

# PAJARO/SUNNY MESA

## COMMUNITY SERVICES DISTRICT

136 San Juan Road, Royal Oaks, CA 95076

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

### AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

DISTRICT CONFERENCE BOARD ROOM

136 SAN JUAN ROAD, ROYAL OAKS, CA 95076

JUNE 27, 2019

5:30 P.M.

#### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

#### ROLL CALL:

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

#### ADMINISTRATIVE STAFF:

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

#### DISTRICT COUNSEL:

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

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

<u>ADDITIONS TO AGENDA (IF ANY):</u>	In accordance with Section 54954.2 (b) (2) of the Government Code (Brown Act) two-thirds vote required for action items. (Upon a determination by a two-thirds vote of the legislative body, or, unanimous vote of those members present, that there is a need act immediately and that the need to act immediately arose after the agenda was posted.)
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<u>PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA:</u>	Any person may address the Board on any item not on the agenda when recognized by the Board President
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Documents provided to the District after the agenda has been published will be available at the District office and available for photocopying during ordinary business hours as Public Records at the cost set by resolution by the Board from time to time. This is ordinarily \$.25 per page. Documents provided to the Board for agenda items will ordinarily be placed on the District website if time permits. Otherwise, late documents will be provided to the Board at the meeting and a copy placed with the agendas available to the Public at Board meetings.

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

**[Attention: Fiscal Year 2019-2020 Budget Hearings will occur at 5:30 PM this evening or as soon thereafter as the Board business permits.]**

**ACTION ITEMS**

**Consent Items:**

- Clarifying questions to staff
- Public Input
- Board Deliberation

1. Consider and approve draft Minutes of May 29, 2019 Regular Meeting

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

2. Consider and approve May 2019 Financials

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Monthly Expenditures Report for Review  
Approval of Warrants & Checks:

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

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

**Old Business:**

1. Water Rate Study- NBS Governmental

Approve or Disapprove Water Rate Study to be completed by NBS Governmental

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

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

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

2. Compensation Plan- Salary Survey, Robert DeLoach & Associates

Approve or Disapprove Compensation Plan Review to be completed by Robert DeLoach & Associates

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

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

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

**New Business:**

The president will first open the floor for nominations for each office. Nominations occur in the same order in which the ByLaws list the offices. Any member of the Board may nominate any one member. Member’s may nominate without first being recognized by the President. Nominations do not require seconds. Normally, nominations are closed when no one else wants to nominate. The President may close nominations without a motion (using a form of unanimous consent). However, if no unanimous consent, then two-thirds vote (4 of 5) required to close nomination period.

Any member may also nominate a slate of two to five candidates for specific offices using the same general procedure as above.

• **ELECTION OF BOARD PRESIDENT**

- Chair Opens nominations.
- Nominations offered by members. No second needed. Chair repeats name of nominee and Secretary records nominations.
- Declaration by President that Nominations closed (and no objection) or Motion to Close Nominations (as long as no member is trying to nominate)

	<i>Nominee name</i>	<i>Coplin Y/N</i>	<i>Wiggins Y/N</i>	<i>Lamboley Y/N</i>	<i>Moore Y/N</i>	<i>Moody Y/N</i>
First nominee						
Second Nominee						
Third Nominee						

**P/SMCSD BOARD MEETING AGENDA – June 27, 2019**

• **ELECTION OF BOARD VICE PRESIDENT**

- Chair Opens nominations.
- Nominations offered by members. No second needed. Chair repeats name of nominee and Secretary records nominations.
- Declaration by President that Nominations closed (if no objection) or Motion to Close Nominations (as long as no member is trying to nominate)

	<i>Nominee name</i>	<i>Coplin Y/N</i>	<i>Wiggins Y/N</i>	<i>Lamboley Y/N</i>	<i>Moore Y/N</i>	<i>Moody Y/N</i>
First nominee						
Second Nominee						
Third Nominee						

• **ELECTION OF BOARD SECRETARY**

- Chair Opens nominations.
- Nominations offered by members. No second needed. Chair repeats name of nominee and Secretary records nominations.
- Declaration by President that Nominations closed (and no objection) or Motion to Close Nominations (as long as no member is trying to nominate)

	<i>Nominee name</i>	<i>Coplin Y/N</i>	<i>Wiggins Y/N</i>	<i>Lamboley Y/N</i>	<i>Moore Y/N</i>	<i>Moody Y/N</i>
First nominee						
Second Nominee						
Third Nominee						

• **ELECTION OF ASSISTANT BOARD SECRETARY**

- Chair Opens nominations.
- Nominations offered by members. No second needed. Chair repeats name of nominee and Secretary records nominations.
- Declaration by President that Nominations closed (if no objection) or Motion to Close Nominations (as long as no member is trying to nominate)

	<i>Nominee name</i>	<i>Coplin Y/N</i>	<i>Wiggins Y/N</i>	<i>Lamboley Y/N</i>	<i>Moore Y/N</i>	<i>Moody Y/N</i>
First nominee						
Second Nominee						
Third Nominee						

• **ELECTION OF BOARD TREASURER**

- Chair Opens nominations.
- Nominations offered by members. No second needed. Chair repeats name of nominee and Secretary records nominations.
- Declaration by President that Nominations closed (if no objection) or Motion to Close Nominations (as long as no member is trying to nominate)

	<i>Nominee name</i>	<i>Coplin Y/N</i>	<i>Wiggins Y/N</i>	<i>Lamboley Y/N</i>	<i>Moore Y/N</i>	<i>Moody Y/N</i>
First nominee						
Second Nominee						
Third Nominee						

1. RESOLUTION NO. 06-01-19 AUTHORIZING GENERAL MANAGER TO EXECUTE DOCUMENTS RELATED TO BOTTLED WATER GRANTS

- Staff report
- Clarifying questions of staff
- Motion
- Board Deliberation
- Vote to Approve or Disapprove Resolution No. 06-01-19

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

2. RESOLUTION NO. 06-02-19 CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO LEVYING GENERAL TAXES

- Staff report
- Clarifying questions of staff
- Motion
- Board Deliberation
- Vote to Approve or Disapprove Resolution No. 06-02-19

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

3. CHANGES TO SANTA CRUZ COUNTY BANK (SCCB) SIGNATURE CARD- DELETE PAUL MILLER, ADD ROBERT MOODY

- Staff report
- Clarifying questions of staff
- Motion
- Board Deliberation
- Vote to Approve or Disapprove deleting Paul Miller and adding Robert Moody to SCCB signature card

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

4. 2019-2020 PAJARO COMMUNITY PARKS/PUBLIC AREA FINAL BUDGET

- Staff report
- Clarifying questions of staff
- Motion
- Board Deliberation
- Vote to approve or Disapprove of Pajaro Community Parks/Public Area 2019-2020 Final Budget

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

5. 2019-2020 PAJARO STREET LIGHTING BUDGET FINAL BUDGET

- Staff report
- Clarifying questions of staff
- Motion
- Board Deliberation
- Vote to Approve or Disapprove of Pajaro Street Lighting 2019-2020 Final Budget

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

6. 2019-2020 STREET MAINTENANCE/SUBDIVISION MAINTENANCE FINAL BUDGET

- Staff report
- Clarifying questions of staff
- Motion
- Board Deliberation
- Vote to Approve or Disapprove of Street Maintenance/Subdivision Maintenance 2019-2020 Final Budget

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

7. 2019-2020 PAJARO PARK FINAL BUDGET

- Staff report
- Clarifying questions of staff
- Motion
- Board Deliberation
- Vote to Approve or Disapprove of Pajaro Park 2019-2020 Final Budget

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

8. 2019-2020 OPERATING/WATER FINAL BUDGET

- a. Staff Report
  - Notes to Final Budget
  - Copy of newspaper advertisement, June 14<sup>th</sup> and June 21<sup>st</sup>
  - Posted on website since 5-30-19
- Clarifying questions of staff
- Motion
- Board Deliberation
- Vote to Approve or Disapprove of Operating/Water 2019-2020 Final Budget

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

9. General Manager’s Performance Evaluation, incentive pay and salary for upcoming year

- Staff report
  - Copy of current employment contract
  - Copy of AB 215, which regulates severance pay
- Clarifying questions of staff
- Motion
- Board Deliberation
- Vote to Approve or Disapprove of General Manager’s contract regarding incentive pay and salary for upcoming year

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

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

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

**Staff/Committee Reports: (Information Only, no action)**

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

1. Copy of letter of thanks to Together In Pajaro (TIP) recognizing their generous donation to the Pajaro Park
2. Multi Community Bottled Water Project: Progress Report
3. District Operations Report
4. Usage Comparison Report 2013/2019

**Closed Session:**

**A. Public Comments for Closed Session**

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

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

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

**C. Public Employee Performance Evaluation. Subd. (b)(1) of (§ 54957)**

⇒ Title: General Manager

**D. Conference with Labor Negotiators (§54957.6)**

- ⇒ Agency negotiators: ad hoc general manager salary committee  
Directors Michael Moore and Harry Wiggins
- ⇒ Unrepresented Employee: General Manager

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

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

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

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



# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on May 29, 2019.

