ Field Engineering Service &amp; Support - verification of product installation, product parameter adjustments, product programming, software upload/download as required, instrument/ device signal spanning, product function checks, product startup, and operational test.</li> </ul>
<b>TOTAL FOR ITEMS 1-3:</b>		<b>\$296,925.00</b>

## Progress Payment Milestones

<i>Project Stage:</i>	<i>Progress Payment:</i>
Down-Payment (for Engineering Services) .....	20%
Material Procurement Release.....	30%
Equipment Hardware/Software Configuration .....	30%
Deployment, Field Verification, & Startup .....	15%
Project Closeout .....	5%

## Project Clarifications

- Unless otherwise indicated by the Scope of Work above, quote is to **furnish only** and does not include any trade labor, trade work, construction work, site improvement, contractor services, or any trade installation services. Any trade labor and/or related trade work shall be performed by others/contractor.
- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:
  - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
  - Local control stations and/or field mounted disconnects.
  - Instrumentation, devices, components, or equipment not specifically identified in the above quotation.
  - Fiber optic patch panels, cable, splicing or terminations.
  - Networking infrastructure or architecture modifications to existing facilities.
  - Any 3<sup>rd</sup> party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.
  - Electrical interconnection diagrams for equipment not furnished by TESCO.
  - ISA process control loop diagrams.
  - Signal loop diagrams for equipment not furnished by TESCO.

## Clauses, Terms and Conditions

- Addendums Acknowledged: 0
- Quote is firm for **90 days** unless otherwise stated.
- Submittals:
  - Product/Equipment Submittals: Initial equipment submittal(s) "schedule" to be provided approximately **06** weeks after receipt of purchase order or written notice of intent. Lead-time for this "schedule" may be subject to delays imposed by 3<sup>rd</sup> party submittal providers. Submittal "schedule" will list all project submittals and will indicate lead-times for each product/equipment submittal. Generation of submittal(s) may be subject to availability of specified material components; supply-chain constraints may impact material item selections, therefore, may impact submittal lead-times.
  - Information Submittals: Information Submittals are dependent on the approval of Product/Equipment Submittals. An updated Submittal Schedule will be provided after receiving approval of corresponding Product/Equipment Submittal showing schedule and lead-times for Information Submittals.
- Submittals: Initial equipment submittal(s) to be provided approximately **16-20** weeks after receipt of purchase order or written notice of intent; however, generation of submittal(s) will be contingent on supply-chain availability and variability for material components which may impact material item selections affecting submittal lead-times, therefore lead-times are subject to change without notice.
- Delivery: Initial shipment(s) anticipated to commence approximately **46-56** weeks minimum after Product/Equipment Submittal approval; however, delivery schedule(s) will be contingent on supply-chain availability and variability for material component selections, therefore, lead-times are subject to change. Delivery schedules will be confirmed and provided after receiving Product/Equipment Submittals approval.
- Lead-Time & Supply Chain Impacts: Due to the supply chain impacts imposed by the pandemic, all quoted lead-times are subject to change.



- Storage Terms: Any item of the product on which shipment is delayed by Buyer may be placed in storage by Seller at Buyer's expense and risk. If a delay in shipment is requested by Buyer after an order has been entered and accepted:
  - a. No charge will be made if the request for delay is made more than six (6) weeks before acknowledged shipping date and the requested delay is for a period not in excess of thirty (30) days.
  - b. A charge will be made if the requested delay exceeds a period of thirty (30) days or if the request is made within six (6) weeks of the acknowledged shipping date. Seller will advise Buyer of the charge within ten (10) days of receiving Buyer's request for delay.
  - c. If the product is within six (6) weeks of the acknowledged shipping date, then Seller has the option of completing, invoicing and storing the product and charging one and one-half percent (1.5%) per month, or the maximum percentage permitted by law, whichever is lesser, of the established price for such product, plus storage cost.
- TESCO price is Ex Works (EXW) per INCOTERMS, freight allowed.
- Product startup will commence once the product is properly installed and powered up. If buyer requests or schedules product startup and seller is unable to conduct startup due to product not being properly installed, powered, or ready for startup (including being put into full service or full operation), then a fee of \$1500 will be charged to buyer to remobilize seller for product startup.
- TESCO carries liability insurance, with full worker's compensation coverage.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of product startup, and does not exceed 18 months from the date of shipment from the factory.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- Invoices will be billed in accordance with a customer-approved schedule of values and customer-approved pay application.
- Terms are net 45 days on approved credit. Shipment release requires the following:
  - Accounts with sub-par credit will require 50% down-payment upon order and 50% payment at pickup (prior to shipment).
  - Accounts with approved credit, all milestone progress payments must be current for releasing shipment or deploying services.
- Interest will be applied to all past due invoices. Buyer shall pay to Seller all invoiced amount within forty-five (45) calendar days from the date of such invoice. Flow-down provisions are not accepted. In the event any payment becomes past due, Buyer shall pay interest on all late payments, calculated daily and compounded monthly at the rate of 1.5% per month. Buyer shall also reimburse Seller for all reasonable costs incurred by Seller in collecting any late payments, including attorneys' fees and court costs.
- Price Escalation: If between the proposal date and actual procurement and through no fault of the Seller, the relevant cost of labor, material, freight, tariffs, and other Seller costs combined relating to the contract, increase by greater than 2.5% of the overall contract price, then the contract price shall be subject to escalation and increased. Such increase shall be verified by documentation and the amount of contract price escalation shall be calculated as either the actual increased cost to the Seller or, if agreed by the Parties, the equivalent increase of a relevant industry recognized third-party index, and in both cases without any additional profit or margin being added.
- All merchandise sold is subject to lien laws.
- A processing fee of up to 4% will be added for credit card payments.
- TESCO's liabilities shall not exceed 10% of TESCO's total order value.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS

Pajaro Sunny Mesa CSD  
Pajaro Well 2 MCC Replacement

TESCO CONTROLS



Caleb Ernst  
Technical Sales Lead  
cernst@tescocontrols.com



Corporate Office  
 8440 Florin Road, Sacramento, CA 95828  
 P.O. Box 299007, Sacramento, CA 95829  
 PH: 916.395.8800 FX: 916.429.2817

To: Pajaro Sunny Mesa Community Services District  
 Attn: Don Rosa  
 Re: Pajaro Sunny Mesa CSD  
 Sunny Mesa Well Site MCC

Quote Date: 6/12/2024  
 Quote No.: 23E015Q02

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project.

**Sunny Mesa Well Site Upgrade:** TESCO will design and furnish a new NEMA 3R rated, 72 inch high, motor control center, and pump control panel with new NEMA Size 4 FVNR Starter for the 60HP Well Pump and new NEMA size 3 FVNR Starter for the 40HP Well Pump. The new Arc Flash rated/labeled MCC shall control the two station wells including flow monitoring, monitoring level of 2 existing reservoirs, and system pressure monitoring. Installation services, including demolition of existing well site electrical equipment shall be performed by the Electrical Contractor under contract with Pajaro Sunny Mesa CSD (PSMCSO). The new Sunny Mesa Well Site MCC will include a 200 Amp main MCC disconnect, new 200 amp automatic transfer switch, isolated instrumentation indicator cabinet and new pre-programmed L3000 PLC with TESCO standard operator faceplate. The product offering will be customized for the specific needs of the Well site; this includes engineering services, PLC software engineering & program development services, and factory testing. Tesco shall also provide engineered documentation (wiring schematics, technical data, and O&M manuals) and shall perform on-site startup (field integration, testing, calibration, commissioning, & training), as well as operational verification.

Item	Qty	Description
1	1	<p><b>NEMA 3R Well Site Motor Control Center (Unmetered):</b></p> <ul style="list-style-type: none"> <li>▪ Weather resistant low profile (72"H) enclosure (Tesco 24-000-72 series)</li> <li>▪ Main service disconnect (200A Frame)</li> <li>▪ 200 Amp max automatic transfer switch with delayed transition</li> <li>▪ TVSS</li> <li>▪ Power Monitor</li> <li>▪ 60HP Well Pump Motor Starter (FVNR) with O/L's, controls &amp; status indicators, and HMCP</li> <li>▪ 40HP Well Pump Motor Starter (FVNR) with O/L's, controls &amp; status indicators, and HMCP</li> <li>▪ 15KVA transformer with disconnect</li> <li>▪ 120/240V distribution panel with breakers</li> <li>▪ Control Section with Tesco L3000 Programmable Controller to include:               <ul style="list-style-type: none"> <li>▪ Operator faceplate</li> <li>▪ Required I/O with spare capacity</li> <li>▪ Required I/O terminal blocks with spare capacity</li> <li>▪ Low voltage power supply</li> <li>▪ Backup battery with charger system</li> </ul> </li> <li>▪ RACO Verbatim automatic alarm dialer for physical phone line</li> <li>▪ Misc. Pump Control components including; CPT, HOA switch, status indicator lights elapsed time meter, relays, and terminal blocks as required</li> <li>▪ Panel lights with switches, GFI receptacles, fans and heaters with thermostats</li> <li>▪ Manufacturing Services – fabrication, manufacturing, assembly, equipment wiring, and factory testing</li> </ul>

Item	Qty	Description
2	Lot	<b>Field Instrumentation Shipped Loose to Include:</b> <ul style="list-style-type: none"> <li>▪ 6" Magnetic flow meter with remote flow indicator &amp; 50' cable (120VAC)</li> <li>▪ 4" Magnetic flow meter with remote flow indicator &amp; 50' cable (120VAC)</li> <li>▪ Qty. of (2) Siemens MultiRanger 100 level transmitter with EchoMax XPS-10 ultrasonic transducer</li> <li>▪ Qty. of (1) Rosemount 2051 series pressure transmitter w/gage</li> </ul>
3	Lot	<b>TESCO Professional Services to Include:</b> <ul style="list-style-type: none"> <li>▪ Project Management – project scheduling and coordination</li> <li>▪ Engineering – engineered drawings, schematics, technical data, submittal package, equipment procurement, and O&amp;M Manuals.</li> <li>▪ Software Engineering / PLC Programming – develop setpoints, alarms, program, develop program/software documentation, develop control strategy and O&amp;M manuals.</li> <li>▪ Field Engineering Service &amp; Support - verification of product installation, product parameter adjustments, product programming, software upload/download as required, instrument/ device signal spanning, product function checks, product startup, and operational test.</li> </ul>
		<b>TOTAL FOR ITEMS 1-3: \$181,600.00</b>

### Progress Payment Milestones

<i>Project Stage:</i>	<i>Progress Payment:</i>
Down-Payment (for Engineering Services) .....	20%
Material Procurement Release.....	30%
Equipment Hardware/Software Configuration .....	30%
Deployment, Field Verification, & Startup .....	15%
Project Closeout .....	5%

### Project Clarifications

- Unless otherwise indicated by the Scope of Work above, quote is to **furnish only** and does not include any trade labor, trade work, construction work, site improvement, contractor services, or any trade installation services. Any trade labor and/or related trade work shall be performed by others/contractor.
- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:
  - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
  - Local control stations and/or field mounted disconnects.
  - Instrumentation, devices, components, or equipment not specifically identified in the above quotation.
  - Fiber optic patch panels, cable, splicing or terminations.
  - Networking infrastructure or architecture modifications to existing facilities.
  - Any 3<sup>rd</sup> party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.
  - Electrical interconnection diagrams for equipment not furnished by TESCO.
  - ISA process control loop diagrams.
  - Signal loop diagrams for equipment not furnished by TESCO.

