

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

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

JANUARY 25, 2024
5:30 P.M.

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

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

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

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

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

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL

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

ADMINISTRATIVE STAFF:

- General Manager Judy Vazquez-Varela _____
- Operations Manager Sergio Ochoa _____
- Bookkeeper Amy Saldate _____
- Recorder Rocio Fernandez _____
- Attorney Alan Smith _____

DISTRICT COUNSEL:

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

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

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

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

ACTION ITEMS**Consent Agenda**

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

1. DRAFT MINUTES OF DECEMBER 14, 2023, SPECIAL MEETING

Approval of draft minutes for Special Meeting on 12/14/2023¹

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

Roll Call Vote:

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

Old Business:**1. REVIEW AND MOTION TO APPROVE THE FINAL PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT PURCHASING ORDINANCE (DOES NOT INCLUDE PUBLIC WORKS)**

- Draft Minutes from December Board meeting discussion say:
 - *"Per Chair Olsen's request General Counsel will remove the name of purchasing manager and replace it with General Manager. Director Anderson requested to remove the last paragraph above 5.03 and to change the notice of intent to 7 working days. Also, that under 5.05 to change reasonable period to 1 year, and section 6 replace Rancho Murieta to Pajaro/Sunny Mesa. General Counsel will make the changes mentioned and bring back before the Board for review to next month's meeting."*
- Report from General Counsel: The following changes were made.
 - 1.0 Administration
 - 1.05 Reasonable period changed to one year from determination of irresponsibility rather than from date of award.
 - 4.0 Exemptions from Bidding
 - 4.0 (d) and (f) "Purchasing Officer" changed to General Manager.

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

P/SMCSD REGULAR BOARD MEETING AGENDA – January 25, 2024

- 5.0 Bidding
 - 5.02 Competitive bidding requirement changed from above \$5,000 to all purchases down to \$0 now required. All purchases require at least informal bidding.
 - 5.03.06 Purchasing Officer changed to General Manager.
 - 5.04.01 Purchasing Officer changed to General Manager.
 - 5.04.03 Bid protest deadline changed from date of award to date of notice of intent to award.
- 6.0 Contracts for Professional Services
 - 6.01 Professional services contracts increased from \$10K to \$15K.

Ordinance will go into effect in 30 days.

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to approve the Final Pajaro/Sunny Mesa CSD Purchasing Ordinance (Second Reading)

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

- Roll Call Vote:
- (11/25) President Donald Olsen _____
 - (11/25) Vice President Sanford Coplin _____
 - (11/27) Secretary Paul Anderson _____
 - (11/25) Assistant Secretary Clinton Miller _____
 - (11/27) Treasurer Donald Chesterman _____

2. MOTION TO RECONSIDER DECEMBER 14, 2023, APPROVAL OF 2022 -2023 DISTRICT AUDIT - FINAL DRAFT

- Staff recommends adoption of a Motion to Reconsider Approval of the 2022 -2023 Audit -Final Draft previously adopted by the Board on December 14, 2023, due to a depreciation error by the Audit Team
- A motion to reconsider and a motion to rescind are the most common methods for a governing body to review or reverse a prior action of the body or committee.
- A motion to rescind may only be made to rescind a main motion -- i.e., a motion to adopt an ordinance, resolution, order, or other legislative act of the body. Unlike a motion to reconsider, a motion to rescind will not bring a matter back for further consideration or debate if adopted. Instead, a successful motion to rescind simply nullifies the prior action.
- In contrast, a successful motion to reconsider brings back for further consideration the matter previously acted upon.
- Therefore, Staff recommends adoption of a Motion to Reconsider adoption of the 2022 -2023 Audit -Final Draft. If this Motion is adopted, consideration of a revised 2022 -2023 Audit -Final will be considered next tonight on the Agenda as Item 3.

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Reconsider December 14, 2023, approval of 2022-2023 Audit - Final Draft

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

P/SMCSD REGULAR BOARD MEETING AGENDA – January 25, 2024

Roll Call Vote:

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

3. MOTION TO APPROVE REVISED 2022-2023 FINANCIAL AUDIT FINAL REVISED DRAFT

- Copy of Revised Financial Statement (available on District website)
<https://www.pajarosunnymesa.com/files/0fde65021/PSMCS+2022-2023+AUDIT+Final+Draft.pdf>

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Revised 2022-2023 Audit Final Revised Draft

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

Roll Call Vote:

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

New Business:

1. REVIEW AND MOTION TO APPROVE DRAFT FINANCIAL REPORTS FOR DECEMBER 2023

- Financial notes
- Report from Staff

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Draft Financial Reports for December 2023

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

Roll Call Vote:

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

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

- 1. General Fund 633: Check # _____ through check # _____ for a total of \$ _____
- 2. Operating Account: Check # _____ through check # _____ for a total of \$ _____
- 3. Reserve Acct: Check # _____ through check # _____ for a total of \$ _____
- 4. Street Maint. Acct: Check # _____ through check # _____ for a total of \$ _____

P/SMCSD REGULAR BOARD MEETING AGENDA – January 25, 2024

- 5. Debt Service Acct: Check #_____ through check #_____ for a total of \$_____
- 6. COP Acct: Check #_____ through check #_____ for a total of \$_____
- 7. Pajaro Park Acct: Check #_____ through check #_____ for a total of \$_____

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

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

Roll Call Vote:

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

3. RESOLUTION NO. 01-01-24 ADOPTING CALENDAR YEAR REGULAR MEETING SCHEDULE

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 01-01-24 Adopting Calendar Year Regular Meeting Schedule and directing staff to post a copy of the Adopted Calendar Year Regular Meeting Schedule on the home page of the District website.

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

Roll Call Vote:

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

4. REVIEW AND MOTION TO APPROVE DRAFT LETTER TO THE ASSOCIATION OF CALIFORNIA WATER AGENCIES, JOINT POWERS INSURANCE AUTHORITY (ACWA-JPIA)

- The District is a member of the ACWA-JPIA. The District’s agreement with the ACWA-JPIA <https://www.acwajpia.com/about-us/> has a \$100,000 self-insured retention for flood damages. The ACWA-JPIA contracts with Sedgewick Claims Management Services <https://www.sedgwick.com/about-us> to adjust the District’s flood damage claim with the ACWA-JPIA
- Copy of Recommended Draft Letter to ACWA-JPIA

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Draft Letter and direct President of Board
-

P/SMCSD REGULAR BOARD MEETING AGENDA – January 25, 2024

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

Roll Call Vote:

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

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

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

1. 2023 Flood Damage Report

- The District is a member of the ACWA-JPIA. The District's claim agreement with the ACWA-JPIA has a \$100,000 self-insured retention for flood damages. The ACWA-JPIA contracts with Sedgewick Claims Management Services to adjust the District's flood damage claim with the ACWA-JPIA
- Staff met with FEMA on October 19, 2023, to complete the FEMA application.
- JPIA continues to work towards providing a finalized claim.

2. Directors Anderson and Chesterman term expirations were corrected at the Board of Supervisors meeting on January 9, 2024, so the terms of both now expire on November 30, 2027.**3. District Operations Report****4. Usage Comparison Report 2022/2023****CLOSED SESSION:****A. Public Employment (§ 54957)**

⇒ Title: General Counsel

B. Public Employee Performance Evaluation (§ 54957)

⇒ Title: General Counsel

C. Conference with Labor Negotiators (§54957.6)

⇒ Agency designated representatives: Donald Olsen, Sandy Coplin

⇒ Unrepresented employee: General Counsel

P/SMCSD REGULAR BOARD MEETING AGENDA – January 25, 2024

MOTION TO ADJOURN

Next Board meeting date: _____

Motioned by: Director _____ Seconded by: Director _____

Ayes: _____ Noes: _____ Absent: _____ Abstained: _____

Motion passed: _____ Motion Failed: _____

Roll Call Vote:

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

Adjournment Time: _____ p.m.

MINUTES

The Special meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on December 14, 2023.

ROLL CALL: President Donald Olsen
Secretary Paul Anderson
Assistant Secretary Clinton Miller
Treasurer Donald Chesterman

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

ABSENT DIRECTOR(S) & STAFF: Vice President Sanford Coplin

DISTRICT COUNSEL: Attorney Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: None

PUBLIC COMMENTS: None

Action Items

1. Consider and approve the Minutes of the November 16, 2023, Special Board Meeting

The motion was made by Director Anderson and seconded by Director Chesterman to approve the Special Board Meeting Minutes of November 16, 2023. Motion carried.

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

OLD BUSINESS:

1. Review and consider approving the revised proposed Pajaro/Sunny Mesa Community Services District Purchasing Ordinance (does not include Public Works)

General Counsel briefly described the Purchasing Policy into categories beginning with General Manager's duties, Emergency Contracting, Exemptions from Bidding- Informal and Formal, Professional Services Contracts, and how to Dispose of District Property.

Director Anderson pointed out that the Professional Services was raised to \$15,000 in the previous revisions. Also, under the Formal Bid Protest Procedures second line should be "by the seventh day following the date of intent to award." Lastly, under the Rejection of Irresponsible Bidder the "reasonable period" needs to be changed to one year.

MINUTES OF SPECIAL BOARD MEETING – December 14, 2023

The motion was made by Director Miller and seconded by Director Olsen to approve the Pajaro/Sunny Mesa Community Services District Purchasing Ordinance as amended. Motion carried.

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

2. Review and consider approving the 2022-2023 Audit Final Draft

Director Anderson commented on the well written notes at the end of audit.

The motion was made by Director Chesterman and seconded by Director Miller to approve the 2022-2023 Audit Final Draft. Motion carried.

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

NEW BUSINESS: (Action Items) None

1. Review and consider approving financial reports for November 2023

The Bookkeeper Saldade reported to the Board of Directors that the Water Revenue for November is at 92 percent of budget projection, which is normal for this month. The District saw an increase in Salaries and Wages due to the 3 pay period within the month. The License and Certifications budget experienced an increase due to water operator education courses and renewal of a backflow certificate. The Water System Repair and Maintenance budget had a decrease due to no major repairs being necessary. The Connection Fees budget had an increase due to a new 1-inch connection in the Sunny Mesa Water System. November's Total Income surpassed Total Expenses by \$59,310. November's Cash was more than October's Cash by \$55,563. November's Cash on Hand was \$893,093. The Net Income for November is \$59,310 mainly due to low expenses and connection fees.

30, 60 and 90-day delinquency overall are slightly higher than the previous month.

Director Miller commented on the cost increase in vehicle expenses and in membership dues.

In November, the District received a total of \$2,576 from LIHWAP which was applied to 5 accounts.

A motion was made by Director Anderson and seconded by Director Miller to approve the financial reports for November 2023. Motion carried.

MINUTES OF SPECIAL BOARD MEETING – December 14, 2023

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

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

2. Review and consider approving December 2023 payments
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 25652 through Check No. 25671 totaling \$90,778.50
 3. Reserve Account: Total of \$8,991.04
 4. Street Maintenance Account: Total of \$1,164.04
 5. Pajaro Park Account: Total of \$3,562.32
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$0.00

A motion was made by Director Chesterman and seconded by Director Anderson to approve the December 2023 payments. Motion carried.

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

3. Elect Board Officers for 2024

District Counsel informed the Board of the possibility of running a slate election.

Motion was made by Director Chesterman to nominate Director Miller for President; Director Miller declined.

Motion was made by Director Miller to nominate Director Anderson for President; Director Anderson declined.

Director Chesterman nominated Director Olsen for President; Director Olsen accepted. Nominations for President closed. Motion carried.

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

Motion was made by Director Anderson to nominate Director Coplin for Vice President. Nominations for Vice President closed. Motion carried.

MINUTES OF SPECIAL BOARD MEETING – December 14, 2023

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

Motion was made by Director Olsen to nominate Director Anderson for Secretary; Director Anderson accepted. Nominations for Secretary closed. Motion carried.

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

Motion was made by Director Chesterman to nominate Director Miller for Assistant Secretary; Director Miller accepted. Nominations for Assistant Secretary closed. Motion carried.

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

Motion was made by Director Olsen to nominate Director Chesterman for Treasurer; Director Chesterman accepted. Nominations for Treasurer closed. Motion carried.

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

Election of Officers 2024 concluded as follows:

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. 2023 Flood Damage Report

- Staff reported that Cece with JPIA was in the final stages of loss verification and would have a final loss report by next week.
- District Counsel reported that FEMA still owes Santa Cruz County \$75 million from the CZU fire, with no clear date of when they will be paid. He also described the JPIA and their process of receiving and approving claims.
- Director Anderson would like to send a letter to JPIA letting them how displeased the District is with the amount of time it is taking to complete the damage report, if we do not have an answer from them by the next meeting.