**ROLL CALL:**

Vice President Sanford Coplin  
Secretary Harry Wiggins  
Assistant Secretary Darlene Lamboley  
Treasurer Michael Moore  
Director Robert Moody

**ADMINISTRATIVE STAFF:**

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

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

None

**DISTRICT COUNSEL:**

Alan Smith arrived at 5:35pm

Teleconferencing was not needed due to Director Moody being present

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

**PUBLIC IN ATTENDANCE:**

Heather Lukacs from Community Water Center  
Cesar Garcia Lopez from Community Water Center  
David Delfino resident of Sunny Mesa  
Mayra Hernandez from Community Water Center  
Elma Lopez resident of Springfield, Bluff, and Jensen Road area  
Ignacio Garcia Chavez resident of Springfield, Bluff, and Jensen Road area  
David Rodriguez resident of Springfield, Bluff, and Jensen Road area

**PUBLIC COMMENTS:**

1. Cesar Garcia Lopez from Community Water Center (CWC) are currently working with a community north of Springfield Water System, Springfield, Bluff and Jensen roads which have poor water quality. They are requesting that the District support them in their efforts to apply and manage for interim bottled water funds. Currently they have a well testing program, they have tested nine wells so far and all of them have high nitrates and seven of the nine exceed the limit for 1, 2, 3 Trichloropropane (1,2,3-TCP). CWC currently holds monthly meetings with the residents of these areas, providing recommendations to limit their exposure to Nitrates and 1, 2, 3-TCP.
2. Heather Lukacs from Community Water Center (CWC) explained that residents in Springfield, Bluff and Jensen Road areas need safe affordable drinking water. There is a lot of support at the State level for an interim solution for providing bottled water. CWC will be traveling to Sacramento in the next two weeks to advocate for funding for safe, affordable drinking water for those in need.

3. Elma Lopez a resident of Bluff Rd, she expressed that she and her family are directly affected by the poor water quality. She hopes the District will consider applying for a grant to provide the area residents with bottled water deliveries.
4. Ignacio Garcia-Chavez from Springfield thanked the Board for moving forward with applying for the grant that would provide delivery of bottled water to the Springfield, Bluff, and Jensen Rd areas
5. David Rodriguez has lived in Springfield area for over thirty years and has had to buy bottled water, he is thankful that the District is providing bottled water
6. David Delfino resident of Sunny Mesa, would like to see annual audits posted to the Districts website

**SCHEDULED ITEMS:** None

**CONSENT ITEMS:**

1. Consider and approve of the Minutes from the April 25, 2019 regular Board Meeting

Motion was made by Director Moore and seconded by Director Moody to approve the regular Board Meeting Minutes of April 25, 2019. Motion carried.

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

2. Consider and approve the April 2019 Financials.

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

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

**MONTHLY EXPENDITURES REPORT FOR REVIEW**

**APPROVAL OF WARRANTS/CHECKS:**

1. General Fund 633: None
2. Operating Account: Check No. 23782 through Check No. 23827 for a total of \$ 116,360.65
3. Capital Reserve Account: for a total of \$ 29,552.00

- 4. Street Maintenance Account: Check No. 494 through Check No. 495 for a total of \$146.51
- 5. Pajaro Park Account: Check No. 828 for a total of \$1,434.29
- 6. COP 2010 Account: None

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

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

**OLD BUSINESS:** None

**NEW BUSINESS:** (Action Items)

- 1. Consider and approve the 2019-2020 Pajaro Community Parks/Public Area Preliminary Budget and Publication

Motion was made by Director Moore and seconded by Director Lamboley to approve the 2019-2020 Pajaro Community Parks/Public Area Preliminary Budget and Publication. Motion carried.

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

- 2. Consider and approve the 2019-2020 Pajaro Street Lighting Preliminary Budget and Publication

Motion was made by Director Lamboley and seconded by Director Moore to approve the 2019-2020 Pajaro Street Lighting Preliminary Budget and Publication. Motion carried.

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

- 3. Consider and approve the 2019-2020 Street Maintenance/Subdivision Maintenance Budget and Publication

Motion was made by Director Lamboley and seconded by Director Coplin to approve the 2019-2020 Street Maintenance/Subdivision Maintenance Budget and Publication. Motion carried.

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

- 4. Consider and approve the 2019-2020 Pajaro Park Preliminary Comparison Budget and Publication

Motion was made by Director Moore and seconded by Director Lamboley to approve the 2019-2020 Pajaro Park Preliminary Budget and Publication. Motion carried.

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

- 5. Consider and approve the 2019-2020 Preliminary Operating Budget and Publication in the Register-Pajaronian and posting on District Website

Motion was made by Director Coplin and seconded by Director Wiggins to amend the 2019-2020 Preliminary Operating Budget to Increase the Reserve Fund to \$130,000 instead of the Proposed \$120,000.00 by removing the money allocated for a new District Vehicle (\$11,000) before publication in the Register Pajaronian and posting on the District Website. Motion died.

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

Consider and approve the 2019-2020 Preliminary Operating Budget and Publication in the Register-Pajaronian and posting on District Website

Motion was made by Director Moore and seconded by Director Lamboley to approve the 2019-2020 Preliminary Operating Budget as presented and Publication in the Register Pajaronian. Also post on the District Website. Motion carried.

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

- 6. Consider and approve the Water Rate Study-Technical proposal for updated Water Rate Study to be completed by NBS Governmental

Motion was made by Director Moore and seconded by Director Coplin to table the Water Rate Study-Technical proposal for an updated water rate study to be completed by NBS Governmental. Staff was directed to call Castroville Community Services District (CSD) and Aromas Water District and ask for the cost of their latest water rate study. Motion Tabled.

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

7. Consider tabling the Compensation Plan Review proposal with associated costs, (Robert DeLoach & Associates has submitted proposal for Board consideration).

Motion was made by Director Moore and seconded by Director Coplin to table the Compensation Plan Review proposal with associated costs until the next Board Meeting. Motion tabled.

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

8. Consider and approve applying for grant to provide bottled water deliveries to Moss Landing Mobile Home Park (MLMHP) residents

The Board was informed that the MLMHP has signed a letter of intent to be consolidated into Springfield Water System also was provided with a letter of support from Meghan Tosney from State Water Resource Control Board (SWRCB). SWRCB can verbally approve the grant in a day or two in order to commence the bottled water delivery as quickly as possible.

Motion was made by Director Moody and seconded by Director Lamboley to apply for a grant to provide bottled water deliveries to Moss Landing Mobile Home Park (MLMHP) residents. Motion carried.

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

9. Consider and approve of applying for grant to provide bottled water deliveries to Springfield, Bluff and Jensen Road area residents

Motion was made by Director Moore and seconded by Director Coplin to approve applying for a grant to provide bottled water deliveries to Springfield, Bluff and Jensen Road area residents. Motion carried.

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

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

1. Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA)

- A Letter was sent to all affected Pajaro/Sunny Mesa ratepayers, the adopted fee for Public Water Systems in fiscal year 2019/2020 is \$2.26 per connection per year. All requested information has been submitted to SVBGSA

2. Online Bill Pay/Paperless Billing

- Copy of survey sent to all PSMCSD ratepayers with April water bills  
Results as of Thursday May 23, 2019 are as follows:
  - 202 responses
  - Of the 202 responses, 27 would opt for bill pay and 46 would opt for paperless billing
- Staff provided updated results as of Thursday, May 29, 2019 which are as follows:
  - 225 responses, 32 would opt for bill pay and 53 would opt for paperless billing

3. Pajaro Park

- District has received a check for \$7,289.54 from Together in Pajaro (TIP) to pay for installation of worn play equipment
- Staff has approved all quotes and is working on scheduling the installation
- Copy of Check provided in meeting packet

4. Performance Evaluation of General Manager

- To be scheduled by committee, Harry Wiggins and Michael Moore, sometime in June, prior to June Board Meeting
  - The committee will complete a performance and development plan separately then the committee will meet and discuss their evaluations and present that information to the whole Board for their input before presenting to General Manager

5. 2018 – 2019 Overview of Repairs, Replacements & Projects

- Sunny Mesa Well # 1
  - Sanding problem due to failed column

- New sleeve added to existing column, new submersible pump and motor to replace larger vertical turbine
  - Replaced aging, corroded water line that serves 68 & 68-A Fruitland Ave.
- Blackie Rd. #18 Water System
  - Well's capacity had diminished to 18gpm due to worn equipment
  - New pump and motor, discharge piping and wiring, capacity up to 52 gpm
- Vista Verde Well
  - Diminished capacity down to 120gpm due to worn equipment and holes in casing.
  - New pump and motor, discharge piping and wiring, capacity now at 200 gpm
- Vierra Estates Water System, Well #3
  - Diminished capacity down to 18gpm, equipment pulled, then cleaned and chemically treated to clean perforations
  - New pump and motor downsized to 40 gpm to achieve proper suction rate
- Pajaro Water System Tank Project
  - Construction has begun, staff actively involved
- Moss Landing Harbor Water System
  - Sand trap not working properly, removed sand trap and reconfigured well discharge piping and valves
- Pajaro Park
  - Aging and worn equipment. Coordinated with Kompan Industries to replace the equipment that is still under warranty
  - Along with Together in Pajaro (TIP) District to fund the installation of equipment and purchase of padding for Super Nova
- Memorial Park
  - Assisted Supervisors Phillips and Alejo with the logistics and installation of a new park bench and planting of a tree. In the process of renaming the park, to Cortez Family Park.
- Moss Landing Community Plan
  - Assisted Monterey County and Todd Groundwater in updating the Groundwater Assessment, by providing water consumption data for the last 5 years.
- Salinas Valley Groundwater Sustainability Agency (SVGSA)
  - Assisted New Agency by providing all parcel and connection information for the Moss Landing and Prunedale areas
- Moss Landing Utility

- Undergrounding Project (Monterey County), actively working with contractor to locate and mark water lines
- Monies held by District
  - All monies will be turned over to the State of California by June 15, 2019 with a list of former customers that the money is owed