## Clauses, Terms and Conditions

- Addendums Acknowledged: 0
- Quote is firm for 90 days unless otherwise stated.
- Submittals:
  - Product/Equipment Submittals: Initial equipment submittal(s) "schedule" to be provided approximately 06 weeks after receipt of purchase order or written notice of intent. Lead-time for this "schedule" may be subject to delays imposed by 3<sup>rd</sup> party submittal providers. Submittal "schedule" will list all project submittals and will indicate lead-times for each product/equipment submittal. Generation of submittal(s) may be subject to availability of specified material components; supply-chain constraints may impact material item selections, therefore, may impact submittal lead-times.
  - Information Submittals: Information Submittals are dependent on the approval of Product/Equipment Submittals. An updated Submittal Schedule will be provided after receiving approval of corresponding Product/Equipment Submittal showing schedule and lead-times for Information Submittals.
- Submittals: Initial equipment submittal(s) to be provided approximately 16-20 weeks after receipt of purchase order or written notice of intent; however, generation of submittal(s) will be contingent on supply-chain availability and variability for material components which may impact material item selections affecting submittal lead-times, therefore lead-times are subject to change without notice.
- Delivery: Initial shipment(s) anticipated to commence approximately 46-56 weeks minimum after Product/Equipment Submittal approval; however, delivery schedule(s) will be contingent on supply-chain availability and variability for material component selections, therefore, lead-times are subject to change. Delivery schedules will be confirmed and provided after receiving Product/Equipment Submittals approval.
- Lead-Time & Supply Chain Impacts: Due to the supply chain impacts imposed by the pandemic, all quoted lead-times are subject to change.
- Storage Terms: Any item of the product on which shipment is delayed by Buyer may be placed in storage by Seller at Buyer's expense and risk. If a delay in shipment is requested by Buyer after an order has been entered and accepted:
  - a. No charge will be made if the request for delay is made more than six (6) weeks before acknowledged shipping date and the requested delay is for a period not in excess of thirty (30) days.
  - b. A charge will be made if the requested delay exceeds a period of thirty (30) days or if the request is made within six (6) weeks of the acknowledged shipping date. Seller will advise Buyer of the charge within ten (10) days of receiving Buyer's request for delay.
  - c. If the product is within six (6) weeks of the acknowledged shipping date, then Seller has the option of completing, invoicing and storing the product and charging one and one-half percent (1.5%) per month, or the maximum percentage permitted by law, whichever is lesser, of the established price for such product, plus storage cost.
- TESCO price is Ex Works (EXW) per INCOTERMS, freight allowed.
- Product startup will commence once the product is properly installed and powered up. If buyer requests or schedules product startup and seller is unable to conduct startup due to product not being properly installed, powered, or ready for startup (including being put into full service or full operation), then a fee of \$1500 will be charged to buyer to remobilize seller for product startup.
- TESCO carries liability insurance, with full worker's compensation coverage.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of product startup, and does not exceed 18 months from the date of shipment from the factory.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- Invoices will be billed in accordance with a customer-approved schedule of values and customer-approved pay application.
- Terms are net 45 days on approved credit. Shipment release requires the following:
  - Accounts with sub-par credit will require 50% down-payment upon order and 50% payment at pickup (prior to shipment).
  - Accounts with approved credit, all milestone progress payments must be current for releasing shipment or deploying services.

Pajaro Sunny Mesa CSD  
Sunny Mesa Well Site MCC

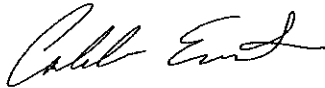
TESCO CONTROLS

- Interest will be applied to all past due invoices. Buyer shall pay to Seller all invoiced amount within forty-five (45) calendar days from the date of such invoice. Flow-down provisions are not accepted. In the event any payment becomes past due, Buyer shall pay interest on all late payments, calculated daily and compounded monthly at the rate of 1.5% per month. Buyer shall also reimburse Seller for all reasonable costs incurred by Seller in collecting any late payments, including attorneys' fees and court costs.
- Price Escalation: If between the proposal date and actual procurement and through no fault of the Seller, the relevant cost of labor, material, freight, tariffs, and other Seller costs combined relating to the contract, increase by greater than 2.5% of the overall contract price, then the contract price shall be subject to escalation and increased. Such increase shall be verified by documentation and the amount of contract price escalation shall be calculated as either the actual increased cost to the Seller or, if agreed by the Parties, the equivalent increase of a relevant industry recognized third-party index, and in both cases without any additional profit or margin being added.
- All merchandise sold is subject to lien laws.
- A processing fee of up to 4% will be added for credit card payments.
- TESCO's liabilities shall not exceed 10% of TESCO's total order value.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS



Caleb Ernst  
Technical Sales Lead  
cernst@tescocontrols.com

# Proposal



## Darrel Varni Electric, Inc.

Watsonville, CA 95076

Phone (831)761-2288 • Fax (831)761-2285

State License # C10 735622

[www.dve-inc.com](http://www.dve-inc.com)

DIR Reg#1000001220

SBE Certification #2023646

**Date:** 5/25/23  
**Rev.** 7/22/24

**Proposal Number:** 23.027.1

**Proposal to:** PSMCSD

### **Project: MCC Replacement**

**Plans: NONE, Design Build**

**Location: Monterey County, CA**

### **Scope of Work:**

Provide and install conduit and wire as required.  
Provide all trenching, backfill and compaction.  
Provide and install new 4' raised concrete pedestal for mounting of new MCC's.  
Provide and install pull boxes as required.  
Off haul spoils to a location on site for DVE work only.  
Demo and off haul existing MCC and required.  
Provide and install new walkway with railing and stairs to access MCC's.  
Install owner furnished MCC's as per Tesco quotes #23E014Q01 and 23E015Q01.  
Install all material included on Tesco quotes.  
Fully functional testing is included.  
Reconnect power to existing generators.

### **Prices Excludes:**

Permits and/or plans.  
Any fees associated with permits, PGE and/or plans.  
Any additional expense for special inspections that may be required.  
Any site surveying, staking and final grade.  
Excludes any soils testing.  
Providing/maintaining of any BMP and/or SWPPP.  
Excludes any expenses from PGE is required, when digging around gas lines.  
Hard rock excavation.

Any tree work and/or landscape restoration/repair.  
Any repairs on unmarked lines.  
Handling of any unsuitable subgrade materials for any reason.

**Bid Items:**

**Pajaro Well #1: \$342300.00**

**Sunny Mesa Well: \$301630.00**

**PGE Budget: \$35000.00**

**Terms:** Payment terms shall be monthly progress billings. This proposal may be withdrawn by us if not accepted within 30 days and/or project has not started within 30 days.

All material is guaranteed to be as specified or as approved. All work to be completed in a workmanlike manner according to standard practices. Any instructions involving alteration or deviation from the above specifications may result in extra costs and are requested to be given in writing.

As any extra work and the charges thereof will become an extra charge over and above the proposal. All agreements are contingent upon strikes, pickets, accidents or delays beyond our control. Our workers are fully covered by Workmen's Compensation Insurance and are Certified Journeyman and all apprentices are enrolled in stated certified classes. Our firm operates open shop for electricians, and we are signatory to the Laborers and Operators. We have figured this job at MONTEREY COUNTY PREVAILING wage rates for electricians and apprentices and will perform it with our own labor force. In all cases we will indemnify and hold harmless owners, contractors, agents, etc. only to the extent that we are at fault. We will not have duty to defend.

Material prices are subject to change based on current market prices.

Delivery times are subject to change based on the current pandemic/supply chain.

Material price increases due to conditions outside our control or market Force Majeure.

This contract becomes a part of all contracts signed for the above work.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

<b>Submitted by:</b>	<b>Darrel Varni</b>	<b>Acceptance:</b>	
	President		
<b>Date:</b>	<b>5/25/2023</b>	<b>Date:</b>	





Corporate Office  
8440 Florin Road, Sacramento, CA 95828  
P.O. Box 299007, Sacramento, CA 95829  
PH: 916.395.8800 FX: 916.429.2817

July 7, 2024

Judy Vazquez  
Pajaro Sunny Mesa Community Services District  
136 San Juan Rd.  
Royal Oaks, CA 95076  
(831) 722-1389

Re: Tesco Controls  
Systems and Equipment  
Letter of Exclusivity

Dear Ms. Vazquez,

Tesco Controls (TESCO) is the system supplier and equipment manufacturer for Pajaro Sunny Mesa CSD's (PSMCSD's) water control system, including: Motor Controls, Programmable Logic Controllers (PLCs) / Remote Telemetry Units (RTUs), and programming software. These control systems incorporate custom, site-specific software and programming specifically developed by TESCO for the PSMCSD Water Distribution System.

TESCO has been committed to providing equipment, integration, and support services for the District's control system. TESCO has worked with the District to establish program procedures, standards, and methodologies crucial to the functionality and operation for systems deployed by TESCO within the District's water distribution control infrastructure. This includes integration for process automation and control strategies, PLC systems, motor controls, and instrumentation for solutions provided by TESCO.

TESCO also maintains the District's control strategy documentation and programming code for these systems. TESCO possesses the experience, intimate knowledge, and understanding of the District's automation equipment to service and support the PSMCSD systems. This makes TESCO the most cost effective and ideal solution provider for continued support, services and product builds, while also preserving uniformity throughout the District's infrastructure relating to standards, maintenance, operations, training, and spare parts.

We hope this information helps identify the importance of maintaining PSMCSD's pre-established standards, which will manage costs, downtime, consistency, training, and support for the District's infrastructure. If you have any questions, comments, or need additional information, please feel free to contact us.

Sincerely,

TESCO CONTROLS

A handwritten signature in black ink, appearing to read "Caleb Ernst".

Caleb Ernst  
Technical Sales Lead  
TESCO Controls  
(916) 395-8800  
cernst@tescocontrols.com

**Staff Report**  
**FEMA Category F Work**  
**July 25, 2024**

Staff attends monthly conference calls with FEMA to complete the Category F work for the pending Motor Control Centers replacement project.