MINUTES OF SPECIAL BOARD MEETING – December 14, 2023

2. The Long-term Recovery for Pajaro final Proposal list of projects was approved by the Board of Supervisors last week. Staff and Directors are all glad to see that Pajaro Park remains on the list.
3. The District Office will be closed December 25, 2023, and will reopen January 2, 2024. Operators will work on a limited basis and will be available for water emergencies.
4. Directors Anderson and Chesterman have mistakenly been reappointed for only 3 years. The reappointment will go back before the Board of Supervisors on January 9, 2024, for correction to a 4-year term.
5. District Operations Report

Springfield

- 90 percent plans have been submitted to State for review.

Generator Project

- PG&E completed electrical work in Moss Landing in preparation for the generator installation.

Multi Community Bottled Water Project

- The District has received the \$84,600 and received notice of approval of the July through September reimbursement request.

LIHWAP

- The District has received \$51,062 to date from LIHWAP.

Current Water System Repairs

Langley/Valle Pacifico WS:

- The fire tanks overflowed due to the valve not shutting off, possibly due to debris preventing it from closing.

Moss Landing Harbor WS:

- The Staff is waiting for Maggiora Bros to schedule the well pump replacement.

Normco WS:

- A hydrant in Avenida Los Altos was hit by a vehicle on December 2, 2023, and it was replaced on December 5, 2023, damage costs will be invoiced to the drivers insurance.

Springfield Rd WS:

- Patch/pave was completed on December 11, 2023.

Sunny Mesa WS:

- A new connection was installed at Heritage Circle.

Vega WS:

- The Andreas faulty booster pump #1 was replaced.
- Marie Lane had the mainline repaired.
- Oakleaf Drive had a line repaired; the delivery driver drove off road breaking a service line. We did not receive information on the delivery truck.

Vierra Estates WS:

- Patch/pave was completed on December 11, 2023.

MINUTES OF SPECIAL BOARD MEETING – December 14, 2023

6. Usage Comparison Report 2022/2023-November

- A typo was discovered on the usage comparison report, on both charts the Pajaro usage should be 5,005,616 gallons for a 10 percent drop in usage compared to this month last year.
- Usage is down in 3 systems, district wide the usage is down by 3.8 percent.

CLOSED SESSION:

A. Public Employment (§ 54957)

⇒ Title: General Counsel

B. Public Employee Performance Evaluation (§ 54957)

⇒ Title: General Counsel

C. Conference with Labor Negotiators (§ 54957)

⇒ Agency designated representatives: Donald Olsen, Sandy Coplin

⇒ Unrepresented employee: General Counsel

Board met in closed session, opened at 6:35 pm

Adjourned closed session at 6:51 pm

District Counsel Smith reported that the Board of Directors considered all 3 items on the agenda with no final action and gave direction to Counsel.

NEXT BOARD MEETING:

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

There being no further business, the Special Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:54 pm with motion made by Director Chesterman seconded by Director Anderson. Motion carried.

Respectfully submitted by:

Donald Olsen, President

Sanford Coplin, Vice President

Rocio Fernandez, Recorder

P / SM CSD PURCHASING ORDINANCE _____

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PAJARO / SUNNY MESA COMMUNITY SERVICES DISTRICT REGARDING PURCHASING AND BIDDING

Contents

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PAJARO / SUNNY MESA COMMUNITY SERVICES DISTRICT regarding PURCHASING AND BIDDING..... 1

1.00 Administration.....2

 § 1.01 Purpose:2

 § 1.02 Public Works Excluded.....2

 § 1.03 Purchases by the Department of General Services.....2

 § 1.04 Definitions.....2

2.00. General Manager.....4

 §2.01 Powers and Duties of General Manager:.....4

 §2.02 Delegation of Authority by General Manager:.....5

 § 2.03 Compliance5

 § 2.04 Availability of Funds:5

 § 2.05 District Standards:.....5

 § 2.06 Bulk Orders:.....6

 § 2.07 Change Orders and Contract Amendments:6

3.0 Emergency Contracting6

 § 3.01 Determination of Emergency:6

 § 3.02 Board Notification and Finding Emergency:6

4.0 Exemptions from Bidding.....6

5.0 Bidding for purchases of equipment, inventory, supplies and Non-professional services..7

 § 5.01 Bid-Splitting of Transactions Unlawful:.....7

 § 5.02 When Bidding Nor Required.....7

 § 5.03 Informal Bidding Requirements for Equipment, inventory, supplies and non-professional services.8

 § 5.04 Formal Bidding: Equipment, inventory, supplies and non-professional services.9

6.00 Contracts for Professional Services10

 § 6.01 Professional Service Contracts not exceeding \$10,000.....10

 § 6.02 Professional Services Contracts Exceeding \$10,000:10

§ 6.04 Contract Amendments: 12

7.00 Disposal of District Property 12

 7.01 Disposal of Surplus Real Property:..... 12

 7.02 Disposal of Surplus Personal Property: 12

Section 3. Supersede. 12

Section 4. Effective Date. 12

Section 5. Severability. 12

Section 6. PublicAtion 13

The Board of Directors of the Pajaro / Sunny Mesa Community Services District hereby ordains as follows:

1.00 ADMINISTRATION

§ 1.01 PURPOSE:

The purpose of this ordinance is to inform and govern the District’s delegated authority, practices and to establish the District's policies, procedures, for bidding for purchases of supplies, inventory, materials, equipment , non-professional and professional personal services This ordinance is adopted pursuant to California Government Code §§ 61060 through 61063,

§ 1.02 PUBLIC WORKS EXCLUDED

This ordinance does not apply to public works as public works are defined by California Labor Code § 1720.

§ 1.03 PURCHASES BY THE DEPARTMENT OF GENERAL SERVICES.

As appropriate, the State of California Office of Procurement, California Department of General Services, may purchase miscellaneous equipment and supplies for the District as authorized by state law. The General Manager may sign and deliver all necessary requests and other documents in connection with such purchases.

§ 1.04 DEFINITIONS

As used in this Ordinance, the following words and phrases shall have the following meaning:

§ 1.04.01 BIDDER'S LIST:

Bidder's List shall mean a list of prospective suppliers, vendors, and qualified contractors capable of providing the commodity or service being bid upon, maintained by the General Manager.

§ 1.04.02 BOARD:

Board shall mean the Board of Directors of the Pajaro / Sunny Mesa Community Services District.

§ 1.04.03 COMMODITY:

Supplies, materials, equipment, and other tangible personal property appropriate for the reasonable operation of the District.

§ 1.04.04 COMPETITIVE BIDDING:

The formal or informal submission, or receipt, of verbal or written estimates or cost proposals in terms of dollars, person days of work required, percentage of construction cost, or any other measure of compensation whereby the District may compare prices and other relevant criteria. The competitive bidding process typically involves the submission of offers by bidders pursuant to a public notice inviting bidders to provide the District with a specified commodity or service, or to purchase District personal property which has been found by the Board not to be required for public use, and which offers are submitted under seal or by voice at a public auction.

§ 1.04.05 DISTRICT:

District shall mean the Pajaro / Sunny Mesa Community Services District.

§ 1.04.07 FORCE ACCOUNT:

Any work performed by District employees, or day's labor under District supervision or superintendence.

§ 1.04.08 GENERAL SERVICES:

Labor that does not require any unique skill, special background, or training and involve routine, recurring, and usual work for the continued operation and maintenance of the District. General services include the provision of telecommunication, gas, water, electric, light and power services and rentals of equipment and machinery.

§ 1.04.09 OPEN MARKET:

Purchase of a commodity or services that does not require the solicitation of competitive sealed bids for awarding to the lowest responsible bidder.

§1.04.10 PROFESSIONAL SERVICES:

Services performed by a physician, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm, attorney, computer or information technology consultant, or other consultant or organization possessing a high degree of technical and professional skills and that require specific skills, experience and training, and professional judgment.

§ 1.04.11 REQUEST FOR PROPOSALS (RFP)

A Request for Proposals shall mean a process used for one-time project-based professional services procurement where the work scope is known; a lump sum price for the specified design or other professional services is primary and experience and qualifications are known.

§ 1.04.2 REQUEST FOR QUALIFICATIONS (RFQ)

A Request for Qualifications shall mean a process used for recurring, ongoing or on-call non-project-based professional services procurement, where the work scope is unknown, unit pricing for the specified design and other professional services is desired and no specific design exists, and experience and qualifications are unknown.

2.00. GENERAL MANAGER

§2.01 POWERS AND DUTIES OF GENERAL MANAGER:

The General Manager shall, under the direction of the Board and in compliance with the provisions of this Ordinance and applicable State law, have the following powers and duties.:

- (a) Purchase or contract for all Commodities, or General, Trade and Professional Services required by the District.
- (b) Submit to the Board, for review and approval, contracts for the purchase of Commodities or retention of General, Trade or Professional Services. After approval by the Board by Resolution, the General Manager may sign such contracts on the District's behalf.
- (c) Dispose of property pursuant to Section 7.
- (d) In consultation with District General Counsel, develop standard forms and specifications for invitations to bid and related bid documents, purchase orders, Construction Contracts, and contracts for General, Trade or Professional Services, and prescribe the use of other forms and procedures as may be required to carry out the provisions of this Ordinance.
- (e) Supervise the inspection of all Commodities and services purchased under this Ordinance to assure conformance with District specifications.
- (f) Maintain up-to-date Bidder's List, vendor's catalogs, files, and such other records as needed to perform these duties.

(g) Ensure that purchasing specifications are written to encourage full competition in the marketplace, especially Monterey, San Benito, and Santa Cruz counties.

(h) Perform such other tasks as may be necessary or appropriate to administer the provisions of this Ordinance.

§2.02 DELEGATION OF AUTHORITY BY GENERAL MANAGER:

If the General Manager is unavailable to take the actions described in this Ordinance, the Board shall review the item at a regular or special board meeting and the duties may be fulfilled by the President of the Board or an interim general manager after deliberation and action by the Board. may make the necessary purchases, securing competitive quotations whenever possible. That person may issue a verbal order to a vendor as necessary to resolve the immediate hazard. Such a person shall notify the General Manager of their actions as soon as reasonably possible.

§ 2.03 COMPLIANCE

The General Manager shall follow and administer this ordinance, recommend District practices, and shall take steps as are reasonable and proper to ensure compliance with this Ordinance.

§ 2.04 AVAILABILITY OF FUNDS:

The General Manager may authorize a purchase or contract only if there are appropriated, unexpended funds available in the District budget for the purchase or to pay the costs of such contract. If there are no unexpended and appropriated funds within the approved District budget, then the purchase or contract shall only be authorized by the Board with appropriate budget amendments.

§ 2.05 DISTRICT STANDARDS:

The General Manager may establish and maintain administrative standards and practices that implement this Ordinance, including, but not limited to:

- (a) Procedures and regulations for inspecting deliveries of supplies, materials, and equipment and for evaluating the provision of general, trade or professional services.
- (b) Procedures and regulations for submitting requisitions for supplies, materials, equipment, and services by District employees; and
- (c) Procedures and regulations for the control and safeguarding of District supplies, materials, and equipment and the maintenance of an inventory system for such supplies, materials, and equipment.
- (d) The General Manager shall inform the Board and provide copies during the next succeeding Board meeting after they promulgate any proposed administrative

regulations.

§ 2.06 BULK ORDERS:

When practicable, the General Manager shall seek to reduce the number of purchasing transactions for regular, recurring or commonly used or purchased materials, inventory, supplies, and equipment by combining them into bulk orders.

§ 2.07 CHANGE ORDERS AND CONTRACT AMENDMENTS:

The General Manager may negotiate, approve, and sign change orders and contract amendments, if the sum of all amendments does not exceed \$60,000. Any change order or contract amendment that cumulatively exceeds \$60,000 shall require Board approval.

3.0 EMERGENCY CONTRACTING

§ 3.01 DETERMINATION OF EMERGENCY:

The authority to declare the existence of an emergency or emergency situation, including but not limited to those described in California Government Code §§ 8558 and 54956.5 generally resides with the Board. When urgent circumstances preclude taking the time for such a determination by the Board, the General Manager may declare the existence of an emergency subject to ratification of the Board at its next Board meeting.

§ 3.02 BOARD NOTIFICATION AND FINDING EMERGENCY:

The General Manager shall promptly report to the Board the emergency actions taken and the circumstances surrounding such an emergency.