6. 2019 – 2020 Proposed Work Plan

- Street Maintenance/Subdivision Maintenance:
  - All 7 subdivision streets to be sealed with DOT Type II slurry seal, sometime in the fall
- Office:
  - Building exterior needs to be painted
  - Driveway/parking lot is in need of minor asphalt repair followed by a seal coat
- Pajaro Park
  - Consider adding speed bumps and signage to park entrance, in an effort to slow down cars

➤ Water Systems

- Pajaro-Annual water system flushing to resume now that we are no longer in a drought
  - Storage tank cleaning and inspection
- Sunny Mesa
  - System flush and tank cleaning
- Vega
  - System flush
- Moss Landing
  - System flush and tank cleaning
- Vega
  - System flush and tank cleaning
- Langley/Valle Pacifico
  - System flush. Well rehabilitation, pull pump and motor, video column and confirm static and plumbing water levels
  - Add new pump and motor, store used equipment for back-up
- Vierra Estates
  - System flushing



- Normco
  - System flushing, tank cleaning
  - Tank #1 plumbing, valve replacement and correct inter-tie with tank #2
  - Pressure system valve replacement (2)
  - Actively working with subdivision developer, could add ratepayers, new well and storage tank to the Normco system
  
- Blackie Rd. #18
  - Ph field testing monthly. Possibly conduct a corrosion control study, due to elevated copper levels

7. District Operations Report:

- Pajaro Grant-
  - Contractor is on schedule; wick drain system subcontractor was onsite Tuesday 5/28/19.
  - PG&E wires determined to be in the way of wick drain and soils consolidation process
  - It will be 4-8 weeks before power can be de-energized and work at the site can resume.
  
- Springfield Planning Grant-
  - Progress telephone conference originally scheduled for 5/23/19 but will be rescheduled for 6/5/19 with the State Funding Department, MNS Engineering team will present the detailed scope and budget
  
- Pajaro Park-
  - Staff will be working with Together in Pajaro (TIP) to submit Grant Application to Northern Monterey County Foundation on 5/28/19.
  - District staff expressed their appreciation for TIP's help in submitting the grant application, the grant funding would be used for the maintenance of the park.
  
- Emergency Generators-
  - Gerry Malais will be submitting a template of the Hazard Mitigation Plan to Staff.
  - General Manager spoke with former engineer from Carmel Wastewater, he explained that the process to complete a Hazard Mitigation Plan was lengthy and technical, possibly requiring assistance from engineer or consultants.
  
- Pursue cost saving measures for administrative and field staff
  - Notices were sent out in the May billing to determine interest in online bill pay to decide on cost saving measures.
  - Staff has been tracking responses on an excel spreadsheet

8. Usage Comparison Report 2013/2019-

- April 2019 Usage Comparison Report
  - Water usage is up in Moss Landing compared to this month in 2013. All other systems water usage is down.

**Closed Session:**

A. Public Comments for Closed Session

No comment

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

- ACWA Holdings Trust and AWC II Holdings Trust vs the County of Monterey through its Board of Supervisors et al Case No. 18CV1746, Monterey County Superior Court, filed May 11, 2018
- Steve Pacheco, Trustee of the Salinas Land Holding Trust vs Pajaro/Sunny Mesa Community Services District et al Case No. unknown, Monterey County Superior Court, filing date unknown

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

→ Title: (General Manager)

Closed session opened at 8:28 pm

Out of closed session at 9:10 pm

No final action taken.

**NEXT BOARD MEETING:**

The next Board meeting is to be held on Thursday June 27, 2019 at 5:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 9:10 pm with motion made by Director Moore, seconded by Director Lamboley Motion Carried.

Respectfully submitted by:

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Sanford Coplin, Vice President

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Harry Wiggins, Secretary

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Simone Coke, Recorder

## FINANCIAL NOTES - May 2019

Account No:	Account Name:	Increase / Decrease	Description
<b>Income:</b>			
4001-4015	Total Income	-	Seasonal Change
<b>Expenses: Indirect</b>			
5005	Administrative Fees	+	Reclassification of Fees
5150	Garbage Service	+	Paid 2 Months of Garbage Service in May
5165	Computer Software	+	Quick Books Annual Renewal
5175	Small Tools-Repair & Maint	+	Weed Cutter Repair
6577	COP Debt Service-Interest	+	Semi-Annual Debt Service Payment
<b>Expenses: Direct</b>			
5325	Permits	+	Annual Health Permit Fees
5660	Freight and Delivery	+	Freight/Storage for Caustic Soda Drums
<b>Other Income:</b>			
4140	Connection Fees	-	Reclassification of Fees
4146	Other Fees	+	Reclassification of Fees
4346	District 25% Overhead Fee	+	Reclassification of Fees
4350	Interest Revenue	+	Interest Revenue-Union Bank Accounts
5409	Pajaro Improve Proj-Grant Reimb	+	Grant Reimb.
5796	Pajaro Park Revenue	+	Donation from Together in Pajaro for Pajaro Park

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

	<u>May 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · SCCB - Operating Account	105,970.86
1002 · SCCB Reserve Account	171,150.89
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	217,984.30
1006 · SCCB-GF 633	79,319.58
1007 · SCCB - Debt Service Reserve	23,593.48
1032 · SCCB-COP Acct (aka Const. Acct)	354,511.61
1036 · PSM Pajaro Park Acct	102,593.23
1050 · Cash in County Treasury - DS	68,946.70
1051 · Cash in County Treasury - GF	304,683.15
1066 · Union Bank Vega 2303	148,649.14
1068 · Union Bank Vega 2301	51.43
1069 · Union Bank Vega-2302	10,358.15
1095 · Union Bank Wtr Bond-Res 2204	148,101.63
2201 · Union Bank-2015 Wtr Rfd Bd 2201	380.43
<b>Total Checking/Savings</b>	<u>1,750,746.42</u>
<b>Accounts Receivable</b>	
1110 · Invoice Accounts Recv	13,472.65
1231 · Grants Receivable-A/R	23,968.85
<b>Total Accounts Receivable</b>	<u>37,441.50</u>
<b>Other Current Assets</b>	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	194,285.07
1101 · Allowance for Doubtful Accounts	-8,990.09
1115 · Prepaid Expenses	507.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	949.14
1252 · Assessments Rec. - Street Maint	6,255.76
1253 · Assessments Rec. - Water bond	300,206.00
1253.1 · Assess Rec - Water Bond - Count	116.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
<b>Total Other Current Assets</b>	<u>478,027.97</u>
<b>Total Current Assets</b>	<u>2,266,215.89</u>
<b>Fixed Assets</b>	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	253,942.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-41,984.80
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	134,443.43
1551 · A/D - District Office Building	-119,645.86
1555 · Office Equipment/Furniture	44,041.05
1556 · A/D - Office Equip/Furniture	-42,396.90
1557 · Equipment - Lighting	8,980.18
1559 · A/D - Lighting and Parks	-8,980.18
1560 · Electric Power to Sheds	2,598.59
1561 · A/D - Electric Power to Sheds	-2,599.00
1570 · Equipment - Pumping Plant	506,239.21
1571 · A/D - Equipment - Pumping Plant	-444,791.36
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,037,113.15
1590 · Meters	86,141.40
1591 · A/D - Meters	-83,726.14
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-4,408.28
1610 · Automotive Equipment	199,276.12
1611 · A/D - Automotive Equipment	-186,354.46

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

June 19, 2019

Accrual Basis

	May 31, 19
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-86,696.72
1622 · A/D - Moss Landing	-144,458.66
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-13,517.06
1650 · Trans & Distr Plant	81,133.08
1651 · A/D - Trans & Distr Plant	-57,450.72
1670 · Small Tools/Equipment	10,774.02
1671 · A/D - Small Tools/Equipment	-7,226.14
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-85,695.00
1804 · CIP-Springfield	217,307.49
1805 · CIP-Vega Imprvmtnt Project	4,604,699.33
1805.1 · A/D - Vega	-1,729,882.37
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	240,496.74
1807.1 · A/D - Langley/VP	-54,111.90
1808 · CIP-Normco	292,881.04
1808.1 · A/D - Normco Tank	-89,383.93
1811 · CIP-Vierra Estate	175,238.16
1811.1 · A/D - Vierra Estates	-30,958.36
1812 · CIP-Moss Landing Water System	288,274.14
1812.1 · A/D - Moss Landing Water	-53,315.54
1814 · CIP-Pajaro	208,139.85
1815 · CIP-Normco Improv Project	3,225.00
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-887,387.78
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-122,179.12
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-18,798.79
1820 · Normco Treatment Facility	111,943.00
1820.1 · A/D-Normco Treatment Facility	-46,477.27
1821 · CIP-Sunny Mesa	35,963.00
1822 · CIP-Vega	23,643.81
1823 · CIP-Blackie	10,230.04
<b>Total Fixed Assets</b>	<b>11,187,180.75</b>
<b>Other Assets</b>	
1120 · Due From Gen Fund	0.66
1141 · Due From SC Grant Acct	100.00
1151 · Due from Maint Account	157.19
1220 · Spl Asmnt Revc-Long Term	3,873,859.72
1230 · Grant Receivable	19,709.82
1900 · Due From Other Funds	159,690.92
1950 · Deferred amount on refunding	73,213.60
1951 · Deferred Amt of Ref-Vega Bds15	95,017.09
<b>Total Other Assets</b>	<b>4,221,749.00</b>
<b>TOTAL ASSETS</b>	<b>17,675,145.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	204,265.35
2500 · Due to Other Funds	159,693.06
<b>Total Accounts Payable</b>	<b>363,958.41</b>
<b>Other Current Liabilities</b>	
2005 · Accrued Liabilities	67,274.00
2050 · Accrued Payroll	27,279.85
2121 · Customer Security Deposits	16,854.59
2122 · Future Water Conn. Deposits	36,600.00

