

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

P. 1

AGENDA

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

MAY 28, 2020
4:30 P.M.

“Notice of Teleconferenced Meeting”

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

To reduce the spread of COVID-19, members of the public may listen to the meeting via teleconference by calling **1-425-436-6355** and entering passcode **407147** and then the pound sign (“#”). There will be no in-person participation in the meeting under the authority of Governor Newsom’s Executive Order [N-29-20](#). You may also submit written comments in writing either at District Offices in person or by email by 2:00 pm on May 28, 2020.

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

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

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

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

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Pajaro Sunny Mesa Community Services District at (831) 722-1839 before the meeting to allow the District to make reasonable accomodations.

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL

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

ADMINISTRATIVE STAFF: General Manager Don Rosa _____
 Recorder Judy Vazquez-Varela _____
DISTRICT COUNSEL: Attorney Alan Smith _____

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

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

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

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

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

ACTION ITEMS

Consent Agenda

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

1. DRAFT MINUTES OF APRIL 23, 2020 REGULAR MEETING

Approval of draft minutes for regular meeting on 4/23/2020

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

Roll Call Vote:

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

2. DRAFT MINUTES OF APRIL 27, 2020 SPECIAL MEETING

Approval of draft minutes for Special Meeting on 4/27/2020

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

Roll Call Vote:

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

Old Business:

1. NONE

New Business:

1. REVIEW AND MOTION TO APPROVE DRAFT FINANCIAL REPORTS FOR APRIL 2020

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Draft Financial Reports April 2020

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

Roll Call Vote:

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

2. REVIEW AND MOTION TO APPROVE CHECKS

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

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

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

Roll Call Vote:

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

3. CAPITAL IMPROVEMENT PLAN- 10 YEAR LOOK-AHEAD

- Copy of Staff Report
- 2022-2025 Budget Projection
- 5 year Capital Improvement Plan (extended out 5 additional years)
- 2021-2030 Capital Reserves and Expenses Summary

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Capital Improvement Plan 10 year look-ahead

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

Roll Call Vote:

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

4. 2020-2021 PAJARO COMMUNITY PARKS/PUBLIC AREA PRELIMINARY COMPARISON BUDGET

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second (identifying selected agencies)
- Board Deliberation
- Motion to Approve 2020-2021 Preliminary Pajaro Community Parks/Public Areas Budget and publication

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

Roll Call Vote:

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

5. 2020-2021 PAJARO STREET LIGHTING PRELIMINARY COMPARISON BUDGET

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve 2020-2021 Preliminary Pajaro Street Lighting Budget and publication

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

Roll Call Vote:

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

6. 2020-2021 STREET MAINTENANCE/SUBDIVISION MAINTENANCE BUDGET

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve 2020-2021 Street Maintenance/Subdivision Budget and publication

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

Roll Call Vote:

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

7. 2020-2021 PAJARO PARK PRELIMINARY COMPARISON BUDGET

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve 2020-2021 Preliminary Pajaro Park Budget and publication

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

Roll Call Vote:

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

8. 2020-2021 OPERATING/WATER PRELIMINARY COMPARISON BUDGET

- Notes to Budget

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve 2020-2021 Preliminary Operating/Water Budget and publication in The Pajaronian and on the District website

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

Roll Call Vote:

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

9. PAJARO GENERATOR REPLACEMENT

- Current generator is 35 years old and is no longer operable
- Equipment is obsolete; parts and experienced technicians are difficult to locate
- District is renting a back-up generator at \$5,000 per month
- Cost for replacement equipment and installation is \$103,000
- Copy of Sourcewell flyer/ NJPA contract purchasing program
- Copy of Caterpillar Finance Proposal
- Copy of Sourcewell Membership Agreement

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve replacement of Pajaro generator

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

Roll Call Vote:

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

10. 2020 COMPENSATION STUDY UPDATE:

- Compensation Study Update- DeLoach & Associates
- Robert DeLoach to present final report (attached)
- Committee Report (Moody, Lamboley)
- Discussion on any type of action to be taken by Board based on the report, ie:
 - Develop a new salary schedule?
 - Elect to lead, lag or match market median; if lag, then by what percentage?

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve report as presented

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

Roll Call Vote:

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

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. Generator Project- District Wide

- Quinn Cat has completed the equipment sizing for all locations
- Darrel Varni Electric is working on installation cost estimates
- Tom Yeager- District Engineer is working with staff to create a prioritized purchase and installation schedule, as well as total project cost

2. Water Rate Study: Update

- Copy of Preliminary Data request from NBS
- Staff has completed request with the exception of the current approved Budget and Capital Improvement Plan. Once these two items are approved by the Board, they will be forwarded to NBS

3. District Operations Update: changes due to COVID-19 and “Shelter in Place” order

- District office will remain open with strict guidelines
- District Parks have been closed
- Copies of notice at District Office and list of duties for Office
- No vendors or members of public are allowed into Office
- Office is staffed daily by General Manager and one administrative employee
- Payments are being received; no change given
- District has a verbal agreement in place for Mutual Aid with both Castroville Community Services District and Aromas Water District. District Counsel is working on a written agreement.
- Staff is currently working with ACWA-JPIA to draft an indemnity agreement for liability
- President Wiggins and Vice President Coplin conducted a conference call with District General Manager and Operations Manager to plan for “worst case scenario”
 - President now has District Office keys and alarm codes and has advised staff to have Operations Manuals, keys to facilities and system maps readily available on the conference room table
 - Contact info for all Board Members, employees and vendors are in the binder
- Notices mailed to customers with May bills indicating that their water is safe and unaffected by COVID-19 (copy included)
- Office remains closed to public; continuing to take payments by phone or drop-off

4. District Operations Report

5. Usage Comparison Report 2013/2020

CLOSED SESSION:

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

MOTION TO ADJOURN

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

Adjournment Time: _____ p.m.

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 5:30 pm on April 23, 2020.

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

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

ABSENT DIRECTOR(S) & STAFF: None

DISTRICT COUNSEL: Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

SCHEDULED ITEMS: None

Action Items

1. Consider and approve the Minutes of the March 26, 2020 regular Board Meeting.

Motion was made by Director Lamboley and seconded by Director Coplin to approve the regular Board Meeting Minutes of March 26, 2020. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items)

1. Review and consider approving the Draft Financial Reports for March 2020

Motion made by Director Moore and seconded by Director Lamboley to approve the March 2020 Financials. Motion carried.

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

MONTHLY EXPENDITURES REPORT FOR REVIEW
APPROVAL OF CHECKS:

- 2. Review and consider approving of checks
 - 1. General Fund 633: None
 - 2. Operating Account: Check No. 24312 through Check No. 24335 for a total of \$130,898.02
 - 3. Reserve Account: Total of \$ \$82,567.16
 - 4. Street Maintenance Account: Check No. 514 to 516 for a total of \$1,132.93
 - 5. Pajaro Park Account: Total of \$1,276.82
 - 6. COP 2010 Account: Total of \$0.00
 - 7. Debt Service Reserve Account: None

Motion was made by Director Moody, seconded by Director Moore to approve all accounts for the month of March 2020. Motion carried.

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

- 3. Board to motion identifying comparable agencies for the DeLoach & Assoc. Compensation Study.

The Board motioned six agencies to be used for the salary comparison: Castroville CSD, Aromas WD, Sunnyslope Co. WD, San Lorenzo WD, Scotts Valley WD, and Marina Coast WD.

Motion was made by Director Wiggins, seconded by Director Coplin to approve the agencies: Castroville CSD, Aromas WD, Sunnyslope Co. WD, San Lorenzo WD, Scotts Valley WD, and Marina Coast WD to be used for the salary comparison by DeLoach & Assoc. Motion carried.

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

- 4. Motion to consider electing candidate for the LAFCO of Monterey County Independent Special District Member.

The Board agreed to vote for Pete Poitras as the candidate for the LAFCO Commissioner-Special District Regular Member.

Motion was made by Director Lamboley, seconded by Director Coplin to approve the vote for Pete Poitras as the candidate for the LAFCO Commissioner-Special District Regular Member. Motion carried.

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

5. 2019-2020 Budget Amendment A1

The Board was presented with a copy of the Staff report indicating a decrease in Account 5250 by \$75,000 and increasing Account 5220 by \$75,000. Overall, no change to final budget.

Motion was made by Director Coplin, seconded by Director Moody to approve the 2019-2020 Budget Amendment A1. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Generator Project

- RFP was publicly advertised; we did not receive any response to proposal. Staff and Tom Yeager, District Engineer have been working on an alternate plan.
- Staff has requested technical assistance from Quinn Cat and Darrel Varni Electric to help further the project. The project seems to be too small for contractor interest.
- Board asked how this project will be funded. The project will either be integrated into rate study if grant funding is not available in the disadvantaged communities. Once we have the detailed cost estimate we can move forward with either borrowing the funds or integrating the rate study. We should have a report by the next Board meeting.

2. Water Rate Study

- Project is not currently moving forward due to staffing limitations at NBS and District office.
- It is possible to stay on schedule if we start May 1st and commit staff resources to project. The Board would like to continue, on schedule, General Manager Rosa will work on staffing schedule and contact Greg at NBS to schedule kickoff meeting.

3. Compensation Study

MINUTES OF REGULAR MEETING – April 23, 2020

- Ad-hoc committee update: Moody - Lamboley
 - Direction given to DeLoach & Assoc.
 - Review Operations Manager position, job description, duties, and responsibilities. Operations Manager was asked to complete a Position Description Questionnaire, then reviewed by General Manager. General Manager Rosa was asked to submit all Job Descriptions used by the District.
 - General Manager Rosa provided Director Moody with DeLoach recommendations from 2015.
4. District Operation: changes due to COVID-19 and "Shelter in Place" order
- District has remained opened with strict District guidelines. District Parks have been closed. District has posted notice at office "No visitors allowed in office". No vendors or member of public are allowed into Office. Office is staffed daily by General Manager and one administrative employee. Payments are being received; no change given.
 - District has a verbal agreement in place for Mutual Aid with both Castroville CSD and Aromas WD.
 - Staff is currently working with ACWA-JPIA to draft and indemnity agreement for liability.
 - President Wiggins and Vice President Coplin conducted a conference call with General Manager and Operations Manager to plan for "worst case scenario" President now has District Office keys and alarm codes and has advised Staff to have Operations Manuals, keys to facilities and system maps readily available on the conference room table. Contact information for all Board Members, employees and vendors are available in binder.
5. District Operations Report
- Pajaro Grant
- Construction of the tank is progressing on schedule. Project completion estimated to be May 5th.
- Springfield Planning Grant
- Staff is working on General Information, Technical and Financial Security Packages.
- Pajaro Park
- The Pajaro Park remains closed.
- Emergency Generators
- Pre-Disaster Hazard Mitigation Plan Application for assistance has been rejected by Cal OES. Staff has contacted Cal OES for future application opportunities, awaiting response.
6. Usage Comparison Report 2013/2020
- Water usage is down in all systems this month compared to February 2020

Closed Session: None

MINUTES OF REGULAR MEETING – April 23, 2020

NEXT BOARD MEETING:

The next Board meeting is to be held on Thursday, May 28, 2020 at 4:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:15 pm with motion made by Director Lambole, seconded by Director Moody. Motion Carried.

Respectfully submitted by:

Harry Wiggins, President

Sanford Coplin, Vice President

Judith Vazquez-Varela, Recorder

MINUTES

The special meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via teleconference was called to order at 1:37 pm on April 29, 2020.

ROLL CALL: President Harry Wiggins
Vice President Sanford Coplin
Secretary Robert Moody joined at 1:44 pm
Assistant Secretary Darlene Lambole
Treasurer Michael Moore

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

ABSENT DIRECTOR(S) & STAFF: None

DISTRICT COUNSEL: Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: Greg Clumpner of NBS

PUBLIC COMMENTS: None

SCHEDULED ITEMS: None

Action Items: None

OLD BUSINESS: None

NEW BUSINESS: (Action Items) None

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Water Rate Study Kickoff

General Manager Rosa introduces Greg Clumpner of NBS to the Board and Staff, he will oversee and direct the study as the project manager. The Board was provided with the Technical Proposal for Water Rate Study Update (February 7, 2020) prepared by NBS, reviewing the following tasks:

- Current Rate Structure Review
- District Policies
- Financial Plan
- Fairness and Equity
- Rate Design Alternatives

The Board discussed options of variable rates vs universal and decided to move forward with a universal rate for all Water System in District.

The ad-hoc committee to work with General Manager Rosa and NBS are Directors Coplin and Moore.

Closed Session: None

NEXT BOARD MEETING:

The next Board meeting is to be held on Thursday, May 28, 2020 at 4:30 pm.

There being no further business, the Special Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 2:47 pm with motion made by Director Moody, seconded by Director Coplin. Motion Carried.

Respectfully submitted by:

Harry Wiggins, President

Sanford Coplin, Vice President

Judith Vazquez-Varela, Recorder

FINANCIAL NOTES - April 2020

Account No:	Account Name:	Increase / Decrease	Description
Income:			
4001-4015	Total Income	-	Low Customer Usage
Expenses: Indirect			
5040	Workers' Comp Insurance	+	Quarterly Payment
5145	District Wide Repair & Maintenance	+	Outfitting 2020 Chevy: tool box, bed liner, emergency lights
5165	Computer Software	+	Annual Fee to Microsoft Office
Expenses: Direct			
5310	Utilities- Well Site	-	Reduced Customer Usage
Other Income:			
4110	Hydrant Sales	+	Continual High Usage- Temporary Hydrant Meters
4200	Street Maintenance- Reimbursement	+	Assessment Collections- Monterey County Property Taxes
4210	Vega Bond Assessments	+	Pass through Payment
4280	Pro-Rata Tax Collection Share	+	Assessment Collections- Monterey County Property Taxes
4340	Utility Reimbursements	+	Assessment Collections- Monterey County Property Taxes
5794	Water Bond Assessments	+	Assessment Collections- Monterey County Property Taxes

Pajaro/Sunny Mesa Community Services District
Balance Sheet
As of April 30, 2020

May 21, 2020
Accrual Basis

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1001 · SCCB - Operating Account	104,316.84
1002 · SCCB Reserve Account	224,361.53
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	198,636.56
1006 · SCCB-GF 633	99,632.20
1007 · SCCB - Debt Service Reserve	11,658.08
1032 · SCCB-COP Acct (aka Const. Acct)	105,728.98
1036 · PSM Pajaro Park Acct	94,092.93
1050 · Cash in County Treasury - DS	64,845.32
1051 · Cash in County Treasury - GF	289,726.07
1066 · Union Bank Vega 2303	147,983.96
1068 · Union Bank Vega 2301	53.03
1069 · Union Bank Vega-2302	10,526.42
1095 · Union Bank Wtr Bond-Res 2204	147,820.00
2201 · Union Bank-2015 Wtr Rfd Bd 2201	88.52
2202 · Union Bank 2015 Wtr Rfd Bd-2202	39,490.00
2203 · Union Bank Rev Ref Bds-2200	65,000.00
	1,618,412.28
Total Checking/Savings	
Accounts Receivable	
1110 · Invoice Accounts Recv	2,735.73
1231 · Grants Receivable-A/R	721,657.52
	724,393.25
Total Accounts Receivable	
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	194,744.04
1101 · Allowance for Doubtful Accounts	-8,990.09
1115 · Prepaid Expenses	507.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	949.14
1252 · Assessments Rec. - Street Maint	6,255.76
1253 · Assessments Rec. - Water bond	300,206.00
1253.1 · Assess Rec - Water Bond - Count	116.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
	478,486.94
Total Other Current Assets	
Total Current Assets	2,821,292.47
Fixed Assets	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	253,942.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-44,861.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	134,443.43
1551 · A/D - District Office Building	-123,428.73
1555 · Office Equipment/Furniture	44,041.05
1556 · A/D - Office Equip/Furniture	-43,293.90
1557 · Equipment - Lighting	8,980.18
1559 · A/D - Lighting and Parks	-8,980.18
1560 · Electric Power to Sheds	2,598.59
1561 · A/D - Electric Power to Sheds	-2,599.00
1570 · Equipment - Pumping Plant	506,239.21
1571 · A/D - Equipment - Pumping Plant	-453,386.87
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,063,798.68
1590 · Meters	92,193.13

May 21, 2020
Accrual Basis

Balance Sheet
As of April 30, 2020

	Apr 30, 20
1591 · A/D - Meters	-84,656.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-4,556.72
1610 · Automotive Equipment	232,300.12
1611 · A/D - Automotive Equipment	-195,223.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-90,071.77
1622 · A/D - Moss Landing	-157,020.31
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-15,624.73
1650 · Trans & Distr Plant	81,133.08
1651 · A/D - Trans & Distr Plant	-59,380.30
1670 · Small Tools/Equipment	10,817.67
1671 · A/D - Small Tools/Equipment	-8,096.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-93,485.45
1804 · CIP-Springfield	328,851.31
1805 · CIP-Vega Imprvtmnt Project	4,604,699.33
1805.1 · A/D - Vega	-1,962,902.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	240,496.74
1807.1 · A/D - Langley/VP	-66,136.74
1808 · CIP-Normco	296,974.74
1808.1 · A/D - Normco Tank	-107,839.73
1811 · CIP-Vierra Estate	175,238.16
1811.1 · A/D - Vierra Estates	-38,242.72
1812 · CIP-Moss Landing Water System	297,669.12
1812.1 · A/D - Moss Landing Water	-65,436.55
1814 · CIP-Pajaro	759,737.59
1815 · CIP-Normco Improv Project	3,225.00
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,092,169.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-150,374.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-23,136.89
1820 · Normco Treatment Facility	111,943.00
1820.1 · A/D-Normco Treatment Facility	-68,865.85
1821 · CIP-Sunny Mesa	48,044.61
1822 · CIP-Vega	23,643.81
1823 · CIP-Blackie	10,230.04
Total Fixed Assets	11,290,982.23
Other Assets	
1120 · Due From Gen Fund	0.66
1141 · Due From SC Grant Acct	100.00
1151 · Due from Maint Account	157.19
1220 · Spl Asmnt Revc-Long Term	3,873,859.72
1900 · Due From Other Funds	159,690.92
1950 · Deferred amount on refunding	73,213.60
1951 · Deferred Amt of Ref-Vega Bds15	95,017.09
Total Other Assets	4,202,039.18
TOTAL ASSETS	18,314,313.88

Pajaro/Sunny Mesa Community Services District
Balance Sheet
 As of April 30, 2020

	Apr 30, 20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	33,279.37
2000 · Accounts Payable	159,693.06
2500 · Due to Other Funds	192,972.43
Total Accounts Payable	192,972.43
Other Current Liabilities	
2005 · Accrued Liabilities	67,274.00
2050 · Accrued Payroll	2,687.33
2100 · Payroll Tax Liabilities	1,000.00
2121 · Customer Security Deposits	16,402.15
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	22,550.00
2225 · Accrued Vacation Liability	36,390.39
2230 · Accrued Sick Leave Liability	49,312.77
2263 · 457b EE Plan Payable	2,585.15
2264 · Employee Insurance Payable	-2,199.11
2265 · EE Aflac Insurance Payable	713.39
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.	-30,873.60
Total Other Current Liabilities	233,960.16
Total Current Liabilities	426,932.59
Long Term Liabilities	
2256 · Vehicle Loan Payable	29,374.27
2257 · Reorganization Loan	245,000.00
2267 · Pajaro Tank Loan-0190	713,570.89
2333 · COP Bonds Payable	-190,000.00
2339 · Vega Project Bonds Payable	-72,100.00
2350 · Bonds Payable - Water Bond	224,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	2,200,000.00
2361 · Bonds Payable-2015 Vga Wtr Rf	3,710,083.67
2400 · Unamortized Discount on 2015	-34,205.01
2401 · Unamorized Discount-2015 Vega	-13,986.72
Total Long Term Liabilities	6,811,737.10
Total Liabilities	7,238,669.69
Equity	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	87,655.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	5,222,865.76
Net Income	722,521.55
Total Equity	11,075,644.19
TOTAL LIABILITIES & EQUITY	18,314,313.88

Pajaro/Sunny Mesa Community Services District
Profit & Loss
April 2020

May 21, 2020
 Accrual Basis

	Apr 20
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	20,328.52
4002 · Route 2 - Pajaro	21,132.34
4003 · Route 3 - Commercial	19,992.14
4004 · Route 4 - Trailer Park	1,088.11
4005 · Route 5 - San Juan Rd Apts	1,117.44
4006 · Route 6 - Sunny Mesa	9,731.45
4007 · Route 7 - CSA 73	10,345.42
4008 · Route 8 - Vega	11,338.09
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	20,311.10
4012 · Route 12 - Blackie Road	2,107.17
4013 · Route 13 - Normco	22,038.16
4014 · Route 14 - Vierra	5,171.05
4015 · Route 15 - Langley/VP	2,312.84
	147,863.83
Total Income	147,863.83
Gross Profit	147,863.83
Expense	
INDIRECT	
5000 · Salaries and Wages	44,582.06
5005 · Administrative Fees	478.04
5030 · Payroll Tax Expense	1,184.39
5040 · Worker's Comp Insurance	3,528.33
5050 · Employee Health Insurance	16,918.59
5070 · Employee Retirement	7,929.99
5090 · Other Employee Expense	21.53
5130 · Utilities - Office	221.97
5140 · Building Repair & Maint	297.63
5145 · District Wide Repair & Maint	4,494.01
5150 · Garbage Service	353.70
5160 · Office Equip Rental	701.28
5165 · Computer Software	1,649.75
5170 · Office Equipment Repair & Maint	191.57
5175 · Small Tools - Repair & Maint.	90.51
5240 · Office Supplies	120.67
5245 · Postage	1,000.00
5250 · Legal Expenses	4,920.19
5255 · Interest Expense	99.52
5260 · Accounting & Bookkeeping	142.47
5266 · Engineering Svcs-Dist Wide	550.00
5270 · Automotive - Repair & Maint	145.14
5300 · Books & Subscriptions	75.00
5330 · Telephone	1,244.21
5340 · Burglar Alarm Monitoring	78.00
5370 · Fuel - Trucks	1,734.88
5391 · Credit Card Transaction Fees	758.51
5XXX · Indirect Allocation	0.00
	93,511.94
Total INDIRECT	93,511.94
5190 · Soil and Water Tests	1,430.00
5220 · Water System - Repair & Maint	14,057.57
5225 · Street Maintenance	983.52
5231 · Pajaro Park Expense	1,732.75
5265 · Engineering Expenses	253.75
5310 · Utilities - Well Site	8,117.25
5315 · Utilities - Street Lighting	2,121.74
5427 · Improvement Project-Springfield	9,252.90
	131,461.42
Total Expense	131,461.42
Net Ordinary Income	16,402.41