Staff requested updated proposals from Tesco Controls for District Board review, the scope of work is for long term repairs/replacement of the temporary Motor Control Centers for Pajaro and Sunny Mesa Well sites that are still pending. Staff also requested an updated proposal from the District Electrician.

The Board may choose to follow the bid process or to sole source with Tesco Controls following District Counsel's guidance.

**Staff Recommendation**

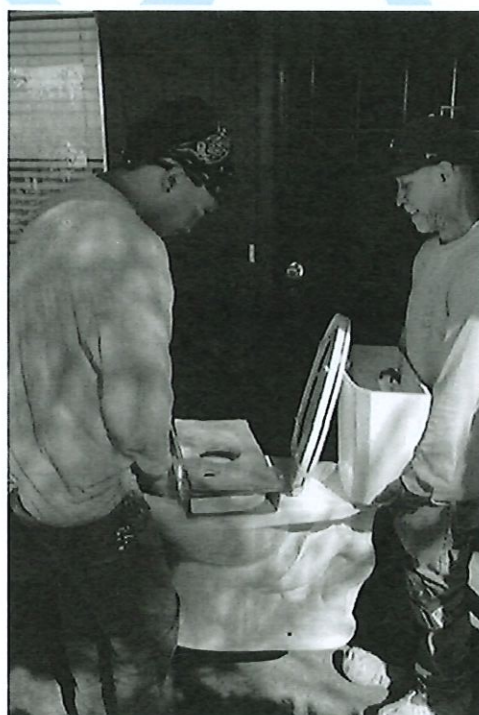
District Operators have been trained in the maintenance, repair and replacement of the Motor Control Centers and programing software listed on the quotes and maintain a small stock of equipment for replacement and maintenance. Staff has determined that equipment is reliable, durable and easy to maintain, it would be beneficial for the District to sole source with Tesco Controls, Inc. to match existing equipment and services that are already in use by the District.

# Supplier Work Plan 08: Sunny Mesa Water System, Pesante Rd Water System #02, and Vierra Estates Water System

Small Suppliers Water Conservation Assistance Program

California Department of Water Resources

5 July 2024



# Small Supplier Water Conservation Assistance Program Technical Assistance (TA) Work Plan

**Pajaro Sunny Mesa Community Services District:**

**Sunny Mesa Water System and Vierra Estates Water System**

**Workplan Number: 08**

**Start Date: 7/5/2024**

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As a critical initiative contributing to the water supply strategy adapting to a drier and hotter future announced by Governor Newsom in August 2022, the California Department of Water Resources (DWR) is tasked with providing direct assistance and installation to small water suppliers to increase water conservation.

The Small Suppliers Water Conservation Assistance Program is designed to assist small water suppliers and communities overcome challenges with acquiring funding and implementing drought and conservation programs by providing them with direct technical, managerial, financial, and demand management implementation assistance.

This Work Plan was developed to provide technical services to small supplier water systems to help assist them increasing water conservation within their systems.

**Work Plan Number: 08**

## Receipt:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## California Department of Water Resources

Signature: \_\_\_\_\_

Name: Fethi BenJemaa

Title: Program Manager II, Water Use Efficiency

Date: \_\_\_\_\_

## Technical Assistance (TA) Work Plan Details

**Table 1** *Small Supplier Details*

Item	Sunny Mesa Water System	Pesante Rd WS #02	Vierra Estates WS
Water System Identification Number	CA2700773	CA2700687	CA2702007
Address	136 San Juan Rd, Royal Oaks, CA 95076	9608 Martin Lane, Salinas, CA 93907	19301 Vierra Canyon Rd, Salinas, CA 93907
Elevation (MSL)	30 feet AMSL	160 feet AMSL	450 feet AMSL
State Classification	Community	Community	Community
Population Served (2020 census)	880	120	164
Service Connections:	257 (residential), 11 (commercial)	40 (residential)	47 (residential), 1 (commercial)
Metered Service Connections	268	0	48
Water Source(s)	Groundwater	Groundwater	Groundwater
Sources of Water	Well 01 (Active) and Well 02 (Inactive for Repair)	Well 01 (Inactive) and Well 02 (Active)	Well 01 (Inactive), Well 02 (Active), Well 03 (Active)
High/Average Vulnerability Score	36.2	56	38
County(s)	Monterey	Monterey	Monterey
Hydrologic Region(s)	Central Coast	Central Coast	Central Coast
Hauled Water	Y	N	Y
Disadvantages Community (y/n)	Y	N	N
Median Household Income	\$56,928	\$67,303	\$106,150
Total Service Connections	344 (residential), 12 (commercial)		

### Water System Description(s)

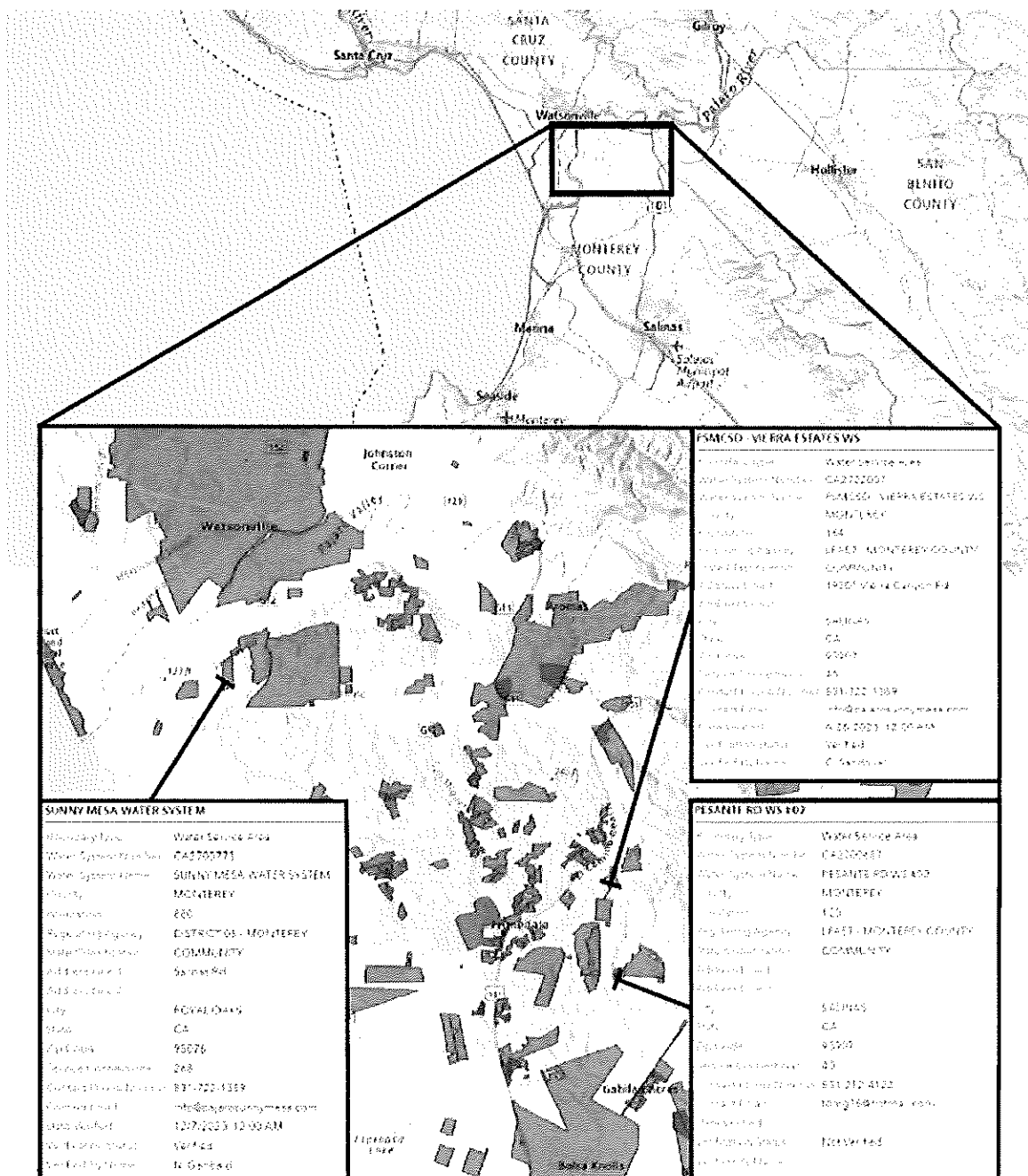
This Work Plan includes three small water suppliers located in the County of Monterey. The locations of all suppliers are shown in Figure 1 and Figure 2. A summary of data for each small water supplier is provided in Table 2.

Pajaro Sunny Mesa Community Services District owns and operates several small water systems in Monterey County. Two of which are Sunny Mesa Water System and Vierra Estates Water System (WS), which have been identified for inclusion in this program due to both systems receiving hauled water.

The Sunny Mesa Water System has 268 metered residential connections and 11 metered commercial connections. The current rate structure for residents is a flat rate structure. Sunny Mesa operates on one groundwater well. Water conservation practices for this water system currently include customer and commercial metering as well as water accounting and loss control. Sunny Mesa is considered suitable for this program due to their required use of hauled water to meet demands, during an event when their well could not provide adequate water. The hauled water was only required for a short period of time, and the system was able to return to normal operations quickly. Given the system's need for hauled water the Program is providing services to the elementary school in the form of water-efficient fixtures and the replacement of their failed distribution meter. Limiting the services provided opens up Program funds for systems with a higher drought vulnerability score.

The Vierra Estates WS has 47 metered residential service connections and one metered commercial connection, all operating from two active groundwater wells. The current rate structure is a fixed base rate with a uniform usage rate. Water conservation measures for this system currently include residential and commercial metering in addition to a general plan for drought-extreme occurrences. During 2024 this system has had water brought in on multiple occasions to accommodate a high number of leaks, a tank going dry, and the inability to meet water demands with the current wells. For these reasons, Vierra Estates will be receiving a leak detection study but does not meet criteria for installation of water efficient fixtures.

The Pesante Rd WS #02 has 40 unmetered service connections, and they currently operate on a flat rate structure. Pesante Rd WS #02 operates on one groundwater well. There are no notable water conservation measures currently in place for this system.