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

June 19, 2019

Accrual Basis

	May 31, 19
2123 · Hydrant Meter Deposits	22,550.00
2225 · Accrued Vacation Liability	30,906.38
2230 · Accrued Sick Leave Liability	38,339.84
2263 · 457b EE Plan Payable	3,415.60
2264 · Employee Insurance Payable	-3,010.17
2265 · EE Aflac Insurance Payable	570.15
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	7,183.76
2325 · Payable to P.V.W.M.A.	-10,780.32
	266,353.58
<b>Total Other Current Liabilities</b>	
<b>Total Current Liabilities</b>	630,311.99
<b>Long Term Liabilities</b>	
2256 · Vehicle Loan Payable	3,611.04
2257 · Reorganization Loan	275,000.00
2267 · Pajaro Tank Loan-0190	180,521.85
2333 · COP Bonds Payable	-190,000.00
2339 · Vega Project Bonds Payable	-72,100.00
2350 · Bonds Payable - Water Bond	253,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	2,200,000.00
2361 · Bonds Payable-2015 Vga Wtr Rf	3,835,083.67
2400 · Unamortized Discount on 2015	-34,205.01
2401 · Unamortized Discount-2015 Vega	-13,986.72
	6,436,924.83
<b>Total Long Term Liabilities</b>	
<b>Total Liabilities</b>	7,067,236.82
<b>Equity</b>	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	87,655.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	5,080,563.13
Net Income	397,088.81
	10,607,908.82
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	17,675,145.64

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

June 19, 2019

Accrual Basis

	May 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4001 · Route 1 - Pajaro	19,579.43
4002 · Route 2 - Pajaro	20,833.81
4003 · Route 3 - Commercial	19,319.80
4004 · Route 4 - Trailer Park	1,036.26
4005 · Route 5 - San Juan Rd Apts	913.48
4006 · Route 6 - Sunny Mesa	10,644.78
4007 · Route 7 - CSA 73	12,293.16
4008 · Route 8 - Vega	11,143.36
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	19,541.13
4012 · Route 12 - Blackie Road	2,555.43
4013 · Route 13 - Normco	24,792.37
4014 · Route 14 - Vierra	3,993.41
4015 · Route 15 - Langley/VP	2,780.75
<b>Total Income</b>	150,277.17
<b>Gross Profit</b>	150,277.17
<b>Expense</b>	
<b>INDIRECT</b>	
5000 · Salaries and Wages	57,761.73
5005 · Administrative Fees	1,566.97
5030 · Payroll Tax Expense	748.60
5050 · Employee Health Insurance	14,800.91
5070 · Employee Retirement	7,474.13
5090 · Other Employee Expense	84.19
5130 · Utilities - Office	203.88
5140 · Building Repair & Maint	343.73
5145 · District Wide Repair & Maint	961.02
5150 · Garbage Service	568.68
5160 · Office Equip Rental	739.02
5165 · Computer Software	3,174.83
5170 · Office Equipment Repair & Maint	76.13
5175 · Small Tools - Repair & Maint.	242.42
5240 · Office Supplies	83.51
5256 · Interest Exp-Financed Items	14.24
5270 · Automotive - Repair & Maint	105.42
5300 · Books & Subscriptions	139.00
5320 · Membership Fees and Dues	433.00
5330 · Telephone	1,498.42
5340 · Burglar Alarm Monitoring	78.00
5370 · Fuel - Trucks	2,624.98
5391 · Credit Card Transaction Fees	523.66
5XXX · Indirect Allocation	0.00
6577 · COP Debt Service - Interest	40,237.50
<b>Total INDIRECT</b>	134,483.97
5190 · Soil and Water Tests	1,385.00
5210 · Customer Orders	5,648.40
5220 · Water System - Repair & Maint	2,535.16
5225 · Street Maintenance	185.22
5231 · Pajaro Park Expense	1,710.82
5310 · Utilities - Well Site	15,494.20
5315 · Utilities - Street Lighting	2,176.55
5325 · Permits	17,040.00
5427 · Improvement Project-Springfield	2,546.55
5660 · Freight & Delivery	937.03
<b>Total Expense</b>	184,142.90
<b>Net Ordinary Income</b>	-33,865.73
<b>Other Income/Expense</b>	
<b>Other Income</b>	
4100 · Late Payment Penalties	429.46
4110 · Hydrant Sales	512.27
4115 · Testing Fees	820.00



Pajaro/Sunny Mesa  
Profit & Loss  
May 2019

June 19, 2019

Accrual Basis

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	<u>May 19</u>
4140 · Connection Fees	-330.00
4146 · Other Fees	330.00
4280 · Pro-Rata Tax Collection Share	80.33
4285 · P.V.W.M.A. Collection Fee	2,059.20
4346 · District 25% Overhead Fee	1,516.70
4350 · Interest Revenue	669.74
5409 · Pajaro Improve Proj-Grant Reimb	2,905.00
5796 · Pajaro Park Revenue	7,289.54
	<hr/>
Total Other Income	16,282.24
Other Expense	
5435 · Improvement Project-Pajaro	245.00
	<hr/>
Total Other Expense	245.00
Net Other Income	16,037.24
	<hr/>
Net Income	<u>-17,828.49</u>

# Pajaro/Sunny Mesa Profit & Loss Budget Performance May 2019

	May 19	Budget	% of Budget	Jul '18 - May 19	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4001 · Route 1 - Pajaro	19,579.43	22,833.34	85.7%	231,053.17	251,166.66	92.0%	274,000.00
4002 · Route 2 - Pajaro	20,833.81	23,666.67	88.0%	223,466.65	260,333.33	85.8%	284,000.00
4003 · Route 3 - Commercial	19,319.80	21,666.67	89.2%	223,324.69	238,333.33	93.7%	260,000.00
4004 · Route 4 - Trailer Park	1,036.26	1,083.34	95.7%	11,521.17	11,916.66	96.7%	13,000.00
4005 · Route 5 - San Juan Rd Apts	913.48	1,166.67	78.3%	11,212.23	12,833.33	87.4%	14,000.00
4006 · Route 6 - Sunny Mesa	10,644.78	10,041.67	106.0%	111,701.27	110,458.33	101.1%	120,500.00
4007 · Route 7 - CSA 73	12,293.16	11,166.67	110.1%	126,057.87	122,833.33	102.6%	134,000.00
4008 · Route 8 - Vega	11,143.36	12,000.00	92.9%	120,757.78	132,000.00	91.5%	144,000.00
4010 · Route 10 - Springfield	850.00	875.00	97.1%	9,350.00	9,625.00	97.1%	10,500.00
4011 · Route 11 - Moss Landing	19,541.13	21,250.00	92.0%	211,378.10	233,750.00	90.4%	255,000.00
4012 · Route 12 - Blackie Road	2,555.43	2,625.00	97.3%	26,037.01	28,875.00	90.2%	31,500.00
4013 · Route 13 - Normco	24,792.37	25,833.34	96.0%	270,651.18	284,166.66	95.2%	310,000.00
4014 · Route 14 - Vierra	3,993.41	3,791.67	105.3%	42,908.27	41,708.33	102.9%	45,500.00
4015 · Route 15 - Langley/VP	2,780.75	2,625.00	105.9%	27,043.95	28,875.00	93.7%	31,500.00
<b>Total Income</b>	<b>150,277.17</b>	<b>160,625.04</b>	<b>93.6%</b>	<b>1,646,463.34</b>	<b>1,766,874.96</b>	<b>93.2%</b>	<b>1,927,500.00</b>
<b>Gross Profit</b>	<b>150,277.17</b>	<b>160,625.04</b>	<b>93.6%</b>	<b>1,646,463.34</b>	<b>1,766,874.96</b>	<b>93.2%</b>	<b>1,927,500.00</b>
<b>Expense</b>							
<b>INDIRECT</b>							
5000 · Salaries and Wages	57,761.73	63,750.00	90.6%	651,226.28	701,250.00	92.9%	765,000.00
5005 · Administrative Fees	1,566.97	475.00	329.9%	5,374.99	5,225.00	102.9%	5,700.00
5030 · Payroll Tax Expense	748.60	1,333.34	56.1%	14,296.25	14,666.66	97.5%	16,000.00
5040 · Worker's Comp Insurance	0.00	1,666.67	0.0%	17,749.68	18,333.33	96.8%	20,000.00
5050 · Employee Health Insurance	14,800.91	14,166.67	104.5%	156,141.69	155,833.33	100.2%	170,000.00
5070 · Employee Retirement	7,474.13	9,583.34	78.0%	96,881.69	105,416.66	91.9%	115,000.00
5090 · Other Employee Expense	84.19	416.67	20.2%	2,042.70	4,583.33	44.6%	5,000.00
5120 · Property Taxes	0.00	125.00	0.0%	1,157.96	1,375.00	84.2%	1,500.00
5130 · Utilities - Office	203.88	333.34	61.2%	3,128.23	3,666.66	85.3%	4,000.00
5140 · Building Repair & Maint	343.73	583.34	58.9%	4,807.70	6,416.66	74.9%	7,000.00
5145 · District Wide Repair & Maint	961.02	1,083.34	88.7%	10,864.74	11,916.66	91.2%	13,000.00
5150 · Garbage Service	568.68	291.67	195.0%	3,098.22	3,208.33	96.6%	3,500.00
5160 · Office Equip Rental	739.02	833.34	88.7%	8,736.45	9,166.66	95.3%	10,000.00
5165 · Computer Software	3,174.83	1,250.00	254.0%	14,407.51	13,750.00	104.8%	15,000.00
5170 · Office Equipment Repair & Maint	76.13	300.00	25.4%	3,104.66	3,300.00	94.1%	3,600.00
5175 · Small Tools - Repair & Maint.	242.42	83.34	290.9%	355.88	916.66	38.8%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	2,500.00	0.0%	24,227.00	27,500.00	88.1%	30,000.00
5185 · Office Equipment Repair & Maint	0.00	308.34	0.0%	3,216.70	3,391.66	94.8%	3,700.00
5200 · Billing Supplies	83.51	375.00	22.3%	2,439.66	4,125.00	59.1%	4,500.00
5240 · Office Supplies	0.00	708.34	0.0%	7,052.92	7,791.66	90.5%	8,500.00
5245 · Postage	0.00	0.00	0.0%	63,717.89	64,166.66	99.3%	70,000.00
5250 · Legal Expenses	0.00	5,833.34	0.0%	15,750.00	14,437.50	109.1%	15,750.00
5255 · Interest Expense	0.00	1,312.50	0.0%	251.97	733.33	34.4%	800.00
5256 · Interest Exp-Financed Items	14.24	66.67	21.4%	34,265.00	33,916.66	101.0%	37,000.00
5260 · Accounting & Bookkeeping	0.00	3,083.34	0.0%	0.00	0.00	0.0%	0.00
5266 · Engineering Svcs-Dist Wide	0.00	833.34	0.0%	6,977.69	9,166.66	76.1%	10,000.00
5270 · Automotive - Repair & Maint	105.42	41.67	253.0%	155.61	458.33	34.0%	500.00
5280 · Conferences, Meetings, Seminars	0.00	41.66	0.0%	0.00	458.34	0.0%	500.00
5290 · Travel Expenses	0.00	41.66	0.0%	0.00	458.34	0.0%	500.00