Pajaro/Sunny Mesa Community Services District
Profit & Loss
April 2020

May 21, 2020
 Accrual Basis

	Apr 20
Other Income/Expense	
Other Income	
4100 · Late Payment Penalties	402.76
4110 · Hydrant Sales	787.78
4200 · Street Maintenance-Reimb	23,126.49
4210 · Vega Bond Assessments	116,041.00
4280 · Pro-Rata Tax Collection Share	8,218.88
4285 · P.V.W.M.A. Collection Fee	2,019.32
4305 · Miscellaneous Revenue	15.00
4307 · Returned Check Charges	0.00
4311 · Interest on Pooled Investments	1,478.39
4340 · Utility Reimbursements	7,633.24
4341 · Lighting Admin Reimbursements	4,888.35
4345 · Customer Order Reimbursements	114.21
4350 · Interest Revenue	185.48
4355 · Audit/Bookkeeping Reimbursement	209.54
4360 · Legal Counsel Reimbursement	154.78
5794 · Water Bond Assessments	11,382.05
Total Other Income	176,657.27
Other Expense	
5435 · Improvement Project-Pajaro	658.75
Total Other Expense	658.75
Net Other Income	175,998.52
Net Income	192,400.93

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

April 2020

1:59 PM
May 21, 2020
Accrual Basis

	Apr 20	Budget	% of Bud...	Jul '19 - Apr 20	YTD Budget	% of Bud...	Annual Budget
Ordinary Income/Expense							
Income							
4001 - Route 1 - Pajaro	20,328.52	23,975.00	84.8%	210,107.45	239,750.00	87.6%	287,700.00
4002 - Route 2 - Pajaro	21,132.34	24,850.00	85.0%	213,860.20	248,500.00	86.1%	298,200.00
4003 - Route 3 - Commercial	19,992.14	22,750.00	87.9%	215,100.60	227,500.00	94.5%	273,000.00
4004 - Route 4 - Trailer Park	1,088.11	1,141.67	95.3%	10,469.07	11,416.66	91.7%	13,700.00
4005 - Route 5 - San Juan Rd Apts	1,117.44	1,225.00	91.2%	10,369.68	12,250.00	84.7%	14,700.00
4006 - Route 6 - Sunny Mesa	9,731.45	10,541.67	92.3%	111,415.85	105,416.66	105.7%	126,500.00
4007 - Route 7 - CSA 73	10,345.42	11,725.00	88.2%	122,623.84	117,250.00	104.6%	140,700.00
4008 - Route 8 - Vega	11,336.09	12,600.00	90.0%	121,229.68	126,000.00	96.2%	151,200.00
4010 - Route 10 - Springfield	850.00	875.00	97.1%	8,500.00	8,750.00	97.1%	10,500.00
4011 - Route 11 - Moss Landing	20,311.10	22,333.34	90.9%	209,907.95	223,333.32	94.0%	268,000.00
4012 - Route 12 - Blackie Road	2,107.17	2,758.34	76.4%	24,601.23	27,583.32	89.2%	33,100.00
4013 - Route 13 - Norrco	22,038.16	27,125.00	81.2%	267,774.02	271,250.00	98.7%	325,500.00
4014 - Route 14 - Vierra	5,171.05	3,983.34	129.8%	40,836.37	39,833.32	102.5%	47,800.00
4015 - Route 15 - Langley/VP	2,312.84	2,758.34	83.8%	25,457.12	27,583.32	92.3%	33,100.00
Total Income	147,863.83	168,641.70	87.7%	1,592,253.06	1,686,416.60	94.4%	2,023,700.00
Gross Profit	147,863.83	168,641.70	87.7%	1,592,253.06	1,686,416.60	94.4%	2,023,700.00
Expense							
INDIRECT							
5000 - Salaries and Wages	44,582.06	62,750.00	71.0%	593,230.18	627,500.00	94.5%	753,000.00
5005 - Administrative Fees	478.04	475.00	100.6%	4,668.66	4,750.00	98.3%	5,700.00
5030 - Payroll Tax Expense	1,184.39	1,333.34	88.8%	13,143.82	13,333.32	98.6%	16,000.00
5040 - Worker's Comp Insurance	3,528.33	1,916.67	184.1%	12,171.78	19,166.66	63.5%	23,000.00
5050 - Employee Health Insurance	16,918.59	15,168.67	111.6%	142,843.60	151,666.66	94.2%	182,000.00
5070 - Employee Retirement	7,929.99	9,416.67	84.2%	88,072.51	94,166.66	93.5%	113,000.00
5090 - Other Employee Expense	21.53	208.34	10.3%	2,381.90	2,083.32	114.3%	2,500.00
5120 - Property Taxes	0.00	125.00	0.0%	1,178.60	1,250.00	94.3%	1,500.00
5130 - Utilities - Office	221.97	333.34	66.6%	2,195.20	3,333.32	65.9%	4,000.00
5140 - Building Repair & Maint	297.63	583.34	51.0%	5,138.08	5,833.32	86.1%	7,000.00
5145 - District Wide Repair & Maint	4,494.01	1,083.34	414.8%	20,287.09	10,833.32	187.3%	13,000.00
5150 - Garbage Service	353.70	300.00	117.9%	2,628.42	3,000.00	87.6%	3,600.00
5160 - Office Equip Rental	701.28	833.34	84.2%	7,443.52	8,333.32	89.3%	10,000.00
5165 - Computer Software	1,649.75	300.00	549.9%	9,171.48	8,333.32	110.1%	10,000.00
5170 - Office Equipment Repair & Maint	191.57	300.00	63.9%	2,110.14	3,000.00	70.3%	3,600.00
5175 - Small Tools - Repair & Maint.	90.51	83.34	108.6%	880.69	833.32	105.7%	1,000.00
5180 - Casualty Ins/Liability Ins	0.00	2,583.34	0.0%	28,401.26	25,833.32	109.9%	31,000.00
5200 - Billing Supplies	0.00	308.34	0.0%	2,291.16	3,083.32	74.3%	3,700.00
5240 - Office Supplies	120.67	291.67	41.4%	2,072.01	2,916.66	71.0%	3,500.00
5245 - Postage	1,000.00	708.34	141.2%	7,000.00	7,083.32	98.8%	8,500.00
5250 - Legal Expenses	4,920.19	5,416.66	90.8%	58,775.73	54,166.60	108.5%	65,000.00
5255 - Interest Expense	99.52	1,208.34	8.2%	36,819.22	12,083.32	304.7%	14,500.00
5256 - Interest Exp-Financed Items	0.00	66.67	0.0%	245.58	666.66	36.8%	800.00
5260 - Accounting & Bookkeeping	142.47	3,083.34	4.6%	33,432.47	30,833.32	108.4%	37,000.00
5266 - Engineering Svcs-Dist Wide	550.00	83.34	659.9%	985.00	833.32	118.2%	1,000.00
5270 - Automotive - Repair & Maint	145.14	833.34	17.4%	12,466.44	8,333.32	149.6%	10,000.00
5280 - Conferences, Meetings, Seminars	0.00	41.67	0.0%	208.00	416.66	49.9%	500.00
5290 - Travel Expenses	0.00	41.67	0.0%	0.00	416.66	0.0%	500.00
5300 - Books & Subscriptions	75.00	125.00	60.0%	75.00	1,250.00	6.0%	1,500.00
5305 - Water Conservation Program	0.00	125.00	0.0%	0.00	1,250.00	0.0%	1,500.00
5320 - Membership Fees and Dues	0.00	1,583.34	0.0%	18,415.40	15,833.32	116.3%	19,000.00
5326 - Licenses and Certifications	0.00	166.67	0.0%	180.00	1,666.66	10.8%	2,000.00
5330 - Telephone	1,244.21	1,416.67	87.8%	13,434.30	14,166.66	94.8%	17,000.00

**Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget Performance
April 2020**

1:59 PM
May 21, 2020
Accrual Basis

	Apr 20	Budget	% of Bud...	Jul '19 - Apr 20	YTD Budget	% of Bud...	Annual Budget
5340 · Burglar Alarm Monitoring	78.00	62.50	124.8%	754.00	625.00	120.6%	750.00
5370 · Fuel - Trucks	1,734.88	2,000.00	86.7%	19,073.21	20,000.00	95.4%	24,000.00
5390 · Bank Charges	0.00	16.67	0.0%	350.00	166.66	210.0%	200.00
5391 · Credit Card Transaction Fees	758.51	625.00	121.4%	7,302.09	6,250.00	116.8%	7,500.00
5400 · Miscellaneous Expense	0.00	16.67	0.0%	3,370.84	166.66	2,022.6%	200.00
5XXX - Indirect Allocation	0.00			0.00			
6560 · Payroll Processing Expenses	0.00	50.00	0.0%	0.00	500.00	0.0%	600.00
6577 · COP Debt Service - Interest	0.00	6,666.67	0.0%	39,490.00	66,666.66	59.2%	80,000.00
Total INDIRECT	93,511.94	123,262.64	75.9%	1,192,687.38	1,232,624.64	96.8%	1,479,150.00
5190 · Soil and Water Tests	1,430.00	2,833.34	50.5%	22,857.50	28,333.32	80.7%	34,000.00
5210 · Customer Orders	0.00			-4,629.46			
5220 · Water System - Repair & Maint	14,057.57	22,916.66	61.3%	270,642.34	229,166.60	118.1%	275,000.00
5225 · Street Maintenance	983.52	2,720.84	36.1%	59,516.94	27,208.32	218.7%	32,650.00
5230 · Park - Repair & Maint	0.00	83.34	0.0%	396.83	833.32	47.6%	1,000.00
5231 · Pajaro Park Expense	1,732.75			26,084.90	0.00	100.0%	0.00
5265 · Engineering Expenses	253.75	83.34	304.5%	2,263.16	833.32	271.6%	1,000.00
5310 · Utilities - Well Site	8,117.25	14,000.00	58.0%	103,144.89	140,000.00	73.7%	168,000.00
5315 · Utilities - Street Lighting	2,121.74	2,333.34	90.9%	18,662.05	23,333.32	80.0%	28,000.00
5325 · Permits	0.00	2,083.34	0.0%	12,109.20	20,833.32	58.1%	25,000.00
5360 · Fuel - Generator	0.00	125.00	0.0%	13,551.50	1,250.00	1,084.1%	1,500.00
5426 · Vega Assmnt Bond Expense	0.00			6,946.90			
5427 · Improvement Project-Springfield	9,252.90			30,522.55			
5428 · COP Bond Expense	0.00	291.67	0.0%	3,483.31	2,916.66	119.4%	3,500.00
5433 · Pajaro Water Bond Interest Exp	0.00	1,029.17	0.0%	15,204.37	10,291.66	147.7%	12,350.00
6575 · Vega Debt Service-Interest	0.00	12,333.34	0.0%	147,847.50	123,333.32	119.9%	148,000.00
Total Expense	131,461.42	184,096.02	71.4%	1,921,291.86	1,840,957.80	104.4%	2,209,150.00
Net Ordinary Income	16,402.41	-15,454.32	-106.1%	-329,038.80	-154,541.20	212.9%	-185,450.00
Other Income/Expense							
4100 · Late Payment Penalties	402.76	416.67	96.7%	4,811.61	4,166.66	115.5%	5,000.00
4101 · Billing Adjustments	0.00	41.67	0.0%	0.00	416.66	0.0%	500.00
4110 · Hydrant Sales	787.78	333.34	236.3%	12,360.54	3,333.32	370.8%	4,000.00
4115 · Testing Fees	0.00	625.00	0.0%	1,760.00	6,250.00	28.2%	7,500.00
4140 · Connection Fees	0.00	358.34	0.0%	22,283.00	3,583.32	621.9%	4,300.00
4141 · Application Fees	0.00	45.84	0.0%	275.00	458.32	60.0%	550.00
4146 · Other Fees	0.00	33.34	0.0%	0.00	333.32	0.0%	400.00
4200 · Street Maintenance-Reimb	23,126.49	5,316.67	435.0%	60,624.31	53,166.66	114.0%	63,800.00
4210 · Vega Bond Assessments	116,041.00	22,750.00	510.1%	282,751.70	227,500.00	124.3%	273,000.00
4280 · Pro-Rata Tax Collection Share	8,218.88	2,083.34	394.5%	22,897.26	20,833.32	109.9%	25,000.00
4285 · P.V.W.M.A. Collection Fee	2,019.32	2,250.00	89.7%	23,164.46	22,500.00	103.0%	27,000.00
4300 · Collection of Previous W/O Acct	0.00	41.67	0.0%	0.00	416.66	0.0%	500.00
4305 · Miscellaneous Revenue	15.00	125.00	12.0%	3,190.41	1,250.00	255.2%	1,500.00
4307 · Returned Check Charges	0.00			100.00			
4311 · Interest on Pooled Investments	1,478.39			3,469.79			
4340 · Utility Reimbursements	7,633.24	2,333.34	327.1%	26,795.06	23,333.32	114.8%	28,000.00
4341 · Lighting Admin Reimbursements	4,888.35	1,000.00	488.8%	12,000.00	10,000.00	120.0%	12,000.00
4345 · Customer Order Reimbursements	114.21			2,554.21			
4346 · District 25% Overhead Fee	0.00	41.67	0.0%	0.00	416.66	0.0%	500.00
4350 · Interest Revenue	185.48	475.00	39.0%	3,957.77	4,750.00	83.3%	5,700.00
4355 · Audit/Bookkeeping Reimbursement	209.54	58.34	359.2%	700.00	583.32	120.0%	700.00
4360 · Legal Counsel Reimbursement	154.78	33.34	464.2%	400.00	333.32	120.0%	400.00

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

April 2020

1:59 PM
May 21, 2020
Accrual Basis

	Apr 20	Budget	% of Bud...	Jul '19 - Apr 20	YTD Budget	% of Bud...	Annual Budget
5408 · Springfield Project-Grant Reimb	0.00			118,412.84			
5409 · Pajaro Improve Proj-Grant Reimb	0.00			368,246.72			
5424 · Springfld Bottled Wtr Gr Reimb	0.00			22,213.24			
5794 · Water Bond Assessments	11,382.05	3,312.50	343.6%	38,584.33	33,125.00	116.5%	39,750.00
5796 · Pajaro Park Revenue	0.00			27,700.00			
Total Other Income	176,657.27	41,675.07	423.9%	1,059,252.25	416,749.86	254.2%	500,100.00
Other Expense	658.75			7,691.90			
5435 · Improvement Project-Pajaro	658.75			7,691.90			
Total Other Expense	175,998.52	41,675.07	422.3%	1,051,560.35	416,749.86	252.3%	500,100.00
Net Other Income	192,400.93	26,220.75	733.8%	722,521.55	262,208.66	275.6%	314,650.00
Net Income							

**Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget vs. Actual
April 2020**

2:20 PM
May 21, 2020
Accrual Basis

	Apr 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4001 · Route 1 - Pajaro	20,328.52	23,975.00	-3,646.48	84.79%
4002 · Route 2 - Pajaro	21,132.34	24,850.00	-3,717.66	85.04%
4003 · Route 3 - Commercial	19,992.14	22,750.00	-2,757.86	87.88%
4004 · Route 4 - Trailer Park	1,088.11	1,141.67	-53.56	95.31%
4005 · Route 5 - San Juan Rd Apts	1,117.44	1,225.00	-107.56	91.22%
4006 · Route 6 - Sunny Mesa	9,731.45	10,541.67	-810.22	92.31%
4007 · Route 7 - CSA 73	10,345.42	11,725.00	-1,379.58	88.23%
4008 · Route 8 - Vega	11,338.09	12,600.00	-1,261.91	89.99%
4010 · Route 10 -Springfield	850.00	875.00	-25.00	97.14%
4011 · Route 11 - Moss Landing	20,311.10	22,333.34	-2,022.24	90.95%
4012 · Route 12 - Blackie Road	2,107.17	2,758.34	-651.17	76.39%
4013 · Route 13 - Normco	22,038.16	27,125.00	-5,086.84	81.25%
4014 · Route 14 - Vierra	5,171.05	3,983.34	1,187.71	129.82%
4015 · Route 15 - Langley/NP	2,312.84	2,758.34	-445.50	83.85%
Total Income	147,863.83	168,641.70	-20,777.87	87.68%
Gross Profit	147,863.83	168,641.70	-20,777.87	87.68%
Expense				
INDIRECT				
5000 · Salaries and Wages	44,582.06	62,750.00	-18,167.94	71.05%
5005 · Administrative Fees	478.04	475.00	3.04	100.64%
5030 · Payroll Tax Expense	1,184.39	1,333.34	-148.95	88.83%
5040 · Worker's Comp Insurance	3,528.33	1,916.67	1,611.66	184.09%
5050 · Employee Health Insurance	16,918.59	15,166.67	1,751.92	111.55%
5070 · Employee Retirement	7,929.99	9,416.67	-1,486.68	84.21%
5090 · Other Employee Expense	21.53	208.34	-186.81	10.33%
5120 · Property Taxes	0.00	125.00	-125.00	0.0%
5130 · Utilities - Office	221.97	333.34	-111.37	66.59%
5140 · Building Repair & Maint	297.63	583.34	-285.71	51.02%
5145 · District Wide Repair & Maint	4,494.01	1,083.34	3,410.67	414.83%
5150 · Garbage Service	353.70	300.00	53.70	117.9%

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget vs. Actual
 April 2020

	Apr 20	Budget	\$ Over Budget	% of Budget
5160 · Office Equip Rental	701.28	833.34	-132.06	84.15%
5165 · Computer Software	1,649.75	833.34	816.41	197.97%
5170 · Office Equipment Repair & Maint	191.57	300.00	-108.43	63.86%
5175 · Small Tools - Repair & Maint.	90.51	83.34	7.17	108.6%
5180 · Casualty Ins/Liability Ins	0.00	2,583.34	-2,583.34	0.0%
5200 · Billing Supplies	0.00	308.34	-308.34	0.0%
5240 · Office Supplies	120.67	291.67	-171.00	41.37%
5245 · Postage	1,000.00	708.34	291.66	141.18%
5250 · Legal Expenses	4,920.19	5,416.66	-496.47	90.83%
5255 · Interest Expense	99.52	1,208.34	-1,108.82	8.24%
5256 · Interest Exp-Financed Items	0.00	66.67	-66.67	0.0%
5260 · Accounting & Bookkeeping	142.47	3,083.34	-2,940.87	4.62%
5266 · Engineering Svcs-Dist Wide	550.00	83.34	466.66	659.95%
5270 · Automotive - Repair & Maint	145.14	833.34	-688.20	17.42%
5280 · Conferences, Meetings, Seminars	0.00	41.67	-41.67	0.0%
5290 · Travel Expenses	0.00	41.67	-41.67	0.0%
5300 · Books & Subscriptions	75.00	125.00	-50.00	60.0%
5305 · Water Conservation Program	0.00	125.00	-125.00	0.0%
5320 · Membership Fees and Dues	0.00	1,583.34	-1,583.34	0.0%
5326 · Licenses and Certifications	0.00	166.67	-166.67	0.0%
5330 · Telephone	1,244.21	1,416.67	-172.46	87.83%
5340 · Burglar Alarm Monitoring	78.00	62.50	15.50	124.8%
5370 · Fuel - Trucks	1,734.88	2,000.00	-265.12	86.74%
5390 · Bank Charges	0.00	16.67	-16.67	0.0%
5391 · Credit Card Transaction Fees	758.51	625.00	133.51	121.36%
5400 · Miscellaneous Expense	0.00	16.67	-16.67	0.0%
6560 · Payroll Processing Expenses	0.00	50.00	-50.00	0.0%
6577 · COP Debt Service - Interest	0.00	6,666.67	-6,666.67	0.0%
Total INDIRECT	93,511.94	123,262.64	-29,750.70	75.86%
5190 · Soil and Water Tests	1,430.00	2,833.34	-1,403.34	50.47%
5220 · Water System - Repair & Maint	14,057.57	22,916.66	-8,859.09	61.34%
5225 · Street Maintenance	983.52	2,720.84	-1,737.32	36.15%

**Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget vs. Actual
April 2020**

2:20 PM
May 21, 2020
Accrual Basis

	Apr 20	Budget	\$ Over Budget	% of Budget
5230 · Park - Repair & Maint	0.00	83.34	-83.34	0.0%
5265 · Engineering Expenses	253.75	83.34	170.41	304.48%
5310 · Utilities - Well Site	8,117.25	14,000.00	-5,882.75	57.98%
5315 · Utilities - Street Lighting	2,121.74	2,333.34	-211.60	90.93%
5325 · Permits	0.00	2,083.34	-2,083.34	0.0%
5360 · Fuel - Generator	0.00	125.00	-125.00	0.0%
5427 · Improvement Project-Springfield	9,252.90			
5428 · COP Bond Expense	0.00	291.67	-291.67	0.0%
5433 · Pajaro Water Bond Interest Exp	0.00	1,029.17	-1,029.17	0.0%
6575 · Vega Debt Service-Interest	0.00	12,333.34	-12,333.34	0.0%
Total Expense	129,728.67	184,096.02	-54,367.35	70.47%
Net Ordinary Income	18,135.16	-15,454.32	33,589.48	-117.35%
Other Income/Expense				
Other Income				
4100 · Late Payment Penalties	402.76	416.67	-13.91	96.66%
4101 · Billing Adjustments	0.00	41.67	-41.67	0.0%
4110 · Hydrant Sales	787.78	333.34	454.44	236.33%
4115 · Testing Fees	0.00	625.00	-625.00	0.0%
4140 · Connection Fees	0.00	358.34	-358.34	0.0%
4141 · Application Fees	0.00	45.84	-45.84	0.0%
4146 · Other Fees	0.00	33.34	-33.34	0.0%
4200 · Street Maintenance-Reimb			17,809.82	434.98%
4210 · Vega Bond Assessments	23,126.49	5,316.67	93,291.00	510.07%
4280 · Pro-Rata Tax Collection Share	116,041.00	22,750.00	6,135.54	394.51%
4285 · P.V.W.M.A. Collection Fee	8,218.88	2,083.34	-230.68	89.75%
4300 · Collection of Previous W/O Acct	2,019.32	2,250.00	-41.67	0.0%
4305 · Miscellaneous Revenue	0.00	41.67	-110.00	12.0%
4311 · Interest on Pooled Investments	15.00	125.00		
4340 · Utility Reimbursements	1,478.39	2,333.34	5,299.90	327.14%
4341 · Lighting Admin Reimbursements	7,633.24	1,000.00	3,888.35	488.84%
4346 · District 25% Overhead Fee	4,888.35	1,000.00	-41.67	0.0%
4350 · Interest Revenue	0.00	41.67	-289.52	39.05%
	185.48	475.00		

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget vs. Actual
 April 2020

2:20 PM
 May 21, 2020
 Accrual Basis

	Apr 20	Budget	\$ Over Budget	% of Budget
4355 · Audit/Bookkeeping Reimbursement	209.54	58.34	151.20	359.17%
4360 · Legal Counsel Reimbursement	154.78	33.34	121.44	464.25%
5794 · Water Bond Assessments	11,382.05	3,312.50	8,069.55	343.61%
Total Other Income	176,543.06	41,675.07	134,867.99	423.62%
Other Expense				
5435 · Improvement Project-Pajaro	658.75			
Total Other Expense	658.75			
Net Other Income	175,884.31	41,675.07	134,209.24	422.04%
Net Income	194,019.47	26,220.75	167,798.72	739.95%

Total Income	Total Expense	Difference
\$ 324,406.89	\$ 130,387.42	\$ 194,019.47
March Cash	April Cash	Difference
\$ 402,598.52	\$ 328,678.37	\$ (73,920.15)

11:38 AM
 May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 May 1 - 22, 2020

P. 30

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	05/08/2020	Ace Hardware Prunedale-Online	1001 · SCCB - Operating Account		-19.38
Bill	0487...	04/15/2020		5220 · Water System - Repair & Maint	-19.38	19.38
TOTAL					-19.38	19.38
Bill Pmt -Check	AP	05/08/2020	Agee Electric, Inc.- Online	1001 · SCCB - Operating Account		-571.31
Bill	2173	04/02/2020		5220 · Water System - Repair & Maint	-571.31	571.31
TOTAL					-571.31	571.31
Bill Pmt -Check	AP	05/08/2020	Aramark- Online	1001 · SCCB - Operating Account		-99.96
Bill	7607...	04/24/2020		5140 · Building Repair & Maint	-33.32	33.32
Bill	7607...	05/01/2020		5140 · Building Repair & Maint	-33.32	33.32
Bill	7607...	05/08/2020		5140 · Building Repair & Maint	-33.32	33.32
TOTAL					-99.96	99.96
Bill Pmt -Check	AP	05/08/2020	AT&T 2043-Online	1001 · SCCB - Operating Account		-398.52
Bill	APR ...	04/26/2020		5330 · Telephone	-398.52	398.52
TOTAL					-398.52	398.52
Bill Pmt -Check	AP	05/08/2020	AT&T 2486-Online	1001 · SCCB - Operating Account		-152.43
Bill	APR ...	04/26/2020		5310 · Utilities - Well Site	-152.43	152.43
TOTAL					-152.43	152.43
Bill Pmt -Check	AP	05/08/2020	Castroville Ace Hardware-Online	1001 · SCCB - Operating Account		-11.84
Bill	1734...	04/16/2020		5220 · Water System - Repair & Maint	-11.84	11.84
TOTAL					-11.84	11.84
Bill Pmt -Check	AP	05/08/2020	Coastal Paving & Excavating- Online	1001 · SCCB - Operating Account		-4,361.10
Bill	Inv. 3...	05/04/2020		5220 · Water System - Repair & Maint	-4,361.10	4,361.10
TOTAL					-4,361.10	4,361.10
Bill Pmt -Check	AP	05/08/2020	Data Flow Business Systems-Online	1001 · SCCB - Operating Account		-191.57
Bill	287384	04/24/2020		5170 · Office Equipment Repair & Ma...	-191.57	191.57
TOTAL					-191.57	191.57
Bill Pmt -Check	AP	05/08/2020	ICONIX Waterworks (US), Inc-Online	1001 · SCCB - Operating Account		-267.20
Bill	u201...	04/29/2020		5145 · District Wide Repair & Maint	-267.20	267.20
TOTAL					-267.20	267.20
Bill Pmt -Check	AP	05/08/2020	MBAS-Online	1001 · SCCB - Operating Account		-45.00
Bill	2004...	04/24/2020		5190 · Soil and Water Tests	-45.00	45.00
TOTAL					-45.00	45.00
Bill Pmt -Check	AP	05/08/2020	Mid Valley Supply-Online	1001 · SCCB - Operating Account		-286.78
Bill	I2456...	04/22/2020		5220 · Water System - Repair & Maint	-57.35	57.35
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.68	28.68
Bill	I2457...	04/29/2020		5220 · Water System - Repair & Maint	-28.68	28.68

11:38 AM
 May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 May 1 - 22, 2020

P. 31

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.67	28.67
TOTAL					-286.78	286.78
Bill Pmt -Check	AP	05/08/2020	Mission Uniform Service-Online	1001 · SCCB - Operating Account		-205.03
Bill	5122...	04/13/2020		5140 · Building Repair & Maint	-44.35	44.35
Bill	5123...	04/27/2020		5220 · Water System - Repair & Maint	-80.68	80.68
Bill	5123...	05/04/2020		5140 · Building Repair & Maint	-40.00	40.00
				5140 · Building Repair & Maint	-40.00	40.00
TOTAL					-205.03	205.03
Bill Pmt -Check	AP	05/08/2020	Monterey One Water- Online	1001 · SCCB - Operating Account		-25.73
Bill	MAY ...	04/30/2020		5130 · Utilities - Office	-25.73	25.73
TOTAL					-25.73	25.73
Bill Pmt -Check	AP	05/08/2020	PG&E 0819-Online	1001 · SCCB - Operating Account		-4,727.44
Bill	3/6/2...	04/16/2020		5310 · Utilities - Well Site	-460.09	460.09
				5310 · Utilities - Well Site	-1,601.70	1,601.70
				5310 · Utilities - Well Site	-107.36	107.36
				5310 · Utilities - Well Site	-1,806.19	1,806.19
				5310 · Utilities - Well Site	-453.06	453.06
				5315 · Utilities - Street Lighting	-87.85	87.85
				5310 · Utilities - Well Site	-211.19	211.19
TOTAL					-4,727.44	4,727.44
Bill Pmt -Check	AP	05/08/2020	PG&E 1438-Online	1001 · SCCB - Operating Account		-1,107.37
Bill	3/26/...	04/27/2020		5310 · Utilities - Well Site	-1,107.37	1,107.37
TOTAL					-1,107.37	1,107.37
Bill Pmt -Check	AP	05/08/2020	PG&E 1826-Online	1001 · SCCB - Operating Account		-37.12
Bill	3/19/...	04/20/2020		5310 · Utilities - Well Site	-37.12	37.12
TOTAL					-37.12	37.12
Bill Pmt -Check	AP	05/08/2020	PG&E 6022-Online	1001 · SCCB - Operating Account		-14.13
Bill	3/21/...	04/21/2020		5315 · Utilities - Street Lighting	-14.13	14.13
TOTAL					-14.13	14.13
Bill Pmt -Check	AP	05/08/2020	Pure Water- online	1001 · SCCB - Operating Account		-8,843.55
Bill	359765	05/01/2020	State Water Resources Control Board	5427 · Improvement Project-Springfield	-1,900.95	1,900.95
Bill	359766	05/01/2020	State Water Resources Control Board	5427 · Improvement Project-Springfield	-6,942.60	6,942.60
TOTAL					-8,843.55	8,843.55
Bill Pmt -Check	AP	05/08/2020	R & B Company- Online	1001 · SCCB - Operating Account		-479.59
Bill	S193...	04/23/2020		5220 · Water System - Repair & Maint	-453.43	453.43
Bill	S193...	04/27/2020		5220 · Water System - Repair & Maint	-26.16	26.16
TOTAL					-479.59	479.59
Bill Pmt -Check	AP	05/08/2020	Santa Cruz Answering Service-Onl...	1001 · SCCB - Operating Account		-55.36
Bill	1009 ...	04/22/2020		5330 · Telephone	-55.36	55.36
TOTAL					-55.36	55.36
Bill Pmt -Check	AP	05/08/2020	Soil Control Lab-Online	1001 · SCCB - Operating Account		-925.00

11:38 AM
May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
May 1 - 22, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	0030...	04/06/2020		5190 · Soil and Water Tests	-50.00	50.00
Bill	0030...	04/06/2020		5190 · Soil and Water Tests	-50.00	50.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-75.00	75.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-50.00	50.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-75.00	75.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-50.00	50.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/08/2020		5190 · Soil and Water Tests	-75.00	75.00
Bill	0040...	04/22/2020		5190 · Soil and Water Tests	-50.00	50.00
Bill	0040...	04/22/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/22/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/22/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0040...	04/22/2020		5190 · Soil and Water Tests	-50.00	50.00
Bill	0040...	04/22/2020		5190 · Soil and Water Tests	-75.00	75.00
Bill	0040...	04/23/2020		5190 · Soil and Water Tests	-50.00	50.00
TOTAL					-925.00	925.00
Bill Pmt -Check	AP	05/08/2020	Sturdy Oil Company-Online	1001 · SCCB - Operating Account		-1,518.93
Bill	CL48...	04/15/2020		5370 · Fuel - Trucks	-654.67	654.67
Bill	CL48...	04/30/2020		5370 · Fuel - Trucks	-864.26	864.26
TOTAL					-1,518.93	1,518.93
Bill Pmt -Check	AP	05/08/2020	Taylor's Office City- Online	1001 · SCCB - Operating Account		-79.24
Bill	3230...	04/28/2020		5240 · Office Supplies	-79.24	79.24
TOTAL					-79.24	79.24
Bill Pmt -Check	AP	05/08/2020	Tom's Site Service-Online	1001 · SCCB - Operating Account		-166.43
Bill	46208	04/26/2020		5145 · District Wide Repair & Maint	-166.43	166.43
TOTAL					-166.43	166.43
Bill Pmt -Check	AP	05/08/2020	WM / Carmel Marina - Office-Online	1001 · SCCB - Operating Account		-307.46
Bill	9454...	05/01/2020		5150 · Garbage Service	-307.46	307.46
TOTAL					-307.46	307.46
Check	AP	05/19/2020	Santa Cruz County Bank	1001 · SCCB - Operating Account		-623.25
				2256 · Vehicle Loan Payable	-523.73	523.73
				5255 · Interest Expense	-99.52	99.52
TOTAL					-623.25	623.25
Bill Pmt -Check	AP	05/22/2020	A. L. Lease Company, Inc.-Online	1001 · SCCB - Operating Account		-220.22
Bill	123287	05/13/2020		5220 · Water System - Repair & Maint	-147.86	147.86
Bill	123290	05/14/2020		5220 · Water System - Repair & Maint	-6.57	6.57
Bill	123511	05/19/2020		5220 · Water System - Repair & Maint	-65.79	65.79
TOTAL					-220.22	220.22
Bill Pmt -Check	AP	05/22/2020	Ace Hardware Prunedale-Online	1001 · SCCB - Operating Account		-181.12
Bill	0489...	05/07/2020		5220 · Water System - Repair & Maint	-79.15	79.15
Bill	1489...	05/12/2020		5220 · Water System - Repair & Maint	-42.09	42.09
Bill	0490...	05/14/2020		5220 · Water System - Repair & Maint	-59.88	59.88
TOTAL					-181.12	181.12

11:38 AM
 May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 May 1 - 22, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	05/22/2020	Ace Hardware Watsonville-Online	1001 · SCCB - Operating Account		-195.42
Bill	195717	05/07/2020		5145 · District Wide Repair & Maint	-21.83	21.83
Bill	195911	05/14/2020		5220 · Water System - Repair & Maint	-33.82	33.82
Bill	196059	05/19/2020		5220 · Water System - Repair & Maint	-19.63	19.63
Bill	196091	05/20/2020		5220 · Water System - Repair & Maint	-120.14	120.14
TOTAL					-195.42	195.42
Bill Pmt -Check	AP	05/22/2020	ACWA-JPIA (med ins)-Online	1001 · SCCB - Operating Account		-17,078.41
Bill	0646...	05/05/2020		5050 · Employee Health Insurance	-15,683.39	15,683.39
				2264 · Employee Insurance Payable	-1,395.02	1,395.02
TOTAL					-17,078.41	17,078.41
Bill Pmt -Check	AP	05/22/2020	Aramark- Online	1001 · SCCB - Operating Account		-211.31
Bill	2238...	05/09/2020		5090 · Other Employee Expense	-144.92	144.92
Bill	7608...	05/15/2020		5140 · Building Repair & Maint	-33.32	33.32
Bill	7608...	05/22/2020		5140 · Building Repair & Maint	-33.07	33.07
TOTAL					-211.31	211.31
Bill Pmt -Check	AP	05/22/2020	AT&T 0646-Online	1001 · SCCB - Operating Account		-205.94
Bill	5/5/1...	05/01/2020		5310 · Utilities - Well Site	-205.94	205.94
TOTAL					-205.94	205.94
Bill Pmt -Check	AP	05/22/2020	AT&T 1782-Online	1001 · SCCB - Operating Account		-33.03
Bill	5/7/2...	05/07/2020		5310 · Utilities - Well Site	-33.03	33.03
TOTAL					-33.03	33.03
Bill Pmt -Check	AP	05/22/2020	AT&T 2627-Online	1001 · SCCB - Operating Account		-33.03
Bill	5/7/2...	05/07/2020		5310 · Utilities - Well Site	-33.03	33.03
TOTAL					-33.03	33.03
Bill Pmt -Check	AP	05/22/2020	AT&T 3439-Online	1001 · SCCB - Operating Account		-33.03
Bill	5/1/2...	05/01/2020		5310 · Utilities - Well Site	-33.03	33.03
TOTAL					-33.03	33.03
Bill Pmt -Check	AP	05/22/2020	AT&T 3912-Online	1001 · SCCB - Operating Account		-374.26
Bill	5/1/2...	05/01/2020		5330 · Telephone	-374.26	374.26
TOTAL					-374.26	374.26
Bill Pmt -Check	AP	05/22/2020	AT&T 5283-Online	1001 · SCCB - Operating Account		-152.26
Bill	5/11/...	05/11/2020		5310 · Utilities - Well Site	-152.26	152.26
TOTAL					-152.26	152.26
Bill Pmt -Check	AP	05/22/2020	AT&T 6542-Online	1001 · SCCB - Operating Account		-64.67
Bill	5/7/2...	05/07/2020		5310 · Utilities - Well Site	-64.67	64.67
TOTAL					-64.67	64.67
Bill Pmt -Check	AP	05/22/2020	AT&T 8925-Online	1001 · SCCB - Operating Account		-384.42
Bill	x050...	05/01/2020		5330 · Telephone	-384.42	384.42
TOTAL					-384.42	384.42

11:38 AM
May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
May 1 - 22, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	05/22/2020	Bianchi Alarm Systems-Online	1001 · SCCB - Operating Account		-78.00
Bill	Inv. 2...	04/29/2020		5340 · Burglar Alarm Monitoring	-78.00	78.00
TOTAL					-78.00	78.00
Bill Pmt -Check	AP	05/22/2020	Castroville Ace Hardware-Online	1001 · SCCB - Operating Account		-167.55
Bill	1737...	05/05/2020		5145 · District Wide Repair & Maint	-39.49	39.49
Bill	1738...	05/11/2020		5220 · Water System - Repair & Maint	-56.49	56.49
Bill	1738...	05/12/2020		5220 · Water System - Repair & Maint	-71.57	71.57
TOTAL					-167.55	167.55
Bill Pmt -Check	AP	05/22/2020	Coastal Paving & Excavating- Online	1001 · SCCB - Operating Account		-1,245.00
Bill	Inv. 4...	05/14/2020		5220 · Water System - Repair & Maint	-1,245.00	1,245.00
TOTAL					-1,245.00	1,245.00
Bill Pmt -Check	AP	05/22/2020	Davis Auto Parts	1001 · SCCB - Operating Account		-10.40
Bill	571579	05/18/2020		5270 · Automotive - Repair & Maint	-10.40	10.40
TOTAL					-10.40	10.40
Bill Pmt -Check	AP	05/22/2020	Elan-Online	1001 · SCCB - Operating Account		-1,287.11
Bill	MAY ...	05/05/2020		5165 · Computer Software	-49.90	49.90
				5370 · Fuel - Trucks	-184.83	184.83
				5130 · Utilities - Office	-119.98	119.98
				5165 · Computer Software	-615.60	615.60
				5165 · Computer Software	-316.80	316.80
TOTAL					-1,287.11	1,287.11
Bill Pmt -Check	AP	05/22/2020	GreatAmerica Financial-Online	1001 · SCCB - Operating Account		-506.43
Bill	2699...	05/05/2020		5160 · Office Equip Rental	-506.43	506.43
TOTAL					-506.43	506.43
Bill Pmt -Check	AP	05/22/2020	Green Rubber Kennedy Ag-Online	1001 · SCCB - Operating Account		-170.34
Bill	W54...	05/06/2020		5220 · Water System - Repair & Maint	-42.81	42.81
Bill	W-54...	05/14/2020		5220 · Water System - Repair & Maint	-127.53	127.53
TOTAL					-170.34	170.34
Bill Pmt -Check	AP	05/22/2020	ICONIX Waterworks (US), Inc-Online	1001 · SCCB - Operating Account		-76.48
Bill	u201...	05/08/2020		5145 · District Wide Repair & Maint	-76.48	76.48
TOTAL					-76.48	76.48
Bill Pmt -Check	AP	05/22/2020	MBAS-Online	1001 · SCCB - Operating Account		-90.00
Bill	2005...	05/14/2020		5190 · Soil and Water Tests	-90.00	90.00
TOTAL					-90.00	90.00
Bill Pmt -Check	AP	05/22/2020	Mid Valley Supply-Online	1001 · SCCB - Operating Account		-659.61
Bill	l2459...	05/06/2020		5220 · Water System - Repair & Maint	-114.71	114.71
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-86.04	86.04
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.68	28.68
Bill	l2460...	05/13/2020		5220 · Water System - Repair & Maint	-28.68	28.68

11:38 AM
 May 22, 2020

Pajaro/Sunny Mesa Community Services District
 Check Detail - Operating Account

May 1 - 22, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	12462...	05/20/2020		5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-57.35	57.35
				5220 · Water System - Repair & Maint	-57.36	57.36
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-57.36	57.36
				5220 · Water System - Repair & Maint	-28.68	28.68
				5220 · Water System - Repair & Maint	-28.67	28.67
TOTAL					-659.61	659.61
Bill Pmt -Check	AP	05/22/2020	Mission Uniform Service-Online	1001 · SCCB - Operating Account		-165.03
Bill	5124...	05/11/2020		5140 · Building Repair & Maint	-40.00	40.00
Bill	5124...	05/18/2020		5140 · Building Repair & Maint	-44.35	44.35
				5220 · Water System - Repair & Maint	-80.68	80.68
TOTAL					-165.03	165.03
Bill Pmt -Check	AP	05/22/2020	PARS-Online	1001 · SCCB - Operating Account		-478.04
Bill	45442	05/11/2020		5005 · Administrative Fees	-478.04	478.04
TOTAL					-478.04	478.04
Bill Pmt -Check	AP	05/22/2020	PG&E 6857-Online	1001 · SCCB - Operating Account		-4,209.41
Bill	3/271...	05/04/2020		5310 · Utilities - Well Site	-1,140.35	1,140.35
				5310 · Utilities - Well Site	-781.89	781.89
				5130 · Utilities - Office	-198.24	198.24
				5310 · Utilities - Well Site	-71.43	71.43
				5315 · Utilities - Street Lighting	-2,017.50	2,017.50
TOTAL					-4,209.41	4,209.41
Bill Pmt -Check	AP	05/22/2020	Singh Computech-Online	1001 · SCCB - Operating Account		-280.00
Bill	8255	05/12/2020		5165 · Computer Software	-280.00	280.00
TOTAL					-280.00	280.00
Bill Pmt -Check	AP	05/22/2020	Soil Control Lab-Online	1001 · SCCB - Operating Account		-450.00
Bill	0040...	04/30/2020		5190 · Soil and Water Tests	-75.00	75.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-75.00	75.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-75.00	75.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-25.00	25.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-50.00	50.00
Bill	0050...	05/13/2020		5190 · Soil and Water Tests	-50.00	50.00
TOTAL					-450.00	450.00
Bill Pmt -Check	AP	05/22/2020	Staples Credit Plan-Online	1001 · SCCB - Operating Account		-17.06
Bill	6035 ...	05/08/2020		5240 · Office Supplies	-17.06	17.06
TOTAL					-17.06	17.06
Bill Pmt -Check	AP	05/22/2020	Sturdy Oil Company-Online	1001 · SCCB - Operating Account		-813.55
Bill	CL49...	05/15/2020		5370 · Fuel - Trucks	-813.55	813.55
TOTAL					-813.55	813.55
Bill Pmt -Check	AP	05/22/2020	Taylor's Office City- Online	1001 · SCCB - Operating Account		-117.34
Bill	3231...	05/06/2020		5240 · Office Supplies	-63.02	63.02
Bill	3232...	05/12/2020		5240 · Office Supplies	-54.32	54.32