4.0 EXEMPTIONS FROM BIDDING

Unless determined to be exempt from competitive bidding under one of the following exceptions to competitive bidding requirements:

- (a) An emergency under § 4.0 requires that an order be placed with the nearest available source of supply, service, or equipment.
- (b) Reasonable attempts have been made to obtain informal bids or proposals, and fewer than three (3) proposals can be obtained.
- (c) Equipment, supplies, or non-professional services are unique, available only from one (1) source, or sought to match existing equipment or supplies already in use (also known as a "sole source purchase").
- (d) Equipment, supplies, or non-professional services have been uniformly adopted or otherwise standardized in the District. In this case, evidence for the standardization shall be documented and maintained as a public record and approved by the General Manager before the purchase and then at least once

every five (5) years.

(e) The purchase is made cooperatively with one (1) or more other units of government through cooperative purchasing programs substantially the same as the District's bidding procedures (sometimes called (piggy backing)).

(f) When in the opinion of the General Manager, the equipment, supplies and non-professional services are available from a vendor who has been selected as the lowest bidder within the prior twelve (12) months by another public entity using competitive bidding procedures substantially the same as those used by the District for the acquisition of such equipment or supplies (sometimes called "piggybacking").

(g) The purchase of used supplies or equipment.

(h) Contracts for professional witness services if the purpose of such contracts is to provide for professional advice services or testimony relating to an existing or probable judicial proceeding in which the District is or may become a party, including contracts for special investigative services for law enforcement purposes.

(i) Contracts negotiated and/or prepared by the General Counsel or special counsel in connection with the settlement of a dispute, claim, or matter of litigation or threatened litigation.

(j) The purchase of books, magazines, newspapers, subscriptions, online library reference services, film, videos, and assorted materials for which contracts by competitive bid solicitation are not practical.

(k) Specialized seminar, training, and educational classes.

(l) Contracts for election services.

(m) Contracts for legal services.

(n) Franchise contracts; and

(o) Contracts for procuring and maintaining insurance policies.

5.0 BIDDING FOR PURCHASES OF EQUIPMENT, INVENTORY, SUPPLIES AND NON-PROFESSIONAL SERVICES

§ 5.01 BID-SPLITTING OF TRANSACTIONS UNLAWFUL:

The District shall not split requirements for Commodities, Trade or General Services, into amounts or estimated amounts of less than \$60,000 to avoid the provisions of this Section 6.

§ 5.02 WHEN BIDDING NOT REQUIRED

Competitive bidding is not required for purchases of equipment, inventory, supplies or

professional services expected to cost less than \$10,000.

§ 5.03 INFORMAL BIDDING REQUIREMENTS FOR EQUIPMENT, INVENTORY, SUPPLIES AND NON-PROFESSIONAL SERVICES.

5.03.01 INFORMAL BIDDING REQUIREMENT.

Equipment, inventory, supplies and non-professional services which are estimated to cost more than \$10,000 but less than \$60,000.00 shall be purchased pursuant to the informal competitive bidding procedures of this Ordinance .

§ 5.03.02 QUOTATIONS—NOTICE OF INVITATION—RESPONSES.

Invitations for quotations shall be made either by verbal or written request. Quotations from at least three (3) prospective sellers, vendors, suppliers, or contractors shall be requested.

§ 5.03.03 INFORMAL QUOTATIONS—SUBMISSION IN WRITING—RECORDKEEPING.

Written quotations, received via mailed letter, fax or email are required, and a record of open market quotations and orders shall be kept in accordance with the District's record retention policy after the receipt of such quotations.

§ 5.03.04 INFORMAL QUOTATIONS—REJECTION.

Quotations or proposals may be rejected if:

- (a) They fail to meet the specific purchase requirements in any respect;
or
- (b) All quotations, for any reason whatsoever, and a new request for quotation or proposal may be invited.

§ 5.03.05 INFORMAL AWARD OF PURCHASE.

Purchases shall be awarded to the person submitting the lowest responsive and responsible quotation, except as follows:

- (a) If two (2) or more quotations are received for the same total amount or unit price, quality and service being equal, and if, the public interest will not permit the delay of inviting new quotations, then the lower quotation obtained through negotiation with the persons submitting the tie quotations may be accepted.
- (b) If no quotations are received, the required purchase may be made for the best price and terms available without further notice to bidders.

§ 5.03.06 INFORMAL FORM OF CONTRACT.

Purchase orders shall be used and approved by the General Manager to award the purchase of equipment and supplies and no professional services less than \$60,000. .

§ 5.04 FORMAL BIDDING: EQUIPMENT, INVENTORY, SUPPLIES AND NON-PROFESSIONAL SERVICES.

§ 5.04.01 FORMAL COMPETITIVE BIDDING REQUIRED:

A purchase of equipment, inventory, supplies and non-professional services, commodities or of General Services in an amount or estimated amount exceeding \$60,000 shall be made pursuant to the Competitive Bidding requirements set forth in this § 5.04 et seq.

§ 5.04.02 FORMAL FORFEITURE OF BID SECURITY:

Upon award to the lowest responsible responsive bidder, if the successful bidder fails to proceed with the sale to the District or execute a contract with the District within 10 days from the date of the award, the bidder shall forfeit the bid security.

§ 5.04.03 FORMAL BID PROTEST PROCEDURES:

Any bid protest from an unsuccessful bidder must be submitted in writing to the District by the seventh day following the date of award. A "bid protest" means any protest, objection, complaint, or challenge to, concerning or against (i) a rejection of a bidder for any reason; (ii) a contract award to the apparent low bidder; (iii) another bidder's bid; or (iv) the legality or enforceability of the bid documents or contract documents or process. The bidder filing the protest must have submitted a bid for the purchase or contract. The protest shall be in the form of a letter or memorandum to the General Manager and shall include the following: (i) a complete statement of the basis or bases for the protest, including supporting documents; (ii) a reference to the specific portion(s) of the contract or bid documents that form(s) the basis of the protest; and (iii) the name, street and email address, and telephone number of the person representing the protesting bidder.

The bidder filing the protest shall concurrently transmit a copy of the protest document and any attached documentation to all other bidders with a direct financial interest who may be adversely affected by the outcome of the protest, including all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

The Board shall issue a prompt decision on the protest. If the Board determines that a protest is frivolous, the bidder submitting the protest may be determined to be irresponsible and be deemed ineligible for future contract awards as described herein.

The procedure and time limits set forth in this Ordinance are mandatory and are the bidder's sole and exclusive remedy in the event of a bid protest. Failure to timely comply with these procedures will constitute a waiver of any right to further pursue the bid protest, including, but not limited to filing a petition for writ of mandate, Government Claims Act claim, or a lawsuit or legal proceeding.

§ 5.04.04 FORM OF CONTRACT AFTER FORMAL BIDDING.

Contracts shall be used to award the purchase of equipment, inventory, supplies and non-professional services, commodities or of General Services costing more than \$60,000.

§ 5.04.05 REJECTION OF IRRESPONSIBLE BIDDER:

The General Manager may declare a bidder to be irresponsible for the following reasons:

- (a) Failure to furnish satisfactory proof of responsibility when requested by the District.
- (b) Unsatisfactory delay in the performance of a contract or purchase order.
- (c) Unsatisfactory performance of a contract or purchase order.
- (d) Submittal of a frivolous bid protest as described in Section 6.04 above; or
- (e) Violations or attempted violations of this Ordinance.

Once a bidder has been determined to be irresponsible, the General Manager may remove the bidder from the Bidder's List and deem the bidder to be ineligible for future contract awards for one year after the determination of irresponsibility. The barred bidder shall be furnished with a written notice explaining the reasons for the irresponsibility determination and may appeal such decision to the Board within 10 days of receiving the notice.

6.00 CONTRACTS FOR PROFESSIONAL SERVICES

§ 6.01 PROFESSIONAL SERVICE CONTRACTS NOT EXCEEDING \$15,000.

For Professional Service contracts in an amount or estimated amount of \$15,000 or less, the General Manager may negotiate, approve, and sign the Professional Services contract through negotiation, comparative pricing or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances.

The General Manager may however approve the contract only if there are unexpended funds available in the District budget to pay the costs of the Professional Services contract. If there are no unexpended funds within the approved District budget, then the Board must authorize the contract.

§ 6.02 PROFESSIONAL SERVICES CONTRACTS EXCEEDING \$10,000:

§ 6.02.01 RFQ OR RFP REQUIRED

A contract for Professional Services in an amount or estimated amount exceeding \$10,000 shall be made pursuant to the solicitation procedures of this Ordinance:

§ 6.02.02 RFP OR RFQ PREPARATION:

The General Manager shall prepare a RFQ (for ongoing or on-call non-project based professional services) or RFP (for one-time project based professional services) that describes the one time Professional Services needed, the required minimum qualifications, any required pre-proposal conferences, any professional, errors and omissions, workers compensation, or general liability insurance requirements, the requirement that the proposal response be sealed, the deadline date and time for submitting the response to the RFQ or RFP, and the place to submit the response.

The General Manager shall review all proposals received in compliance with the RFP or RFQ requirements and may conduct follow-up interviews with the most qualified consultants. The proposals need not be opened in public. At the next Board meeting following the opening of proposals, the General Manager shall present the proposals to the Board for consideration and shall make a recommendation to the Board on an award to the most qualified proposal based on the factors herein.

§ 6.02.03 FACTORS TO CONSIDER IN SELECTING PROFESSIONAL SERVICES CONSULTANT:

A Professional Services contract shall be awarded only to firms and persons which have demonstrated a satisfactory level of experience, competence, training, credentials, character, integrity, reputation, financial responsibility, resources, equipment, staffing, and other similar or appropriate qualifications necessary to competently perform the services required by the District and within budget. The cost of the Professional Services shall not be the sole determinative factor, as it may be in the District's best interest to award the Professional Services contract to a higher-priced consultant based on the scope of services, availability, unique skills, staffing levels, timing, prior experience, familiarity with District operations, and other information as determined by the District. The information required for determining the qualifications for providing the District with such services shall be developed by the General Manager.

When selecting an architectural, landscape architectural, engineering, and environmental, land surveying, or construction project management firm, the selection will be based on the demonstrated competence and professional qualifications necessary for the satisfactory performance of the required services in accordance with [California Government Code section 4526](#).

§ 6.02.04 AWARD OF CONTRACT:

Instead of a RFP or RFQ, if the General Manager determines that a RFQ or RFP would not be in the best interests of the District, the General Manager may recommend a sole source Professional Services contract to the Board. In its discretion, the Board may award the contract to the person or firm recommended by the General Manager or, if applicable, another proposer, reject all proposals and re-solicit proposals, reject all proposals, and not proceed with the contract, or reject all proposals and direct that the General Manager solicit and negotiate a contract with a specific person or firm.

§ 6.04 CONTRACT AMENDMENTS:

The General Manager may negotiate and execute Professional Services contract amendments if the sum of all amendments does not exceed the approved contingency amount for that specific contract. Any contract amendment that, in addition to any approved contingency amount, shall require Board approval.

7.00 DISPOSAL OF DISTRICT PROPERTY

7.01 DISPOSAL OF SURPLUS REAL PROPERTY:

The General Manager shall dispose of real property that the Board has determined to be no longer necessary for the District's use in compliance with the requirements set forth in the California Surplus Lands Act at Government Code §§ [54220 through 54233](#), the County Park Abandonment Law of 1959 at California Government Code § 25580 et seq, or as otherwise directed by the Board and in compliance with State Law, in particular the California Community District Law at California Government Code § 61000 et seq.

7.02 DISPOSAL OF SURPLUS PERSONAL PROPERTY:

This section applies to surplus personal property, which is personal property owned by the District that the Board has declared surplus as inadequate or no longer necessary for the needs of the District. The General Manager may sell surplus personal property, or trade-in surplus personal property, as the Manager deems in the best interests of the District. The General Manager may discard or dispose of unsalable surplus personal property in any appropriate manner. The General Manager may also discard or destroy surplus personal property in any appropriate manner that may have some resale value but where, because of safety or liability concerns, destruction or disposal is preferable to sale.

~o0o~

SECTION 3. SUPERSEDE.

This ordinance supersedes all prior inconsistent District practices, ordinances, resolutions, policies, rules, or regulations concerning the subject matter of this ordinance.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall take effect 30 days after its adoption.

SECTION 5. SEVERABILITY.

c:\users\judyv\appdata\local\microsoft\windows\inetcache\content.outlook\m\vhthg5w\2024-01-25 psm csd purchasing ordinance 2nd reading 2.docx

If any section or provision of this Ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 6. PUBLICATION

Publication. The District Secretary is directed to prepare and publish a summary of this ordinance once, with the names of the members voting for and against the ordinance, in a newspaper published in the District within 15 days after the adoption of this ordinance.

INTRODUCED by the Board of Directors on the ____ day of November 2023.