**Figure 1 Location Map of the three Small Water Suppliers**

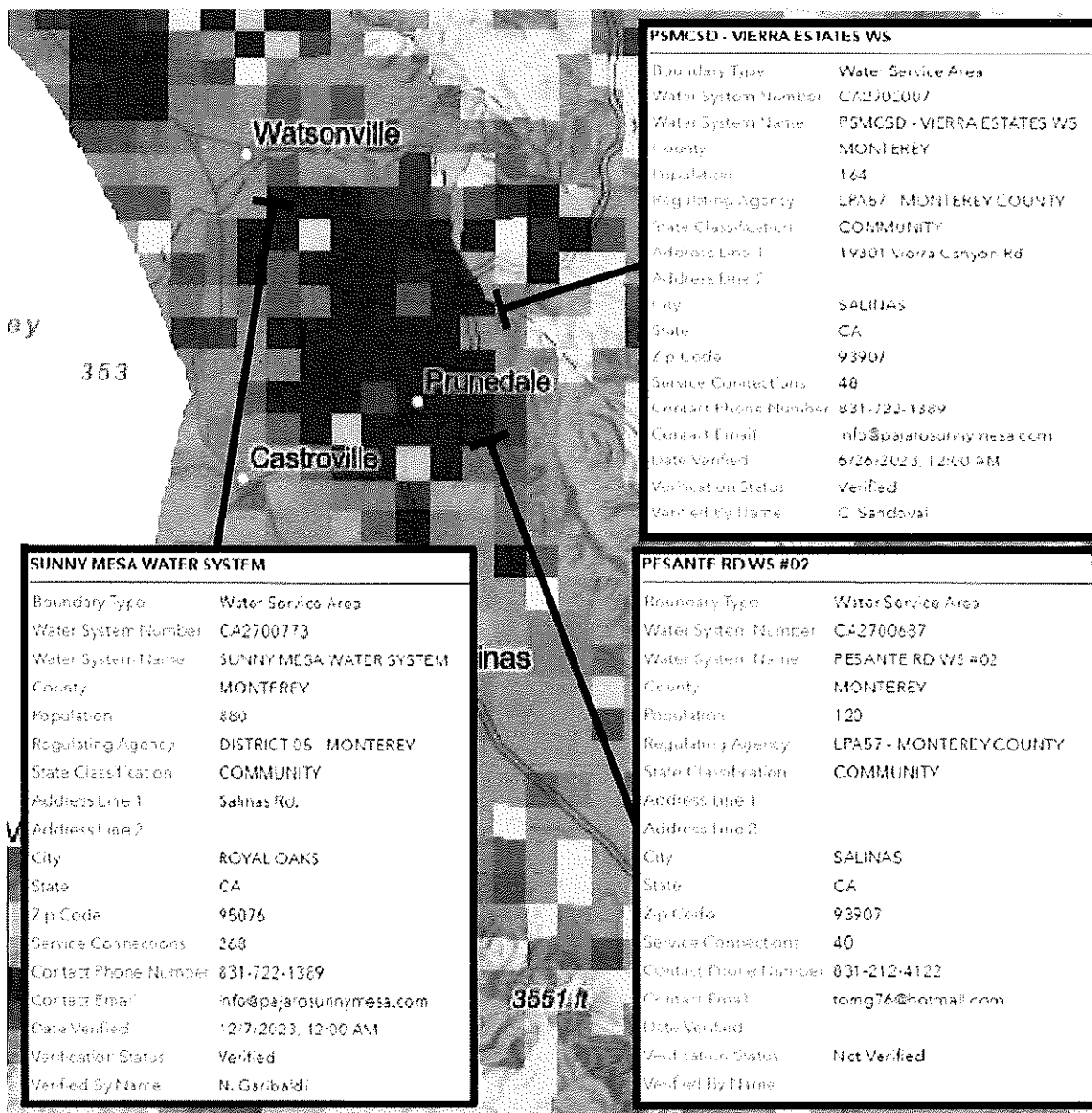


Figure 2 2024 Water Quality Risk map  
 Deeper red is equivalent to an increasingly negative water quality



# 1. Need for Technical Assistance

The technical assistance and direct install services to be provided for Sunny Mesa Water System, Pesante Rd Water System #02, and Vierra Estates Water System included in this Work Plan were determined through conversations with the water system suppliers and site visits. The scope of services is limited to those authorized by the DWR program manager. Table 2 summarizes the scope of services to be provided.

**Table 2. Small Supplier TA Service Needs**

Service Type	Sunny Mesa WS	Pesante Rd WS #02	Vierra Estates WS	Total
<b>Technical Studies and Trainings</b>				
Emergency Response Plans	None	1	1	2
Rate Studies	None	1	None	1
Leak Detection Studies	None	None	1	1
Special Studies	None	None	None	None
Outreach Support	1	1	1	3
Training (reporting, meter reading, etc.)	1	1	None	2
<b>Direct Install of Water Efficient Fixtures*</b>				
Toilets	Up to 30**	Up to 30*	None	Up to 60
Showerheads	None	Up to 30*	None	Up to 30
Faucet Aerators	Up to 30**	Up to 30*	None	Up to 60
Known Leak Repairs	Up to 5% of fixtures cost			
Other	None	None	None	None
<b>Drinking Water Production Wells</b>				
Flow meters	1	None	None	1
Sounders	None	1	None	1
Customer Metering	None	40	None	40
<b>Leak Detection Repairs</b>				
Other	None	None	None	None

\*Assumes 2 bathrooms per house and roughly a 30% acceptance from the community residents

\*\*Community based facilities

## 2. Scope of Services

### Task 1 Supplier Meetings

The following meetings with Sunny Mesas Water System, Pesante Rd Water System #02, and Vierra Estates Water System are allotted based on the need to maintain communications with the parties involved.

#### Kick-Off Meeting

GHD Services Inc. (GHD) will coordinate a Work Plan “kick-off” to be held virtually. This meeting will review the scope of work, implementation, outreach, and communication strategies for both community residents and supplier contacts, understanding of service area/geographic scope of effort, and identification of key interested parties for the Work, such as subcontractors, GHD, and supplier contacts.

Key elements to discuss at kick-off meeting:

- System needs – review the program questionnaire
- Existing or intended future water conservation measures
- Existing or potential rate structures
- How to engage with customers
- Water system details – supply, treatment, monitoring, etc.
- Scheduling

A focal point of these meetings will be to gain an understanding of the target systems via existing mapping, local operational understanding, and whether any special studies may be required to implement water conservation measures.

#### Direct Install Progress Meetings

GHD will host virtual meetings with DWR, each of the small water supplier, and Construction Contractor representatives prior to and during the scheduled direct installation services for the water-efficient fixtures. The direct install meetings will only occur during the direct install timeframe and will discuss:

- Health and safety plan
- Work coordination
- Meeting location
- Schedule
- Staging and stockpiling locations
- Outstanding deficiencies
- Progress of the construction activities

## Community Outreach

GHD will develop a Communications and Outreach Strategy that identifies the level of participation that is being asked of the interested parties and outlines what commitments the Program needs to make as a result. This strategy will include project key interested parties and determine their levels of interest and influence on a project, develop key messages for communications tailored to the community, and identify methods, tools, and/or tactics for communication and engagement that the community prefers or has been successful in the past.

GHD will coordinate engagement services between the small suppliers and their customers. This includes collaboration with the small water supplier in developing customer outreach and communications to increase awareness and interest in the Program and its services. GHD will develop outreach collateral for water conservation implementation specific communication campaigns (e.g., fact sheets, FAQs, brochures, maps, and digital content) tailored to the needs of the community as identified in Communications and Outreach Strategy and developed in the preferred languages of the community.

### **Water-Efficient Fixture Direct Install Customer Communications and Engagement:**

Direct installation of water-efficient fixtures will occur inside residential or commercial structures where property owners or tenants control access and it is anticipated that installation activities will result in changes that may require customer action or desired behaviours with regards to maintenance. GHD will develop key messages, methods, and tools to solicit eligible property owners to participate in direct installations, request access to structures on private property, prepare property owners/tenants for the level of participation required of them to plan for and complete the installations, inform them of changes to expect resulting from the installation and manage expectations of the property owner/tenant during and after installations. These messages may also convey the nature of work, fixture specifications, and maintenance needs or operational changes the customer may experience resulting from water-efficient fixture installation.

GHD will design, produce, and distribute accessible materials aligned to the following participation goals and commitments, and provide translation services based on community needs or as identified by available demographic data. Up to **two** pieces of collateral will be developed as part of this task.

GHD will provide outreach services to interested property owners for the purposes of obtaining access agreements, making installation appointments, and conducting installation oversight.

- **Participation Goals:**

- **Inform** stakeholders with balanced, objective information to assist them in understanding the challenges/solutions offered by the Program, and the requirements of property owners to participate.
- **Consult** – Obtain feedback or input that assists the Program in planning installation work.
- **Involve** – Work directly with the property owners throughout the installation process.

- **Commitments to Stakeholders:** GHD will keep participants informed, listen to and address concerns and aspirations about water-efficient fixture installation/ownership/maintenance.
- **Examples of Materials/Collateral:**
  - **Customer Communications:** Bill inserts, flyers, press release, mass mailers, direct mail letters, doorhanger notices, social media graphics and accompanying language for posting, public meeting slide decks, fixture installation brochures that include removal and installation information as well as fixture specifications, and property owner surveys to assist in work planning.
  - **Supplier Communications:** Talking points for making appointments and property visits, guidelines for working with property owners/tenants for installation oversight, communication log to document input, questions, or concerns raised by property owners/tenants, etc., draft interior access agreement language to be finalized by supplier/supplier legal team.

### **Residential Access Agreements**

Direct install services that involve accessing or entering customer homes/properties (e.g., toilet/showerhead installation) require a legal access agreement between water suppliers and property owners allowing DWR and Program Contractors (e.g., GHD and its subcontractors) access to those properties.

GHD will develop and finalize access agreement language and solicitation letter language. The access agreements will be included in the scheduling portion of the direct install services such that to schedule an installation the owner must consent to allow the Program contractors property access.

### **Customer Meter Installation Communications**

Customer meters will be provided at each residential service connection (40 connections) within the Pesante Rd WS #02 only. Meters are urgently needed to improve water conservation at the household level, because Pesante Rd WS #02 wells are unsuitable for future demand, as seen above in Figure 2. The installation of the customer meters was a decision made by the Pesante Rd WS #02 and is considered a system wide improvement. For this reason, messaging around meter installation will be different than the messaging around the voluntary parts (toilets and showerheads) of the program. Meters will be installed in the public right-of-way inside of a meter box owned by the Pesante Rd WS #02 and customer consent is not required. However, it is anticipated that customer meter installation will result in changes that may require customer action or desired behaviours, and meter installation activities may occur in public rights-of-way that customers, property owners, or tenants may maintain. The community may observe equipment and personnel, experience traffic control changes, or have curiosity about access to their property during installations. GHD will develop messages to prepare the customer for changes to expect as a result of the installation and manage expectations of the community during installations. These messages may convey the nature of work, identify changes the customer may experience resulting from meter installation, provide notification of locations and working hours, promote safety around work in the rights-of-way, and identify restrictions or work crew access needs. GHD will design, produce, and distribute accessible materials/collateral aligned to the following participation goal and commitment, and

provide translation services based on community needs or as identified by available demographic data. Up to **two** pieces of collateral will be developed as part of this task.