11:38 AM
May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
May 1 - 22, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-117.34	117.34
Bill Pmt -Check	AP	05/22/2020	Thomas E Yeager, P.E.-Online	1001 · SCCB - Operating Account		-253.75
Bill	Invoic...	05/02/2020		5427 · Improvement Project-Springfield	-174.00	870.00
				5435 · Improvement Project-Pajaro	-29.00	145.00
				5265 · Engineering Expenses	-50.75	253.75
TOTAL					-253.75	1,268.75
Bill Pmt -Check	AP	05/22/2020	TIAA Commercial Finance, Inc.	1001 · SCCB - Operating Account		-211.91
Bill	7190...	05/08/2020		5160 · Office Equip Rental	-211.91	211.91
TOTAL					-211.91	211.91
Bill Pmt -Check	AP	05/22/2020	Valvoline	1001 · SCCB - Operating Account		-211.83
Bill	8419	05/18/2020		5270 · Automotive - Repair & Maint	-102.20	102.20
Bill	INV #...	05/18/2020		5270 · Automotive - Repair & Maint	-109.63	109.63
TOTAL					-211.83	211.83
Bill Pmt -Check	AP	05/22/2020	Wells Fargo- 6120 ONLINE	1001 · SCCB - Operating Account		-2,016.99
Bill	APRI...	05/11/2020		5165 · Computer Software	-107.00	107.00
				5165 · Computer Software	-9.99	9.99
				5260 · Accounting & Bookkeeping	-1,900.00	1,900.00
TOTAL					-2,016.99	2,016.99
Bill Pmt -Check	AP	05/22/2020	Century Environmental Services	1001 · SCCB - Operating Account		-15,320.00
Bill	3837	05/01/2020		5220 · Water System - Repair & Maint	-320.00	320.00
Bill	3835	05/01/2020		5220 · Water System - Repair & Maint	-7,500.00	7,500.00
Bill	3836	05/01/2020		5220 · Water System - Repair & Maint	-7,500.00	7,500.00
TOTAL					-15,320.00	15,320.00
Check	PARS	05/06/2020	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,030.99
				5070 · Employee Retirement	-4,030.99	4,030.99
TOTAL					-4,030.99	4,030.99
Check	PARS	05/20/2020	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,206.01
				5070 · Employee Retirement	-4,206.01	4,206.01
TOTAL					-4,206.01	4,206.01
Bill Pmt -Check	24345	05/08/2020	Deloach & Associates, Inc	1001 · SCCB - Operating Account		-550.00
Bill	1564	04/20/2020		5266 · Engineering Svcs-Dist Wide	-550.00	550.00
TOTAL					-550.00	550.00
Bill Pmt -Check	24346	05/08/2020	Pajaro Valley Water Management A...	1001 · SCCB - Operating Account		-20,002.26
Bill	12/1/...	03/30/2020		2325 · Payable to P.V.W.M.A.	-2,019.66	2,019.66
Bill	12/1 /...	03/30/2020		2325 · Payable to P.V.W.M.A.	-14,265.54	14,265.54
				2325 · Payable to P.V.W.M.A.	-3,717.06	3,717.06
TOTAL					-20,002.26	20,002.26
Bill Pmt -Check	24356	05/22/2020	Department of Motor Vehicles	1001 · SCCB - Operating Account		-7.00
Bill	0654...	05/10/2020		5090 · Other Employee Expense	-7.00	7.00
TOTAL					-7.00	7.00

11:38 AM
May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
May 1 - 22, 2020

P. 37

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt - Check	24357	05/22/2020	Grunsky Law Firm	1001 · SCCB - Operating Account		-2,938.74
Bill	Inv. 9...	05/14/2020		5250 · Legal Expenses	-2,938.74	2,938.74
TOTAL					-2,938.74	2,938.74

11:48 AM
May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - Reserve Account

P. 38

May 1 - 22, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	05/22/2020	Thomas E Yeager, P.E.-Online	1002 · SCCB Reserve Account		-870.00
Bill	Invoic...	05/02/2020		5427 · Improvement Project-Springfield	-596.57	870.00
				5435 · Improvement Project-Pajaro	-99.43	145.00
				5265 · Engineering Expenses	-174.00	253.75
TOTAL					-870.00	1,268.75

11:37 AM
 May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - Pajaro Park Account
 May 1 - 22, 2020

P. 39

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	05/08/2020	Ace Hardware Watsonville-Online	1036 · PSM Pajaro Park Acct		-67.70
Bill	195251	04/23/2020		5231 · Pajaro Park Expense	-67.70	67.70
TOTAL					-67.70	67.70
Bill Pmt -Check	AP	05/08/2020	Panther Protective Services- Online	1036 · PSM Pajaro Park Acct		-450.00
Bill	005-2...	04/29/2020		5231 · Pajaro Park Expense	-450.00	450.00
TOTAL					-450.00	450.00
Bill Pmt -Check	AP	05/08/2020	PG&E 3540 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-118.94
Bill	3/20/...	04/21/2020		5231 · Pajaro Park Expense	-118.94	118.94
TOTAL					-118.94	118.94
Bill Pmt -Check	AP	05/22/2020	Ace Hardware Watsonville-Online	1036 · PSM Pajaro Park Acct		-36.03
Bill	195605	05/05/2020		5231 · Pajaro Park Expense	-25.12	25.12
Bill	195953	05/15/2020		5231 · Pajaro Park Expense	-10.91	10.91
TOTAL					-36.03	36.03
Bill Pmt -Check	AP	05/22/2020	AT&T 0577 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-293.75
Bill	5/13/...	05/13/2020		5231 · Pajaro Park Expense	-293.75	293.75
TOTAL					-293.75	293.75

11:41 AM
 May 22, 2020

Pajaro/Sunny Mesa Community Services District
Check Detail - COP 2010 Account
 May 1 - 22, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	05/22/2020	Contractor Compliance& Monitorin...	1032 · SCCB-COP Acct (aka Const....		-658.75
Bill	Inv. 1...	04/30/2020		5435 · Improvement Project-Pajaro	-658.75	658.75
TOTAL					-658.75	658.75
Bill Pmt -Check	AP	05/22/2020	Quinn Company-Online	1032 · SCCB-COP Acct (aka Const....		-4,935.35
Bill	E241...	05/04/2020		5220 · Water System - Repair & Maint	-4,935.35	4,935.35
TOTAL					-4,935.35	4,935.35
Bill Pmt -Check	AP	05/22/2020	Thomas E Yeager, P.E.-Online	1032 · SCCB-COP Acct (aka Const....		-145.00
Bill	Invoic...	05/02/2020		5427 · Improvement Project-Springfield	-99.43	870.00
				5435 · Improvement Project-Pajaro	-16.57	145.00
				5265 · Engineering Expenses	-29.00	253.75
TOTAL					-145.00	1,268.75
Bill Pmt -Check	823	05/22/2020	360PSM	1032 · SCCB-COP Acct (aka Const....		-1,500.00
Bill	1004	05/01/2020		5435 · Improvement Project-Pajaro	-500.00	500.00
Bill	1005	05/06/2020		5435 · Improvement Project-Pajaro	-500.00	500.00
Bill	1006	05/06/2020		5435 · Improvement Project-Pajaro	-500.00	500.00
TOTAL					-1,500.00	1,500.00

11:42 AM
 May 22, 2020

**Pajaro/Sunny Mesa Community Services District
 Check Detail - Street Maintenance Account**

May 1 - 22, 2020

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	05/22/2020	AT&T 5203 Street Maint-Online	1004 · SCCB - Street Maint Acct		-191.86
Bill	5/1/2...	05/01/2020		5225 · Street Maintenance	-191.86	191.86
TOTAL					-191.86	191.86
Bill Pmt -Check	517	05/14/2020	Pacific Coast Construction	1004 · SCCB - Street Maint Acct		-8,248.93
Bill	estim...	05/14/2020	Loma Vista 2 HOA	5225 · Street Maintenance	-8,248.93	8,248.93
TOTAL					-8,248.93	8,248.93
Bill Pmt -Check	518	05/22/2020	Pajaro/Sunny Mesa Comm Svcs Dist	1004 · SCCB - Street Maint Acct		-31.03
Bill	APR. ...	05/01/2020		5225 · Street Maintenance	-31.03	31.03
TOTAL					-31.03	31.03

STAFF REPORT

May 28th, 2020

Capital Improvement Plan

Staff has prepared three documents for Board review:

1. 2022-2025 Budget Projection.

Spreadsheet was prepared with current revenue, no increase considered. All known expenses are accounted for. General expenses normally have an increase of approx. 1.0%, and wages have been increased by approx. 2.5% annually. At the end of the third page, last block, the operating reserve and capital reserve totals show declining Gross Net revenue, resulting in diminishing capital reserve contributions, while adding to operating reserve, slightly. The Target Reserve for operating has reached about half, and the capital reserve has been depleted due to scheduled expenditures. The annual Capital Reserve Contribution has been added to the Summary, doc #3 of this packet.

2. 5 Year Capital Improvement plan (extended out 5 additional years).

Spreadsheet shows expected lifecycle of water system infrastructure and expected replacement dates. Pajaro emergency generator is no longer operable, so it is on the schedule for replacement in 2021. In some instances, the dates have been manipulated or pushed out later to accommodate the availability of current projected capital funding. The objective of the schedule is to plan for future expenditures so equipment can be replaced before it fails and creates an emergency. The expenses spread across the ten- year schedule, total at the bottom by year, thus generating the reserve targets. Annual Expenses have been added to the Summary, doc #3 of this packet.

3. 2021-2030 Capital Reserve and Expenses Summary.

Spreadsheet begins with the current year Capital Reserve beginning balance, Add the reserve contribution, and deduct the planned, annual capital expenses, resulting in the ending balance for the fiscal year. Reserve is fully depleted by end of year, 2025.

Years, 2026-2030 cannot be funded with current capital reserves.

The bottom section, "District Wide Proposed Future Expenses", represents capital expenditures that have been identified, discussed, although not approved for funding.

2022-2025
Budget Projection

Income			2021-2022	2022-2023	2023-2024	2024-2025
4001	Route 1	Pajaro	271,000	271,000	271,000	271,000
4002	Route 2	Pajaro	276,000	276,000	276,000	276,000
4003	Route 3	Commercial (Pajaro)	277,000	277,000	277,000	277,000
4004	Route 4	Trailer Park (Pajaro)	13,500	13,500	13,500	13,500
4005	Route 5	San Juan Apts	13,400	13,400	13,400	13,400
4006	Route 6	Sunny Mesa	143,700	143,700	143,700	143,700
4007	Route 7	C.S.A. 73 Hillcrest/Bay Farms	158,000	158,000	158,000	158,000
4008	Route 8	Vega/Vista Verde	156,300	156,300	156,300	156,300
4010	Route 10	Springfield	10,500	10,500	10,500	10,500
4011	Route 11	Moss Landing	271,000	271,000	271,000	271,000
4012	Route 12	Blackie Road	31,700	31,700	31,700	31,700
4013	Route 13	Normco	345,000	345,000	345,000	345,000
4014	Route 14	Vierra Estates	52,600	52,600	52,600	52,600
4015	Route 15	Langley/Valle Pacifico	32,900	32,900	32,900	32,900
		Water Services SubTotal	2052600	2052600	2052600	2052600
4100		Late Payment Penalties	5000	5000	5000	5000
4101		Billing Adjustments	500	500	500	500
4110		Hydrant Sales	5000	5000	5000	5000
4115		Test Fees (Cross Conn-Yearly-Pajaro)	7500	7500	7500	7500
4140		Connection Fees/Capacity Fees	4300	4300	4300	4300
4141		Application Fees	550	550	550	550
4146		Other Fees	400	400	400	400
4200		Street Maintenance-Reimbursement	63800	63800	63800	63800
4210		Vega Bond Assessments	287000	285000	295000	288000
4280		Pro Rata Tax Collection	26000	26000	27000	27000
4285		PVWMA Collection Fee	28000	28000	29000	29000
4300		Collection Previous w/o account	500	500	500	500
4305		Miscellaneous Revenue	1500	1500	1500	1500
4340		Utility Reimbursement	28000	28000	28000	28000
4341		Lighting Admin Reimbursement	12000	12000	12000	12000
4345		Customer Reimbursements				
4346		District 25% Overhead Fee	500	500	500	500
4350		Interest Revenue	5700	5700	5700	5700
4355		Audit/Bookkeeping Re-imburement	700	700	700	700
4360		Legal Counsel Reimbursement	400	400	400	400
5794		Pajaro Water Bond	41250	42000	42750	45000
		Other Subtotal	518600	517350	530100	525350
		Total Income	2571200	2569950	2582700	2577950

Expenses INDIRECT			2021-2022	2022-2023	2023-2024	2024-2025
5000	Salaries and Wages		760000	780000	800000	820000
5005	Administrative Fees		6000	6000	6000	6000
5010	Contract Labor		24000	24000	24000	24000
5030	Payroll Tax Expense		16000	16000	16000	16000
5040	Workers Comp Insurance		20000	21000	22000	22000
5050	Employee Health Insurance		187000	192000	197000	202000
5070	Employee Retirement		114000	117000	120000	123000
5090	Other Employee Expense		2500	2500	2500	2500
5120	Property Taxes		1500	1500	1500	1500
5130	Utilities - Office		4000	4000	4000	4000
5140	Building Repair & Maintenance		5000	5000	5000	5000
5145	District Wide Repair & Maint		5000	5000	5000	5000
5150	Garbage Service		3800	3900	3900	3900
5160	Office Equipment Rental		10000	10000	10000	10000
5165	Computer Software		10000	10000	10000	10000
5170	Office Equipment Repair & Maint		3600	3600	3600	3600
5175	Small Tools - Repair & Maint.		1000	1000	1000	1000
5180	Casualty Insurance/Liability Insurance		32500	32500	33500	33500
5200	Billing Supplies		3700	3700	3700	3700
5240	Office Supplies		3500	3500	3500	3500
5245	Postage		8500	8500	8500	8500
5250	Legal Expenses		27000	27000	27000	27000
5255	Interest Expense Re Org Loan		11500	9700	7900	6100
5256	Interest Exp-Financed Items		2400	2400	2400	2400
5260	Accounting & Bookkeeping		38500	38500	39500	39500
5266	Engineering Expense District Wide		1000	1000	1000	1000
5270	Automotive - Repair & Maint		10000	10000	10000	10000
5280	Seminars & Conferences		500	500	500	500
5290	Travel Expenses		500	500	500	500
5300	Books & Subscriptions		1500	1500	1500	1500
5305	Water Conservation Program		1500	1500	1500	1500
5320	Membership Fees & Dues		20000	20000	21000	21000
5326	Licenses and Certifications		2000	2000	2000	2000
5330	Telephone		18000	19000	19000	20000
5340	Burglar Alarm Monitoring		800	800	800	800
5350	Cash Over/Short					
5370	Fuel - Trucks		24000	24000	24000	24000
5390	Bank Charges		200	200	200	200
5391	Credit Card Transaction Fees		6000	6000	6000	6000
5400	Miscellaneous Expense		200	200	200	200
6560	Payroll Processing Expenses		600	600	600	600
6577	COP Debt Service - Interest		75400	73300	71000	68700
Total Expenses INDIRECT			1463200	1489400	1517300	1542200

Expenses DIRECT		2021-2022	2022-2023	2023-2024	2024-2025
5190	Soil and Water Tests	34000	32000	35000	33000
5220	Water System - Repair & Maint	225000	225000	225000	225000
5225	Street Maintenance	32650	32650	32650	32650
5230	Parks - Repair & Maintenance	1000	1000	1000	1000
5265	Engineering Expenses	2000	2000	2000	2000
5310	Utilities - Well Site	172000	174000	176000	178000
5315	Utilities - Street Lighting	28000	28000	28000	28000
5325	Permits	25500	25500	25500	25500
5360	Fuel - Generator	1500	1500	1500	1500
5426	Vega Assmnt Bond Expense				
5428	COP Bond Expense	3500	3500	3500	3500
5433	Water Bond Expense - Interest	9000	7500	6000	4500
5660	Freight & Delivery				
6575	Vega Debt Service - Interest	137360	131,450	125100	118300
Total Expenses DIRECT		671510	664100	661250	652950
Total Expenses INDIRECT		1463200	1489400	1517300	1542200
Total Expenses		2134710	2153500	2178550	2195150
Total Income		2571200	2569950	2582700	2577950
Total Expenses		2134710	2153500	2178550	2195150
Gross Net		436490	416450	404150	382800
Debt Service					
	Auto Loan	12500	12500	12500	12500
	2010 COP (Principal only)	70000	70000	75000	75000
	Re-Organization Loan (Principal only)	30000	35000	35000	35000
	Vega Debt Service (Principal only)	145000	150000	170000	170000
	Meeting Stipend (donated to Pajaro Park)	6000	6000	6000	6000
	Water Bond (Principal only)	33000	36000	39000	42000
Total		296500	309500	337500	340500
Gross Net		436490	416450	404150	382800
Debt Service		296500	309500	337500	340500
Reserve Fund		100000	75000	40000	20000
Surplus (Remains in operating fund)		39900	31950	26650	22300
Operating Account Reserve Target = \$ 500,000		140000	170000	200000	225000
Debt Service Fund					
Capital Reserve Fund Target = \$ 600,000		196,500	194,000	204,000	-1,000
Transfer from Reserve					
Capital Outlay-Planned					

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION	EST. REPLACEMENT VALUE	YEAR CONSTR.	USEFUL LIFE	YEARS IN USE 2021	LIFE LEFT	ANNUAL RESERVE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Pajaro																
Generator	\$ 120,000	1985	35	35	0	\$ 120,000.00	\$ 120,000									
610,000 Gal Tank (1 ea.) Re-furbish	\$ 600,000	1985	40	36	4	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -						
60 HP Well Pump 200 ft	\$ 7,500	1985	40	36	4	\$ 1,875.00	\$ -	\$ -	\$ -	\$ 7,500						
60 HP Well Pump Motor	\$ 5,000	2007	25	14	11	\$ 454.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100 HP Vertical Turbine Pump/Motor	\$ 25,000	1985	40	36	4	\$ 6,250.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000					
60 HP Vertical Turbine Pump/Motor	\$ 20,000	2009	25	12	13	\$ 1,538.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14000 Gal Hydro pneumatic Tank	\$ 40,000	1987	40	34	6	\$ 6,666.67	\$ -	\$ -	\$ -	\$ -		\$ 40,000				
8000 Gal Hydro pneumatic Tank	\$ 30,000	1985	40	36	4	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -			\$ 30,000			
Chlorination Bldg. (25 sf)	\$ 5,000	1985	50	36	14	\$ 357.14	\$ -	\$ -	\$ -	\$ -						
Chlorination Equip.	\$ 2,500	2012	10	9	1	\$ 2,500.00	\$ 2,500									
Pump Control Panel and Elec.	\$ 100,000	1985	50	36	14	\$ 7,142.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pajaro Subtotal						\$ 304,284.67	\$ 122,500	\$ -	\$ -	\$ 7,500	\$ -	\$ 25,000	\$ 40,000	\$ 30,000	\$ -	\$ -
Sunny Mesa																
200,000 Gal Tank (1 ea)	\$ 250,000	1985	75	36	39	\$ 6,410.26	\$ -	\$ -	\$ -	\$ -						
#1 Well pump (250 feet)-60 HP	\$ 25,000	2018	25	3	22	\$ 1,136.36	\$ -	\$ -	\$ -	\$ -						
#2 Well Pump - 25 HP	\$ 15,000	1995	30	26	4	\$ 3,750.00	\$ -	\$ -	\$ -	\$ 15,000						
Booster Pump Bldg (96 sf)	\$ 5,000	1985	40	36	4	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -						\$ 5,000
2 Booster Pumps -- 15 hp	\$ 10,000	2004	25	17	8	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -			\$ 10,000			
1 Booster Pumps -- 50 hp	\$ 10,000	2012	25	9	16	\$ 625.00	\$ -	\$ -	\$ -	\$ -						
480v Pump Control Panel and Elec. (2 ea.)	\$ 25,000	1985	50	36	14	\$ 1,785.71	\$ -	\$ -	\$ -	\$ -						
Chlorine Building	\$ 2,500	2015	40	6	34	\$ 73.53	\$ -	\$ -	\$ -	\$ -						
Chlorine Equip.	\$ 2,500	2015	10	6	4	\$ 625.00	\$ -	\$ -	\$ -	\$ 2,500						
Sunny Mesa Subtotal						\$ 16,905.86	\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 5,000
Vega Mutual																
Vista Verde Well Pump (30 hp, 420 ft)	\$ 30,000	2018	25	3	22	\$ 1,363.64	\$ -	\$ -	\$ -	\$ -						
Chlorine Building	\$ 2,500	2015	40	6	34	\$ 73.53	\$ -	\$ -	\$ -	\$ -			\$ 2,500			
Chlorine Equip.	\$ 2,500	2018	10	3	7	\$ 357.14	\$ -	\$ -	\$ -	\$ -						
Vista Verde Tank (65,000 gal)	\$ 100,000	2004	75	17	58	\$ 1,724.14	\$ -	\$ -	\$ -	\$ -						
Vista Verde Electrical Bldg. (100 SF)	\$ 25,000	2004	40	17	23	\$ 1,086.96	\$ -	\$ -	\$ -	\$ -						
Vista Verde Generator (80 kW)	\$ 30,000	2004	30	17	13	\$ 2,307.69	\$ -	\$ -	\$ -	\$ -						
Vista Verde Pump Control Panel and Elec.	\$ 50,000	2004	30	17	13	\$ 3,846.15	\$ -	\$ -	\$ -	\$ -						