# Pajaro/Sunny Mesa Profit & Loss Budget Performance May 2019

	May 19	Budget	% of Budget	Jul '18 - May 19	YTD Budget	% of Budget	Annual Budget
5300 · Books & Subscriptions	139.00	125.00	111.2%	258.00	1,375.00	18.8%	1,500.00
5305 · Water Conservation Program	0.00	125.00	0.0%	0.00	1,375.00	0.0%	1,500.00
5320 · Memberships and Dues	433.00	1,500.00	28.9%	19,055.83	16,500.00	115.5%	18,000.00
5326 · Licenses and Certifications	0.00	166.67	0.0%	1,407.53	1,833.33	76.8%	2,000.00
5330 · Telephone	1,498.42	1,333.34	112.4%	17,214.81	14,666.66	117.4%	16,000.00
5340 · Burglar Alarm Monitoring	78.00	62.50	124.8%	670.00	687.50	97.5%	750.00
5370 · Fuel - Trucks	2,624.98	2,000.00	131.2%	21,510.94	22,000.00	97.8%	24,000.00
5390 · Bank Charges	0.00	16.67	0.0%	1,175.00	183.33	640.9%	200.00
5391 · Credit Card Transaction Fees	523.66	533.34	98.2%	7,297.73	5,866.66	124.4%	6,400.00
5400 · Miscellaneous Expense	0.00	16.67	0.0%	30,298.00	183.33	16,526.5%	200.00
5XXX · Indirect Allocation	0.00			0.00			
6560 · Payroll Processing Expenses	0.00	50.00	0.0%	0.00	550.00	0.0%	600.00
6577 · COP Debt Service - Interest	40,237.50	6,708.34	599.8%	80,475.00	73,791.66	109.1%	80,500.00
<b>Total INDIRECT</b>	<b>134,483.97</b>	<b>124,016.79</b>	<b>108.4%</b>	<b>1,330,791.91</b>	<b>1,364,183.21</b>	<b>97.6%</b>	<b>1,488,200.00</b>
5190 · Soil and Water Tests	1,385.00	2,750.00	50.4%	25,030.50	30,250.00	82.7%	33,000.00
5210 · Customer Orders	5,648.40			7,413.39			
5220 · Water System - Repair & Maint	2,535.16	16,666.67	15.2%	130,071.93	183,333.33	70.9%	200,000.00
5225 · Street Maintenance	185.22	2,720.84	6.8%	6,507.06	29,929.16	21.7%	32,650.00
5230 · Park - Repair & Maint	0.00	83.34	0.0%	651.92	916.66	71.1%	1,000.00
5231 · Pajaro Park Expense	1,710.82	0.00	100.0%	18,368.45	0.00	100.0%	0.00
5265 · Engineering Expenses	0.00	250.00	0.0%	260.12	2,750.00	9.5%	3,000.00
5310 · Utilities - Well Site	15,494.20	13,333.34	116.2%	151,069.98	146,666.66	103.0%	160,000.00
5315 · Utilities - Street Lighting	2,176.55	2,583.34	84.3%	23,443.04	28,416.66	82.5%	31,000.00
5325 · Permits	17,040.00	2,083.34	817.9%	23,890.00	22,916.66	104.2%	25,000.00
5360 · Fuel - Generator	0.00	125.00	0.0%	1,111.55	1,375.00	80.8%	1,500.00
5426 · Vega Assmnt Bond Expense	0.00			9,308.32			
5427 · Improvement Project-Springfield	2,546.55			-16,468.00			
5428 · COP Bond Expense	0.00	291.67	0.0%	2,225.00	3,208.33	69.4%	3,500.00
5433 · Pajaro Water Bond Interest Exp	0.00	1,166.67	0.0%	17,021.24	12,833.33	132.6%	14,000.00
5660 · Freight & Delivery	937.03			937.03			
6375 · Vega Debt Service-Interest	0.00	12,675.00	0.0%	152,131.27	139,425.00	109.1%	152,100.00
<b>Total Expense</b>	<b>184,142.90</b>	<b>178,746.00</b>	<b>103.0%</b>	<b>1,883,764.71</b>	<b>1,966,204.00</b>	<b>95.8%</b>	<b>2,144,950.00</b>
<b>Net Ordinary Income</b>	<b>-33,865.73</b>	<b>-18,120.96</b>	<b>186.9%</b>	<b>-237,301.37</b>	<b>-199,329.04</b>	<b>119.1%</b>	<b>-217,450.00</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
4100 · Late Payment Penalties	429.46	625.00	68.7%	4,955.26	6,875.00	72.1%	7,500.00
4101 · Billing Adjustments	0.00	33.34	0.0%	452.01	366.66	123.3%	400.00
4110 · Hydrant Sales	512.27	333.34	153.7%	6,497.92	3,666.66	177.2%	4,000.00
4115 · Testing Fees	820.00	625.00	131.2%	7,170.00	6,875.00	104.3%	7,500.00
4140 · Connection Fees	-330.00	358.34	-92.1%	36,805.95	3,941.74	933.7%	4,300.08
4141 · Application Fees	0.00	45.84	0.0%	275.00	504.16	54.5%	550.00
4146 · Other Fees	330.00	33.34	989.8%	330.00	366.74	90.0%	400.08
4200 · Street Maintenance-Reimb	0.00	5,316.67	0.0%	71,763.52	58,483.33	122.7%	63,800.00
4210 · Vega Bond Assessments	0.00	22,258.34	0.0%	276,995.55	244,841.66	113.1%	267,100.00
4280 · Pro-Rata Tax Collection Share	80.33	2,083.34	3.9%	23,270.05	22,916.66	101.5%	25,000.00
4285 · P.V.W.M.A. Collection Fee	2,059.20	2,000.00	103.0%	23,818.11	22,000.00	108.3%	24,000.00
4300 · Collection of Previous W/O Acct	0.00	41.67	0.0%	0.00	458.33	0.0%	500.00

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

	May 19	Budget	% of Budget	Jul '18 - May 19	YTD Budget	% of Budget	Annual Budget
4305 · Miscellaneous Revenue	0.00	125.00	0.0%	1,125.00	1,375.00	81.8%	1,500.00
4307 · Returned Check Charges	0.00			125.00			
4311 · Interest on Pooled Investments	0.00			2,414.96			
4340 · Utility Reimbursements	0.00	2,583.34	0.0%	31,194.81	28,416.66	109.8%	31,000.00
4341 · Lighting Admin Reimbursements	0.00	1,000.00	0.0%	12,000.00	11,000.00	109.1%	12,000.00
4345 · Customer Order Reimbursements	0.00			1,818.75			
4346 · District 25% Overhead Fee	1,516.70	41.67	3,639.8%	1,516.70	458.33	330.9%	500.00
4350 · Interest Revenue	669.74	250.00	267.9%	6,064.94	2,750.00	220.5%	3,000.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.94	0.0%	700.00	641.66	109.1%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.34	0.0%	400.00	366.66	109.1%	400.00
5408 · Springfield Project-Grant Reimb	0.00			2,823.12			
5409 · Pajaro Improve Proj-Grant Reimb	2,905.00			49,334.24			
5424 · Springfield Grant Funds	0.00			12,255.26			
5794 · Water Bond Assessments	0.00			38,409.49			
5796 · Pajaro Park Revenue	7,289.54	3,312.50	0.0%	32,289.54	36,437.50	105.4%	39,750.00
<b>Total Other Income</b>	<b>16,282.24</b>	<b>41,158.41</b>	<b>39.6%</b>	<b>644,805.18</b>	<b>452,741.75</b>	<b>142.4%</b>	<b>493,900.16</b>
<b>Other Expense</b>							
5435 · Improvement Project-Pajaro	245.00			7,440.00			
5440 · Improvement Project Sunny Mesa	0.00			2,975.00			
<b>Total Other Expense</b>	<b>245.00</b>			<b>10,415.00</b>			
<b>Net Other Income</b>	<b>16,037.24</b>	<b>41,158.41</b>	<b>39.0%</b>	<b>634,390.18</b>	<b>452,741.75</b>	<b>140.1%</b>	<b>493,900.16</b>
<b>Net Income</b>	<b>-17,828.49</b>	<b>23,037.45</b>	<b>-77.4%</b>	<b>397,088.81</b>	<b>253,412.71</b>	<b>156.7%</b>	<b>276,450.16</b>