GHD will provide outreach services to interested property owners for the purposes of obtaining access agreements, making installation appointments, and conducting installation oversight.

- **Participation Goal:** Inform the community with balanced and objective information to assist them in understanding the problem/challenge, the solutions offered by the Program, and the nature of Program activities they may observe in the community.
- **Commitment to the Project:** We will keep you informed.
- **Examples of Materials/Collateral:** Bill inserts, flyers, press release, mass mailers, direct mail letters, doorhanger notices, social media graphic and accompanying language for post, etc.

### Task 1 Deliverables:

- Kick-off Meeting (virtual) Agenda and Summary (MS Word and Adobe .pdf format)
- Direct Install Progress Meeting Summary (Adobe .pdf format)
- Communications and Outreach Strategy (MS Word and Adobe .pdf format)
- Up to 2 pieces of Collateral for Water-Efficient Fixtures
- Up to 2 pieces of Collateral for Customer Meter Installation
- Solicitation Letter and Property Access Agreement
- Tracking documentation for interested party responses
- Tracking documentation for scheduling water-efficient fixture installation

### Task 2 Direct Install Services

GHD will act as the prime contractor (CA license #855376) to provide the direct install services to Pesante Rd WS #02. GHD will subcontract to Innovative Construction Solutions (ICS, CA license #764815) and other Construction Contractors and vendors, as necessary. If specified equipment is unavailable, the Construction Contractor may propose alternative equipment that is equivalent in function and design for approval by the GHD professional engineer and DWR Project Manager.

#### Water Well Sounder

GHD will provide 1 sounder for the groundwater well at Pesante Rd WS #02. The sounder will be a Heron Instruments 1900-100F (or equivalent equipment) with a 100-foot polyethylene tape with a 5/8" water level probe. The equipment delivery may also include a lockable deck box and lock. GHD staff will provide training to the water system staff for on-site use of the sounder.

## Distribution Network Flow Meters

GHD will install up to 1 flow meter for Sunny Mesa Water System. The water system currently has one meter on the distribution line after the well, which is faulty. Data provided by the water supplier indicated that meter is no longer reading and they can not accurately measure the amount of water going into their distribution system. The flow meter will be replaced in kind.

## Customer Water Meters

GHD will install a meter at the point of service for up to 40 small water supplier customers in the Pesante Rd WS #02, as identified in this Work Plan to measure water usage and identify leaks. The install will be limited to the meters and associated components. Table 3 specifies the equipment to be used in the installation (or equivalent equipment). The water meter features a datalogger connected to a transponder in the utility box lid with a wire. The Sensus Electronic Register system enables the meters to be read wirelessly. The isolation ball valves allows the water supply to be turned off upstream and downstream of the meter to conduct repairs. The dual check valve downstream of the meter minimizes the possibility of a service connection backflowing into the water supply. The water meter installation will require the water supplier to shut off the water supply to the customer for approximately 2 to 8 hours, based on complexity.

**Table 3. Water Meter Installation Set-up**

Item	Make	Model	Construction Material	Specification
Utility Box	Oldcastle/Christy	B16 BOX	Reinforced concrete	Outer dimensions 25-1/8" long, 15-5/8" wide, 12" deep
Utility Box Lid	Oldcastle/Fibrelyte	FL16P	Composite (non-concrete)	Dimensions 20-3/4" long, 10-5/8" wide, 2" thick
Water Meter	Xylem / Sensus	SRII	Brass body	Positive displacement meter with Sensus Electronic Register, 1" supply
Water Meter Reader	Xylem / Sensus	SmartPoint 520M	Plastic	Meter interface module, radio transceiver, internal battery
Isolation Ball Valve*	Mueller	B-24351N (straight) H-14258N (angle)	Brass	Full port, meter key, compression x meter union, 1" supply
Dual Check Valve	Watts	LF7R	Brass	Full port, compression x meter union, 1" supply

## WaterSense Toilets

GHD will install up to 60 EPA WaterSense-certified toilets with a maximum of 1.28 gallons per flush (gpf) for Vierra Estates WS and Pesante Rd WS #02 customers to conserve water. This proposed maximum assumes roughly 30% resident participation rate with 2 toilets per household for Pesante Rd WS #02, with 30 additional toilets for the community facilities (elementary school) within the Sunny Mesa Water System.

The toilet will be an American Standard Champion porcelain, 2-piece, elongated seat cover, white toilet with elongated ADA 17" height toilet bowls (or equivalent equipment). The installation will involve the removal of the old water supply hose, toilet and wax ring, installation of a new wax ring, toilet, and water supply hose (typically braided stainless steel). Installation of new toilets is voluntary and contingent upon the customer requesting the installation and providing access. The new toilet installations will prevent customer use of the bathrooms for approximately 1 to 2 hours per toilet installation.



## WaterSense Showerheads

GHD will install up to **30** EPA WaterSense-certified shower heads with a maximum of 2.0 gallons per minute (gpm) for Vierra Estates WS and Pesante Rd WS #02 customers to conserve water. This proposed maximum assumes roughly a 30% resident participation rate with 2 showerheads per household for all water systems. No additionally fixtured were added for the elementary school within the Sunny Mesa Water System.

The selected water-efficient showerheads provided will be Kohler Awaken G110, polished chrome, multi-spray pattern, 5-inch diameter head, 1/2-inch NPT fixed mount (or equivalent equipment). Customers are anticipated to request up to two new shower heads. The installation will involve the removal of the old shower arm/flange and shower head, installation of a new shower arm/flange (typically brushed nickel, 8-inch length) and shower head. Installation of new shower heads is voluntary and contingent upon the customer requesting the installation and providing access. No replacement of shower tile or interior wall piping is assumed as part of this service. The new shower head installations will prevent customer use of the bathrooms for approximately 30 to 60 minutes per installation.

## Bathroom Faucet Aerators

GHD will install up to **60** bathroom sink aerators for Pesante Rd WS #02 customers and the community facilities in Sunny Mesa as identified in this Work Plan to conserve water. It is assumed that aerators will be installed for home that are receiving other water-efficient fixtures. The participation rate is assumed to match that of the water-efficient toilets, and will be offered to the community based facilities.

The aerators installed will be NEOPERL 1.5 gpm water saving, dual thread faucet aerator inserts (or equivalent equipment). Installation will consist of removing the aerator housing and placing of the aerator insert and aerator gasket.

In the event that an aerator with housing is required, a NEOPERL 1.5 gpm, dual thread, water saving faucet aerator (or equivalent equipment) will be used. Installation will consist of placing the aerator and aerator gasket on the end of the faucet.

## Known Leak Repair

Household leaks can account for more than 10,000 gallons of water wasted every year<sup>1</sup>. Significant water conservation can be achieved by identifying and fixing known leaks. Leak repair can also assist households with water bill cost reduction by reducing their metered water usage. During the outreach, residents will be surveyed for knowledge of existing leaks on the property, and GHD will work to repair the leaks on a case-by-case basis. A potential list of known leaks is provided in **Error! Not a valid bookmark self-reference.** and identified if the Program can provide inspection of the leak for repair feasibility.

<sup>1</sup> EPA, 2024, WaterSense Fix a Leak Week. <https://19january2017snapshot.epa.gov/www3/watersense/pubs/fixleak.html>

**Table 4 Potential known leaks and general Program coverage.**

Leak Type	Indoor/Outdoor	Program	Notes
Dripping Faucet	Indoor	Yes	Tighten, or provide new faucet
Supply Line Leak	Outdoor	Yes	
Toilet Flappers	Indoor	Yes	Fix with new water-efficient toilet or replace flapper on existing water-efficient toilet.
Dripping Showerhead	Indoor	Yes	Fix with new water-efficient showerhead
Supply line Shut-off valve	Outdoor	Yes	
Sprinkler Valve Repairs	Outdoor	Yes	
Sprinkler Head Repairs	Outdoor	Yes	
Sprinkler Manifold Repairs	Outdoor	Yes	
Sprinkler Pipe Repair	Outdoor	Yes	
Hose Bibs	Outdoor	Yes	
Pipe Bursting Repair	Indoor	No	
Pool Leak Repair	Outdoor	No	
Leaking Pipe in Ceiling or Wall	Indoor	No	
Treatment System Repair	Indoor	No	
Slab Leak Repair	Indoor/Outdoor	No	
Hot Water Tank Leak	Indoor	Maybe	Based on initial inspection and level of complexity

\*Leaks will be evaluated on a case-by-case basis.

The cost of leak repair has been estimated at 5% of the total costs of installation of the toilets and showerheads. It is assumed that leak repair work will be performed as part of the direct installation of other water-efficient fixtures. GHD does not guarantee to residents that leak repair will be performed. Environmental factors, access, leak complexity, or complications can limit the ability for repair work. In the case that leak repair work cannot be performed by GHD or its subcontractors, the customer will be informed and provided with a verbal recommendation for next steps the resident could take to repair the leak.

## Unforeseen Work

During installation services, there may be unforeseen work required to complete the proposed services. Examples of conditions requiring additional labor and materials may include water-damaged bathroom floors and walls and/or degraded indoor piping. Due to the likely nature of these circumstances, a time-and-materials line item for 5% of the total contractor fee has been

allocated in the budget to complete repairs necessary to install water-efficient fixtures, or to repair damage to property that may occur during fixture installation. In the event that unforeseen work is required, the Construction Contractor will notify GHD and estimate any required budget and schedule for repairs prior to continuing any work not previously defined by the contract.

In some cases, where the existing infrastructure cannot support the new items, or the home layout is such that unexpected work would be required for item installation, the customer will be informed that new toilets and shower heads cannot be installed within the budget allocated. It is anticipated that direct installation services in-home will take a minimum of two hours. GHD acknowledges that repairs could take longer than anticipated in which case GHD will keep the community and residents informed of the estimated time to completion. GHD and subcontractors will work to provide water to the houses within a reasonable timeframe. A portable restroom will be located on-site for customer/resident use as needed during the repair services.

## Construction Procedures & Management

For direct installation services, the following construction procedures will be undertaken by the Construction Contractor:

- Construction Contractor mobilization
- Work area preparation
- Health and Safety Plan preparation

### Contractor Mobilization

The Construction Contractor will mobilize personnel, equipment, and materials to the work location. The Construction Contractor in communication with GHD's Construction Manager will work with the Sunny Mesa Water System and Pesante Rd WS #02 to identify and provide a construction staging area that can accommodate equipment and material storage, stockpiles of excavation spoils and imported backfill.