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION	EST. REPLACEMENT VALUE	YEAR CONSTR.	USEFUL LIFE	YEARS IN USE 2021	LIFE LEFT	ANNUAL RESERVE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Oakleaf Well - 25 HP																
Well Pump	\$ 8,000	2013	25	8	17	\$ 470.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Well Pump Motor - 25 HP	\$ 8,000	2013	25	8	17	\$ 470.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oakleaf Tank (95,000 gal)	\$ 100,000	2010	75	11	64	\$ 1,562.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oakleaf Pump Bldg. (260 sf)	\$ 50,000	2015	40	6	34	\$ 1,470.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oakleaf Booster Pumps (2ea. @ 60 hp)	\$ 50,000	2010	30	11	19	\$ 2,631.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oakleaf Hydro pneumatic Tank (6,000 gal)	\$ 25,000	2010	40	11	29	\$ 862.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oakleaf Generator (100kW)	\$ 30,000	2010	25	11	14	\$ 2,142.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oakleaf Pump Control Panel and Elec.	\$ 25,000	2010	25	11	14	\$ 1,785.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kari Lane Tank																
Kari Lane Tank (51,100 gal)	\$ 75,000	2010	75	11	64	\$ 1,171.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kari Lane 5 hp booster pump and press tanks	\$ 5,000	2018	20	3	17	\$ 294.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marlin Pump Station																
Marlin Pump Bldg. (260 sf)	\$ 50,000	2010	25	11	14	\$ 3,571.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marlin Booster Pumps (2 @ 40 hp)	\$ 45,000	2010	30	11	19	\$ 2,368.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marlin Generator (60kW)	\$ 20,000	2010	40	11	29	\$ 689.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marlin Pump Control Panel and Elec.	\$ 50,000	2010	25	11	14	\$ 3,571.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Andreas Tank																
Andreas Tank (126,000 gal)	\$ 150,000	2010	75	11	64	\$ 2,343.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Andreas booster pump and tanks	\$ 20,000	2017	15	4	11	\$ 1,818.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covenant Site																
1 HP pump and Electrical	\$ 5,000	2013	20	8	12	\$ 416.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 pressure Tanks	\$ 5,000	2013	20	8	12	\$ 416.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vega Subtotal						\$ 38,817.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -
Blackie #18																
15,000 Gal Tank (2 ea) Re-Habilitate	\$ 30,000	1981	35	40	-5	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7.5 HP Well Pump (378 ft)	\$ 10,000	2018	35	3	32	\$ 312.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 HP Vertical Turbine Pump	\$ 2,500	2017	15	4	11	\$ 227.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3 HP Vertical Turbine Pump (upsized to 5hp)	\$ 2,500	2010	15	11	4	\$ 625.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500 Gal Hydro pneumatic Tank - Replace with Bladder Tanks	\$ 5,000	1981	35	40	-5	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pump Control Panel and Elec.	\$ 2,500	1981	50	40	10	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Blackie #18 Subtotal						\$ 1,414.77	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION	EST. REPLACEMENT VALUE	YEAR CONSTR.	USEFUL LIFE	YEARS IN USE 2021	LIFELEFT	ANNUAL RESERVE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Langley Canyon Montique #3 OUT OF SERVICE																
352 SF Building	\$ 20,000	1996	75				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40 HP Well Pump (250 ft)	\$ 20,000	1996	25				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
480v Pump Control Panel and Elec.	\$ 2,500	1996	30				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Langley/Valle Pacifico - Tank Site																
15,000 Gal Tank (2 ea)	\$ 225,000	1984	40	37	3	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -
20 HP Booster Pump (2 ea)	\$ 15,000	2009	25	12	13	\$ 1,153.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1000 Gal Hydro pneumatic Tank	\$ 25,000	1984	40	37	3	\$ 8,333.33	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pump Control Panel and Elec.	\$ 2,500	1984	50	37	13	\$ 192.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Langley /VP-Joshua, Well Site																
96 SF Building	\$ 10,000	1980	75	41	34	\$ 294.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chemical System (2 ea)	\$ 5,000	2017	10	4	6	\$ 833.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
2 Greensand Tanks	\$ 14,000	2013	40	8	32	\$ 437.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -
2 Arsenic Tanks	\$ 26,000	2013	40	8	32	\$ 812.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,000	\$ -	\$ -
1 HP Recir pump	\$ 1,000	2017	10	4	6	\$ 166.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -
Recir pump control panel	\$ 2,500	2013	25	8	17	\$ 147.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2500 Poly tank	\$ 1,600	2013	40	8	32	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 HP Well Pump (250 ft)	\$ 3,200	2011	25	10	15	\$ 213.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pump Control Panel and Elec.	\$ 2,500	2012	50	9	41	\$ 60.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15,000 Gal Fire Tank (2 ea)	\$ 80,000	2013	40	8	32	\$ 2,500.00	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Langley/Valle Pacifico - Well Abandonment (2 ea.)							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Langley /Vale Pacifico -Subtotal							\$ 25,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 6,000	\$ -	\$ 40,000	\$ 225,000	\$ -
Moss Landing - Well site																
64 SF Building	\$ 12,800	2000	75	21	54	\$ 237.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50 HP VT Well Pump (750 ft) - Pump	\$ 10,000	1999	25	22	3	\$ 3,333.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
50 HP VT Well Pump - Motor	\$ 5,000	2011	25	10	15	\$ 333.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
120v Pump Control Panel and Elec.	\$ 2,500	2000	50	21	29	\$ 86.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
480v Well Panel	\$ 25,000	1999	20	22	-2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
50 HP well and Pump Control Panel (2013)	\$ 25,000	2013	25	8	17	\$ 1,470.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
144 SF Building	\$ 3,500	2013	40	8	32	\$ 109.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chlorine Equip.	\$ 5,000	2018	10	3	7	\$ 714.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION	EST. REPLACEMENT VALUE	YEAR CONSTR.	USEFUL LIFE	YEARS IN USE 2021	LIFE LEFT	ANNUAL RESERVE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Moss Landing - Tank Site																
352 SF Building	\$ 20,000	1998	75	23	52	\$ 384.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59,000 Gal Conc Tank (3 ea)	\$ 270,000	1998	75	23	52	\$ 5,192.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
175 kW Generator	\$ 110,000	1998	25	23	2	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000
40 HP Well Pump (20 ft) (2 ea)	\$ 40,000	1998	25	23	2	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
15 HP Well Pump (20 ft)	\$ 7,500	2012	15	9	6	\$ 1,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Bladder Tanks (4 ea)	\$ 2,000	2012	20	9	11	\$ 181.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
480v Pump Control Panel and Elec.	\$ 65,000	2012	50	9	41	\$ 1,585.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Moss Landing Subtotal						\$ 89,878.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 197,500
Springfield Water																
400 SF Building	\$ 20,000	1960	75	61	14	\$ 1,428.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
150 Gal Pressure Tank (4 ea)	\$ 2,000	2005	30	16	14	\$ 142.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25 HP Well Pump (200 ft)	\$ 10,000	2010	25	11	14	\$ 714.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pump Control Panel and Elec.	\$ 1,500	2010	50	11	39	\$ 38.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Springfield Subtotal	\$ 33,500					\$ 2,324.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NORMCO - Berta Canyon																
200 SF Building	\$ 20,000	1995	75	26	49	\$ 408.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
120,000 Gal Tank (WS)	\$ 185,000	2010	75	11	64	\$ 2,890.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
120,000 Gal Tank (BS)	\$ 185,000	1980	75	41	34	\$ 5,441.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 HP Pump	\$ 1,800	2013	25	8	17	\$ 105.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 HP Pump	\$ 1,800	2020	25	1	24	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1000 Hydro pneumatic w/ comp.	\$ 25,000	1995	40	26	14	\$ 1,785.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pump Control Panel and Elec.	\$ 5,000	2011	50	10	40	\$ 125.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NORMCO - Manzanita Well																
450 SF Building	\$ 30,000	1994	75	27	48	\$ 625.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
150 HP Well Pump (360 ft)	\$ 40,000	2017	25	4	21	\$ 1,904.76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1000 Hydro pneumatic w/ comp.	\$ 25,000	1980	40	41	-1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Corrosion Control Treatment Equip.	\$ 100,000	2015	25	6	19	\$ 5,263.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chlorine Equip.	\$ 5,000	2015	10	6	4	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pump Control Panel and Elec.	\$ 5,000	2013	50	8	42	\$ 119.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
5 YEAR CAPITAL IMPROVEMENT PLAN

DESCRIPTION	EST. REPLACEMENT VALUE	YEAR CONSTR	USEFUL LIFE	YEARS IN USE 2021	LIFELFT	ANNUAL RESERVE	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
NORMCO - Berta Well																
352 SF Building	\$ 25,000	1980	75	41	34	\$ 735.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30 HP Well Pump (320 ft)	\$ 15,000	2012	25	9	16	\$ 937.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chlorine Equip.	\$ 2,500	2017	10	4	6	\$ 416.67										\$ 3,500
Pump Control Panel and Elec.	\$ 10,000	1980	50	41	9	\$ 1,111.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
NORMCO Berta Ridge PRV	\$ 15,000	2013	50	8	42	\$ 357.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NORMCO - Coler Road																
7.5 HP Well Pump (280 ft)	\$ 10,000	1992	30	29	1	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pump Control Panel	\$ 2,500	1992	40	29	11	\$ 227.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Normco Subtotal						\$ 33,778.52	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 13,500
Vierra Estates - Matterhorn Tank Site																
15,000 Gal Tank (2 ea) Re-Habilitate	30,000	1985	40	36	4	\$ 7,500.00	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1 HP Pump and Bladder Tank	2,000	1985	35	36	-1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -
Vierra Estates - Matterhorn Well Site																
2500 Gal Sedimentation Tank	\$ 2,000	2012	40	9	31	\$ 64.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1 HP booster pump	\$ 2,500	2012	10	9	1	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -
Chlorination Equipment	\$ 2,500	2017	10	4	6	\$ 416.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -
2 Greensand Tanks	\$ 14,000	2012	40	9	31	\$ 451.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pump Control Panel	\$ 10,000	2012	40	9	31	\$ 322.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Via Guiseppe - Booster Site																
5 HP Booster Pump	\$ 1,800	2018	25	3	22	\$ 81.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
119 Gal Bladder Tank (4 ea)	\$ 2,000	2013	20	8	12	\$ 166.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vierra Estates - Plainview/Arrowhead Tank Site																
\$ 20,000																
Demo Wells 1 and 2																
15,000 Gal Tank (2 ea)	225,000	1975	40	46	-6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -
Vierra Subtotal						\$ 11,503.86	\$ -	\$ 30,000	\$ 20,000	\$ -	\$ 225,000	\$ 5,000	\$ -	\$ 2,000	\$ -	\$ -
TOTALS (RESERVE TARGET)(2021-2025 expenditures)																
						\$ 589,103.03	\$ 147,500	\$ 30,000	\$ 77,500	\$ 30,000	\$ 225,000	\$ 36,000	\$ 47,500	\$ 82,000	\$ 250,000	\$ 216,000

CAPITAL RESERVE AND EXPENSES

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Capital Reserves	\$ 224,000	\$ 126,500	\$ 196,500	\$ 194,000	\$ 204,000	\$ (1,000)	\$ (37,000)	\$ (84,500)	\$ (166,500)	\$ (416,500)
Annual Reserve Contribution*	\$ 50,000	\$ 100,000	\$ 75,000	\$ 40,000	\$ 20,000		\$ -	\$ -	\$ -	\$ -
Annual Expenses	\$ 147,500	\$ 30,000	\$ 77,500	\$ 30,000	\$ 225,000	\$ 36,000	\$ 47,500	\$ 82,000	\$ 250,000	\$ 216,000
Net Reserve	\$ 126,500	\$ 196,500	\$ 194,000	\$ 204,000	\$ (1,000)	\$ (37,000)	\$ (84,500)	\$ (166,500)	\$ (416,500)	\$ (632,500)

DISTRICT WIDE PROPOSED FUTURE EXPENSES (not included)

Meter Replacement Program	\$ 500,000
Hydro Vac Trailer w/Valve Exerciser and GPS	\$ 80,000
Mobile Generator w/ Modular Plugs	\$ 350,000
Stationary Generators (16 new sites)	\$1,500,000
Facility Communication Improvements	\$ 500,000
Site Security Enhancements	\$ 500,000
Pajaro Tank Re-habilitation	\$ 650,000

Total Proposed

\$ 4,080,000

**PAJARO COMMUNITY PARKS/PUBLIC AREAS
OPERATIONS AND MAINTENANCE BUDGET
Preliminary Comparison Budget
2020-2021**

		2019-2020	2020-2021
REVENUE		20,000	25,000
(1% Special District Tax-Assessed/ collected by Mo. Co.)			
EXPENSE			
Tot-Lot (Cayetano Park-Florence @ Cayetano)	2.0 hrs./week	6,000	8,000
Berlanga Park (Stender Ave.)	1.25 hrs./week	4,000	5,000
Memorial Park (Salinas Rd. @ Stender Ave.)	1.25 hrs./week	4,000	5,000
Monument Park (Porter Dr. @ San Juan Rd.)	1.25 hrs./week	4,000	5,000
Misc.(Pajaro Sign maintenance, curb painting, graffiti	.25 hrs/week	<u>1,000</u>	<u>1,000</u>
Total Labor	4.75 hrs./week	<u>19,000</u>	<u>24,000</u>
(4.75 hrs./week X 40 wks. X \$100./hr)			
Groundskeeping Materials and Supplies		<u>1,000</u>	<u>1,000</u>
Total Expense		<u>20,000</u>	<u>25,000</u>
 REVENUE		20,000	25,000
EXPENSE		<u>20,000</u>	<u>25,000</u>
		0	0

Notes: Pro-Rata Tax Assessment (1% Special District Tax) is projected at \$25000 for this fiscal year.

PAJARO STREET LIGHTING ASSESMENT 2020-2021 Preliminary Comparison Budget

	2019-2020	2020-2021
REVENUE		
Parcel Assessments	41,100.00	41,100.00
 EXPENSE		
Utilities (PG&E)	28,000.00	28,000.00
Maintenance & Administration	12,000.00	12,000.00
Professional Services (Legal & Accounting)	1,100.00	1,100.00
	41,100.00	41,100.00
 REVENUE	 41,100.00	 41,100.00
EXPENSE	41,100.00	41,100.00
	0	0

No Change to budget this year.

**STREET MAINTENANCE / SUBDIVISION MAINTENANCE
CONTRACT OPERATIONS AND MAINTENANCE BUDGET
2020-2021**

REVENUE

Parcel Assessments through Monterey County Tax Roll	63,800
---	--------

EXPENSE

Monies held in restricted Acct. for street sealing and repairs	24,635
--	--------

Fees for service paid to vendors	8,015
----------------------------------	-------

Contract fees paid to District	<u>31,150</u>
--------------------------------	---------------

Total Expense	63,800
----------------------	---------------

	REVENUE	63,800
--	----------------	--------

	EXPENSE	<u>63,800</u>
--	----------------	---------------

0

Notes: Restricted bank account balance as of 5-1-20 is \$198,636.56

Monies are held for the following subdivisions:

Stone Ridge Estates, Fair Way, Paris Ct, Rose Ct., Heritage Cr., Golf Cr., Colonial Cr.

District provides services to the seven subdivisions, such as, street maintenance, storm drain maintenance, landscape maintenance, banking, and bill payments to vendors.

District provides the assessment information to Mo. Co., annually, per data bond capture review.

District charges actual cost of \$31,150 to perform these services.

Roads sealed in all 7 subdivisions in the fall of 2019 using Type 2 Slurry.

Cost was \$53,000, paid out of Street Maintenance bank account/reserve.

**PAJARO PARK
PRELIMINARY COMPARISON
BUDGET**

	2019-2020	2020-2021
Personnel Costs		
Management & Administration	\$ 3,250	\$ 3,250
Park Labor	27,000	30,600
TOTAL PERSONNEL:	<u>30,250</u>	<u>31,650</u>
 Operating Costs		
Sewer	360	360
Garbage Service	3,530	3,700
Electricity - Lights/Special Events - Phone	3,700	4,500
Alarm Service	350	350
Janitorial Supplies	3,500	3,700
Office Supplies	360	360
Building & Grounds Materials	1,500	1,500
Other Supplies & Materials	-	-
Pajaro Water Bond and Property Tax	2,600	2,600
Gate closing (Security Patrol)	5,700	5,700
TOTAL OPERATING:	<u>21,600</u>	<u>22,770</u>
 Reserve	<u>-</u>	<u>-</u>
 ANNUAL OPERATIONS & MAINTENANCE	<u><u>\$ 51,850</u></u>	<u><u>\$ 54,420</u></u>

Account No:	Account Name:	Description
Income:		
4001-4015	Water Services Revenue	1.7% net increase over 2019-2020 actual revenue. 2019-2020 projected budget shortfall is 3%-3.3%. Then add 2020 5% rate increase.
4110	Hydrant Sales	25% increase due to higher demand.
4140	Connection Fees	2 New Connections @ \$2152.00 each.(projection)
4210	Vega Bond Assessment	Pass-thru
4340-4341	Utility Reimbursements	Lighting Assessment will remain relatively unchanged for this fiscal year.
Expenses: Indirect		
5000	Salaries/Wages	Slight decrease, due to (2) Operators and Accountant, leaving, and replaced with lower paid employees. Vacation pay-outs should remain constant. All 10 employees scheduled for a step increase, or a cost of living increase, (+/- 2.5 %) if already at top step. The proposed salary increase/raises, total \$ 25,000.
5010	Contract Labor	Staff is proposing/considering adding (2) contract employees for meter reading and meter maintenance, 4-5 days each month, up to 40 hours each. This would allow for Maintenance Operators (4) to be working on water sytem repair and maintenance tasks, and readily available for emergency response, at all times.
5040	Workers Comp Insurance	Decrease due to past claims having been satisfied.
5050	Health Insurance	Actual current cost + projected increase of 2.5%
5070	Retirement	Decreased due to salary & wages overall decrease.
5140	Building Repair and Maint.	Office Building exterior painting. \$10,000
5145	Dist. Wide Repair and Maint.	Office Parking Lot Pavement Re-hab. \$11,000
5180	Casualty Insurance	Allowance for 10% increase over 2020-2021
5250	Legal Fees	2019-2020 Initial budget \$140,000. Ammended to \$65,000 in April, 2020. 2020-2021 General Matters expense projected at \$18,000. Budget reflects an additional 50%, for Prop. 218, Public Contracting Code, unexpected issues, etc.
5265	Interest Expense/Financed Items	Interest on (2) new District vehicles.
5260	Accounting and Bookkeeping	Will remain steady this year.
5266	Engineering Dist. Wide	Water Rate Study \$40,000 NBS. Compensation Study \$6,000 DeLoach & Assoc.