PASSED AND ADOPTED by the Board of Directors of the Pajaro / Sunny Mesa Community Services District at a regular meeting on the 1st day of _____, 2024 by the following roll call vote:

FINANCIAL NOTES -DECEMBER 2023

Account No:	Account Name:	Increase / Decrease	Description
Income:			
4001-4015	Total Income	-	Water Revenue: 97% of budget projection
Expenses: Indirect			
5090	Other Employee Expense	+	Purchase of new raingear and annual boot reimbursements
5145	District Wide Repair & Maint.	+	Duplicate keys made, reagent solution for sampling
5240	Office Supplies	+	Toner for HP printer (4)
5260	Accounting & Bookkeeping	+	2023 Audit: Progress billing #4
5326	Licenses & Certifications	+	Course enrollment for certification
5390	Bank Charges	+	Annual fee for safe deposit box
5391	Credit Card Transaction Fees	+	Annual regulatory fee to credit card merchant
Expenses: Direct			
5220	Water System- Repair & Maint.	+	Main line repairs: Springfield, Vierra & Moss Landing WS
Other Income:			
4100	Late Payment Penalties	+	1.5% late fee charges for payments not received by 1st of the month

Income & Cash Summary

Total Income	Total Expense	Difference
\$225,612.76	\$170,018.81	\$55,593.95
November Cash	December Cash	Difference
\$893,093.26	\$978,820.78	\$85,727.52

Pajaro/Sunny Mesa Community Services District

Balance Sheet

As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1001 · SCCB - Operating Account	498,038.83
1002 · SCCB Reserve Account	480,781.95
1003 · SCCB - Sick Leave Account	5,501.02
1004 · SCCB - Street Maint Acct	270,358.07
1006 · SCCB-GF 633	18,431.08
1007 · SCCB - Debt Service Reserve	133,578.73
1032 · SCCB-COP Acct	146,118.72
1036 · PSM Pajaro Park Acct	130,773.68
1050 · Cash in County Treasury - DS	35,431.16
1051 · Cash in County Treasury - GF	230,252.50
1052 · US Bank 2021 Gen. Bond -8000	2,095.08
1054 · US Bank 2021 Gen. Bond -8002	322,673.16
1055 · US Bank 2021 Gen. Bond -8003	10.93
1056 · US Bank 2021 Gen. Bond -8004	10.25
1057 · US Bank 2021 Gen. Bond -8005	95,270.59
1066 · US Bank Vega 2303	154,148.86
1068 · US Bank Vega 2301	190.36
1069 · US Bank Vega-2302	566.45
1095 · US Bank Wtr Bond-Res 2204	149,125.46
2201 · US Bank-2015 Wtr Rfd Bd 2201	6,804.60
	<hr/>
Total Checking/Savings	2,680,161.48
Accounts Receivable	
1110 · Invoice Accounts Recv	3,711.80
1231 · Grants Receivable-A/R	39,864.98
	<hr/>
Total Accounts Receivable	43,576.78
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	261,935.27
1101 · Allowance for Doubtful Accounts	-8,630.02
1115 · Prepaid Expenses	1.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	3,090.14
1252 · Assessments Rec. - Street Maint	9,732.00
1253 · Assessments Rec. - Water bond	122,000.00
1253.1 · Assess Rec - Water Bond - Count	2,275.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
	<hr/>
Total Other Current Assets	375,102.48
Total Current Assets	<hr/> 3,098,840.74
Fixed Assets	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	314,656.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-95,820.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	163,247.47
1551 · A/D - District Office Building	-135,624.73
1555 · Office Equipment/Furniture	36,030.86
1556 · A/D - Office Equip/Furniture	-30,572.90
1557 · Equipment - Lighting	8,980.18
1559 · A/D - Lighting and Parks	-8,980.18
1560 · Electric Power to Sheds	2,598.59
1561 · A/D - Electric Power to Sheds	-2,599.00
1570 · Equipment - Pumping Plant	515,504.21
1571 · A/D - Equipment - Pumping Plant	-470,386.87
1580 · Distribution Mains [P]	1,487,948.01

January 22, 2024

Balance Sheet

Accrual Basis

As of December 31, 2023

	Dec 31, 23
1581 · A/D - Distribution Mains	-1,169,999.68
1590 · Meters	90,114.13
1591 · A/D - Meters	-87,167.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-5,149.72
1610 · Automotive Equipment	229,909.12
1611 · A/D - Automotive Equipment	-204,178.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-101,585.77
1622 · A/D - Moss Landing	-207,267.31
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	-24,055.73
1650 · Trans & Distr Plant	248,292.08
1651 · A/D - Trans & Distr Plant	-132,947.30
1670 · Small Tools/Equipment	10,773.67
1671 · A/D - Small Tools/Equipment	-10,773.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-124,647.45
1804 · CIP-Springfield	393,244.44
1804.1 · A/D- Springfield Project	-19,662.00
1805 · CIP-Vega Imprvmtnt Project	4,599,594.33
1805.1 · A/D - Vega	-2,881,609.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	303,460.61
1807.1 · A/D - Langley/VP	-120,078.74
1808 · CIP-Normco	363,311.30
1808.1 · A/D - Normco Tank	-200,961.73
1811 · CIP-Vierra Estate	298,844.86
1811.1 · A/D - Vierra Estates	-150,454.72
1812 · CIP-Moss Landing Water System	522,436.42
1812.1 · A/D - Moss Landing Water	-213,038.55
1814 · CIP-Pajaro	2,379,430.58
1814.1 · A/D- Pajaro	-351,715.00
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,911,296.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-263,155.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-40,488.89
1820 · Normco Treatment Facility	127,374.00
1820.1 · A/D-Normco Treatment Facility	-122,067.85
1821 · CIP-Sunny Mesa	231,621.50
1821.1 · A/D-Sunny Mesa	-163,202.00
1822 · CIP-Vega	115,103.24
1822.1 · A/D-Vega	-16,245.00
1823 · CIP-Blackie	71,557.55
1823.1 · A/D-Blackie	-8,507.00
1824 · CIP- Generator Project	278,980.00
1825 · Spare Equip not yet in Service	10,039.00
Total Fixed Assets	11,087,974.46
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	3,203,515.72
1950 · Deferred amount on refunding	56,573.60
1951 · Deferred Amt of Ref-Vega Bds15	70,012.09
Total Other Assets	3,330,359.26
TOTAL ASSETS	17,517,174.46
LIABILITIES & EQUITY	

Pajaro/Sunny Mesa Community Services District
Balance Sheet
As of December 31, 2023

	Dec 31, 23
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	63,731.44
Total Accounts Payable	63,731.44
Credit Cards	
2900 · Wells Fargo- 6120	161.80
2905 · Wells Fargo- 0721	362.00
2910 · Elan	420.03
Total Credit Cards	943.83
Other Current Liabilities	
2005 · Accrued Liabilities	70,261.00
2050 · Accrued Payroll	23,521.92
2100 · Payroll Tax Liabilities	2,658.42
2110 · Direct Deposit Liabilities	0.01
2121 · Customer Security Deposits	18,028.70
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	25,050.00
2225 · Accrued Vacation Liability	14,122.96
2230 · Accrued Sick Leave Liability	33,609.76
2263 · 457b EE Plan Payable	3,317.15
2264 · Employee Insurance Payable	-1,583.47
2265 · EE Affac Insurance Payable	899.68
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	2,347.79
2325 · Payable to P.V.W.M.A.	3,654.43
Total Other Current Liabilities	261,658.25
Total Current Liabilities	326,333.52
Long Term Liabilities	
2256 · Vehicle Loan Payable	16,188.73
2257 · Reorganization Loan	150,000.00
2350 · Bonds Payable - Water Bond	85,000.00
2355 · Bonds Payable- 2021 Gen. Bond	1,575,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	1,735,000.00
2361 · Bonds Payable-2015 Vega Wtr Rf	3,027,599.67
2400 · Unamortized Discount on 2015	-26,433.01
2401 · Unamortized Discount-2015 Vega	-10,306.72
2402 · 2021 Gen. Bond Premium	40,695.80
Total Long Term Liabilities	6,592,744.47
Total Liabilities	6,919,077.99
Equity	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	187,116.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	4,643,647.57
Net Income	724,731.02
Total Equity	10,598,096.47
TOTAL LIABILITIES & EQUITY	17,517,174.46

Pajaro/Sunny Mesa Community Services District
Profit & Loss
December 2023

	Dec 23
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	25,406.50
4002 · Route 2 - Pajaro	30,490.86
4003 · Route 3 - Commercial	26,013.40
4004 · Route 4 - Trailer Park	1,578.30
4005 · Route 5 - San Juan Rd Apts	118.81
4006 · Route 6 - Sunny Mesa	14,277.78
4007 · Route 7 - CSA 73	16,510.56
4008 · Route 8 - Vega	16,965.22
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	33,960.96
4012 · Route 12 - Blackie Road	4,383.09
4013 · Route 13 - Normco	37,513.49
4014 · Route 14 - Vierra	6,839.68
4015 · Route 15 - Langley/VP	3,929.66
Total Income	218,838.31
Gross Profit	218,838.31
Expense	
INDIRECT	
5000 · Salaries and Wages	76,772.05
5005 · Administrative Fees	522.52
5030 · Payroll Tax Expense	986.07
5050 · Employee Health Insurance	16,131.37
5070 · Employee Retirement	10,011.71
5090 · Other Employee Expense	405.48
5130 · Utilities - Office	330.92
5140 · Building Repair & Maint	232.86
5145 · District Wide Repair & Maint	1,099.37
5150 · Garbage Service	396.44
5160 · Office Equip Rental	668.21
5165 · Computer Software	975.48
5170 · Office Equipment Repair & Maint	173.92
5240 · Office Supplies	689.53
5250 · Legal Expenses	811.32
5256 · Interest Exp-Financed Items	73.46
5260 · Accounting & Bookkeeping	5,000.00
5280 · Conferences, Meetings, Seminars	15.99
5326 · Licenses and Certifications	400.80
5330 · Telephone	1,159.76
5370 · Fuel - Trucks	2,556.31
5390 · Bank Charges	100.00
5391 · Credit Card Transaction Fees	196.46
Total INDIRECT	119,710.03
5190 · Water Testing- Labs	1,632.60
5220 · Water System - Repair & Maint	34,491.43
5225 · Street Maintenance	1,964.94
5230 · Park - Repair & Maint	99.74
5231 · Pajaro Park Expense	1,654.05
5310 · Utilities - Well Site	14,184.75
5315 · Utilities - Street Lighting	2,524.28
5392 · Returned Online Payment Fee	40.00
5426 · Vega Assmnt Bond Expense	1,080.15
5427 · Improvement Project-Springfield	9,548.25
Total Expense	186,930.22
Net Ordinary Income	31,908.09
Other Income/Expense	
Other Income	
4100 · Late Payment Penalties	627.51
4110 · Hydrant Sales	515.60
4200 · Street Maintenance-Reimb	35,332.52

Pajaro/Sunny Mesa Community Services District

Profit & Loss

December 2023

	<u>Dec 23</u>
4210 · Vega Bond Assessments	153,904.16
4280 · Pro-Rata Tax Collection Share	14,661.23
4285 · P.V.W.M.A. Collection Fee	2,375.11
4307 · Returned Check Charges	25.00
4311 · Interest on Pooled Investments	197.52
4340 · Utility Reimbursements	23,670.70
4350 · Interest Revenue	3,256.23
5794 · Water Bond Assessments	24,260.37
	<hr/>
Total Other Income	258,825.95
Other Expense	
5442 · North of Moss Landing Proj- Exp	560.00
	<hr/>
Total Other Expense	560.00
	<hr/>
Net Other Income	258,265.95
	<hr/>
Net Income	<u>290,174.04</u>

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget Performance- Water Enterprise
December 2023