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

	May 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4001 · Route 1 - Pajaro	19,579.43	22,833.34	-3,253.91	85.75%
4002 · Route 2 - Pajaro	20,833.81	23,666.67	-2,832.86	88.03%
4003 · Route 3 - Commercial	19,319.80	21,666.67	-2,346.87	89.17%
4004 · Route 4 - Trailer Park	1,036.26	1,083.34	-47.08	95.65%
4005 · Route 5 - San Juan Rd Apts	913.48	1,166.67	-253.19	78.3%
4006 · Route 6 - Sunny Mesa	10,644.78	10,041.67	603.11	106.01%
4007 · Route 7 - CSA 73	12,293.16	11,166.67	1,126.49	110.09%
4008 · Route 8 - Vega	11,143.36	12,000.00	-856.64	92.86%
4010 · Route 10 -Springfield	850.00	875.00	-25.00	97.14%
4011 · Route 11 - Moss Landing	19,541.13	21,250.00	-1,708.87	91.96%
4012 · Route 12 - Blackie Road	2,555.43	2,625.00	-69.57	97.35%
4013 · Route 13 - Normco	24,792.37	25,833.34	-1,040.97	95.97%
4014 · Route 14 - Vierra	3,993.41	3,791.67	201.74	105.32%
4015 · Route 15 - Langley/VP	2,780.75	2,625.00	155.75	105.93%
<b>Total Income</b>	<b>150,277.17</b>	<b>160,625.04</b>	<b>-10,347.87</b>	<b>93.56%</b>
Gross Profit	150,277.17	160,625.04	-10,347.87	93.56%
Expense				
INDIRECT				
5000 · Salaries and Wages	57,761.73	63,750.00	-5,988.27	90.61%
5005 · Administrative Fees	1,566.97	475.00	1,091.97	329.89%
5030 · Payroll Tax Expense	748.60	1,333.34	-584.74	56.15%
5040 · Worker's Comp Insurance	0.00	1,666.67	-1,666.67	0.0%
5050 · Employee Health Insurance	14,800.91	14,166.67	634.24	104.48%
5070 · Employee Retirement	7,474.13	9,583.34	-2,109.21	77.99%
5090 · Other Employee Expense	84.19	416.67	-332.48	20.21%
5120 · Property Taxes	0.00	125.00	-125.00	0.0%
5130 · Utilities - Office	203.88	333.34	-129.46	61.16%
5140 · Building Repair & Maint	343.73	583.34	-239.61	58.92%
5145 · District Wide Repair & Maint	961.02	1,083.34	-122.32	88.71%
5150 · Garbage Service	568.68	291.67	277.01	194.97%

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

	May 19	Budget	\$ Over Budget	% of Budget
5160 · Office Equip Rental	739.02	833.34	-94.32	88.68%
5165 · Computer Software	3,174.83	1,250.00	1,924.83	253.99%
5170 · Office Equipment Repair & Maint	76.13	300.00	-223.87	25.38%
5175 · Small Tools - Repair & Maint.	242.42	83.34	159.08	290.88%
5180 · Casualty Ins/Liability Ins	0.00	2,500.00	-2,500.00	0.0%
5200 · Billing Supplies	0.00	308.34	-308.34	0.0%
5240 · Office Supplies	83.51	375.00	-291.49	22.27%
5245 · Postage	0.00	708.34	-708.34	0.0%
5250 · Legal Expenses	0.00	5,833.34	-5,833.34	0.0%
5255 · Interest Expense	0.00	1,312.50	-1,312.50	0.0%
5256 · Interest Exp-Financed Items	14.24	66.67	-52.43	21.36%
5260 · Accounting & Bookkeeping	0.00	3,083.34	-3,083.34	0.0%
5270 · Automotive - Repair & Maint	105.42	833.34	-727.92	12.65%
5280 · Conferences, Meetings, Seminars	0.00	41.67	-41.67	0.0%
5290 · Travel Expenses	0.00	41.66	-41.66	0.0%
5300 · Books & Subscriptions	139.00	125.00	14.00	111.2%
5305 · Water Conservation Program	0.00	125.00	-125.00	0.0%
5320 · Membership Fees and Dues	433.00	1,500.00	-1,067.00	28.87%
5326 · Licenses and Certifications	0.00	166.67	-166.67	0.0%
5330 · Telephone	1,498.42	1,333.34	165.08	112.38%
5340 · Burglar Alarm Monitoring	78.00	62.50	15.50	124.8%
5370 · Fuel - Trucks	2,624.98	2,000.00	624.98	131.25%
5390 · Bank Charges	0.00	16.67	-16.67	0.0%
5391 · Credit Card Transaction Fees	523.66	533.34	-9.68	98.19%
5400 · Miscellaneous Expense	0.00	16.67	-16.67	0.0%
6560 · Payroll Processing Expenses	0.00	50.00	-50.00	0.0%
6577 · COP Debt Service - Interest	40,237.50	6,708.34	33,529.16	599.81%
<b>Total INDIRECT</b>	<b>134,483.97</b>	<b>124,016.79</b>	<b>10,467.18</b>	<b>108.44%</b>
5190 · Soil and Water Tests	1,385.00	2,750.00	-1,365.00	50.36%
5220 · Water System - Repair & Maint	2,535.16	16,666.67	-14,131.51	15.21%
5225 · Street Maintenance	185.22	2,720.84	-2,535.62	6.81%
5230 · Park - Repair & Maint	0.00	83.34	-83.34	0.0%

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

	May 19	Budget	\$ Over Budget	% of Budget
5265 · Engineering Expenses	0.00	250.00	-250.00	0.0%
5310 · Utilities - Well Site	15,494.20	13,333.34	2,160.86	116.21%
5315 · Utilities - Street Lighting	2,176.55	2,583.34	-406.79	84.25%
5325 · Permits	17,040.00	2,083.34	14,956.66	817.92%
5360 · Fuel - Generator	0.00	125.00	-125.00	0.0%
5428 · COP Bond Expense	0.00	291.67	-291.67	0.0%
5433 · Pajaro Water Bond Interest Exp	0.00	1,166.67	-1,166.67	0.0%
6575 · Vega Debt Service-Interest	0.00	12,675.00	-12,675.00	0.0%
<b>Total Expense</b>	<b>173,300.10</b>	<b>178,746.00</b>	<b>-5,445.90</b>	<b>96.95%</b>
<b>Net Ordinary Income</b>	<b>-23,022.93</b>	<b>-18,120.96</b>	<b>-4,901.97</b>	<b>127.05%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4100 · Late Payment Penalties	429.46	625.00	-195.54	68.71%
4101 · Billing Adjustments	0.00	33.34	-33.34	0.0%
4110 · Hydrant Sales	512.27	333.34	178.93	153.68%
4115 · Testing Fees	820.00	625.00	195.00	131.2%
4140 · Connection Fees	-330.00	358.34	-688.34	-92.09%
4141 · Application Fees	0.00	45.84	-45.84	0.0%
4146 · Other Fees	330.00	33.34	296.66	989.8%
4200 · Street Maintenance-Reimb	0.00	5,316.67	-5,316.67	0.0%
4210 · Vega Bond Assessments	0.00	22,258.34	-22,258.34	0.0%
4280 · Pro-Rata Tax Collection Share	80.33	2,083.34	-2,003.01	3.86%
4285 · P.V.W.M.A. Collection Fee	2,059.20	2,000.00	59.20	102.96%
4300 · Collection of Previous W/O Acct	0.00	41.67	-41.67	0.0%
4305 · Miscellaneous Revenue	0.00	125.00	-125.00	0.0%
4340 · Utility Reimbursements	0.00	2,583.34	-2,583.34	0.0%
4341 · Lighting Admin Reimbursements	0.00	1,000.00	-1,000.00	0.0%
4346 · District 25% Overhead Fee	1,516.70	41.67	1,475.03	3,639.79%
4350 · Interest Revenue	669.74	250.00	419.74	267.9%
4355 · Audit/Bookkeeping Reimbursement	0.00	58.34	-58.34	0.0%
4360 · Legal Counsel Reimbursement	0.00	33.34	-33.34	0.0%
5794 · Water Bond Assessments	0.00	3,312.50	-3,312.50	0.0%

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

May 19	Budget	\$ Over Budget	% of Budget
6,087.70	41,158.41	-35,070.71	14.79%
0.00			
6,087.70	41,158.41	-35,070.71	14.79%
<b>-16,935.23</b>	<b>23,037.45</b>	<b>-39,972.68</b>	<b>-73.51%</b>

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

Total Income      Total Expenses      Difference  
 \$ 156,364.87    \$ 173,300.10    \$ (16,935.23)

April Cash      May Cash      Difference  
 \$ 287,188.32    \$ 277,121.75    \$ (10,066.57)



**RESOLUTION NO. 06-01-19**

**RESOLUTION OF THE BOARD OF DIRECTORS, THE GOVERNING BODY OF PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT, AUTHORIZING THE GENERAL MANAGER TO SIGN FUNDING AGREEMENTS, CERTIFICATIONS, AND AMENDMENTS; APPROVE CLAIMS FOR REIMBURSEMENT; AND EXECUTE BUDGET AND EXPENDITURE SUMMARIES FOR THE PAJARO/SUNNY MESA CSD MULTI-COMMUNITY BOTTLED WATER PROJECT (Project)**

Whereas, Pajaro/Sunny Mesa Community Services District "District" has submitted an application to the State Water Resources Control Board for funding for the delivery of bottled water to Monterey County residents north of Moss Landing; and

Whereas, prior to the State Water Resources Control Board's executing a funding agreement, the District is required to adopt a resolution authorizing an agent, or representative, to sign the funding agreements, amendments, and requests for reimbursement on behalf of the District, and to carry out other necessary Project-related activities;

Now, therefore, be it resolved and ordered, that the District is hereby authorized to carry out the Project, enter into funding agreements with the State Water Resources Control Board, and accept and expend State funds for the Project; and

Be it further resolved and ordered, that the General Manager, is hereby authorized and designated to sign, for and on behalf of the District, funding agreements for the Project and any amendments thereto; and

Be it further resolved and ordered, that the General Manager, is hereby authorized and designated to represent the District in carrying out the District's responsibilities under the funding agreements, including approving and signing invoices and requests for reimbursement of Project costs.