2020-2021
NOTES TO BUDGET

Expenses: Direct		
5190	Soil and Water Tests	Annual sampling quantity lower this year.
5220	Water System Repair and Maint.	Initial 2019-2020 budget \$200,00, amended April, 2020 to \$275,000 due to unexpected, and non-reoccurring expenses. 2020-2021 budgeted amount, \$225,0000, reflects a 12.5% increase over 2019-2020 budget.
Debt Service		
	Auto Loan(s)	Increase in budgeted amount represents costs associated with the purchase of new District vehicle.
Capital Reserve		
		\$50,000 added to Capital Reserve.
Operating Reserve		
		\$48,500 to remain in operating reserve

Preliminary Budget

Income			2019-2020 A1	2020-2021
4001	Route 1	Pajaro	287,700	271,000
4002	Route 2	Pajaro	298,200	276,000
4003	Route 3	Commercial (Pajaro)	273,000	277,000
4004	Route 4	Trailer Park (Pajaro)	13,700	13,500
4005	Route 5	San Juan Apts	14,700	13,400
4006	Route 6	Sunny Mesa	126,500	143,700
4007	Route 7	C.S.A. 73 Hillcrest/Bay Farms	140,700	158,000
4008	Route 8	Vega/Vista Verde	151,200	156,300
4010	Route 10	Springfield	10,500	10,500
4011	Route 11	Moss Landing	268,000	271,000
4012	Route 12	Blackie Road	33,100	31,700
4013	Route 13	Normco	325,500	345,000
4014	Route 14	Vierra Estates	47,800	52,600
4015	Route 15	Langley/Valle Pacifico	33,100	32,900
		Water Services SubTotal	2,023,700	2,052,600
4100		Late Payment Penalties	5,000	5,000
4101		Billing Adjustments	500	500
4110		Hydrant Sales	4,000	5,000
4115		Test Fees (Cross Conn-Yearly-Pajaro)	7,500	7,500
4140		Connection Fees/Capacity Fees	4,300	4,300
4141		Application Fees	550	550
4146		Other Fees	400	400
4200		Street Maintenance-Reimbursement	63,800	63,800
4210		Vega Bond Assessments	273,000	278,000
4280		Pro Rata Tax Collection	25,000	25,000
4285		PVWMA Collection Fee	27,000	27,000
4300		Collection Previous w/o account	500	500
4305		Miscellaneous Revenue	1,500	1,500
4340		Utility Reimbursement	28,000	28,000
4341		Lighting Admin Reimbursement	12,000	12,000
4345		Customer Reimbursements		
4346		District 25% Overhead Fee	500	500
4350		Interest Revenue	5,700	5,700
4355		Audit/Bookkeeping Re-imbusement	700	700
4360		Legal Counsel Reimbursement	400	400
5794		Pajaro Water Bond	39,750	40,500
		Other Subtotal	500,100	506,850
		Total Income	2,523,800	2,559,450

Preliminary Budget

Expenses INDIRECT			2019-2020	2020-2021
5000	Salaries and Wages		753,000	741,000
5005	Administrative Fees		5,700	6,000
5010	Contract Labor			24,000
5030	Payroll Tax Expense		16,000	16,000
5040	Workers Comp Insurance		23,000	20,000
5050	Employee Health Insurance		182,000	184,000
5070	Employee Retirement		113,000	111,000
5090	Other Employee Expense		2,500	2,500
5120	Property Taxes		1,500	1,500
5130	Utilities - Office		4,000	4,000
5140	Building Repair & Maintenance		7,000	15,000
5145	District Wide Repair & Maint		13,000	16,000
5150	Garbage Service		3,600	3,700
5160	Office Equipment Rental		10,000	10,000
5165	Computer Software		10,000	10,000
5170	Office Equipment Repair & Maint		3,600	3,600
5175	Small Tools - Repair & Maint.		1,000	1,000
5180	Casulty Insurance/Liability Insurance		31,000	31,000
5200	Billing Supplies		3,700	3,700
5240	Office Supplies		3,500	3,500
5245	Postage		8,500	8,500
5250	Legal Expenses		65,000	27,000
5255	Interest Expense Re Org Loan		14,500	13,000
5256	Interest Exp-Financed Items		800	2,400
5260	Accounting & Bookkeeping		37,000	37,000
5266	Engineering Expense District Wide		1,000	47,000
5270	Automotive - Repair & Maint		10,000	10,000
5280	Seminars & Conferences		500	500
5290	Travel Expenses		500	500
5300	Books & Subscriptions		1,500	1,500
5305	Water Conservation Program		1,500	1,500
5320	Membership Fees & Dues		19,000	20,000
5326	Licenses and Certifications		2,000	2,000
5330	Telephone		17,000	17,000
5340	Burglar Alarm Monitoring		750	800
5350	Cash Over/Short			
5370	Fuel - Trucks		24,000	24,000
5390	Bank Charges		200	200
5391	Credit Card Transaction Fees		7,500	6,000
5400	Miscellaneous Expense		200	200
6560	Payroll Processing Expenses		600	600
6577	COP Debt Service - Interest		80,000	78,000
Total Expenses INDIRECT			1,479,150	1,505,200

**2020-2021
Preliminary Budget**

Expenses DIRECT			2019-2020	2020-2021
5190		Soil and Water Tests	34,000	32,000
5220		Water System - Repair & Maint	275,000	225,000
5225		Street Maintenance	32,650	32,650
5230		Parks - Repair & Maintenance	1,000	1,000
5265		Engineering Expenses	1,000	2,000
5310		Utilities - Well Site	168,000	170,000
5315		Utilities - Street Lighting	28,000	28,000
5325		Permits	25,000	25,000
5360		Fuel - Generator	1,500	1,500
5426		Vega Assmnt Bond Expense		
5428		COP Bond Expense	3,500	3,500
5433		Water Bond Expense - Interest	12,350	10,600
5660		Freight & Delivery		
6575		Vega Debt Service - Interest	148,000	143,000
Total Expenses DIRECT			\$ 730,000	674,250
Total Expenses INDIRECT			1,479,150	1,505,200
Total Expenses			2,209,150	2,179,450
Total Income			\$ 2,523,800	2,559,450
Total Expenses			2,209,150	2,179,450
Gross Net			\$ 314,650	380,000
Debt Service				
		Auto Loan	11,400	12,500
		2010 COP (Principal only)	65,000	70,000
		Re-Organization Loan (Principal only)	30,000	30,000
		Vega Debt Service (Principal only)	125,000	135,000
		Meeting Stipend (donated to Pajaro Park)	6,000	6,000
		Water Bond (Principal only)	27,000	30,000
		Total	264,400	283,500
		Gross Net	314,650	380,000
		Debt Service	264,400	283,500
		Reserve Fund	50,000	50,000
		Surplus (Remains in operating fund)	250	46,500
		Debt Service Fund \$15,900 per month=\$191,000/year		
		Capital Reserve Fund \$4167 per month=\$50,000/year		
		Transfer from Reserve	0	-
		Capital Outlay-Planned		



QUOTATION

NO. 200382 P. 62

3500 Shepherd Street, City of Industry, California 90601
 Box 226789, Los Angeles, California 90022-0744
 (562) 463-6000 Fax: (562) 463-7156

Date: May 14, 2020

Page: 1 of 5

To: Contact: Done Rosa
 Company: Pajaro Sunny Mesa
 Address: _____
 City, Zip: _____
 Phone: _____ Email: _____

Terms: Net Cash, see T&C's
 F.O.B. Jobsite, unloading by others
 Sales Rep.: Samuel Vizcarra
 Contact #: 831-750-4072
 Email: svizcarra@quinnpower.com

Project Name: 300kw Sourcewell #120617-CAT

Qty:	Description	Price	Sourcewell
1	New Caterpillar, Model D300GC Diesel Standby Generator Set. Rated 300kW, w/fan, 60Hz, 3Ph, 277/480V at 1800 RPM.	\$ 75,300.00	\$ 62,900.00
1	New ASCO, 7000 Series Automatic Transfer Switch, Delayed Transition. Rated 400A, 3P, 277/480V, 60Hz, 3Ph, NEMA 3R Enclosure.	\$ 7,940.00	\$ 7,540.00
<i>Optional adders listed below.</i>			
<i>Includes standard features as listed in product data sheet and additional accessories as listed herein...</i>			

SALES TAX NOT INCLUDED. Buyer responsible for all taxes including any applicable tire fees. The quotation provided herein is for information only, and is not a valid offer to sell unless signed by an officer of Quinn Power Systems in the space provided below. Any offer to sell or any offer accepted shall be subject to the Terms and Conditions page. Unless expressly stated on the face of this quotation, all prices, delivery schedules and product specifications are subject to change without notice. Quotation is good for 30 days from quote date above, expires after that duration.

Total Price
(SALES TAX NOT INCLUDED):

\$ 70,440.00



QUOTATION

3500 Shepherd Street, City of Industry, California 90601
Box 226789, Los Angeles, California 90022-0744
(562) 463-6000 Fax: (562) 463-7156

Date: May 14, 2020

Page: 2 of 5

BILL OF MATERIALS

Genset

EPA STATIONARY EMERGENCY
60HZ 480 VOLT (WYE)
STANDBY POWER
300ekW, 60Hz, 1800rpm
C9 D300GC PGS
UL 2200 LISTED PACKAGE GEN SET
NO CSA CERTIFICATION
IBC SEISMIC CERT OF COMPLIANCE
ENGLISH INSTRUCTION LANGUAGE
STANDARD WARRANTY
ADEM A4 GOVERNOR
GENERAL EPG
PUBLIC OR CIVIL SERVICES
STANDBY POWER
AUTHORIZED APPROVAL NUMBER
PERMANENT MAGNET GENERATOR
ALT M2774L4 SE DD
FULL POWER
C9 INTEGRAL TANK (24HR) UL142
FUEL TANK FILL PIPE & LOCK CAP
AUDIO & FUEL ALARM (90% LEVEL)
C9 SA LVL 2 (WHITE) w/MUFFLER
GEN RUNNING & FAULT RELAY
PANEL MOUNTED AUDIBLE ALARM
RELAY GROUND FAULT INDICATION
INPUT EXPANSION MODULE
OUTPUT EXPANSION MODULE
100A LOAD CENTER
EXTERNAL EMERGENCY STOP
1000CCA WET BAT 90A/HR INSTAL
BATTERY CHARGER 10 AMP DUAL
JACKET WATER HTR (PUMP STYLE)
600:5 CT RATIO
400A MULT MANUAL 1ST CB LS/I
NO 2ND CIRCUIT BREAKER
NO SUSE DECALS & FILMS
NEUTRAL BAR 400A
STANDARD RADIATOR
16LIGHT NFPA 99/110 ANNUNCIAT
NO PRODUCT LINK GEN CELLULAR
STD TEST - PKG GEN SET 0.8 PF

Accessories and/or modifications

Initial fill of coolant and lube oil
(1 set) Operation & Maintenance manuals (electronic copy) * (additional sets, at additional cost)
Factory standard warranty - 2 years from startup service

QPS field work

Delivery to jobsite (offload/crane service by others)
Level 1 Startup Service [incl. generator inspection & transfer test] ~
Basic Demonstration – [included at no charge, if provided during the time of startup].
** See adder price below for a separate training session**

Not included

Sales tax
Air, building or construct permits
Offloading/crane service of equipment off delivery truck
Installation, wiring, piping, plumbing or anchoring of equipment
Diesel fuel, initial fill or for testing

Optional adders

Anchor Calculations – Add: \$500.00 (per piece of equipment)
QPS Standard Field Testing Service:
C9 Level 2 Startup Service [incl. generator inspection & a 2hr load bank test] ~– Add: \$1,880.00
C9 Level 3 Startup Service [incl. generator inspection & a 4hr load bank test] ~– Add: \$2,350.00
C9 NFPA 110 Startup Service [incl. generator inspection, 2hr load bank & 2hr building load test] ~– Add: \$2,940.00
Pre-Startup Readiness Inspection (single day visit with contractor) – Add: \$1,600.00
On-site Training Session [single, 4 hour day] – Add: \$1,100.00
CSA (Preventative Maintenance) – 1year, Semi-Annual Visits – Add: \$ 1526.00



QUOTATION

P. 65
NO. 200382

3500 Shepherd Street, City of Industry, California 90601
Box 226789, Los Angeles, California 90022-0744
(562) 463-6000 Fax: (562) 463-7156

Date: May 14, 2020

Page: 4 of 5

EMISSIONS NOTE

- "California Air Resources Board (CARB) has approved alignment with the federal New Source Performance Standards (NSPS). Such alignment allows for emergency standby engines to be exempt from Tier 4 emissions standards; however, local air districts can require more stringent emissions control. The prospective buyer of the equipment quoted above is hereby notified the NSPS exemption does not apply to non-emergency standby engines (e.g. prime power applications such as peak shaving, parallel operation with the grid, or storm avoidance), or portable engines, even if used for emergency standby. Consult the local air district for permitting requirements and required emissions controls. Presently, South Coast Air Quality Management District (SCAQMD) Rule 1470 requires the use of a particulate filter if an engine is located within 100 meters of a school, and may require either a diesel particulate filter or an oxidation catalyst, depending upon engine size, if the installation is within 50 meters of a sensitive receptor. Particulate filters may also be required for Title V and major polluting facilities. For emissions requirements specific to the project for which this engine is being quoted, please contact SCAQMD at 909-396-2000. Unless otherwise listed above a DPF is not included in this proposal, please call for quotation if a DPF is required for this project."
- Caterpillar engines require a minimum of 30% load to prevent engine damage due to wet-stacking. Depending upon the permit and site specific conditions, SCAQMD emergency engine permits will only allow between 20 and 50 hours of runtime per year for non-emergency applications such as testing and exercising. Passive Diesel Particulate Filter systems depend on generator loading of a minimum of 50-60% to achieve minimum exhaust temperature threshold to keep soot regeneration and the filter backpressure within acceptable levels. If the engine will be operated consistently at low loads/low exhaust temperatures, the customer should make provisions to add load via facility operations or a load bank. Active Diesel Particulate Filter systems require no external load in order to regenerate. If listed above, Passive DPF option pricing does not include a load bank or a load bank circuit breaker. If a load bank is needed for this project, please call for quotation.

TERMS AND CONDITIONS

1. Acceptance of Order.

This Quotation is for Buyer's information only and is not a valid offer to sell unless signed by an authorized representative of Seller in the place provided on the face of this Quotation. Prices, terms and conditions in an order from Buyer, which are inconsistent with the prices, terms and conditions of this Quotation, will be rejected by Seller, and are of no force and effect unless accepted in writing by Seller. Prices, delivery schedules and the scope of work on this Quotation are subject to change at Seller's discretion.

2. Liability.

Seller's liability on any claim of any kind, including claims for negligence, or for any loss or damage arising out of or connected with the manufacture, sale, delivery, installation, resale or use of any products covered by or furnished under any order connected with this Quotation shall be limited to those claims arising solely from the acts of Seller and Seller shall in no way be liable for any special, indirect, incidental or consequential damages. The term "consequential damages" shall include, but not be limited to, loss of anticipated profits, business interruption, loss of use, revenue, reputation and data, costs incurred, including without limitation, for capital, fuel, power and loss or damage to property or equipment. Buyer expressly acknowledges and agrees that Seller has set its prices in reliance upon the limitations of liability and other terms and conditions specified herein, which allocate the risk between Seller and Buyer and form a basis of this bargain between the parties. Any claims against Seller for shortages in shipments shall be made in writing to Seller within fifteen (15) days of receipt of shipment by Buyer. Unless otherwise provided for in writing, Seller's responsibility for shipment ceases upon delivery to carrier, and any claims for shortage, delays or damage occurring thereafter shall be made direct to carrier by Buyer. Seller shall not be liable for any delays in delivery attributable to strikes, labor disputes, lockouts, accidents, fires, delays in manufacture or in transportation, delays in delivery of component materials, floods, severe weather, or Acts of God, embargoes, governmental actions, or any other cause beyond the reasonable control of Seller. Seller shall not indemnify nor be liable to Buyer, Buyer's assigns, successors, purchasers, lessees or licensees, or to any person or entity for any claims, losses, expenses or judgments arising out of or resulting in any way from the product or integration of compatibility of the product with any other components, processes, facilities or equipment that does not comply with the equipment manufacturer(s) recommendations.

3. Shipments.

Unless otherwise specified, all risk of loss from the goods shall shift to Buyer at such time as the goods are delivered to a carrier for shipment to Buyer. Unless otherwise specified, shipment dates are approximate and all quoted prices exclude shipping costs. Shipment of goods under any order accepted by Seller shall be subject to the approval by Seller of Buyer's financial condition at the time of shipment. Whether or not terms of payment are specified elsewhere, Seller may, at its option, condition shipments under any order accepted by Seller upon receipt of satisfactory security or of cash prior to shipment. If, at Buyer's request, shipment of goods under any order accepted by Seller is delayed more than thirty (30) days after the shipment date specified in the order, or the date the goods are ready for shipment, whichever is later, Seller will require immediate payment in full and/or assess additional charges for the expenses incident to such delay.

4. Termination.

In the absence of a written agreement between Buyer and Seller expressing different terms and conditions as to termination, any order accepted by Seller may be terminated prior to completion by Buyer only upon written notice to Seller and payment of Seller's termination charges. If notice of termination is received by Seller after Seller has committed to buy the principal components for any order, termination charges shall include all direct and indirect costs incurred by Seller and the total profit anticipated by Seller. Additionally, Buyer's instruction to Seller to stop work for thirty (30) days during the time specified for performance in any order may be construed by Seller as the equivalent of written notice of termination from Buyer and previous stipulations will be in effect.

5. Taxes.

Unless expressly stated, Seller's prices do not include sales, use, excise or similar taxes, which Seller may be required to pay in filing Buyer's order. The amount of any applicable tax shall be paid by Buyer as an additional charge unless specifically included in any order accepted by Seller, or in lieu thereof, Buyer shall provide Seller with a tax exemption certificate acceptable to the taxing authorities.

6. Patents.

Seller shall, at its own expense, defend and save Buyer harmless from the expenses and consequences of any suit or procedure brought against Buyer, based on a claim that the use or sale of goods specified in any order accepted by Seller constitutes an infringement of any United States letters of patent in existence on the date of any such order; provided Buyer promptly notifies Seller in writing of such claim and gives the necessary authorization, information and assistance for the defense of such a claim.

7. Changes.

Seller, and Seller's suppliers, may, at any time, without notice to Buyer, make changes (whether in design, materials, the addition of improvements, or otherwise) in any goods specified in any order accepted by Seller without incurring any obligation of any kind as a result thereof, but only to the extent that such change does not cause the goods specified to fail to meet Buyer's requirements. Buyer may, in its order, provide for changes in its requirements with provision for a corresponding equitable change in the price, if any; but in no instance shall Buyer make changes, which are substantially different from the scope of the original order accepted by Seller.

8. Export Sales.

In the event the goods and services specified in any order accepted by Seller are for export, the Buyer shall be responsible for securing export, import and other licenses or authorizations as may be required. The conditions specified in this Section apply to all export transactions. This transaction is only for the sale of the equipment requested and detailed in this Quotation. Not included is any startup assistance, field-testing, training or any other services that might be required on site. Also not included is any installation, installation audits, sea trials (if applicable), or installation materials. To ensure proper application, installation, and warranty integrity, Buyer is encouraged to contact the applicable Caterpillar Dealer for these services. The costs of these services are not included in the sale price nor will Seller be responsible for any such related costs.

9. Permits for Equipment Design, Installation and Operation.

As a supplier of equipment, disclaims responsibility for any and all permits or licenses necessary to design, install and operate the equipment due to zoning, air quality, environmental, safety, building or construction codes or use permits pertaining to Buyer's particular application of such equipment or any similar type of permit. Special attention should be given to the requirements of local air district rules and California Air Resources Board (CARB) regulations pertaining to permit requirements. Seller is quoting on equipment based on the specifications set forth in this Quotation. If additional equipment or engine modifications are required beyond the specifications, such as additional equipment required for compliance by a local air district or CARB, those items are not included and are the responsibility of Buyer. For example, South Coast AQMD (SCAQMD) Rule 1470 may require controls and limits on particulate matter, especially when the engine installation is within 100-meters from a school, or within 50 meters of a sensitive receptor (defined in Rule 1470). Ultra low sulfur fuel is required for particulate filters. CARB Diesel Fuel, or other CARB-approved alternative fuel, is also required for compression ignition (CI) engines operated in California. When indicated in the bill of materials, the proposed equipment may be SCAQMD pre-approved as Certified Equipment. This certification does not eliminate the permit process or responsibility of others to obtain a permit. Procurement of certified equipment assures permitability, reduces the permit processing fees and reduces the time necessary to obtain the permit through SCAQMD.

10. Start-up, Commissioning and Operating Requirements.

Equipment provided in this Quotation may require start-up and commissioning, including inspection(s), to ensure the equipment is installed in accordance with manufacturer(s)'s recommendations and specifications. If Seller has commissioned the equipment, Buyer agrees not to modify the design or components of the installation such that the modifications would violate any legal requirements of the installation, or would cause the installation to deviate from manufacturer(s)'s recommendations and specifications. Buyer acknowledges and agrees that, with respect to products sold to Buyer in connection with this Quotation, Buyer shall have the sole responsibility to ensure the products are properly installed, operated and maintained in accordance with the manufacturer(s)'s recommendations and specifications, and to determine and



QUOTATION

P. 66
NO. 200382

3500 Shepherd Street, City of Industry, California 90601
Box 226789, Los Angeles, California 90022-0744
(562) 463-6000 Fax: (562) 463-7156

Date: May 14, 2020

Page: 5 of 5

comply with all applicable Federal, state, local and regulated use restrictions and requirements, including, without limitation, the continuing responsibility to ensure that the use of product is in full compliance with all applicable environmental laws and regulations. Failure to install, operate and maintain the products in accordance with the manufacturer(s)'s recommendations and specifications will invalidate any applicable manufacturer's warranty.

11. Additional material.

Only those items listed in this Quotation are included with any order. For example, unless specifically identified in this Quotation, the following items are not included with any purchased equipment: any exhaust or fuel piping, main fuel tank, fuel, duct work, special tools, insulation, wiring, cable, bus duct, concrete, anchor bolts, rigging or any material or labor incidental to the installation itself. Buyer specifically assumes responsibility for the provision of any such items if not specifically identified in the Quotation.

12. Hours of services.

When included, delivery, startup assistance, field testing, training or any other services required on site will be provided during the normal weekday working hours of 7:00 am to 4:30 pm. Delivery or services occurring at any other time, weekends or holidays is subject to premium charges.

13. Warranty.

The equipment manufacturer's warranty is the only warranty provided in connection with the equipment described in this Quotation. Buyer is responsible for operating and maintaining the equipment as specified by the manufacturer. The manufacturer's warranties are exclusive and in lieu of all other warranties either oral or written, express or implied, including but not limited to any warranty of merchantability or fitness for a particular purpose. Seller is not a manufacturer and makes no warranty and shall not, under any circumstances, be liable for any indirect or special, incidental or consequential damages including but not limited to loss of production, loss of profit, loss of use or business interruption, or any other economic loss, whether arising from contract, tort, strict liability or any other theory of law. Buyer, Buyer's assigns, successors, purchasers or any other person designated to operate the equipment as the end user, is responsible for operating the equipment in accordance with manufacturer(s)'s recommendations and specifications. Failure to perform all scheduled maintenance may result in damage to the equipment, and may be grounds to deny warranty coverage.