### Site Preparation

Direct install services that involve subsurface disturbance (e.g., water system leak repair or customer meter installation) require the work area to be prepared including subsurface utility location, "soft dig" techniques, implementation of stormwater erosion control measures, and implementation of stockpile and dust mitigation measures. The following activities will be performed as applicable:

- **Subsurface Utility Location:** The Construction Contractor will delineate the project work areas with spray paint and notify USA North 811 at least 48 hours prior to conducting activities involving subsurface disturbance to allow utility providers to mark known utilities. The Construction Contractor will subcontract with a private utility location firm to identify potentially unknown utilities with a variety of subsurface detection techniques including ground-penetrating radar at the project work locations.
- **Stormwater Erosion Control Measures:** The Construction Contractor will implement stormwater erosion control measures at all active work areas when rain is forecasted to with 0.5 inches or greater of rainfall in the area. The Construction Contractor shall have

necessary and applicable stormwater best management practices (BMPs) on hand and available for installation. Stormwater control measures shall include the following:

- Perform housekeeping
  - Cover open material and refuse containers
  - Secure hazardous material and provide secondary containment
  - Follow procedures for equipment loading, staging, and refuelling
  - Install sorbent socks to protect stormwater drop inlets
  - Cover stormwater drains inlets and grates
  - Install straw wattles and/or silt fencing at the perimeter of the work area to prevent soil erosion
  - Stabilize construction entrances and exits to avoid track-out
- **Stockpile Management and Dust Mitigation Measures:** The Construction Contractor will implement stockpile management and dust mitigation measures at all work areas including the following EPA developed BMP activities:
- Pre-wet excavations with water prior to soil disturbance
  - Place soil/material to be stockpiled on plastic sheeting
  - Stabilize soil/material stockpiles by covering with plastic sheeting or periodically wetting with water
  - Stabilize the base of stockpiles by installing straw wattles, silt fencing, or “burrito-wrapping” with plastic sheeting and sandbags
  - Limit vehicle speed to five miles per hour (mph) on unpaved surfaces
  - Cease earth-disturbance activities during high-wind conditions (i.e., sustained wind speeds exceeding 25 mph)

### **Unforeseen Environmental Conditions**

This Work Plan assumes that work areas are free of environmental conditions including the following:

- Contaminated environmental media including soil, soil vapor, and groundwater
- Hazardous building materials including lead-based paint and asbestos containing materials (ACM)
- Hazardous building conditions including mold and soil vapor intrusion of contaminants
- Hazardous materials and/or waste on the property
- Biological, archaeological, anthropological, or historical concerns

If these or other unforeseen environmental conditions are present, GHD will stop work and hold a meeting with DWR and the small water supplier to discuss the issues. No additional time or funds have been allotted for unforeseen environmental conditions.

### **Contractor Specific Health and Safety Plan**

The health and safety of the community, construction workers, and employees of the small water suppliers, DWR, and GHD during direct install services are of primary concern. GHD has prepared a Health and Safety Plan (HASP) which is available for review upon request. The

HASP includes a Job Safety Analysis (JSA) for each construction activity that identifies anticipated job hazards, required protective measures, and use of personal protective equipment (PPE). The HASP will be available at the work location during construction activities. The Construction Contractor will provide training on the HASP to workers and visitors at the work location. The Construction Contractor will hold daily tailgate safety meetings prior to commencing work.

### **Daily Field Reports**

Daily field reports will include a daily written report with photographs to document construction progress. The following information will be included in the daily field report:

- Health and safety report
- Personnel on site (workers and visitors)
- Regulatory inspections
- Construction activities and equipment used
- Quantity of materials imported, excavated, exported, and/or backfilled
- Status of stockpiles
- Number and type of work areas/residences/structures serviced
- Number and type of items installed
- Work to be completed
- Issues

The Construction Contractor will submit daily field reports to GHD by the morning of the next workday. The post construction status on the site will be documented in the final daily field report.

### **Weekly Progress Meetings**

The Construction Contractor will attend weekly Progress Meetings (typically Friday mornings) with DWR, and the small water supplier. The weekly status meetings will discuss:

- Health and safety report
- Progress of the construction activities
- Schedule
- Outstanding deficiencies
- Work coordination

## Task 2 Deliverables:

- Up to 1 groundwater well sounder
- Up to 1 distribution flow meters installed
- Up to 40 customer water meters installed and 1 meter reader
- Up to 60 WaterSense toilets
- Up to 30 WaterSense showerheads
- Up to 60 aerators
- Leak repair on a time and materials basis

## Task 3 Construction Management Office Support

GHD will select subcontractors and vendors for the direct installation of water conservation measures, as applicable. Construction Management will cover the work to prepare for direct install and construction activities. GHD will provide construction management for the implementation of the work plans to verify that the subcontractors and vendors construct the work as desired and designed. If applicable, the Engineer of Record will approve design changes or material substitutions and stamp the as-built design. GHD will coordinate with the subcontractor on direct installation schedules, material selection and approval, permitting, site management, and project documentation. The construction manager will conduct a pre-install and post-install walk-through inspection and the subcontractor will be required to complete the final punch-list items prior to demobilization and final payment.

For direct installation services, the following construction procedures will be undertaken by the GHD Construction Management Team:

- Obtain necessary permits
- Construction management (CM)
- Construction quality assurance (CQA) services
- Office support and coordination direct installation services

## Permitting

An encroachment permit will need to be obtained to perform work within the county right of way (ROW) for the customer meter installation at Pesante Rd WS #02. GHD will apply for this permit and obtain the necessary documentation to perform water meter installs.

No additional permits are expected to be required for the installation of the distribution meters.

## Construction Quality Assurance

GHD will provide Construction Quality Assurance (CQA) services during construction activities including the following:

GHD has developed numerous Standard Operating Procedures (SOPs) for field activities. The Construction Manager and other GHD field staff will be trained on SOPs as necessary prior to

implementing this Work Plan. Specific SOPs that will be adhered to under this Work Plan include:

- **Residential Access Agreements:** Direct install services that involve accessing residential properties (e.g., customer meter installation, toilet/showerhead installation) require an access agreement. Through Task 1, Community Engagement, GHD will obtain up the necessary access agreements for the scheduled work; one for each customer address where direct install services are designated. The Construction Manager will confirm that the access agreement has been signed and approved prior to the commencement of any work. The access agreements will be available on a digital device with the Construction Manager during working times.
- **Daily Field Reports** – The Construction Manager will review the Contractors Daily Field Reports and follow up as needed on any unexpected items.
- **Weekly Progress Meeting** – The Construction Manager will attend the weekly progress meeting as discussed in Task 1 and Task 2.
- **Pre and Post In home Inspection Field Forms** – GHD will use an ArcGIS platform to document work performed within residents' homes. The GHD Contractor Manager will communicate to each homeowner/resident the planned scope of work before the installation of devices and will document the construction through a pre-installation inspection form with photo documentation. After installation by the Construction Contractor the Construction Manager will perform a post-installation inspection to check that the proposed work has been completed and no additional damages or issues in the home are identified. GHD will conduct installation visits and perform relevant documentation as needed.
- **Contractor Punch List** – Near the end of planned construction activities, the Construction Manager will develop a Contractor Punch List to confirm all proposed tasks have been completed and identify any remaining items that need to be addressed before the construction activities can be considered complete.

### Task 3 Deliverables:

- HASP available to review upon request (Adobe .pdf format)
- Copy of Encroachment Permit
- Digital ArcGIS Platform for Construction Quality Assurance

## Task 4 Technical Assistance and Training

GHD will provide technical assistance to the small water suppliers as described in the following subsections.

### Rate Study

Pesante RD WS #02 will receive a system rate study as part of this program. GHD will conduct studies and reviews to enable the small water suppliers to implement rate-structure demand management and water conservation. GHD will assist the small water suppliers identify and/or implement new billing system functions and analytical processes, including staff training, to support demand management and conservation with newly metered connections.

GHD will collaborate with the small water supplier to identify current revenue, expenses, and overall financial health. Rate and connection fees will be calculated (capacity fees) to achieve the enterprise's financial plan. The rate study will include the following activities for each supplier:

- **Kick-off Meeting:** GHD will set up a virtual 2-hour rate study kick-off meeting with the water supplier to agree to the goals, approach, and priorities, including schedule, roles and responsibilities. Prior to the kick off meeting we will provide a list of required data for the study. Any additional data availability will be discussed, and potential rate structures will also be discussed at the meeting. Any other concerns and location specific criteria will also be reviewed.
- **Refine Cash-Flow Analysis/Financial Plan (as needed):** GHD will hold four virtual meetings with the small water supplier to discuss with the small water supplier what cash-flow model should be used or how to improve the existing model. The Financial model will be developed in excel to assess the supplier's financial health, with a focus on ensuring long-term fiscal sustainability. This will require multiple iterations and "what-if" scenarios based on different assumptions and capital expenditures. This may include but is not limited to consideration of reserves and debt policies if applicable. GHD will utilize information received from the kick-off meeting coupled with specific knowledge of California requirements to inform the review and analysis.
- **Revise Costs, (as necessary):** GHD will hold up to two discussions with the small water supplier to discuss the update of the cash flow model. The cash flow model will be updated using output from the CIP and LCCA analysis. Operating, maintenance, capital and life-cycle costs may be updated.
- **Asses Current Rate Structure and Connection Fees:** GHD will hold up to four discussions with the small water supplier to determine what connection fee and rate structure will be used in the analysis. Our team may make suggestions to update and/or improve the current rate structure based on the revised cash-flow analysis, and LCCA analysis, if needed. We will also review the current connection fees (also known as "capacity charges").
- **Assess Feasibility of Proposed New Rates and Connection Fees:** GHD has knowledge of California agency rates from performing rate studies across the state. However, feasibility/affordability is unique in every community. We would work with the small water suppliers to review feasibility of the options proposed and this may help decide on any modifications to increase acceptance.
- **Draft and Final Reports:** GHD will prepare a draft report which outlines how the rates were derived (from start to finish), a critical effort in today's highly litigious rate setting environment. The report will serve as the administrative record for the rate setting review. One set of consolidated comments will be incorporated into the final report. GHD will hold up to two virtual meetings to discuss comments and feedback.

## Emergency Response Plan

GHD will prepare the Emergency Response Plans (Plan) for Pesante Rd WS #02 and Vierra Estates WS. Plans are being developed to guide conservation of available water supply and protect the integrity of the small water supplier(s) system in times of water supply shortage or



water supply emergency. This Plan will be based on guidance and templates from the State Water Board and Department of Water Resources and developed in conjunction with small water supplier staff.

The Emergency Response Plan will assist the Division of Drinking Water (DDW) and the public water system in contacting responsible individuals in the event of an emergency. The Emergency Response Plan will consist of the following site-specific contacts:

- Water Operator
- Backup Water Operator
- Water Shortage Contingency Response (if different than operator)
- Water Hauler
- Well Drilling/Pump Co.

Additionally, the following public contacts will be identified:

- State Water Resources Control Board DDW District Office
- State Water Resources Control Board
- County EHD LPA
- County OES

GHD will prepare a draft Emergency Response Plan for DWR and small water supplier review. Upon receiving comments, GHD will incorporate the supplier comments and DWRs into one set of consolidated comments and prepare a final Emergency Response Plan (in Adobe PDF format).