Be it further resolved and ordered, that any and all actions, whether previously or subsequently taken by the District, which are consistent with the intent and purposes of the foregoing resolution, shall be, and hereby are, in all respects, ratified, approved and confirmed.

**PASSED AND ADOPTED** this 27<sup>th</sup> of June 2019, upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President of the Board of Directors

CERTIFICATE OF SECRETARY

I, Don Rosa, 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 27<sup>th</sup> of June 2019, and that said Resolution is now spread upon the minutes of said Board.

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Secretary of the Board of Directors

RESOLUTION NO. 06-02-19

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

WHEREAS, Pajaro/Sunny Mesa Community Services District ("Public Agency") requests that the Monterey County Auditor-Controller enter those general or special taxes, assessments, or property-related Fees or charges identified in Exhibit "A" on the tax roll for collection and distribution by the Monterey County Treasurer-Tax Collector commencing with the property tax bills for fiscal year 2019-2020

NOW, THEREFORE, BE IT RESOLVED as follows:

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

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

PASSED AND ADOPTED this 27<sup>th</sup> day of June 2019 upon motion of Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

CERTIFICATE OF SECRETARY

I, Don Rosa, 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 27th day June 2019, and that said Resolution is now spread upon the minutes of said Board.

\_\_\_\_\_  
Secretary of the Board of Directors

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

FISCAL YEAR 2019-2020

GENERAL TAXES:

SPECIAL TAXES:

ASSESSMENTS:

LIGHTING ASSESSMENT –	BOND NO. 83300	\$41,400
STREET MAINTENANCE ASSESSMENT –	BOND NO. 84150	\$63,800
WATER ASSESSMENT –	BOND NO. 70200	\$39,750
VEGA WATER ASSESSMENT –	BOND NO. 70210	\$273,000

PROPERTY-RELATED FEES AND CHARGES:

**PAJARO COMMUNITY PARKS/PUBLIC AREAS  
OPERATIONS AND MAINTENANCE BUDGET  
Final Budget  
2019-2020**

		2019-2020
<b>REVENUE</b>		20,000
(1% Special District Tax-Assessed/ collected by Mo. Co.)		
 <b>EXPENSE</b>		
Tot-Lot (Cayetano Park-Florence @ Cayetano)	1.5 hrs./week	6,000
Berlanga Park (Stender Ave.)	1.0 hrs./week	4,000
Memorial Park (Salinas Rd. @ Stender Ave.)	1.0 hrs./week	4,000
Monument Park (Porter Dr. @ San Juan Rd.)	1.0 hrs./week	4,000
Misc.(Pajaro Sign maintenance, curb painting, graffiti)	.25 hrs/week	<u>1,000</u>
<b>Total Labor</b>	4.75 hrs./week	<u>19,000</u>
(4.75 hrs./week X 40 wks. X \$100./hr)		
Groundskeeping Materials and Supplies		<u>1,000</u>
<b>Total Expense</b>		<u>20,000</u>
 <b>REVENUE</b>		 20,000
<b>EXPENSE</b>		<u>20,000</u>
		<u>0</u>

Notes: Pro-Rata Tax Assessment (1% Special District Tax) is projected at \$25000 for this fiscal year.  
District could use the excess \$5000 for Pajaro Park O&M.

# PAJARO STREET LIGHTING ASSESMENT 2019-2020 Final Budget

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

New asesment is \$ 3000.00 less than previous year.  
Electricity costs are decreasing due to the changeover to LED lights.

**STREET MAINTENANCE / SUBDIVISION MAINTENANCE  
 CONTRACT OPERATIONS AND MAINTENANCE BUDGET  
 FINAL 2019-2020**

**REVENUE**

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

**EXPENSE**

Monies held in restricted Acct. for street sealing and repairs	24,635
Fees for service paid to vendors	8,015
Contract fees paid to District	<u>31,150</u>
<b>Total Expense</b>	<b>63,800</b>

	<b>REVENUE</b>	63,800
--	----------------	--------

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

0

Notes: Restricted bank account balance as of 4-30-20 is \$218,130.81

Monies are held for the following subdivisions:

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

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

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

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

Staff is planning to seal roads in all 7 subdivisions sometime in the fall of 2019 using Type 2 Slurry.

Cost is estimated at \$47,000. to \$ 50,000.

Paid out of Street Maintenance bank account/reserve.

**Pajaro Park Final Budget  
2019-2020**

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



**NOTES TO 2019-2020 FINAL BUDGET**

Account 5250 Legal Expenses. Changed from \$70k, to \$140k

Reason: Attorney Smith has projected legal expenses at \$113k for the pending trial, in addition to the usual annual expenses of \$20-\$25k

Capital Reserve Fund. Changed from \$120k to \$50k, reflecting increase to legal expenses.

**PUBLIC NOTICE**

**PUBLIC NOTICE**

**PUBLIC NOTICE  
PAJARO/SUNNY MESA COMMUNITY  
SERVICES DISTRICT  
NOTICE OF ADOPTION OF PRELIMINARY BUDGET**

Notice is hereby given that the Preliminary Budgets of the Pajaro/Sunny Mesa Community Services District of Monterey County for the Fiscal Year beginning July 1, 2019 have been adopted by the Board of Directors of the District and are available at the following time and place within the District for inspection by interested taxpayers.

**Hours: 7:30 a.m. to 4:00 p.m.  
136 San Juan Road  
Royal Oaks, CA 95076**

That on June 27, 2019 at the hour of 5:30 p.m. at the Pajaro/Sunny Mesa Community Services District Office, 136 San Juan Road, Royal Oaks, CA 95076, said Board of Directors will meet for the purposes of fixing the final budget, and that any interested taxpayer may appear at said time and place and be heard regarding the increase, decrease or omission of any item of the budget for the inclusion of additional items.

**PUBLISHED BY THE ORDER OF THE BOARD OF DIRECTORS  
/s/ Sanford Coplin, Vice President  
PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT**

**June 14, 21, 2019  
10863-14325**

**PUBLIC NOTICE  
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SERVICES DISTRICT  
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/s/ Sanford Coplin, Vice President  
PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT**

**June 14, 21, 2019  
10863-14325**

**2019-2020  
Final Budget**

<b>Income</b>			<b>2018-2019</b>	<b>2019-2020</b>
4001	Route 1	Pajaro	274,000	287,700
4002	Route 2	Pajaro	284,000	298,200
4003	Route 3	Commercial (Pajaro)	260,000	273,000
4004	Route 4	Trailer Park (Pajaro)	13,000	13,700
4005	Route 5	San Juan Apts	14,000	14,700
4006	Route 6	Sunny Mesa	120,500	126,500
4007	Route 7	C.S.A. 73 Hillcrest/Bay Farms	134,000	140,700
4008	Route 8	Vega/Vista Verde	144,000	151,200
4010	Route 10	Springfield	10,500	10,500
4011	Route 11	Moss Landing	255,000	268,000
4012	Route 12	Blackie Road	31,500	33,100
4013	Route 13	Normco	310,000	325,500
4014	Route 14	Vierra Estates	45,500	47,800
4015	Route 15	Langley/Valle Pacifico	31,500	33,100
		<b>Water Services SubTotal</b>	<b>1,927,500</b>	<b>2,023,700</b>
4100		Late Payment Penalties	7,500	5,000
4101		Billing Adjustments	400	500
4110		Hydrant Sales	4,000	4,000
4115		Test Fees (Cross Conn-Yearly-Pajaro)	7,500	7,500
4140		Connection Fees/Capacity Fees	4,300	4,300
4141		Application Fees	550	550
4146		Other Fees	400	400
4200		Street Maintenance-Reimbursement	63,800	63,800
4210		Vega Bond Assessments	267,100	273,000
4280		Pro Rata Tax Collection	25,000	25,000
4285		PVWMA Collection Fee	24,000	27,000
4300		Collection Previous w/o account	500	500
4305		Miscellaneous Revenue	1,500	1,500
4340		Utility Reimbursement	31,000	28,000
4341		Lighting Admin Reimbursement	12,000	12,000
4345		Customer Reimbursements		
4346		District 25% Overhead Fee	500	500
4350		Interest Revenue	3,000	5,700
4355		Audit/Bookkeeping Re-imburement	700	700
4360		Legal Counsel Reimbursement	400	400
5794		Pajaro Water Bond	39,750	39,750
		<b>Other Subtotal</b>	<b>493,900</b>	<b>500,100</b>
		<b>Total Income</b>	<b>\$ 2,421,400</b>	<b>2,523,800</b>