	<u>Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
4001 · Route 1 - Pajaro	25,406.50	29,083.33	87.4%	158,723.29	174,500.02	91.0%	349,000.00
4002 · Route 2 - Pajaro	30,490.86	28,583.33	106.7%	179,041.64	171,500.02	104.4%	343,000.00
4003 · Route 3 - Commercial	26,013.40	29,083.33	89.4%	169,060.36	174,500.02	96.9%	349,000.00
4004 · Route 4 - Trailer Park	1,578.30	1,500.00	105.2%	9,651.00	9,000.00	107.2%	18,000.00
4005 · Route 5 - San Juan Rd Apts	118.81	1,250.00	9.5%	6,603.87	7,500.00	88.1%	15,000.00
4006 · Route 6 - Sunny Mesa	14,277.78	15,083.33	94.7%	100,644.09	90,500.02	111.2%	181,000.00
4007 · Route 7 - CSA 73	16,510.56	17,083.33	96.6%	109,369.21	102,500.02	106.7%	205,000.00
4008 · Route 8 - Vega	16,965.22	17,750.00	95.6%	112,983.40	106,500.00	106.1%	213,000.00
4010 · Route 10 -Springfield	850.00	833.33	102.0%	5,120.00	5,000.02	102.4%	10,000.00
4011 · Route 11 - Moss Landing	33,960.96	31,416.66	108.1%	198,846.51	188,500.04	105.5%	377,000.00
4012 · Route 12 - Blackie Road	4,383.09	4,416.66	99.2%	30,327.22	26,500.04	114.4%	53,000.00
4013 · Route 13 - Normco	37,513.49	39,250.00	95.6%	246,225.93	235,500.00	104.6%	471,000.00
4014 · Route 14 - Vierra	6,839.68	6,500.00	105.2%	39,672.21	39,000.00	101.7%	78,000.00
4015 · Route 15 - Langley/VP	3,929.66	3,750.00	104.8%	24,955.08	22,500.00	110.9%	45,000.00
Total Income	218,838.31	225,583.30	97.0%	1,391,223.81	1,353,500.20	102.8%	2,707,000.00
Gross Profit	218,838.31	225,583.30	97.0%	1,391,223.81	1,353,500.20	102.8%	2,707,000.00
Expense							
INDIRECT							
5000 · Salaries and Wages	76,772.05	77,583.33	99.0%	436,658.69	465,500.02	93.8%	931,000.00
5005 · Administrative Fees	522.52	541.66	96.5%	3,114.64	3,250.04	95.8%	6,500.00
5030 · Payroll Tax Expense	986.07	1,333.33	74.0%	6,692.79	8,000.02	83.7%	16,000.00
5040 · Worker's Comp Insurance	0.00	1,500.00	0.0%	8,912.48	9,000.00	99.0%	18,000.00
5050 · Employee Health Insurance	16,131.37	15,750.00	102.4%	85,158.33	94,500.00	90.1%	189,000.00
5070 · Employee Retirement	10,011.71	11,666.66	85.8%	63,052.82	70,000.04	90.1%	140,000.00
5090 · Other Employee Expense	405.48	250.00	162.2%	1,354.36	1,500.00	90.3%	3,000.00
5120 · Property Taxes	0.00	191.66	0.0%	2,309.52	1,150.04	200.8%	2,300.00
5130 · Utilities - Office	330.92	375.00	88.2%	1,978.53	2,250.00	87.9%	4,500.00
5140 · Building Repair & Maint	232.86	583.33	39.9%	2,619.69	3,500.02	74.8%	7,000.00
5145 · District Wide Repair & Maint	1,099.37	833.33	131.9%	7,915.28	5,000.02	158.3%	10,000.00
5150 · Garbage Service	396.44	416.66	95.1%	2,384.59	2,500.04	95.4%	5,000.00
5160 · Office Equip Rental	668.21	708.33	94.3%	4,009.26	4,250.02	94.3%	8,500.00
5165 · Computer Software	975.48	1,500.00	65.0%	10,913.21	9,000.00	121.3%	18,000.00
5170 · Office Equipment Repair & Maint	173.92	300.00	58.0%	635.50	1,800.00	35.3%	3,600.00
5175 · Small Tools - Repair & Maint.	0.00	83.33	0.0%	446.65	500.02	89.3%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	4,166.66	0.0%	50,965.41	25,000.04	203.9%	50,000.00
5200 · Billing Supplies	0.00	375.00	0.0%	4,322.16	2,250.00	192.1%	4,500.00
5240 · Office Supplies	689.53	333.33	206.9%	3,230.89	2,000.02	161.5%	4,000.00
5245 · Postage	0.00	891.66	0.0%	4,000.00	5,350.04	74.8%	10,700.00
5250 · Legal Expenses	811.32	1,416.66	57.3%	13,265.42	8,500.04	156.1%	17,000.00

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget Performance- Water Enterprise
 December 2023

	Dec 23	Budget	% of Budget	Jul - Dec 23	YTD Budget	% of Budget	Annual Budget
5255 · Interest Expense	0.00	658.33	0.0%	3,937.50	3,950.02	99.7%	7,900.00
5256 · Interest Exp-Financed Items	73.46	125.00	58.8%	507.75	750.00	67.7%	1,500.00
5260 · Accounting & Bookkeeping	5,000.00	3,208.33	155.8%	30,000.00	19,250.02	155.8%	38,500.00
5266 · Engineering Svcs-Dist Wide	0.00	1,083.33	0.0%	1,500.00	6,500.02	23.1%	13,000.00
5270 · Automotive - Repair & Maint	0.00	833.33	0.0%	11,764.29	5,000.02	235.3%	10,000.00
5280 · Conferences, Meetings, Seminars	15.99	41.66	38.4%	215.94	250.04	86.4%	500.00
5290 · Travel Expenses	0.00	41.66	0.0%	0.00	250.04	0.0%	500.00
5300 · Books & Subscriptions	0.00	125.00	0.0%	0.00	750.00	0.0%	1,500.00
5305 · Water Conservation Program	0.00	250.00	0.0%	0.00	1,500.00	0.0%	3,000.00
5320 · Membership Fees and Dues	0.00	1,791.66	0.0%	11,617.64	10,750.04	108.1%	21,500.00
5326 · Licenses and Certifications	400.80	166.66	240.5%	1,355.05	1,000.04	135.5%	2,000.00
5330 · Telephone	1,159.76	1,500.00	77.3%	5,696.02	9,000.00	63.3%	18,000.00
5340 · Burglar Alarm Monitoring	0.00	75.00	0.0%	386.00	450.00	85.8%	900.00
5370 · Fuel - Trucks	2,556.31	3,333.33	76.7%	17,610.21	20,000.02	88.1%	40,000.00
5390 · Bank Charges	100.00	25.00	400.0%	100.00	150.00	66.7%	300.00
5391 · Credit Card Transaction Fees	196.46	41.66	471.6%	379.84	250.04	151.9%	500.00
5400 · Miscellaneous Expense	0.00	16.66	0.0%	0.00	100.04	0.0%	200.00
6577 · COP Debt Service - Interest	0.00	5,933.33	0.0%	35,562.50	35,600.02	99.9%	71,200.00
Total INDIRECT	119,710.03	140,049.87	85.5%	834,572.96	840,300.78	99.3%	1,680,600.00
5190 · Water Testing- Labs	1,632.60	2,916.66	56.0%	17,246.00	17,500.04	98.5%	35,000.00
5220 · Water System - Repair & Maint	34,491.43	18,750.00	184.0%	112,765.49	112,500.00	100.2%	225,000.00
5265 · Engineering Expenses	0.00	83.33	0.0%	0.00	500.02	0.0%	1,000.00
5310 · Utilities - Well Site	14,184.75	14,583.33	97.3%	91,829.22	87,500.02	104.9%	175,000.00
5325 · Permits	0.00	3,000.00	0.0%	2,459.00	18,000.00	13.7%	36,000.00
5360 · Fuel - Generator	0.00	833.33	0.0%	0.00	5,000.02	0.0%	10,000.00
5428 · COP Bond Expense	0.00	350.00	0.0%	2,170.00	2,100.00	103.3%	4,200.00
6565 A · 2021 Bond Expense- Fees	0.00	375.00	0.0%	2,300.00	2,250.00	102.2%	4,500.00
Total Expense	170,018.81	180,941.52	94.0%	1,063,342.67	1,085,650.88	97.9%	2,171,300.00
Net Ordinary Income	48,819.50	44,641.78	109.4%	327,881.14	267,849.32	122.4%	535,700.00
Other Income/Expense							
Other Income							
4100 · Late Payment Penalties	627.51	416.66	150.6%	3,275.36	2,500.04	131.0%	5,000.00
4101 · Billing Adjustments	0.00	16.66	0.0%	0.00	99.96	0.0%	199.92
4110 · Hydrant Sales	515.60	1,250.00	41.2%	31,340.40	7,500.00	417.9%	15,000.00
4115 · Testing Fees	0.00	916.66	0.0%	90.00	5,500.04	1.6%	11,000.00
4140 · Connection Fees	0.00	616.66	0.0%	128,043.00	3,700.04	3,460.6%	7,400.00
4141 · Application Fees	0.00	45.83	0.0%	605.00	275.02	220.0%	550.00
4146 · Other Fees	0.00	33.33	0.0%	0.00	200.02	0.0%	400.00
4285 · P.V.W.M.A. Collection Fee	2,375.11	2,416.66	98.3%	16,462.34	14,500.04	113.5%	29,000.00
4300 · Collection of Previous W/O Acct	0.00	20.83	0.0%	0.00	125.02	0.0%	250.00

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget Performance- Water Enterprise
 December 2023

	<u>Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Dec 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
4305 · Miscellaneous Revenue	0.00	83.33	0.0%	360.00	500.02	72.0%	1,000.00
4341 · Lighting Admin Reimbursements	0.00	1,083.33	0.0%	0.00	6,500.02	0.0%	13,000.00
4346 · District 25% Overhead Fee	0.00	41.66	0.0%	0.00	250.04	0.0%	500.00
4350 · Interest Revenue	3,256.23	1,250.00	260.5%	20,476.54	7,500.00	273.0%	15,000.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	0.00	350.02	0.0%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	0.00	200.02	0.0%	400.00
Total Other Income	<u>6,774.45</u>	<u>8,283.27</u>	<u>81.8%</u>	<u>200,652.64</u>	<u>49,700.30</u>	<u>403.7%</u>	<u>99,399.92</u>
Net Other Income	<u>6,774.45</u>	<u>8,283.27</u>	<u>81.8%</u>	<u>200,652.64</u>	<u>49,700.30</u>	<u>403.7%</u>	<u>99,399.92</u>
Net Income	<u><u>55,593.95</u></u>	<u><u>52,925.05</u></u>	<u><u>105.0%</u></u>	<u><u>528,533.78</u></u>	<u><u>317,549.62</u></u>	<u><u>166.4%</u></u>	<u><u>635,099.92</u></u>

AGING REPORT: December 2023

Aging Balance as of 1/1/24

Balance	Current	30 Days	60 Days	90 Days
\$250,987.97	\$209,219.80	\$33,363.54	\$7,819.77	\$584.86

Previous Month Balances				
\$232,474.30	\$194,642.60	\$32,664.46	\$4,858.47	\$308.77

Notes:

Monthly collections were low. This is a typical trend for December. District was successful in keeping the 90 day delinquency balance low. The District did not receive any LIHWAP payments in December but continues to encourage customers to apply.

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check		12/19/2023	XXX	1001 · SCCB - Operating Account		0.00
General Journal	AJE #...	06/30/2023	XXX	2000 · Accounts Payable	0.00	-9,183.00
TOTAL					0.00	-9,183.00
Check	A/P	12/19/2023	Santa Cruz County Bank	1001 · SCCB - Operating Account		-100.00
				5390 · Bank Charges	-100.00	100.00
TOTAL					-100.00	100.00
Check	AP	12/18/2023	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Check	AP	12/19/2023	Santa Cruz County Bank	1001 · SCCB - Operating Account		-623.25
				2256 · Vehicle Loan Payable	-598.31	598.31
				5256 · Interest Exp-Financed Items	-24.94	24.94
TOTAL					-623.25	623.25
Bill Pmt -Check	AP	12/21/2023	ACWA-JPIA (med ins)-ACH	1001 · SCCB - Operating Account		-17,931.82
Bill	07014...	12/01/2023		5050 · Employee Health Insurance	-16,131.37	16,131.37
				2264 · Employee Insurance Payable	-1,800.45	1,800.45
TOTAL					-17,931.82	17,931.82
Bill Pmt -Check	AP	12/21/2023	AT&T 1782-Online	1001 · SCCB - Operating Account		-31.43
Bill	12/7/2...	12/07/2023		5310 · Utilities - Well Site	-31.43	31.43
TOTAL					-31.43	31.43
Bill Pmt -Check	AP	12/21/2023	AT&T 2627-Online	1001 · SCCB - Operating Account		-31.43
Bill	12/7/2...	12/07/2023		5310 · Utilities - Well Site	-31.43	31.43
TOTAL					-31.43	31.43
Bill Pmt -Check	AP	12/21/2023	AT&T 6542-Online	1001 · SCCB - Operating Account		-61.54
Bill	12/7/2...	12/07/2023		5310 · Utilities - Well Site	-61.54	61.54
TOTAL					-61.54	61.54
Bill Pmt -Check	AP	12/21/2023	Bianchi Kasavan & Pope-Online	1001 · SCCB - Operating Account		-5,000.00
Bill	01112...	12/01/2023		5260 · Accounting & Bookkeeping	-5,000.00	5,000.00
TOTAL					-5,000.00	5,000.00
Bill Pmt -Check	AP	12/21/2023	Charles Grosser	1001 · SCCB - Operating Account		-150.00
Bill	Boot ...	12/09/2023		5090 · Other Employee Expense	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	AP	12/21/2023	Data Flow Business Systems-Online	1001 · SCCB - Operating Account		-185.97
Bill	372055	10/25/2023		5170 · Office Equipment Repair & Maint	-185.97	185.97
TOTAL					-185.97	185.97
Bill Pmt -Check	AP	12/21/2023	Elan-Online	1001 · SCCB - Operating Account		-498.65
Bill	Dec S...	12/05/2023		2910 · Elan	-498.65	498.65