14. Terms.

Terms of payment are due upon receipt of invoice with no deductions of any kind for retentions, setoffs, discounts or other similar items. A finance charge of 1.5% per month (not to exceed the maximum allowed by law) will be charged on all past due invoices. When necessary Seller will file a California "Preliminary 20-day notice" pursuant to Section 3097 of the California Civil Code.

15. Cost additives.

A: Unit Cost.

Quotation prices are valid for 30 days only and are based on current market prices as of date of quotation. The Seller reserves the right to adjust the final invoice with a price escalation up to 6% due to 1) purchase orders being received after expiration of quotation, 2) fluctuations in raw materials market prices at time of order, 3) labor rate increases at time of scheduled field services, 4) delays in submittal approvals and/or release of equipment or 5) additional items or services provided that were not included as part of the original quotation. Since final invoicing can and may take place up to a year or more from original quotation date.

B: Delays.

If delivery is delayed by customer Buyer beyond original shipment date, purchase price is due 30 days after original shipment date and a storage and handling charge will be applied and is due each month until delivery. Finance charge of 1.5% per month (not to exceed the maximum allowed by law) is applicable on any amounts arising hereunder or in connection herewith that are not paid when due.

C: Start up.

If construction of the facility or other delays are experienced or expected, which prohibit the initial startup of the equipment beyond one year from delivery additional costs may be imposed including, but not be limited to, long term storage preparation, inspection charges, parts, service, etc.

16. Lead Times.

Lead times are based on manufactures estimated timetables. Project completion time may vary due to delays in receipt of purchase orders, submittal approval, release of equipment, manufactures unforeseen delays in production or holiday schedules. Project completion time frame cannot be guaranteed. Back orders will be processed as soon as available. Part number changes may be made to provide latest improved interchangeable items of equipment.

17. Governing Law and Venue.

The rights and obligations of the parties with respect to the transactions contemplated by this Quotation shall be governed in all respects by the laws of the State of California. The parties hereto irrevocably agree that the exclusive venue for any litigation arising in connection with the transactions specified in this Quotation shall be in the courts located in the County of Los Angeles, California.

18. Attorneys' Fees and Costs.

In the event of any legal action, controversy, claim, or dispute between the parties involving the transactions contemplated by this Quotation, the prevailing party shall be entitled to recover from the other party reasonable expenses, attorneys' fees, and costs.

19. Additional Conditions.

Buyer shall furnish to Seller, at no cost, suitable working space, storage space, adequate heat, telephone, light, ventilation, regulated electric power and outlets for testing purposes (if applicable). The facilities shall be within a reasonable distance from where any applicable services are to be provided. Seller and its representatives shall have full and free access to the equipment in order to provide any applicable services. Buyer shall provide the means to shut-off and secure electric power to the equipment and provide safe working conditions. Buyer shall not require Seller or its employees, as a condition to site access or otherwise, to further agree or enter into any agreement, which waives, releases, indemnifies or otherwise limits or expands any rights or obligation whatsoever. Any such agreements shall be null and void. Seller is under no obligation to remove or dispose of parts or equipment unless specifically agreed upon in Seller's scope of work. Seller-removed parts become the property of Seller. Seller must not perform any electrical power switching unless specifically requested by Buyer, under the supervision of Buyer, and subject to procedures jointly agreed to in advance. Notwithstanding Buyer's request, Seller may refuse to perform power switching, if in the opinion of Seller, such action would be unsafe. IN THE EVENT THAT SELLER PERFORMS POWER SWITCHING, TO THE FULLEST EXTENT PERMITTED BY LAW, BUYER SHALL INDEMNIFY, DEFEND, AND HOLD SELLER HARMLESS FROM ANY AND ALL LIABILITY, ACTIONS, SUITS, CLAIMS, DEMANDS, DAMAGES, COSTS, AND EXPENSES ("LOSSES") ARISING OUT OF OR IN ANY WAY CONNECTED WITH OR RESULTING FROM SELLER'S PERFORMANCE OF POWER SWITCHING, REGARDLESS OF WHETHER THE LOSSES RESULT FROM SELLER'S NEGLIGENCE (WHETHER ACTION OR PASSIVE, AND WHETHER SOLE, JOINT, OR CONCURRENT), AND EVEN THOUGH CAUSED IN WHOLE OR IN PART BY A PRE-EXISTING DEFECT, STRICT LIABILITY, OR OTHER LEGAL FAULT OF SELLER. THIS INDEMNITY SHALL APPLY TO ANY ACTS OR OMISSIONS OR NEGLIGENT CONDUCT, WHETHER ACTIVE OR PASSIVE, ON THE PART OF EITHER SELLER OR BUYER. If OSHA or any other federal, state or local government, trade association, or contractual regulations or standards require a "safety person" to be on site during the performance of services, or in the event of a trade union jurisdictional dispute where trade union represented personnel are required to assist or stand by during the performance of services by Seller, Buyer shall be responsible for providing for and paying for any charge or wages for such person(s), as applicable. Buyer shall immediately inform Seller, in writing, at the time of order placement and thereafter, of any unsafe or hazardous substance or condition at the site, including, but not limited to, the presence of asbestos or asbestos-containing materials, and shall provide Seller with any applicable Material Data Safety Sheets regarding the same. Any losses, costs, damages, claims and expenses incurred by Seller as a result of Buyer's failure to advise Seller shall be borne by Buyer. Seller, in its sole discretion and without cost or penalty, reserves the right to cancel its performance under this Agreement or any order immediately upon written notice to Buyer following Seller's discovery of unsafe or hazardous site substance or condition or any other circumstance altering Seller performance of Services. Buyer shall appoint a representative familiar with the site and the nature of the Services to be performed by Seller to be accessible at all times that Seller personnel are at the site. Seller shall not be liable for any expenses incurred by Buyer in removing, replacing or refurbishing any Buyer equipment or any part of Buyer's building structure that restricts Seller's access. Buyer's personnel shall cooperate with and provide all necessary assistance to Seller. Seller shall not be liable or responsible for any work performed by Buyer.

ACCEPTED BY:

SUBMITTED BY:

By: _____

By: Samuel Vizcarra

Company: _____

Quinn Power Systems

Date: _____

Phone: 831-750-4072

P.O. #: _____

Proposal



Darrel Varni Electric, Inc.

Watsonville, CA 95076

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

State License # C10 735622

www.dve-inc.com

DIR Reg#1000001220

Date: 5/13/2020

Proposal Number: 20.023.1

Proposal to: PSMCSD

Project: Pajaro Well Site New Generator

Plans: NONE

Scope of Work:

Provide and install conduit and wire as needed for new generator.
Install new FBO ATS Switch on back side of MCC.
Provide up to 35' of trenching, backfill and compaction.
Provide and install all grounding as required for new generator.
Provide all connections to new FBO generator.
Install only new FBO generator.
Provide new generator slab.
Provide startup assistance.
Provide crane for setting of new generator.
Old generator and slab demo/removal by others.

Prices Excludes:

Permits and/or plans. Any fees associated with permits and/or plans.
Any special inspections that may be required.
Any site surveying, staking and final grade.
Any repairs on unmarked facilities will be at the owners expense.
Providing/maintaining of any BMP and/or SWPPP
Providing of new generator.
Providing of new ATS.
Providing of ANY fuel.

Bid Items:

Base Bid: \$32698.00

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 90 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. We have figured this job at County of MONTEREY 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.

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.

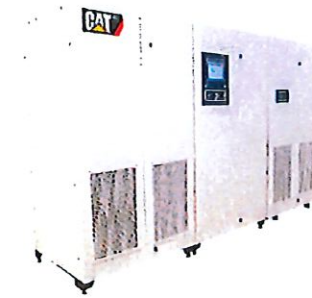
Submitted by: **Darrel Varni**

President
Date: **5/13/2020**

Acceptance: _____
Date: _____

ACHIEVING TOGETHER

Sourcewell CONTRACT #120617-CAT



DIESEL & NATURAL GAS GENSET, SWITCHGEAR, UPS, AND ATS

As you continue to look for more efficient ways to do business at your governmental or not-for-profit organization, the contract awarded by Sourcewell to Caterpillar can simplify your buying process by satisfying your bidding requirements.

Benefits include:

- Decreasing the amount of time spent putting bids together
- Avoiding a low-bid scenario situation
- Purchasing quality equipment at a greater value – higher productivity, maximum reliability, and lower maintenance costs
- Working directly with your local Cat® dealer to specify the equipment you purchase to meet your specific needs

If your agency is not already a member of Sourcewell, your no-cost membership can begin by clicking the link:

<http://www.njpacoop.org/contract-purchasing-solutions/join-njpa/application>

The National Institute of Governmental Purchasing (NIGP), National Association of State Procurement Officials (NASPO) and National Association of Fleet Administrators (NAFA) endorse the use of Life Cycle Costing as a preferred procurement method.

BUILT FOR IT.™

© 2018 Caterpillar. All Rights Reserved. CAT, CATERPILLAR, BUILT FOR IT, their respective logos, "Caterpillar Yellow", the "Power Edge" trade dress as well as corporate and product identity used herein, are trademarks of Caterpillar and may not be used without permission.

LELE0007-01



Don Rosa

From: Sourcewell <reply@email.sourcewell-mn.gov>
Sent: Thursday, May 21, 2020 6:14 AM
To: Don Rosa
Subject: Welcome to Sourcewell

[View this email in your browser](#)



Member Number: 180041

Welcome to Sourcewell

Hi Donald, and welcome to Sourcewell. You've joined more than 50,000 members who save time and money through Sourcewell's cooperative purchasing contracts.

Pajaro Sunny Mesa Community Services District
Member Number: 180041

Keep an eye out for additional information coming from us. In the meantime, you can get started by **browsing our contracts on our website.**

How can we help?

For more information about Sourcewell, our contracts, and the benefits of no-cost membership, contact our membership team.

877-585-9706

[Email us >](#)

Learn more about cooperative purchasing

Our membership training video series walks you

We make purchasing easy

1. Save your member number: 180041.
2. **Browse our online catalog** of nationally awarded vendors.
3. Contact the vendor and tell them you'd like to use the Sourcewell contract or **contact us**—we're happy to guide you.

through the steps to make your first purchase using a Sourcewell contract.

Finding a contract >

Obtaining a quote>

Making a purchase >



sourcewell-mn.gov

Sourcewell 

Sourcewell is sending you this email because you recently became a member. If you no longer wish to receive these emails, you may update your email subscriptions or unsubscribe at any time.

Sourcewell, 202 12th Street NE, P.O. Box 219, Staples, MN, 56479, US

©2020, Sourcewell

[Read our Privacy Policy](#)

Finance Proposal

CUSTOMER

Name: Pajaro Sunny Mesa Water District

Address
 City
 State
 Zip code
 County

Good if:
 Acknowledged by Jun-19-20
 Funded by Jun-19-20

DEALER

QUINN COMPANY
 Sales person
 Dealer contact
 Telephone

Quote number 656-6965
 Fax number
 Quote date 05/20/2020
 Quote time 16:01:28

FINANCE PROPOSAL

This is Caterpillar Financial Services Corporation's confirmation of the following finance proposal. This is a proposal only and is subject to credit approval, execution of documentation, and execution and approval of the application survey.

Financing type GOVERNMENTAL
 Number of payments 60 Monthly
 Payments in Arrears
 Quoted by callarc
 Report created by callarc

	Model	Ann. Hours	Qty	Sale Price	Amount Financed	Payment	Balloon	Fixed Rate
New	D300GC	1000	1	70,440.00	70,940.00	963.77	21,000.00	3.3500

Special Conditions:

D300GC
 Model Year - 2020, Routine Maintenance-Customer; Maintenance Enrollment Program
 -Full Service Contract; Rating-300 KW @ 60Hz; Service-Standby; Cooling System
 -Engine Mounted; Switchgear-Other Mfg.; Connected Load-Utility Grid; Fuels - Liquid
 -#2 Distillate; Fuels - Gaseous; Environment - Location-Outside - Enclosed;
 Environment - Ambient Temperature-0 - 125 F

CONDITIONS

Insurance: The customer must provide evidence of physical damage and liability insurance in an amount and from an insurance carrier satisfactory to CFSC. CFSC must be named on the policies, as loss payee and additional insured, as applicable, and a certificate of insurance, in form and substance acceptable to CFSC, must be provided to CFSC.

Taxes: All taxes are the responsibility of the customer and may or may not be included in the above payment amount.

Equipment: The equipment cannot be delivered until all documents are executed by CFSC. All equipment must reside in the United States at all times.

Approval: This proposal is subject to, among other things, final pricing, credit approval and document approval by CFSC.

The terms and conditions outlined herein are not all-inclusive and are based upon information provided to date. This proposal may be withdrawn or modified by Lessor at anytime. This proposal does not represent an offer or commitment by CFSC to enter into a transaction or to provide financing, and does not create any obligation for CFSC. A commitment to enter into the transaction described herein may only be extended by CFSC after this transaction has been approved by all appropriate credit and other authorities within CFSC.

Caterpillar Financial Services Corporation
 2120 West End Avenue, Nashville, TN 37203
 (615)-341-1000

We appreciate the opportunity to provide you a proposal for this transaction.

Proposed by:

Acknowledged by:

Caterpillar Financial Services Corporation

Pajaro Sunny Mesa Water District

Date



SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and Pajaro Sunny Mesa Community Serv (hereinafter referred to as the "Member").

Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

Member Name

Sourcewell

By Donald Ross
 Its General Manager
 TITLE

 TITLE

5-20-2020
 DATE

 DATE

MEMBER INFORMATION

Indicate an address to which correspondence may be delivered.

Organization Name* Pajaro Sunny Mesa Community Services D

Address* 136 San Juan Rd

City Royal Oaks

State/Province Code CA ZIP code* 95076-523

Country US

Employer Identification Number 77-0156795

Website http://pajarosunnymesa.com

Contact person* (First, Last) Donald Rosa

Job Title* General Manager

Job Role* Administrator

E-mail* donrosa@pajarosunnymesa.com

Phone* (831) 722-1389

Organization Type:**Government**

- Federal
- State
- County
- Municipality
- Tribal
- Township
- Special District

Education

- Pre-K
- Public K-12
- Private K-12
- Public Higher Ed
- Private Higher Ed



Non-Profit (Please include documentation demonstrating non-profit status)

- Church
- Medical Facility
- Other

REFERRED BY

- Advertisement
- Colleague/Friend
- Vendor Representative
- Conference/Trade Show _____
- Search Engine/Web Search

RETURN COMPLETED AGREEMENT TO:

Sourcewell
202 12th Street NE
P.O. Box 219
Staples, MN 56479

877-585-9706
membership@sourcewell-mn.gov

**Denotes required information*

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT

Compensation Study Update

May 2020

Submitted by



DELOACH
— & ASSOCIATES, INC —



TABLE OF CONTENTS

INTRODUCTION	2
COMPENSATION SURVEY METHODOLOGY	3
Compensation Terminology	4
PARTICIPATING ORGANIZATIONS	5
Organizational Data	6
COMPENSATION SURVEY RESULTS	7
COMPENSATION DATA SHEETS	8
General Manager	
Manager of Operations	
Senior Maintenance Operator	
Maintenance Operator II	
Maintenance Operator I	
Maintenance Operator/Technician (Part-time)	
Senior Accountant/Bookkeeper	
Customer Service Representative	
NOTES TO COMPENSATION STUDY	16

INTRODUCTION

DELOACH & Associates Inc., (“CONSULTANT”) was retained by the Pajaro/Sunny Mesa Community Services District (“DISTRICT”) to conduct a Compensation Study (“Study”) of their current employee compensation plan. The current plan was last updated in 2015. This Study will be used by the District in evaluating its current competitiveness with agencies of comparable size and scope and in making compensation decisions consistent with the organization’s compensation philosophy. This information will be valuable in addressing the District’s current and future needs to attract, retain and reward employees, and to ensure a competent and motivated workforce.

The Study reviewed the current maximum annual salary of all District employees including the General Manager. In preparation for conducting the Study the Consultant reviewed the current compensation plan, the organizational chart and the allocation of staffing across all functional areas; water, parks, subdivisions, finance, customer service and administration. The Study focused on appropriately classifying employees and their current duties and responsibilities in relation to their position description and the alignment of compensation based on a defined labor market.

The Study will summarize the methodology and survey results and provide the Board of Director’s with the information necessary to evaluate and assess potential changes or modifications to the current compensation plan.

COMPENSATION STUDY METHODOLOGY

The Pajaro/Sunny Mesa Community Services District seeks to have a compensation plan that is competitive with the labor market and provides the ability to attract, retain and motivate employees. The District is located in the community of Royal Oaks, in the County of Monterey, CA. The labor market is established based on the geographic areas from which it would be reasonable to expect that candidates would be willing to commute to work. The District provided a list of agencies to be used in the survey and constitute the labor market for purposes of the Study.

The Consultant utilized a number of widely accepted methods in developing the work plan for the Study. These included an analysis of the current organizational structure, position classifications and the current compensation schedule or plan for current employees. The Study compares the District's current median annual pay of each position classification with that of the identified labor market agencies. The Board of Director's may consider the data and findings and develop recommendations in relation to the organization's competitive posture and whether they will elect to "lead", "lag" or "match" the labor market median for each position classification.

A component of developing the optimum compensation plan is analyzing the linkage between the organizational structure and compensation across all employee classifications to insure adequate spacing and growth between classification within a job series or family. Employee position classifications in many instances do not reflect the actual work requirements and work demand.

Study Methodology

1. Compile salary survey data and compute market median.
2. Compare District's salary structure to the market median. (Maximum annual salary within each position classification).
3. Identify issues for further analysis and consideration for possible adjustment to the current compensation plan based on survey results and internal salary relationships.

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
Compensation Study

4. Review, analyze and compile salary benchmark data collected from survey agencies to evaluate effectiveness of District's compensation plan.
5. Prepare salary survey report and summary of findings. Present findings to receive feedback and edits as required.
6. Prepare and present a final Salary Study to the Board of Director's.

Compensation Survey Terms

The purpose of the compensation survey is to provide data that may be used in analyzing the organization's structure and competitive posture within a defined labor market. The following definitions are provided:

Survey Median

The survey median represents the midpoint within the labor market survey agencies compensation structure in comparison to the District's compensation for a similar position.

Position Classification, Job Titles and Job Matching

Each of the District's position or job descriptions was surveyed based on job content, rather than solely job title, with each participating agency's comparable position. Classifications meeting a 60% match or better were considered a job match for survey purposes. In cases where there were less than three comparable matches, the survey was found to be "inconclusive."

Salary Range Minimum and Maximum

The compensation survey was conducted utilizing the maximum (high-point within a given salary range) compensation within a given salary range for each District employee and for that of comparable positions from the survey agencies participating in the Study. This represents "Step E" of the Districts current compensation schedule. The current 5-step compensation plan (Step A through Step E) provides a 5% differential between steps.

PARTICIPATING ORGANIZATIONS

The external survey for the District was conducted utilizing a group of comparable organizations within an identified labor market. Agencies were selected to ensure a representative sample of agencies that provide similar services to that of the District. Additional factors taken into consideration included the size of the organization, population, financial data, geographical proximity to the District and other labor market considerations.

The following six (6) agencies were determined to provide the highest degree of job match for survey purposes. The participating agencies include:

Aromas Water District
Castroville Water District
Sunnyslope County Water District
San Lorenzo County Water District
Marina Coast Water District
Scotts Valley Water District

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
 Compensation Study

ORGANIZATIONAL DATA

	AGENCY	ANNUAL REVENUE	# OF CONNECTED CUSTOMERS
1	PCSD	\$2.2m	1,400
2	Castroville Water District	\$1.75m	1,994
3	Aromas Water District	\$1.54m	978
4	Sunnyslope County Water District	\$6.9m	5,950
5	San Lorenzo County Water District	\$12.0m	7,776
6	Scotts Valley Water District	\$8.5m	3,840
7	Marina Coast Water District	\$14.0m	8,162

COMPENSATION SURVEY RESULTS

The survey results shown below indicate the percentage that the District's compensation (annual salary) is either above or behind the defined labor market for each comparable position classification. The labor rates utilized were the rates in effect at the time the Study was conducted, May 2020.

POSITION CLASSIFICATION	(+/-) DIFFERENCE COMPARED TO LABOR MARKET MEDIAN (Based on annual max of the current salary range)
General Manager	-15.25%
Manager of Operations	-15.85%
Senior Maintenance Operator	-13.90%
Maintenance Operator II	-20.60%
Maintenance Operator I	-36.10%
Maintenance Operator Technician	(Part-time position)
Full-Charge Bookkeeper	-23.42%
Customer Service Representative	-17.64%

COMPENSATION DATA SHEETS

The “Median Salary” for each position classification represents the true mid-point within the survey agencies or labor market. Where there was an even number of survey positions that met the comparable position match criteria, the two middle agencies salary were combined and an average calculation was used to determine the labor market median. The median position classification is highlighted in ‘grey’ within each Compensation Data sheet for each position.

Position Title: General Manager

	Labor Market Agency (Ranked Low to High)	Comparable Position Match	Annual Salary Max.
1	Aromas Water District	General Manager	\$150,696
2	Castroville Water District	General Manager	\$153,713
3	Sunnyslope County Water District	General Manager	\$186,852
4	Scotts Valley Water District	General Manager	\$190,752
5	San Lorenzo Valley Water District	General Manager	\$197,076
6	Marina Coast Water District	General Manager	\$386,543

PSMCSD Annual Max. Salary	Labor Market Median	PSMCSD % Above/Below Median
\$160,000	\$188,802	-15.25%

Note:

1. The salaries for the Sunnyslope County Water District and Scotts Valley Water District combined represent the median for the General Manager position.