## Leak Detection Study

GHD will coordinate and implement a leak detection survey for Vierra Estates WS to identify potential locations of inadvertent or untracked water loss. GHD will review small supplier documentation related to meters and maps of the distribution system to become familiar with the pipe network and available appurtenances (valves, services, hydrants, etc.) to be used as main contacts.

Leak detection will be performed using acoustical devices. Some or all of the following equipment may be used:

- Noise Logger
- Correlator
- Correlating Loggers
- Ground Microphone and headset

For the leak detection study GHD or the subcontractor will survey all accessible appurtenances (valves, hydrants, and services) using a sonic lead detection sound amplification instrument. If normal contact points are not available or cannot be created within a reasonable distance, either a sonic ground listening instrument will be used over hard surfaces, or a probe rod, with a sound amplification instrument, will be used. Probe rods will be driven into the ground at a minimum of 6 inches directly over the pipe as ground conditions allow. If the area of pipe is

inaccessible and staff cannot gain access due to physical or circumstantial constraints (fences, cars, dogs, etc.), GHD will contact members of the community for assistance. Only one attempt will be made before the area of conflict will be abandoned and removed from the study.

In some cases, based on daytime ambient noises, a night-time study may be implemented. Any night-time work required will be communicated to the community members and program team.

A detailed report of decibel levels at suspected leak sound locations and observations will be compiled during the survey for potential reinvestigation at a later time and to refine leak location identifications as possible. The purpose of a reinvestigation is to increase the speed of a survey and eliminate false positive correlations (i.e., service draw).

Suspected leaks on customer property lines will be reported as identified; however, the leak detection survey will not include access to private property or pinpointing customer service line leaks that occur on private property (from the meter box to the house). The installation of the customer meters can be used by the water supplier at a later date to identify heavy water usage and potential leaks.

In the case that a service valve or hydrant needs to be opened during the leak detection study, GHD will contact the system operator and request assistance.

A final report will be prepared documenting methodology and findings including real and apparent losses and related monetary implications, leak locations, and severity as well as a summary GIS map of the locations. The GIS map will denote monitoring location(s), noise level (in decibels), and leak noise frequency (in hertz). The report also will contain a reference table that can be used to estimate the size of leaks. Leaks that are pinpointed will be noted on the GIS map and marked in the field with marking paint. Electronic GIS, sound files, and Adobe .pdf files will be provided to the water supplier. Lastly, the report will provide recommendations for leak repairs and next steps for the supplier.

## Training

GHD will provide up to two training sessions to Pesante Rd WS #02 for the groundwater sounder and the use of the customer meters and how to read them. Specific training includes:

- **Reporting:** GHD will provide/facilitate 2 to 4-hour training on how to perform groundwater readings and reporting to meet small water supplier requirements. Reporting is not required as part of this Program, training is offered if requested.
- **Meter Reading:** After direct installation of customer meters, GHD will provide/facilitate training on how to use, read the meters, and collect data using the meter reader. GHD will provide 2 to 4-hour training session on how to collect, download, format, and apply the data for billing purposes.

GHD will provide one training session for Sunny Mesa WS for use of the distribution meter and how to read it. Specific training includes:

- **Meter Reading:** After installation of the distribution meter, GHD will provide/facilitate training on how to use, read the meter, and collect data using the meter reader. GHD will provide 2 to 4-hour training session on how to collect, download, format, and apply the data for billing purposes.

## Task 4 Deliverables:

### Rate Study

- Final Pesante Rd WS #02 Rate Study

### Emergency Response Plan

- Draft Pesante Rd WS #02 Emergency Response Plan (MS word and Adobe .pdf format)
- Final Pesante Rd WS #02 Emergency Response Plan (MS word and Adobe .pdf format)
- Draft Vierra Estates WS Emergency Response Plan (MS word and Adobe .pdf format)
- Final Vierra Estates WS Emergency Response Plan (MS word and Adobe .pdf format)

### Leak Detection Study

- Final Leak Detection Report for Vierra Estates Water System

### Technical Training

- Up to 2 for Pesante Rd WS #02 Training (4-hours each day)
- Up to 1 for Sunny Mesa WS Training (4-hours each day)
- Training Materials

## Task 5 Supplier Work Plan Completion Report

GHD will develop a Supplier Work Plan Completion Report for DWR and the Suppliers. The Supplier Work Plan Completion Report will provide a collective package of materials developed under this effort for ease of use and future reference. The Supplier Work Plan Completion Report will summarize the work completed including community engagement and outreach activities and materials, direct install services, construction management documentation, leak detection improvements, technical assistance, and training materials.

GHD will develop a draft Supplier Work Plan Completion Report to be reviewed by the Supplier and DWR. The comments from the Draft Report will be incorporated into a Final Report provided to the Supplier in Adobe .pdf format.

The Supplier Work Plan Completion Report will include the following:

- Explanation of DWR-approved variances to this Work Plan
- Prework Documentation, Daily Field Reports (including post construction documentation) and summary of construction activities
- Tabulated volumes of materials excavated and backfill placed/compacted
- Tabulated values of total number of devices installed

GHD will prepare a Draft Completion Report (in MS Word and Adobe .pdf formats) for DWR and small water supplier review. Upon receiving comments, GHD will incorporate comments and prepare a Final Completion Report (in Adobe .pdf format).

### Task 5 Deliverables:

- Draft Sunny Mesa WS, Pesante Rd WS #02, and Vierra Estates WS Supplier Work Plan Completion Report (MS Word and Adobe .pdf format)
- Final Sunny Mesa WS, Pesante Rd WS #02, and Vierra Estates WS Supplier Work Plan Completion Report (MS Word and Adobe .pdf format)

### 3. Communication Matrix

The Communication Matrix is provided below with the team roles and responsibilities outlined and identified for contact needs.

**Table 5. Communication Matrix**

Role	Name	Organization	Responsibility
<b>Department of Water Resources</b>			
DWR Program Manager	<b>Fethi BenJemaa</b> (916) 296-7886 <a href="mailto:fethi.jemaa@water.ca.gov">fethi.jemaa@water.ca.gov</a>	DWR Water Use Efficiency Branch	Administer the DWR Program Approve Work Plan
<b>GHD</b>			
Direct Install Manager	<b>Guy Graening, PE</b> (916) 838-3572 <a href="mailto:guy.graening@ghd.com">guy.graening@ghd.com</a>	GHD	Contractor License RME Track scope, schedule & budget
Collaboration/Communication	<b>Teresa Garrison, PE</b> (530) 514-0321 <a href="mailto:teresa.garrison@ghd.com">teresa.garrison@ghd.com</a>	GHD	Coordinate between DWR and Work Plan Team
Community Outreach	<b>Stacy Mueller</b> (520) 353-5508 <a href="mailto:stacy.mueller@ghd.com">stacy.mueller@ghd.com</a>	GHD	Develop & implement community outreach plan
Health & Safety	<b>Matt Downing</b> (720) 445-2055 <a href="mailto:matt.downing@ghd.com">matt.downing@ghd.com</a>	GHD	Develop & implement health & safety plan
Construction Manager	<b>Matt Brase</b> (559) 317-4011 <a href="mailto:matthew.braser@ghd.com">matthew.braser@ghd.com</a>	GHD	Inspect direct install services
<b>Small Water Suppliers</b>			

Role	Name	Organization	Responsibility
Small Water Supplier POC	Judy Vazquez 831-722-1389 judyvazquez@pajarosunnymesa.com	Sunny Mesa Water System	Approve Work Plan Notify members of work Provide access to infrastructure
Small Water Supplier POC	Tom Ghigliotto 831-212-4122 tomg76@hotmail.com	Pesante Rd WS #02	Approve Work Plan Notify members of work Provide access to infrastructure
Small Water Supplier POC	Judy Vazquez 831-722-1389 judyvazquez@pajarosunnymesa.com	Vierra Estates Water System	Approve Work Plan Notify members of work Provide access to infrastructure
<b>Contractor</b>			
Construction Contractor	<b>Logan Linderman</b> 925.574.2604 llinderman@icsinc.tv	Innovative Construction Solutions (ICS)	Perform direct install services

**Staff Report**  
**Pajaro-Sunny Mesa-Springfield Area Regional Consolidation Project**  
**(PSMS)**  
**July 25, 2024**

Staff is collaborating with Community Water Center and MNS Engineers for the purpose of the Pajaro-Sunny Mesa-Springfield Area Regional Consolidation Project.

Draft Preliminary Engineering Report-Project Executive Summary

MNS Engineers, Inc. (MNS) was retained by the Community Water Center as part of a technical assistance workplan funded by the State Water Board to prepare this Engineering Report (Report) to identify alternatives, recommend a proposed solution, and provide a basis for detailed design to improve the potable water supply system for the North of Moss Landing (NOML) area and to substantially improve the resiliency and reliability of the Pajaro Water System (PWS) and Sunny Mesa Water System (SMWS).

The NOML area contains 88 identified households with 34 houses sourcing water from two state small water systems and ten local small water systems; and 54 individual households reliant on private domestic wells. These water sources have extensive quality, sustainability, and reliability issues. This Report builds on previously completed work to determine the best alternative for a regional consolidation with water service areas in the surrounding area and provide a basis for future detailed design.

The regional consolidation will substantially benefit the water service in the surrounding areas. Water service in the surrounding area is provided by three public water systems owned and operated by the Pajaro/Sunny Mesa Community Services District (District) including the Pajaro Water System, the Sunny Mesa Water System, and the Springfield Water System (SWS).

The PWS has approximately 463 active connections, 358 are residential and 105 are commercial/industrial. The SMWS has approximately 268 active connections, including 257 residential connections and 11 commercial connections. The SWS, currently involved in a design and construction project to expand the service area and improve the system, it will serve 161 residential connections and 2 commercial/industrial connections.

Problem Description

The PWS, SMWS, SWS, and the NOML each have significant risks with respect to water quality, water supply reliability, and vulnerabilities to failure.

- The PWS is vulnerable to a water system failure as only one of its two supply sources is compliant with potable drinking water standards. A failure of this source of supply would result in non-potable water as the only source of supply. In addition, the system is vulnerable to loss of service due to flood events.
- The SMWS has two active wells, both of which exceed the former and proposed maximum containment levels (MCLs) for Hexavalent Chromium concentrations of 10 µg/l.
- SWS, at the completion of a planned future improvement project, will have one source of supply which is compliant with potable drinking water standards. A failure of this source of supply would result in non-potable water as the only source of supply.