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-498.65	498.65
Bill Pmt -Check	AP	12/21/2023	EverBank	1001 · SCCB - Operating Account		-195.29
Bill	98103...	12/08/2023		5160 · Office Equip Rental	-195.29	195.29
TOTAL					-195.29	195.29
Bill Pmt -Check	AP	12/21/2023	Ferguson Waterworks	1001 · SCCB - Operating Account		-523.13
Bill	18318...	12/07/2023		5220 · Water System - Repair & Maint	-523.13	523.13
TOTAL					-523.13	523.13
Bill Pmt -Check	AP	12/21/2023	Grunsky Law Firm	1001 · SCCB - Operating Account		-811.32
Bill	Inv. 1...	12/05/2023		5250 · Legal Expenses	-811.32	811.32
TOTAL					-811.32	811.32
Bill Pmt -Check	AP	12/21/2023	J Johnson & Company, Inc.- ACH	1001 · SCCB - Operating Account		-15,327.25
Bill	23-00...	12/16/2023		5220 · Water System - Repair & Maint	-940.10	940.10
Bill	23-00...	12/16/2023		5220 · Water System - Repair & Maint	-14,387.15	14,387.15
TOTAL					-15,327.25	15,327.25
Bill Pmt -Check	AP	12/21/2023	PG&E 0819-Online	1001 · SCCB - Operating Account		-9,772.24
Bill	11/3/2...	12/07/2023		5310 · Utilities - Well Site	-4,386.38	4,386.38
				5310 · Utilities - Well Site	-2,548.66	2,548.66
				5310 · Utilities - Well Site	-450.02	450.02
				5310 · Utilities - Well Site	-739.68	739.68
				5310 · Utilities - Well Site	-240.28	240.28
				5315 · Utilities - Street Lighting	-99.58	99.58
				5310 · Utilities - Well Site	-1,307.64	1,307.64
TOTAL					-9,772.24	9,772.24
Bill Pmt -Check	AP	12/21/2023	PG&E 6857-Online	1001 · SCCB - Operating Account		-6,086.73
Bill	10/26/...	11/28/2023		5310 · Utilities - Well Site	-2,030.54	2,030.54
				5310 · Utilities - Well Site	-1,167.34	1,167.34
				5130 · Utilities - Office	-216.40	216.40
				5310 · Utilities - Well Site	-278.81	278.81
				5315 · Utilities - Street Lighting	-2,393.64	2,393.64
TOTAL					-6,086.73	6,086.73
Bill Pmt -Check	AP	12/21/2023	Singh Computech- ACH	1001 · SCCB - Operating Account		-270.00
Bill	9978	12/12/2023		5165 · Computer Software	-270.00	270.00
TOTAL					-270.00	270.00
Bill Pmt -Check	AP	12/21/2023	Tom's Site Service- ACH	1001 · SCCB - Operating Account		-208.49
Bill	86912	12/03/2023		5145 · District Wide Repair & Maint	-208.49	208.49
TOTAL					-208.49	208.49
Bill Pmt -Check	AP	12/21/2023	USA Blue Book- ONLINE	1001 · SCCB - Operating Account		-252.51
Bill	inv 00...	12/06/2023		5145 · District Wide Repair & Maint	-252.51	252.51
TOTAL					-252.51	252.51
Bill Pmt -Check	AP	12/21/2023	Valvoline- online	1001 · SCCB - Operating Account		-224.38
Bill	73687	11/09/2023		5270 · Automotive - Repair & Maint	-111.72	111.72
Bill	74776	11/29/2023		5270 · Automotive - Repair & Maint	-112.66	112.66

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-224.38	224.38
Bill Pmt -Check	AP	12/21/2023	Wells Fargo- 6120 ONLINE	1001 · SCCB - Operating Account		-171.79
Bill		12/11/2023		2900 · Wells Fargo- 6120	-171.79	171.79
TOTAL					-171.79	171.79
Bill Pmt -Check	AP	12/21/2023	Wells Fargo 0721-Online	1001 · SCCB - Operating Account		-375.53
Bill		12/18/2023		2905 · Wells Fargo- 0721	-375.53	375.53
TOTAL					-375.53	375.53
Check	AP	12/26/2023	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Check	AP	12/31/2023	Total Merchant Services	1001 · SCCB - Operating Account		-190.72
				5391 · Credit Card Transaction Fees	-41.72	41.72
				5391 · Credit Card Transaction Fees	-149.00	149.00
TOTAL					-190.72	190.72
Check	AP	01/05/2024	FP Mailing Solutions-Online	1001 · SCCB - Operating Account		-1,000.00
				5245 · Postage	-1,000.00	1,000.00
TOTAL					-1,000.00	1,000.00
Check	AP	01/08/2024	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Bill Pmt -Check	AP	01/10/2024	A. L. Lease Company, Inc.-Online	1001 · SCCB - Operating Account		-276.52
Bill	168052	12/26/2023		5220 · Water System - Repair & Maint	-276.52	276.52
TOTAL					-276.52	276.52
Bill Pmt -Check	AP	01/10/2024	Ace Hardware Watsonville- ACH	1001 · SCCB - Operating Account		-386.99
Bill	22669...	12/01/2023		5145 · District Wide Repair & Maint	-110.80	110.80
Bill	226963	12/01/2023		5145 · District Wide Repair & Maint	-65.83	65.83
Bill	226989	12/02/2023		5220 · Water System - Repair & Maint	-25.23	25.23
Bill	227001	12/03/2023		5220 · Water System - Repair & Maint	-74.53	74.53
Bill	227028	12/04/2023		5220 · Water System - Repair & Maint	-6.56	6.56
Bill	227050	12/05/2023		5220 · Water System - Repair & Maint	-16.45	16.45
Bill	227106	12/07/2023		5220 · Water System - Repair & Maint	-10.95	10.95
Bill	227196	12/13/2023		5145 · District Wide Repair & Maint	-76.64	76.64
TOTAL					-386.99	386.99
Bill Pmt -Check	AP	01/10/2024	ACWA-JPIA (med ins)-ACH	1001 · SCCB - Operating Account		-17,931.82
Bill	07017...	01/02/2024		5050 · Employee Health Insurance	-16,131.37	16,131.37
				2264 · Employee Insurance Payable	-1,800.45	1,800.45
TOTAL					-17,931.82	17,931.82
Bill Pmt -Check	AP	01/10/2024	ACWAJPIA-Workers Comp-ACH	1001 · SCCB - Operating Account		-4,876.36
Bill	10/01/...	01/04/2024		5040 · Worker's Comp Insurance	-4,876.36	4,876.36
TOTAL					-4,876.36	4,876.36
Bill Pmt -Check	AP	01/10/2024	Aramark- ACH	1001 · SCCB - Operating Account		-232.86

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	51103...	12/07/2023		5140 · Building Repair & Maint	-97.26	97.26
Bill	51103...	12/14/2023		5140 · Building Repair & Maint	-38.34	38.34
Bill	51103...	12/21/2023		5140 · Building Repair & Maint	-97.26	97.26
TOTAL					-232.86	232.86
Bill Pmt -Check	AP	01/10/2024	AT&T 3439-Online	1001 · SCCB - Operating Account		-31.57
Bill	JAN 2...	01/01/2024		5310 · Utilities - Well Site	-31.57	31.57
TOTAL					-31.57	31.57
Bill Pmt -Check	AP	01/10/2024	C & N Tractors/Rentals- ACH	1001 · SCCB - Operating Account		-38.76
Bill	87289...	12/01/2023		5230 · Park - Repair & Maint	-18.30	18.30
Bill	87429...	12/06/2023		5230 · Park - Repair & Maint	-20.46	20.46
TOTAL					-38.76	38.76
Bill Pmt -Check	AP	01/10/2024	CALNET/ AT&T 2506	1001 · SCCB - Operating Account		-637.94
Bill	DEC s...	01/01/2024		5310 · Utilities - Well Site	-25.80	31.76
				5310 · Utilities - Well Site	-24.65	30.36
				5225 · Street Maintenance	-71.78	88.38
				5310 · Utilities - Well Site	-81.75	100.65
				5231 · Pajaro Park Expense	-48.04	59.14
				5330 · Telephone	-385.92	475.17
TOTAL					-637.94	785.46
Bill Pmt -Check	AP	01/10/2024	Castroville Ace Hardware-ACH	1001 · SCCB - Operating Account		-42.18
Bill	19343...	12/14/2023		5220 · Water System - Repair & Maint	-30.13	30.13
Bill	19343...	12/14/2023		5145 · District Wide Repair & Maint	-12.05	12.05
TOTAL					-42.18	42.18
Bill Pmt -Check	AP	01/10/2024	Corbin Willits Systems-Online	1001 · SCCB - Operating Account		-533.69
Bill	000C...	12/15/2023		5165 · Computer Software	-533.69	533.69
TOTAL					-533.69	533.69
Bill Pmt -Check	AP	01/10/2024	Core & Main- ACH	1001 · SCCB - Operating Account		-346.48
Bill	U082...	12/11/2023		5145 · District Wide Repair & Maint	-20.63	20.63
Bill	U086...	12/12/2023		5220 · Water System - Repair & Maint	-108.27	108.27
Bill	U111...	12/15/2023		5220 · Water System - Repair & Maint	-8.94	8.94
Bill	U048...	12/05/2023	Mar Vista Berry Farms	5220 · Water System - Repair & Maint	-17.16	17.16
Bill	U058...	12/06/2023	Mar Vista Berry Farms	5220 · Water System - Repair & Maint	-191.48	191.48
TOTAL					-346.48	346.48
Bill Pmt -Check	AP	01/10/2024	Ferguson Waterworks	1001 · SCCB - Operating Account		-60.98
Bill	18332...	12/29/2023		5230 · Park - Repair & Maint	-60.98	60.98
TOTAL					-60.98	60.98
Bill Pmt -Check	AP	01/10/2024	GreatAmerica Financial-Online	1001 · SCCB - Operating Account		-472.92
Bill	35602...	12/28/2023		5160 · Office Equip Rental	-472.92	472.92
TOTAL					-472.92	472.92
Bill Pmt -Check	AP	01/10/2024	Green Rubber Kennedy Ag- ACH	1001 · SCCB - Operating Account		-163.84
Bill	W-57...	12/01/2023		5090 · Other Employee Expense	-46.25	46.25
Bill	w-578...	12/18/2023		5145 · District Wide Repair & Maint	-117.59	117.59
TOTAL					-163.84	163.84