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
 Compensation Study

Position Title: Manager of Operations

	Labor Market Agency (Ranked Low to High)	Comparable Position Match	Annual Max.
1	Marina Coast Water District	Operations and Maintenance Supervisor	\$121,924
2	Scotts Valley Water District	Water Operations Supervisor	\$122,328
3	Sunnyslope County Water District	Water/Wastewater Superintendent	\$143,108
4	San Lorenzo Valley Water District	Director of Operations	\$150,420

PSMCSD Annual Max. Salary	Labor Market Median	PSMCSD % Above/Below Median
\$111,675	\$132,718	-15.85%

Note:

1. Castroville Water District and the Aromas Water District did not have a comparable position classification.
2. The salaries for the Scotts Valley Water District and Sunnyslope County Water District represent the median for the Manager of Operations position.
3. See additional comments survey data on page 16.

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
Compensation Study

Position Title: Senior Maintenance Operator

	Labor Market Agency (Ranked Low to High)	Comparable Position Match	Annual Max.
1	Castroville Water Agency	Senior Maintenance Operator	\$89,045
2	Aromas Water District	Chief Water Operator	\$90,854
3	Scotts Valley Water District	Water Facilities Operator III	\$92,580
4	San Lorenzo Valley Water District	Field Services Supervisor	\$105,168
5	Marina Coast Water District	Operations & Maintenance Superintendent	\$109,477
6	Sunnyslope County Water District	Operations & Maintenance Crew Chief	\$118,778

PSMCSD Annual Max. Salary	Labor Market Median	PSMCSD % Above/Below Median
\$85,128	\$92,874	-13.90%

Note:

1. The salaries for the Scotts Valley Water District and San Lorenzo Valley Water District represent the median for the Senior Maintenance Operator position.

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
 Compensation Study

Position Title: Maintenance Operator II

	Labor Market Agency (Ranked Low to High)	Comparable Position Match	Annual Max.
1	Castroville Water District	Maintenance Operator II	\$60,320
2	San Lorenzo Valley Water District	Lead Field Services Worker	\$84,780
3	Marina Coast Water District	Water Facilities Operator II	\$86,093
4	Scotts Valley Water District	Water Facilities Operator II	\$87,444
5	Sunnyslope County Water District	Water & Wastewater Utility Maintenance Worker II	\$94,577

PSMCSD Annual Max. Salary	Labor Market Median	PSMCSD % Above/Below Median
\$68,352	\$86,093	-20.60%

Note:

1. The Aromas Water District had no comparable match for this position.

Position Title: Maintenance Operator I

	Labor Market Agency (Ranked Low to High)	Comparable Position Match	Annual Max.
1	Aromas Water District	Water Operator	\$43,680
2	Castroville Water district	Water Service/Collection System Maint. Operator	\$54,080
3	Marina Coast Water District	System Operator I	\$77,996
4	San Lorenzo Valley Water District	Field Service Worker II	\$78,492
5	Scotts Valley Water District	Water Facilities Operator II	\$87,444
6	Sunnyslope County Water District	Water & Wastewater Utility Maintenance Worker I	\$94,676

PSMCSD Annual Max. Salary	Labor Market Median	PSMCSD % Above/Below Median
\$50,002	\$78,224	-36.10%

Note:

1. The salaries for the Marina Coast Water District and San Lorenzo Valley Water District combined represent the median for the Maintenance Operator I position.
2. The maximum annual salary for the Sunnyslope County Water District Water & Wastewater Utility Maintenance Worker I & II are the same. There are 10 steps from entry level to annual salary maximum. All employees are hired at the Maintenance Worker I level and graduate through a ten-step range based on performance and longevity.

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
 Compensation Study

Position Title: Maintenance Operator

	Labor Market Agency (Ranked Low to High)	Comparable Position Match	Annual Max.
1	No Comparable Position Classification		
2			
3			
4			
5			
6			

PSMCSD Annual Max. Salary	Labor Market Median	PSMCSD % Above/Below Median
\$41,599	No Comparable Position	N/A

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
 Compensation Study

Position Title: Senior Accountant/Bookkeeper

	Labor Market Agency (Ranked Low to High)	Comparable Position Match	Annual Max.
1	Sunnyslope County Water District	Account Technician	\$72,093
2	San Lorenzo Valley Water District	Accountant	\$96,792
3	Marina Coast Water District	Accounting Supervisor	\$124,688
4	Scotts Valley Water District	Finance & Customer Service Manager	\$125,988

PSMCSD Annual Max. Salary	Labor Market Median	PSMCSD % Above/Below Median
\$84,805	\$110,740	-23.42%

Note:

1. The salaries of the San Lorenzo Valley Water District and Marina Coast Water District combined represent the median salary for the Senior Accountant/Bookkeeper.
2. The Castroville Water District and Aromas Water District had no comparable match for this position.

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
Compensation Study

Position Title: Customer Service Representative

	Labor Market Agency (Ranked Low to High)	Comparable Position Match	Annual Max.
1	Sunnyslope County Water District	Billing Clerk/Receptionist	\$47,261
2	Castroville Water District	Customer Service Representative	\$57,617
3	Marina Coast Water District	Customer Service Representative II	\$72,427
4	Scotts Valley Water District	Utility Service Representative	\$74,652
5	San Lorenzo Valley Water District	Customer Service Representative I/II	\$78,648

PSMCSD Annual Max. Salary	Labor Market Median	PSMCSD % Above/Below Median
\$62,524	\$72,427	-13.67%

Note:

1. The Aromas Water District had no comparable match for this position.

NOTES TO COMPENSATION STUDY

1. Manager of Operations. The Manager of Operations is the senior most staff person reporting directly to the General Manager and as required interacts directly with the Board of Directors. The position is responsible for supervision and oversight support of field operations and office staff including all operational and administrative functions and programs. The Manager of Operations is required to interact with regulatory agencies, the Monterey Health Department the Regional Water quality Control Board as well as others in the operation and management of a public water. Inherent in the requirements of the position is the role of "Acting General Manager" when the General Manager is unavailable. Comparable positions with agencies participating in the Study have similar position requirements of a designated individual as needed. The compensation utilized in the Study reflects the duties and responsibilities noted in the position description, which indicates that the Manager of Operations "*acts in the capacity of the General Manager in the absence of the General Manager.*" When the General Manager is out of the office for extended periods of time (5 days or greater) a compensation allowance is typically is provided.
2. Bookkeeper. The Bookkeeper position is the primary position responsible for managing and maintaining the District's accounting system and performs complex accounting and financial management of work related to budgeting, audits, investments, capital improvement accounting and prepares a variety of statistical and financial reports. The position also supports and provides administrative oversight of various customer service functions. The position title of "Bookkeeper" was the only such title found in the survey effort. The more common or industry accepted position title would be "Senior Accountant".
3. Median and Maximum. The median salary identified in the survey data should be considered in establishing a new compensation schedule for District employees. The District utilizes a 5-step ("A through E")

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
Compensation Study

salary range for each employee. The Study compared the maximum salary (E step) for each employee with comparable positions within the survey agencies. The Board of Directors may consider to “Lead, Lag or Match” the survey median. A new salary schedule would need to be developed using this new maximum step within each range.

4. Median Wage Adjustment. Changes in employee wages across most public sector positions can be somewhat erratic over time and subject to a variety influences driven by economic factors including Cost of Living Adjustments (“COLA”). The basis for COLA adjustments can be difficult to determine and frequently do not keep up with market conditions impacting employee compensation. Based on the results of the Study the changes in District employee wages since the 2015 compensation review would indicate that this may be the case. The introduction of a “Median Wage Adjustment” program that address’s employee wages annually in relation to current market conditions would stabilize employee wage disparity and eliminate the need for an annual COLA adjustments. When fully implemented the overall cost impact of adjusting employee wages on an annual basis decreases significantly.



1260 Lake Blvd, Suite 202
Davis, CA 95616

Toll free: 800.434.8349

nbsgov.com

PRELIMINARY DATA REQUEST

Water Rate Update Study

Issued May 4, 2020

To:
Mr. Don Rosa
General Manager
Pajaro / Sunny Mesa Community Services District

Notes and Instructions

The purpose of this data request is to generate the data needed for the District's Water Rate Update Study. This is intended to be a comprehensive list of data needs, although additional information may requested at a later time.

If some items that look like they will require an inordinate amount of time, please flag those items for discussion with NBS. We may be able to reduce or avoid time-consuming tasks for District staff. Also, we understand that some of the requested items may simply not be available.

Where possible and applicable, please separate data into water subsystem systems, where data is tracked separately. If the District has only a limited number of copies of documents requested, NBS would be glad to borrow and return that document, so please clearly mark any documents that must be returned.

Finally, electronic data (Excel, Word, etc.) is most helpful (vs. in PDF) if its original format was electronic. Ideally, data such as customer accounts, water consumption, budgets, etc., will be in MS Excel, Access or a similar format to minimize data input requirements.

Primary Point of Contact

Questions and information compiled in response to this request can be directed to:

Alice Bou, Consultant
NBS
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

T: 800.676.7516
Direct: 951.216.7033
abou@nbsgov.com

Financial Information Needs

1. Fiscal Year 2017/18 through 2020/21 water utility **operating budgets** that show line item detail for annual expenditures and revenues (both rate and non-rate).
2. Staffing Salary Adjustments – any salary adjustments resulting from the DeLoach & Assoc. salary survey/staffing analysis.
3. Summary of **user charge/rate revenues by month and service area** for the most recent three years. If possible, please present the details by individual account and by customer class (residential, commercial, industrial, etc.) and meter size for fixed charge revenue and the volume-based revenue. Excel files would be ideal.
4. **Capital improvement plans** (CIP). Please provide the most recent list of currently planned CIP projects. Also, please include the amount needed for renewal and replacement. Please note whether the costs are in current-year dollars (i.e., without inflation), or future year dollars (i.e., including inflation).
5. **Cash balances** in all utility-related funds/reserves (or projected reserves) for the beginning of each Fiscal Year (2017/18 through 2020/21).
6. **Repayment schedules** for any outstanding bonds and loans (i.e., periodic principal and interest payments due during the remaining term of any outstanding loans or bonds to which the utilities are obligated).
7. **Bond/loan documents** for all outstanding bonds and loans. Often the information is contained within the Official Statement (OS) for bond issues. Please provide the sections that describe the rate covenants coverage ratios), additional bonds tests, and definitions.
8. If available, a summary of PSMCSD **policies** related to rates, rate structures, drought rates, reserve management, and capital improvement financing.
9. The current water **rate schedule**.
10. Please include **projected growth rates** for number of accounts as well as O&M costs if they are available.

Cost of Service Analysis Information Needs

1. Total **annual and peak monthly water system production** by source of supply.
2. **Monthly water sales** for the last two years by customer class.
3. Summary of any current plans related to **drought rate structure** (*in-person discussions about this is fine*).
4. Two to three years of the PSMCSD's customer billing information in MS Excel or Access database. The customer information should include the following for each customer account:

- a. Account or customer number
 - b. Dollar amount billed (both fixed and volumetric)
 - c. Quantity billed (water consumption, or units billed)
 - d. Customer class (e.g., single- and multi-family, commercial, industrial)
 - e. Meter size
 - f. Date of meter read
 - g. Note(s) of irregularity such as misreads, leak adjustments, etc.
5. Please summarize how adjustments are handled. For example, how are misreads or billing adjustments made? Does your billing system open a new account for renters, or continue with the same account number (i.e., are the records likely to have duplicate accounts included)?

Additional Data

6. Resolutions – Current resolutions or rules related to the existing rate structures and capacity fees.
7. Contracts – Copies of any contracts currently in place for contracted services to be evaluated. Please include a thorough description of services being provided, as well as the terms of service.

PAJARO/SUNNY MESA

COMMUNITY SERVICES DISTRICT

136 San Juan Road Royal Oaks, CA 95076

(831) 722-1389 • (831) 663-2181 • Fax (831) 722-2137

info@pajarosunnymesa.com

Pajaro/Sunny Mesa Community Services District (PSMCS D) is committed to the health and safety of our staff and customers. The COVID-19 virus has not been detected in drinking-water supplies. Based on current evidence, the risk to water supplies is low. **You may continue to use and drink water from your tap as usual.** For any unoccupied buildings, District Staff recommends running water and flushing lines on a regular basis. On our website pajarosunnymesa.com we have provided links to health Department and EPA sites for more information.

PSMCS D Staff is making every effort in maintaining public health and reduce the transmission of COVID-19. Operators will continue normal maintenance and water quality testing. The office remains open with reduced staffing and **NO PUBLIC WILL BE ALLOWED IN** at this time. Please submit your payment in the envelope provided, write your name and address and place it in our drop box and we will provide you with a receipt, change will not be available for cash payments. If you would like to pay with a credit card, call 831-722-1389 between 7:30 am and 4:00 pm and someone will assist with your payment.

Thank you for your patience and understanding.

El Distrito de Servicios Comunitarios Pajaro/Sunny Mesa (PSMCS D) está comprometido con la salud y la seguridad de nuestro personal y clientes. El virus COVID-19 no se ha detectado en los suministros de agua potable. Según la evidencia actual, el riesgo para el suministro de agua es bajo. **Usted puede seguir usando y bebiendo agua de su grifo como de costumbre.** Para edificio desocupados, el distrito recomienda reemplazar el agua existente en la tubería, esto se hace abriendo una de las llaves más lejanas al medidor, el tiempo que sea necesario. En nuestro sitio web pajarosunnymesa.com hemos proporcionado enlaces a los sitios del Departamento de Salud y de EPA para obtener más información.

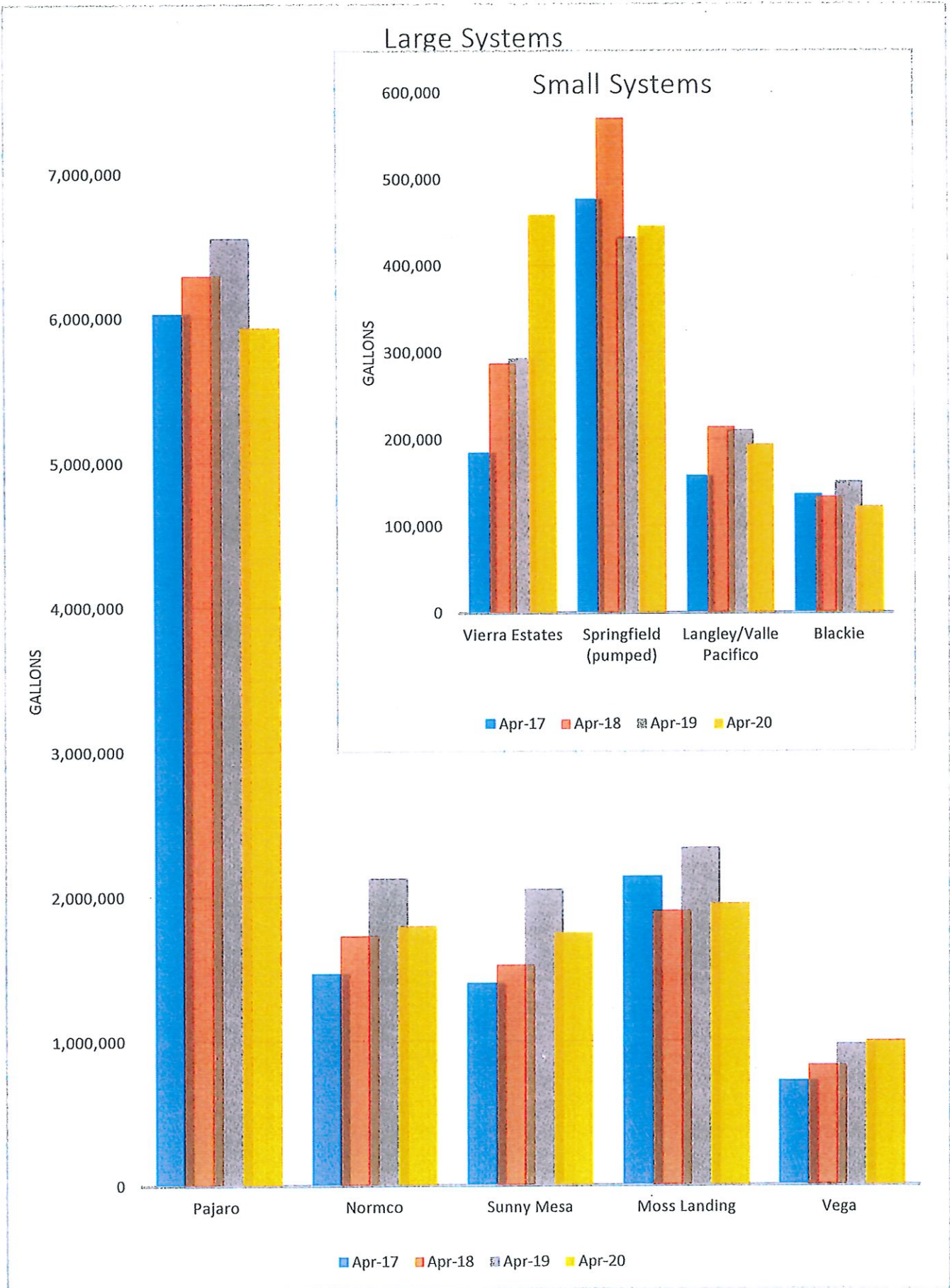
El personal de PSMCS D está haciendo todo lo posible para mantener la salud pública y reducir la transmisión de COVID-19. Los operadores continuarán con el mantenimiento normal y las pruebas de calidad del agua. La oficina permanece abierta con personal reducido y **NO PODRÁ ENTRAR EL PÚBLICO** en este momento. Por favor coloque su pago en el sobre provisto, con su nombre y domicilio, colóquelo en nuestro buzón, no habrá cambio disponible para pagos en efectivo. Si desea pagar con tarjeta de crédito, llame al 831-722-1389 de 7:30 am a 4:00 pm y alguien lo ayudará.

Gracias por su paciencia y comprensión.

Usage Comparison in Gallons
2013-2020

Water Systems	Apr-17	Apr-18	Apr-19	Apr-20
Pajaro	6,030,376	6,295,916	6,551,732	5,935,380
Normco	1,469,820	1,733,116	2,126,564	1,798,940
Sunny Mesa	1,402,500	1,531,156	2,051,016	1,755,556
Moss Landing	2,138,532	1,905,904	2,336,004	1,953,776
Vega	724,064	834,768	980,628	1,005,312
Vierra Estates	184,756	287,980	293,216	459,272
Springfield (pumped)	476,326	570,724	432,419	445,883
Langley/Valle Pacifico	157,828	214,676	210,188	194,480
Blackie	136,136	133,892	151,096	122,672
District Total	12,720,338	13,508,132	15,132,863	13,671,271

Water Systems	Apr-13	Apr-20		Percentage
Pajaro	8,087,675	5,935,380	↓	-26.6%
Normco	3,484,932	1,798,940	↓	-48.4%
Sunny Mesa	3,017,649	1,755,556	↓	-41.8%
Moss Landing	2,194,632	1,953,776	↓	-11.0%
Vega	1,716,660	1,005,312	↓	-41.4%
Vierra Estates	616,352	459,272	↓	-25.5%
Springfield (pumped)	454,784	445,883	↓	-2.0%
Langley/Valle Pacifico	356,048	194,480	↓	-45.4%
Blackie	301,444	122,672	↓	-59.3%
District Total	20,230,176	13,671,271	↓	-32.4%



DISTRICT OPERATIONS REPORT

May 28, 2019

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Arrowhead Tank Replacement Project	Bid docs prepared by West Engineering. Documents 100% complete. Project is ready to go out for bid, will need updating. Board has given direction to monitor the integrity of the tanks and report as needed.	No Report
Grants & Loans Active	<p>A. SRF Planning Grant Springfield & IRWMP Grant Pajaro.</p> <ul style="list-style-type: none"> • Pajaro Grant – Tank project is 95 percent complete. The only component left to install is the fill/mixing system scheduled to arrive July 1, 2020. • Springfield Planning Grant – The Cultural and Biological reports have been completed and submitted to District Engineer for review. 	<p>May 2020</p> <p>May 2020</p>
Pajaro Park	<p>Pajaro Park remains closed.</p> <p>Staff is working with YMCA in an effort to facilitate the Summer Camp Program. Staff is currently communicating with TIP with regard with Summer Lunch Program. As of now both programs are both on hold pending Park availability.</p>	May 2020
Sunny Mesa Sewer	District is holding monies that is to be refunded to the original Sunny Mesa Sewer customers. Balance Sheet Account #2320-Amount \$29,169.90. Staff is currently reviewing, and has spoken to Bianchi, Kasavan, and Pope for their opinion and assistance if needed.	No Report
Emergency Generators	District Engineer, Tom Yeager and Staff are working together in an alternative plan due to no interest in the RFP in February 2020.	On Agenda
Hazard Mitigation Plan	<p>Generate a Disaster Mitigation Plan for submission to Monterey County and FEMA.</p> <ul style="list-style-type: none"> • Pre-Disaster Hazard Mitigation Plan Application for assistance has been determined ineligible by Cal OES. 	No Report
Water Rate Study	Discuss the Water Rate Study	On Agenda
Compensation Plan Review	Discuss the Compensation Plan Review	On Agenda
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen/Giberson Roads. 189 homes are currently receiving bottled water.	No Report