- Drinking water wells in the NOML area have elevated levels of multiple contaminants including nitrate and 1,2,3 TCP, and three of the small water systems are currently out of compliance for exceeding arsenic and/or nitrate MCLs
- Compliance orders have been issued by the County of Monterey Health Department to the SWS—in 2017 regarding nitrate and in 2019 regarding 1,2,3 TCP.

#### Consolidation Analysis

Prior work to study the NOML area and surrounding water systems considered several alternatives including a physical consolidation with the SWS, a regional physical consolidation with the PWS, SMWS, and SWS, creation of a new community water system, replacement of existing domestic wells, wellhead treatment, and point of use/point of entry treatment. A regional consolidation was determined to be the preferred solution for providing water service to the NOML area due to the increased reliability and sustainability of a consolidation with a public agency with the Pajaro - Sunny Mesa - Springfield Area Regional Consolidation Project technical and managerial capacity to operate and maintain a consolidated system. Regional consolidation provides substantial benefits for the four areas considered in this study and addresses the identified risks with respect to water quality, water supply reliability, and vulnerabilities to failure.

The complete Draft Preliminary Engineering Report is available on our website [pajarosunnymesa.com](http://pajarosunnymesa.com) projects tab.



## 2024 Local Agency Biennial Notice

Name of Agency: Pajaro/Sunny Mesa Community Services District  
 Mailing Address: 136 San Juan Rd. Royal Oaks, CA 95076  
 Contact Person: Amy Saldate Phone No. 831-722-1389  
 Email: amysaldate@pajarosunnymesa.com Alternate Email: info@pajarosunnymesa.com

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

**Verification (to be completed if no amendment is required)**

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

**County of Monterey Clerk of the Board of Supervisor  
 168 W. Alisal St., First Floor  
 Salinas, CA 93901**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

Biennial Notice to send to Agencies




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**State Water Resources Control Board**  
Division of Drinking Water

July 19, 2024

Judith Vazquez  
PSMCSD - Pajaro  
136 San Juan Road  
Royal Oaks, CA 95076  
[judyvazquez@pajarosunnymesa.com](mailto:judyvazquez@pajarosunnymesa.com)

Dear Judith Vazquez:

**PAJARO WATER SYSTEM (PWS NO. 2710020) SOURCE WAIVER FOR PER- AND POLYFLUOROALKYL SUBSTANCES (COLLECTIVELY, PFAS) MONITORING,**

The Pajaro Sunny Mesa Community Services District Pajaro Water System (PSMCWD-Pajaro) sent the State Water Resources Control Board, Division of Drinking Water (Division) an email request, dated July 19, 2024, requesting to waive the PFAS monitoring required by Order No. DW 2022-0001-DDW, dated November 9, 2022.

***PFAS Monitoring Waiver***

In November 2022, issued General Order DW2022-0001-DDW (Order) for PFAS monitoring at specific source wells throughout the State. PSMCWD-Pajaro provided supporting evidence including two quarters (May 2023 and June 2024) of PFAS monitoring results below the Consumer Confidence Report Detection Level (CCRD). Accordingly, monitoring for PFAS for the following sites is no longer required under the Order.

PWS ID	Water System Name	PS Code	Source Name
2710020	Pajaro	CA2710020-002-002	Well 02

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E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

PSMCWD-Pajaro /2710020

- 2 -

July 19, 2024

If you have any questions regarding this matter, please contact the Division at [dwpdist05@waterboards.ca.gov](mailto:dwpdist05@waterboards.ca.gov) or (831) 655-6939.

Sincerely,

**Jonathan Weininger**  Digitally signed by Jonathan Weininger  
Date: 2024.07.19 13:05:18 -07'00'  
Water Board

Jonathan Weininger, PE  
District Engineer, Monterey District  
Division of Drinking Water

cc: Monterey County Environmental Health Department

## Progress Report-Springfield Consolidation Project July 25, 2024

### Financial Security Package

Completed by District and uploaded to FFAST, being reviewed by Department of Financial Assistance (DFA)

### Technical Package

Completed by District and uploaded to FFAST, being reviewed by DFA

### Water System Consolidation Agreement

The Consolidation Agreement has been executed and uploaded to FFAST, being reviewed by DFA

### Construction Funding Agreement

The source of funding for the construction phase of the Project will be switching from the Drinking Water State Revolving Fund (SWSRF) to the Emerging Contaminants in Small or Disadvantaged Communities (ECSDC) funding. According to DFA this is good news because it will expedite the funding process, the construction funding agreement is now expected to be available for execution by September of this year, rather than the optimistic date previously provided of November 2024. The funding is dependent on compliance with the upcoming revised intended Use Plan provided by MNS Engineers (MNS).

### Design

MNS has completed 100% design and has been submitted to Monterey County for review.

### Staging Area

An agreement with North Monterey County Unified School District is necessary to use its property as a staging area for construction. The easement agreement for the staging area is complete waiting for School District to sign, it was not signed at the 6/27/24 Board meeting because quorum was not present. To be presented at the next meeting.

### Easements

2 easements remain to be signed and are necessary before the construction funding agreement can be executed. MNS coordinating communication with property owners.

### Construction Bidding Documents

MNS will begin preparing construction bid documents.

### Environmental Package

- California Department of Fish and Wildlife (CDFW)-Incidental Take Permit (ITP) is expected to be issued soon by CDFW, it is necessary prior to construction initiation. Denise Duffy & Associates (DD&A) continue to negotiate permit conditions with CDFW for the ITP.
- Coastal Development Permit-DD&A continues to work with engineers and Monterey County on condition compliance.

**DISTRICT OPERATIONS REPORT**  
**July 25, 2024**

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Grants & Loans Active	SRF Planning Grant Springfield: Springfield Planning Grant – The California Department of Fish and Wildlife, Incidental Take Permit Application has been deemed complete. Technical, Design and Environmental packets are complete and under review by State. MNS Engineers are working on 100% plans and design. Construction Agreement is still a few months from execution. A staging area agreement has been drafted by UC Davis and has been provided to North Monterey County School District for their review. It will be included in the next School District Board Meeting.	On Agenda
Pajaro Park	The Board and Staff are considering Operations funding. Per Marilyn Vierra, Chief of Staff Supervisor Church, Mo. Co. will provide \$59,000 per year to the Pajaro Park, until the parks master plan is complete.	On Agenda
Generator Project	Electrical work was completed at the Moss Landing Well Site. Langley/Valle Pacifico Well generator battery charger failed, Quinn will troubleshoot on Monday, January 22, 2024. Staff continues to work with Monterey Bay Air Resources District to finalize permit process for generators. <b>Moss Landing Tank site and Marlin pump station scheduled generator inspections on July 23, 2024.</b>	July 2024
Hazard Mitigation Plan	The Local Hazard Mitigation Plan has been officially adopted by FEMA on April 5, 2023. Final invoice has been reimbursed. Close-out documentation has been submitted to CalOES for review.	No Report
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen and Giberson Roads. A funding agreement has been executed. <b>March, April and May have been approved for reimbursement, payment pending.</b>	July 2024
ACWA JPIA 2024 Wellness Grant	<b>2024 Wellness Grant application was approved.</b>	July 2024
Tank Replacement/Rehab Grant Project	Presented the District needs to State Water Boards-Division of Financial Assistance (DFA). State Representatives requested a pre-application to be submitted to find the correct funding source for project, staff is working on pre-application submittal.	No Report
Pajaro Long-term Recovery	Working with Monterey County Department of Emergency Management to replace Pajaro Park field and play area turf. Also, to add more benches, tables and shaded areas. Recovery assistance program has ended. Mo. Co. <b>Applications for recovery assistance are still under review.</b>	July 2024

**DISTRICT OPERATIONS REPORT**  
**July 25, 2024**

Current Water System Repairs	<p>Blackie Road #18 WS:</p> <ul style="list-style-type: none"> <li>• <b>Exceeded Lead Action Level at one site, contacted site resident. Operator is coordinating with homeowner to further investigate and collect more samples. Staff is working with Monterey County Health Department to follow proper notification procedure.</b></li> </ul> <p>Langley/Valle Pacifico WS:  Moss Landing Harbor WS:  Normco WS:</p> <ul style="list-style-type: none"> <li>• <b>Installed a ball valve on the customer's side at Eden path due our meter shut off valve not closing properly.</b></li> </ul> <p>Pajaro WS:</p> <ul style="list-style-type: none"> <li>• <b>A 2-inch meter was replaced at the Stender apartments.</b></li> <li>• <b>Cayetano/Tot Lot Park shared fence repair was completed 7/19/24.</b></li> </ul> <p>Springfield Road WS:</p> <ul style="list-style-type: none"> <li>• <b>A ¾ service ball valve was replaced on 7/10/24.</b></li> </ul> <p>Sunny Mesa WS:</p> <ul style="list-style-type: none"> <li>• <b>Contractor completed patch paving at Silverstone Drive on 7/1/24.</b></li> </ul> <p>Vega Road #01 WS:  Vierra Estates WS:  Parks:</p> <ul style="list-style-type: none"> <li>• <b>Park Staff pressure washed playground area at the Cayetano/Tot Lot Park.</b></li> </ul>	June 2024
Sunny Mesa Sewer	The district is holding monies that are to be refunded to the original Sunny Mesa Sewer customers. Balance Sheet Account #2320-Amount \$29,169.90. Staff is currently reviewing, and has spoken to Bianchi, Kasavan, and Pope for their opinion and assistance if needed.	No Report

## Usage Comparison in Gallons 2023-2024

Water Systems	Jun-21	Jun-22	Jun-23	Jun-24
Pajaro	8,058,204	6,989,312	5,263,676	6,051,320
Normco	3,246,320	2,716,736	2,495,328	2,591,820
Sunny Mesa	3,229,864	2,635,204	2,015,860	2,275,416
Moss Landing	3,171,520	1,854,292	2,217,072	2,039,048
Vega	1,714,416	1,309,748	1,033,736	1,216,996
Vierra Estates	422,620	342,584	380,732	303,688
Springfield (pumped)	635,052	593,164	573,716	484,704
Langley/Valle Pacifico	380,732	270,776	323,884	272,272
Blackie	284,240	220,660	262,548	252,824
District Total	21,142,968	16,932,476	14,566,552	15,488,088

Water Systems	Jun-23	Jun-24	Percentage	
Pajaro	5,263,676	6,051,320	↑	15.0%
Normco	2,495,328	2,591,820	↑	3.9%
Sunny Mesa	2,015,860	2,275,416	↑	12.9%
Moss Landing	2,217,072	2,039,048	↓	-8.0%
Vega	1,033,736	1,216,996	↑	17.7%
Vierra Estates	380,732	303,688	↓	-20.2%
Springfield (pumped)	573,716	484,704	↓	-15.5%
Langley/Valle Pacifico	323,884	272,272	↓	-15.9%
Blackie	262,548	252,824	↓	-3.7%
District Total	14,566,552	15,488,088	↑	6.3%