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	01/10/2024	Grunsky Law Firm	1001 · SCCB - Operating Account		-2,675.00
Bill	Inv. 1...	01/02/2024		5250 · Legal Expenses	-2,675.00	2,675.00
TOTAL					-2,675.00	2,675.00
Bill Pmt -Check	AP	01/10/2024	ICONIX Waterworks (US), Inc- ACH	1001 · SCCB - Operating Account		-529.29
Bill	U231...	12/15/2023		5220 · Water System - Repair & Maint	-529.29	529.29
TOTAL					-529.29	529.29
Bill Pmt -Check	AP	01/10/2024	J Johnson & Company, Inc.- ACH	1001 · SCCB - Operating Account		-14,351.39
Bill	23-00...	12/16/2023		5220 · Water System - Repair & Maint	-8,090.43	8,090.43
Bill	23-00...	12/16/2023		5220 · Water System - Repair & Maint	-6,260.96	6,260.96
TOTAL					-14,351.39	14,351.39
Bill Pmt -Check	AP	01/10/2024	MBAS, Inc.- ACH	1001 · SCCB - Operating Account		-327.60
Bill	23112...	12/11/2023		5190 · Water Testing- Labs	-50.80	50.80
Bill	23110...	12/13/2023		5190 · Water Testing- Labs	-74.00	74.00
Bill	23120...	12/14/2023		5190 · Water Testing- Labs	-99.60	99.60
Bill	23120...	12/14/2023		5190 · Water Testing- Labs	-48.80	48.80
Bill	23122...	12/26/2023		5190 · Water Testing- Labs	-54.40	54.40
TOTAL					-327.60	327.60
Bill Pmt -Check	AP	01/10/2024	Mid Valley Supply- ACH	1001 · SCCB - Operating Account		-312.92
Bill	273380	12/05/2023		5220 · Water System - Repair & Maint	-62.58	62.58
				5220 · Water System - Repair & Maint	-125.16	125.16
				5220 · Water System - Repair & Maint	-125.18	125.18
TOTAL					-312.92	312.92
Bill Pmt -Check	AP	01/10/2024	Monterey One Water- Online	1001 · SCCB - Operating Account		-25.73
Bill	JAN 2...	12/31/2023		5130 · Utilities - Office	-25.73	25.73
TOTAL					-25.73	25.73
Bill Pmt -Check	AP	01/10/2024	Pajaro Valley Lock Shop	1001 · SCCB - Operating Account		-200.26
Bill	137306	12/04/2023		5170 · Office Equipment Repair & Maint	-173.92	173.92
Bill	1-1689	12/08/2023		5145 · District Wide Repair & Maint	-26.34	26.34
TOTAL					-200.26	200.26
Bill Pmt -Check	AP	01/10/2024	Palace Business Solutions-ACH	1001 · SCCB - Operating Account		-689.53
Bill	23062...	12/14/2023		5240 · Office Supplies	-689.53	689.53
TOTAL					-689.53	689.53
Bill Pmt -Check	AP	01/10/2024	PARS- ACH	1001 · SCCB - Operating Account		-522.52
Bill	54562	12/11/2023		5005 · Administrative Fees	-522.52	522.52
TOTAL					-522.52	522.52
Bill Pmt -Check	AP	01/10/2024	PG&E 1438-Online	1001 · SCCB - Operating Account		-1,328.78
Bill	11/27/...	12/26/2023		5310 · Utilities - Well Site	-1,328.78	1,328.78
TOTAL					-1,328.78	1,328.78
Bill Pmt -Check	AP	01/10/2024	PG&E 1826-Online	1001 · SCCB - Operating Account		-28.95
Bill	11/16/...	12/18/2023		5310 · Utilities - Well Site	-28.95	28.95

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-28.95	28.95
Bill Pmt -Check	AP	01/10/2024	PG&E 6022-Online	1001 · SCCB - Operating Account		-17.79
Bill	11/18/...	12/19/2023		5315 · Utilities - Street Lighting	-17.79	17.79
TOTAL					-17.79	17.79
Bill Pmt -Check	AP	01/10/2024	PG&E 6857-Online	1001 · SCCB - Operating Account		-5,387.96
Bill	11/28/...	12/27/2023		5310 · Utilities - Well Site	-1,571.22	1,571.22
				5310 · Utilities - Well Site	-933.08	933.08
				5130 · Utilities - Office	-217.20	217.20
				5310 · Utilities - Well Site	-259.55	259.55
				5315 · Utilities - Street Lighting	-2,406.91	2,406.91
TOTAL					-5,387.96	5,387.96
Bill Pmt -Check	AP	01/10/2024	Preferred Pump- ACH	1001 · SCCB - Operating Account		-2,499.80
Bill	order ...	12/26/2023		5220 · Water System - Repair & Maint	-2,499.80	2,499.80
TOTAL					-2,499.80	2,499.80
Bill Pmt -Check	AP	01/10/2024	Pure Water- ACH	1001 · SCCB - Operating Account		-8,450.30
Bill	428129	01/01/2024	State Water Resources Control Board	5427 · Improvement Project-Springfield	-1,868.60	1,868.60
Bill	428130	01/01/2024	State Water Resources Control Board	5427 · Improvement Project-Springfield	-6,581.70	6,581.70
TOTAL					-8,450.30	8,450.30
Bill Pmt -Check	AP	01/10/2024	PVWMA- ACH	1001 · SCCB - Operating Account		-25,850.94
Bill	9/1/23...	12/29/2023		2325 · Payable to P.V.W.M.A.	-3,214.80	3,214.80
Bill	9/1/23...	12/29/2023		2325 · Payable to P.V.W.M.A.	-17,176.62	17,176.62
				2325 · Payable to P.V.W.M.A.	-5,459.52	5,459.52
TOTAL					-25,850.94	25,850.94
Bill Pmt -Check	AP	01/10/2024	Santa Cruz Answering Service-ACH	1001 · SCCB - Operating Account		-267.08
Bill	1009 ...	12/22/2023		5330 · Telephone	-267.08	267.08
TOTAL					-267.08	267.08
Bill Pmt -Check	AP	01/10/2024	Singh Computech- ACH	1001 · SCCB - Operating Account		-180.00
Bill	10008	01/08/2024		5165 · Computer Software	-180.00	180.00
TOTAL					-180.00	180.00
Bill Pmt -Check	AP	01/10/2024	Soil Control Lab- ACH	1001 · SCCB - Operating Account		-1,305.00
Bill	31106...	12/01/2023		5190 · Water Testing- Labs	-116.00	116.00
Bill	31200...	12/05/2023		5190 · Water Testing- Labs	-116.00	116.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31200...	12/12/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31201...	12/12/2023		5190 · Water Testing- Labs	-116.00	116.00
Bill	31202...	12/13/2023		5190 · Water Testing- Labs	-87.00	87.00
Bill	31202...	12/13/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31202...	12/13/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31202...	12/13/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	31202...	12/14/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	31203...	12/15/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	31203...	12/16/2023		5190 · Water Testing- Labs	-29.00	29.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	31203...	12/19/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31203...	12/19/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31203...	12/19/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	31204...	12/21/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31204...	12/21/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	31205...	12/23/2023		5190 · Water Testing- Labs	-58.00	58.00
TOTAL					-1,305.00	1,305.00
Bill Pmt -Check	AP	01/10/2024	Sturdy Oil Company- ACH	1001 · SCCB - Operating Account		-2,556.31
Bill	CL02...	12/15/2023		5370 · Fuel - Trucks	-1,567.73	1,567.73
Bill	CL03...	12/31/2023		5370 · Fuel - Trucks	-988.58	988.58
TOTAL					-2,556.31	2,556.31
Bill Pmt -Check	AP	01/10/2024	Tom's Site Service- ACH	1001 · SCCB - Operating Account		-208.49
Bill	87678	12/31/2023		5145 · District Wide Repair & Maint	-208.49	208.49
TOTAL					-208.49	208.49
Bill Pmt -Check	AP	01/10/2024	Townsend's Auto Parts- ACH	1001 · SCCB - Operating Account		-181.43
Bill	T-239...	12/06/2023		5220 · Water System - Repair & Maint	-181.43	181.43
TOTAL					-181.43	181.43
Bill Pmt -Check	AP	01/10/2024	WM / Carmel Marina - Office-Online	1001 · SCCB - Operating Account		-396.44
Bill	99673...	01/01/2024		5150 · Garbage Service	-396.44	396.44
TOTAL					-396.44	396.44
Check	AP	01/11/2024	Total Merchant Services	1001 · SCCB - Operating Account		-0.50
				5391 · Credit Card Transaction Fees	-0.50	0.50
TOTAL					-0.50	0.50
Check	AP	01/16/2024	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Check	AP	01/19/2024	Santa Cruz County Bank	1001 · SCCB - Operating Account		-623.25
				2256 · Vehicle Loan Payable	-600.10	600.10
				5256 · Interest Exp-Financed Items	-23.15	23.15
TOTAL					-623.25	623.25
Check	AP	01/22/2024	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Bill Pmt -Check	AP	01/22/2024	AT&T 1782-Online	1001 · SCCB - Operating Account		-31.57
Bill	1/7/24...	01/07/2024		5310 · Utilities - Well Site	-31.57	31.57
TOTAL					-31.57	31.57
Bill Pmt -Check	AP	01/22/2024	AT&T 2627-Online	1001 · SCCB - Operating Account		-31.57
Bill	1/7/24...	01/07/2024		5310 · Utilities - Well Site	-31.57	31.57
TOTAL					-31.57	31.57
Bill Pmt -Check	AP	01/22/2024	AT&T 6542-Online	1001 · SCCB - Operating Account		-61.81

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	177/24...	01/07/2024		5310 · Utilities - Well Site	-61.81	61.81
TOTAL					-61.81	61.81
Bill Pmt -Check	AP	01/22/2024	Elan-Online	1001 · SCCB - Operating Account		-508.02
Bill		01/04/2024		2910 · Elan	-508.02	508.02
TOTAL					-508.02	508.02
Bill Pmt -Check	AP	01/22/2024	EverBank	1001 · SCCB - Operating Account		-195.29
Bill	98473...	01/08/2024		5160 · Office Equip Rental	-195.29	195.29
TOTAL					-195.29	195.29
Bill Pmt -Check	AP	01/22/2024	PG&E 0819-Online	1001 · SCCB - Operating Account		-9,426.77
Bill	12/6/2...	01/05/2024		5310 · Utilities - Well Site	-3,921.32	3,921.32
				5310 · Utilities - Well Site	-2,780.88	2,780.88
				5310 · Utilities - Well Site	-338.30	338.30
				5310 · Utilities - Well Site	-732.78	732.78
				5310 · Utilities - Well Site	-195.99	195.99
				5315 · Utilities - Street Lighting	-101.35	101.35
				5310 · Utilities - Well Site	-1,356.15	1,356.15
TOTAL					-9,426.77	9,426.77
Bill Pmt -Check	AP	01/22/2024	Wells Fargo- 6120 ONLINE	1001 · SCCB - Operating Account		-171.79
Bill		01/11/2024		2900 · Wells Fargo- 6120	-171.79	171.79
TOTAL					-171.79	171.79
Bill Pmt -Check	AP	01/22/2024	Wells Fargo 0721-Online	1001 · SCCB - Operating Account		-377.99
Bill		01/11/2024		2905 · Wells Fargo- 0721	-377.99	377.99
TOTAL					-377.99	377.99
Check	PARS	12/27/2023	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,878.29
				5070 · Employee Retirement	-4,878.29	4,878.29
TOTAL					-4,878.29	4,878.29
Check	PARS	01/10/2024	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,681.01
				5070 · Employee Retirement	-4,681.01	4,681.01
TOTAL					-4,681.01	4,681.01
Check	PARS	01/10/2024	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-2,091.35
				5070 · Employee Retirement	-2,091.35	2,091.35
TOTAL					-2,091.35	2,091.35
Bill Pmt -Check	25683	12/21/2023	SWRCB-DWOCF	1001 · SCCB - Operating Account		-90.00
Bill	Rene...	12/20/2023		5326 · Licenses and Certifications	-90.00	90.00
TOTAL					-90.00	90.00
Bill Pmt -Check	25711	01/10/2024	Assoc. of CA Water Agencies-Online	1001 · SCCB - Operating Account		-11,930.00
Bill	2024 ...	01/02/2024		5320 · Membership Fees and Dues	-11,930.00	11,930.00
TOTAL					-11,930.00	11,930.00
Bill Pmt -Check	25712	01/10/2024	Santa Cruz County Bank	1001 · SCCB - Operating Account		-566.04

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	ACCT...	12/25/2023		2256 · Vehicle Loan Payable 5256 · Interest Exp-Financed Items	-517.52 -48.52	517.52 48.52
TOTAL					-566.04	566.04
Bill Pmt -Check	25713	01/10/2024	Special Districts Assn of Monterey Co...	1001 · SCCB - Operating Account		-80.00
Bill	Qtrly ...	01/10/2024		5280 · Conferences, Meetings, Seminars	-80.00	80.00
TOTAL					-80.00	80.00
Bill Pmt -Check	25724	01/22/2024	Anthony Santoya & Maria Zuniga	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	01/22/2024		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25725	01/22/2024	Max Polkinhorne & Emma Brayfield	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	01/22/2024		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25726	01/22/2024	Paulino Mendoza Cruz	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	01/22/2024		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25727	01/22/2024	Zachary Currier	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	01/22/2024		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Reserve Account
 December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	12/21/2023	Thomas E Yeager, P.E.- ACH	1002 · SCCB Reserve Account		-560.00
Bill	Invoic...	12/02/2023	Community Water Center	5442 · North of Moss Landing Proj- Exp	-560.00	560.00
TOTAL					-560.00	560.00
Bill Pmt -Check	AP	01/10/2024	Thomas E Yeager, P.E.- ACH	1002 · SCCB Reserve Account		-2,560.00
Bill	Invoic...	01/01/2024	State Water Resources Control Board Community Water Center	5427 · Improvement Project-Springfield 5265 · Engineering Expenses	-2,320.00 -240.00	2,320.00 240.00
TOTAL					-2,560.00	2,560.00

Pajaro/Sunny Mesa Community Services District
Check Detail- General Fund 633
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Ch...	AP	01/10/2024	NBS- ACH		1006 · SCCB-GF 633		-1,080.15
Bill	20231...	12/20/2023			5426 · Vega Assmnt Bond Expense	-1,080.15	1,080.15
TOTAL						-1,080.15	1,080.15

Pajaro/Sunny Mesa Community Services District
Check Detail - Pajaro Park Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	12/21/2023	AT&T- 2458 Paj Park Uverse	1036 · PSM Pajaro Park Acct		-68.50
Bill	acct 3...	12/19/2023		5231 · Pajaro Park Expense	-68.50	68.50
TOTAL					-68.50	68.50
Bill Pmt -Check	AP	01/10/2024	Ace Hardware Watsonville- ACH	1036 · PSM Pajaro Park Acct		-198.58
Bill	35623	12/01/2023		5231 · Pajaro Park Expense	-134.96	134.96
Bill	35700	12/08/2023		5231 · Pajaro Park Expense	-36.21	36.21
Bill	227249	12/15/2023		5231 · Pajaro Park Expense	-10.96	10.96
Bill	227330	12/20/2023		5231 · Pajaro Park Expense	-16.45	16.45
TOTAL					-198.58	198.58
Bill Pmt -Check	AP	01/10/2024	Blanchi Alarm Systems - Pajaro Park...	1036 · PSM Pajaro Park Acct		-84.00
Bill	26617	01/03/2024		5231 · Pajaro Park Expense	-84.00	84.00
TOTAL					-84.00	84.00
Bill Pmt -Check	AP	01/10/2024	CALNET/ AT&T 2506	1036 · PSM Pajaro Park Acct		-59.14
Bill	DEC s...	01/01/2024		5310 · Utilities - Well Site	-2.39	31.76
				5310 · Utilities - Well Site	-2.29	30.36
				5225 · Street Maintenance	-6.65	88.38
				5310 · Utilities - Well Site	-7.58	100.65
				5231 · Pajaro Park Expense	-4.45	59.14
				5330 · Telephone	-35.78	475.17
TOTAL					-59.14	785.46
Bill Pmt -Check	AP	01/10/2024	Mid Valley Supply- ACH	1036 · PSM Pajaro Park Acct		-330.33
Bill	1273331	12/01/2023		5231 · Pajaro Park Expense	-78.69	78.69
Bill	1273616	12/19/2023		5231 · Pajaro Park Expense	-251.64	251.64
TOTAL					-330.33	330.33
Bill Pmt -Check	AP	01/10/2024	Panther Protective Services- ACH	1036 · PSM Pajaro Park Acct		-425.00
Bill	00012...	12/22/2023		5231 · Pajaro Park Expense	-425.00	425.00
TOTAL					-425.00	425.00
Bill Pmt -Check	AP	01/10/2024	PG&E 3540 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-173.33
Bill	11/17/...	12/19/2023		5231 · Pajaro Park Expense	-173.33	173.33
TOTAL					-173.33	173.33
Bill Pmt -Check	AP	01/10/2024	WM / Carmel Marina - Pajaro Park-Onlin	1036 · PSM Pajaro Park Acct		-426.40
Bill	99955...	01/01/2024		5231 · Pajaro Park Expense	-426.40	426.40
TOTAL					-426.40	426.40
Bill Pmt -Check	AP	01/22/2024	AT&T- 2458 Paj Park Uverse	1036 · PSM Pajaro Park Acct		-68.50
Bill	acct 3...	01/19/2024		5231 · Pajaro Park Expense	-68.50	68.50
TOTAL					-68.50	68.50

Pajaro/Sunny Mesa Community Services District
Check Detail - Street Maintenance Account
December 15, 2023 through January 22, 2024

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	01/10/2024	CALNET/ AT&T 2506	1004 · SCCB - Street Maint Acct		-88.38
Bill	DEC s...	01/01/2024		5310 · Utilities - Well Site	-3.57	31.76
				5310 · Utilities - Well Site	-3.42	30.36
				5225 · Street Maintenance	-9.95	88.38
				5310 · Utilities - Well Site	-11.32	100.65
				5231 · Pajaro Park Expense	-6.65	59.14
				5330 · Telephone	-53.47	475.17
TOTAL					-88.38	785.46
Bill Pmt -Check	AP	01/10/2024	Pajaro/Sunny Mesa Comm Svcs Dist	1004 · SCCB - Street Maint Acct		-130.26
Bill	DEC ...	01/01/2024		5225 · Street Maintenance	-130.26	130.26
TOTAL					-130.26	130.26
Bill Pmt -Check	AP	01/10/2024	PG&E 9545 Street Maint-Online	1004 · SCCB - Street Maint Acct		-127.75
Bill	11/17/...	12/19/2023		5225 · Street Maintenance	-58.55	58.55
				5310 · Utilities - Well Site	-69.20	69.20
TOTAL					-127.75	127.75
Bill Pmt -Check	569	01/10/2024	White Law Group, Inc.	1004 · SCCB - Street Maint Acct		-1,683.27
Bill	file #2...	12/31/2023		5225 · Street Maintenance	-1,683.27	1,683.27
TOTAL					-1,683.27	1,683.27

RESOLUTION NO. 01-01-24

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA
COMMUNITY SERVICES DISTRICT (P/SMCSD) ADOPTING CALENDAR YEAR
REGULAR MEETING SCHEDULE**

Where Section 4.3 of the Board's Bylaws adopted by Board Resolution (insert Resolution Number) on or about April 27, 2023, provides that Board meetings shall be held on the fourth Thursday of every month on dates and at times set annually by Board Resolution on or before the Board's February meeting.

WHEREAS, the Board intends by this resolution to adopt an annual meeting schedule with at least twelve regular meetings and to allow Special, Emergency and Adjourned meetings as provided in Bylaw section 4.3 and the Ralph E. Brown Act.

WHEREAS, the proposed schedule provides for regular meetings to occur with starting times of 5:30 p.m. on the fourth Thursday of the month with exceptions

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Pajaro / Sunny Mesa Community Services District that the Board adopts the 2024 regular meeting schedule on the fourth Thursday of the month except in November and December when the meetings are on the third Thursday of the month.

Meetings shall be at 5:30 PM at District Offices at 136 San Juan Road, Royal Oaks, CA 95076.

Thursday, January 25
Thursday, February 22
Thursday, March 28
Thursday, April 25
Thursday, May 23
Thursday, June 27
Thursday, July 25
Thursday, August 22
Thursday, September 26
Thursday, October 24
Thursday, November 21
Thursday, December 19

PASSED AND ADOPTED by the Board this 25th day of January 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

President of the Board of Directors

CERTIFICATE OF SECRETARY

I, Judith Vazquez-Varela, as the duly elected Secretary of the Board of Directors of the Pajaro/Sunny Mesa Community Services District, Monterey County, California, do hereby certify that the above resolution is a full, true and correct copy of said Resolution passed and adopted by the Board of Directors at a meeting held on the 25th day of January 2024, and that said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Directors

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

January 19, 2023

Dear ACWA JPIA,

We are writing to express our dissatisfaction with the amount of time it is taking to provide Pajaro/Sunny Mesa Community Services District (District) with a finalized claim. We believe that the claim should have been finalized and payment should have been disbursed in a timely manner.

The District made a claim JPIA 23-0650 for damage to the property caused by a natural disaster. On April 18, 2023, an adjuster visited the property, and on October 19, 2023, he provided ACWA JPIA with a statement of Loss File No. ROS23375560. District Staff was informed that the claim would be finalized by mid-December, we are extremely disappointed and frustrated that this process was not completed.

I am therefore requesting that you take the time to finalize the District's claim and offer a settlement that takes into account the full extent of the damages suffered in a prompt manner.

I am looking forward to hearing from you and hope we can resolve this issue efficiently and quickly.

Best Regards,

Donald Olsen,
President of Board of Directors

DISTRICT OPERATIONS REPORT
January 25, 2024

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Grants & Loans Active	SRF Planning Grant Springfield: Springfield Planning Grant – The California Department of Fish and Wildlife, Incidental Take Permit Application has been deemed complete. The Financial Packet is complete and under review by Division of Financial Assistance (DFA). Technical, Design and Environmental packets are complete and under review by State. MNS Engineers are working on 100% plans and design. Construction Agreement is still a few months from execution.	January 2024
Pajaro Park	The Board and Staff are considering Operations funding. Staff have contacted Monterey County for cash disbursement of \$59,000. The District received the requested \$59,000. Staff reached out to Mr. Ishii requesting an update on his proposal to the Board of Supervisors regarding the Pajaro Park long term funding.	January 2024
Generator Project	Electrical work was completed at the Moss Landing Well Site. Langley/Valle Pacifico Well generator battery charger failed, Quinn will troubleshoot on Monday, January 22, 2024.	January 2024
Hazard Mitigation Plan	The Local Hazard Mitigation Plan has been officially adopted by FEMA on April 5, 2023. Final invoice has been reimbursed. Close-out documentation has been submitted to CalOES for review.	No Report
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen and Giberson Roads. Funding agreement has been executed; staff submitted request for reimbursement October 2022-June 2023 \$84,600. District received reimbursement request for July 2023-September 2023 payment of \$29,438.	January 2024
ACWA JPIA 2023 Wellness Grant	Staff have been awarded a \$360 Grant from ACWA JPIA towards an employee wellness awareness meeting or standing desk converter.	No Report
LIHWAP	The District has received \$51,062 to date from LIHWAP. Funds were not received in December.	January 2024
Tank Replacement/Rehab Grant Project	Presented the District needs to State Water Boards-Division of Financial Assistance (DFA). DFA will review needs and direct us to the correct funding programs, State Revolving Fund or Urgent Water Needs Funding Program. Staff had a conference call with State Representatives requesting mapping for our water systems. Staff provided available District maps to DFA and will continue to submit necessary documents.	January 2024

DISTRICT OPERATIONS REPORT
January 25, 2024

Pajaro Long-term Recovery	Working with Monterey County Department of Emergency Management to replace Pajaro Park field and play area turf. Also, to add more benches, tables and shaded areas. On Thursday, January 25, 2024, County Staff will be hosting a Community Workshop for Pajaro residents where they will be signing people up for emergency messaging and for the creation of an Emergency Family Plan in preparation of the winter storms.	January 2024
Current Water System Repairs	<p>Blackie Road #18 WS: Langley/Valle Pacifico WS:</p> <ul style="list-style-type: none"> • Well generator failed to exercise. Assessment scheduled with Quinn. <p>Moss Landing Harbor WS:</p> <ul style="list-style-type: none"> • Maggiore installed the submersible well pump and motor. Electricians are replacing all electrical components. <p>Normco WS:</p> <ul style="list-style-type: none"> • The Well 2 rigid suction lance failed, preventing well from running, replacement in order. <p>Pajaro WS: Springfield Road WS: Sunny Mesa WS:</p> <ul style="list-style-type: none"> • End of Fruitland Ave. valve replaced the week before the Holidays. <p>Vega #01 WS: Vierra Estates WS:</p>	January 2024
Sunny Mesa Sewer	The district is holding monies that are to be refunded to the original Sunny Mesa Sewer customers. Balance Sheet Account #2320-Amount \$29,169.90. Staff is currently reviewing, and has spoken to Bianchi, Kasavan, and Pope for their opinion and assistance if needed.	No Report

Usage Comparison in Gallons 2022-2023

Water Systems	Dec-20	Dec-21	Dec-22	Dec-23
Pajaro	5,214,308	5,013,096	6,310,128	5,593,544
Normco	1,788,468	1,709,928	1,558,832	2,104,872
Sunny Mesa	1,629,144	1,283,568	1,669,536	1,798,192
Moss Landing	1,707,684	1,640,364	2,175,932	2,551,428
Vega	942,480	653,752	798,116	929,764
Vierra Estates	233,376	385,968	224,400	344,828
Springfield (pumped)	611,864	355,300	281,248	264,044
Langley/Valle Pacifico	183,260	138,380	183,260	230,384
Blackie	132,396	94,248	94,996	163,064
District Total	12,442,980	11,274,604	13,296,448	13,980,120

Water Systems	Dec-22	Dec-23	Percentage	
Pajaro	6,310,128	5,593,544	↓	-11.4%
Normco	1,558,832	2,104,872	↑	35.0%
Sunny Mesa	1,669,536	1,798,192	↑	7.7%
Moss Landing	2,175,932	2,551,428	↑	17.3%
Vega	798,116	929,764	↑	16.5%
Vierra Estates	224,400	344,828	↑	53.7%
Springfield (pumped)	281,248	264,044	↓	-6.1%
Langley/Valle Pacifico	183,260	230,384	↑	25.7%
Blackie	94,996	163,064	↑	71.7%
District Total	13,296,448	13,980,120	↑	5.1%