**2019-2020  
Final Budget**

<b>Expenses INDIRECT</b>			<b>2018-2019</b>	<b>2019-2020</b>
5000	Salaries and Wages		765,000	753,000
5005	Administrative Fees		5,700	5,700
5010	Contract Labor			
5030	Payroll Tax Expense		16,000	16,000
5040	Workers Comp Insurance		20,000	23,000
5050	Employee Health Insurance		170,000	182,000
5070	Employee Retirement		115,000	113,000
5090	Other Employee Expense		5,000	2,500
5120	Property Taxes		1,500	1,500
5130	Utilities - Office		4,000	4,000
5140	Building Repair & Maintenance		7,000	7,000
5145	District Wide Repair & Maint		13,000	13,000
5150	Garbage Service		3,500	3,600
5160	Office Equipment Rental		10,000	10,000
5165	Computer Software		15,000	10,000
5170	Office Equipment Repair & Maint		3,600	3,600
5175	Small Tools - Repair & Maint.		1,000	1,000
5180	Casulty Insurance/Liability Insurance		30,000	31,000
5200	Billing Supplies		3,700	3,700
5240	Office Supplies		4,500	3,500
5245	Postage		8,500	8,500
5250	Legal Expenses		70,000	140,000
5255	Interest Expense Re Org Loan		15,750	14,500
5256	Interest Exp-Financed Items		800	800
5260	Accounting & Bookkeeping		37,000	37,000
5266	Engineering Expense District Wide		1,000	1,000
5270	Automotive - Repair & Maint		10,000	10,000
5280	Seminars & Conferences		500	500
5290	Travel Expenses		500	500
5300	Books & Subscriptions		1,500	1,500
5305	Water Conservation Program		1,500	1,500
5320	Membership Fees & Dues		18,000	19,000
5326	Licenses and Certifications		2,000	2,000
5330	Telephone		16,000	17,000
5340	Burglar Alarm Monitoring		750	750
5350	Cash Over/Short			
5370	Fuel - Trucks		24,000	24,000
5390	Bank Charges		200	200
5391	Credit Card Transaction Fees		6,400	7,500
5400	Miscellaneous Expense		200	200
6560	Payroll Processing Expenses		600	600
6577	COP Debt Service - Interest		80,500	80,000
<b>Total Expenses INDIRECT</b>			<b>1,489,200</b>	<b>1,554,150</b>

**2019-2020  
Final Budget**

Expenses DIRECT		2018-2019	2019-2020
5190	Soil and Water Tests	33,000	34,000
5220	Water System - Repair & Maint	200,000	200,000
5225	Street Maintenance	32,650	32,650
5230	Park - Repair & Maintenance	1,000	1,000
5265	Engineering Expenses	3,000	1,000
5310	Utilities - Well Site	160,000	168,000
5315	Utilities - Street Lighting	31,000	28,000
5325	Permits	25,000	25,000
5360	Fuel - Generator	1,500	1,500
5426	Vega Assmnt Bond Expense		
5428	COP Bond Expense	3,500	3,500
5433	Water Bond Expense - Interest	14,000	12,350
5660	Freight & Delivery		
6575	Vega Debt Service - Interest	152,100	148,000
<b>Total Expenses DIRECT</b>		<b>\$ 656,750</b>	<b>\$ 655,000</b>
<b>Total Expenses INDIRECT</b>		<b>\$ 1,489,200</b>	<b>1,554,150</b>
<b>Total Expenses</b>		<b>\$ 2,145,950</b>	<b>2,209,150</b>
<b>Total Income</b>		<b>\$ 2,421,400</b>	<b>\$ 2,523,800</b>
<b>Total Expenses</b>		<b>\$ 2,145,950</b>	<b>2,209,150</b>
<b>Gross Net</b>		<b>\$ 275,450</b>	<b>\$ 314,650</b>
<b>Debt Service</b>			
	Auto Loan	6,600	11,400
	2010 COP (Principal only)	65,000	65,000
	Re-Organization Loan (Principal only)	25,000	30,000
	Vega Debt Service (Principal only)	115,000	125,000
	Meeting Stipend (donated to Pajaro Park)	6,000	6,000
	Water Bond (Principal only)	26,000	27,000
	Monterey County Reimbursement	30,000	0
	<b>Total</b>	<b>\$ 273,600</b>	<b>264,400</b>
<b>Gross Net</b>		<b>\$ 275,450</b>	<b>314,650</b>
<b>Debt Service</b>		<b>\$ 273,600</b>	<b>264,400</b>
<b>Reserve Fund</b>		<b>\$ -</b>	<b>50,000</b>
<b>Surplus (operating fund) Net</b>		<b>\$ 1,850</b>	<b>250</b>
Debt Service Fund \$15,800 per month = \$189,600/year			
Transfer from Reserve		0	
Capital Outlay		0	
<b>Net</b>			

GENERAL MANAGER EMPLOYMENT AGREEMENT

This Agreement is made by and between the Pajaro/Sunny Mesa Community Services District, Monterey County, California, a community services district formed under applicable provisions of the Government Code of the State of California (hereinafter referred to as "District") and Donald Rosa, an individual and an employee of the District (hereinafter referred to as "General Manager.") This Agreement is made with reference to the following facts:

- a) The District is desirous of employing a qualified person to render the particular and special services of a professional nature with respect to the administration of the affairs of the District.
- b) California Government Code Section 61000 et seq. requires the District's Board of Directors to appoint a General Manager of the District and authorizes the execution of an employment contract following such appointment.
- c) The District's Board of Directors wishes to enter into an employment contract with Don Rosa to secure his professional services as General Manager of the District.

IT IS AGREED:

GENERAL MANAGER AND BOARD OF DIRECTORS RESPONSIBILITIES:

The General Manager:

- shall have the primary responsibility for the execution of District policy, including the day-to-day operation of the District's facilities, services and programs.
- shall be a representative of the District, in conjunction with the Board of Directors.
- will coordinate all District activities with all entities involved.
- will carry out policies and operate within the guidelines set forth by the Board of Directors.
- will make recommendations, as applicable, to the Board of Directors to ensure that District policies are carried out.

The Board of Directors shall retain the responsibility of formulating and adopting policy.

DUTIES: The General Manager shall perform the duties as prescribed by the Board of Directors. The General Manager shall execute all powers and duties in accordance with the policies adopted by the Board of Directors, the provisions of the Government Code and all other applicable provisions of law.

General Manager's Principal Duties

- Oversees all District programs and directs the work of District personnel to ensure annual and long-range goals are being met.
- Reviews and updates the District's policy book and position descriptions for the Board of Directors as needed.

## General Manager Employment Agreement

- Assesses the need for conservation work within the District in cooperation with various Federal, State and local agencies. Recommends actions and programs to the Board of Directors to meet these needs. Maintains a cooperative working relationship with all agencies operating within the District.
- Identifies sources and recommends actions to the Board of Directors to secure operating funds for the District. Administers direct grants, donations and agreements and keeps the Board of Directors informed on the status of grants.
- Works with staff to prepare and administer District's budget.
- Approves and signs all monthly accounts payable.
- Applies the necessary financial controls and budgetary stewardship.
- Ensures a public information and education program continues through use of notices and web site.
- Promotes and maintains a healthy community relationship for the District.
- Monitors and informs the Board of Directors of Federal and State legislative issues that affect water Districts.
- Ensures compliance with the applicable requirements of all regulatory agencies and applicable laws.
- Ensures the proper maintenance and use of all District equipment and facilities.
- Keeps the Board of Directors informed on issues in which the District may have an interest. Complies background information on issues to facilitate the decision-making and policy setting functions of the Board of Directors.
- Prepares and complies materials for the monthly District meetings, including agendas, correspondence, General Manager's report, Staff/Committee reports, Financials and other information.
- Attends all monthly District meetings. Attends annual state convention and area meetings.
- Develops the District's Annual Plan of Work, Long Range Plan and Annual Report for presentation to the Board of Directors for approval.
- Presents Board of Directors Policies and Programs to employees.
- Prepares contracts for services outside the District.
- Manages and/or prepares plans and oversees the implementation for all improvement projects, capital or otherwise.
- Oversee operations for contracted water systems.
- Works with vendors to generate quotations for equipment and projects.
- Keeps District employees up to date on regulatory standards.

PERSONNEL MATTERS: The General Manager shall act as the employee relations officer for the District. He will be responsible for all personnel matters, including new hires, scheduling work assignments, performance evaluations, discipline and dismissal if required.

TERM OF EMPLOYMENT AND COMPENSATION: Subject to the provisions for termination of this Agreement set forth below, the General Manager shall begin his employment with the District for a term of 60 months, effective July 1, 2016 through June 30, 2021 and shall be paid for his full-time services, accruing neither overtime nor compensatory time, prorated and payable bi-weekly in accordance with the **Compensation for Performance of Services**, found as Exhibit A to this agreement.

## General Manager Employment Agreement

EVALUATION: Not later than June 15 the Board shall evaluate the performance of the General Manager. The evaluation shall be based on the duties and agreed upon performance objectives as identified in the Performance and Development Plan. The amount of incentive pay for the contract term will be determined based on the results of the evaluation and disbursed as a lump sum by July 31. See Exhibit B for a copy of the Performance and Development Plan.

PERFORMANCE OBJECTIVES: No later than June 30 of each year, under this Agreement, the General Manager shall meet with the Board of Directors to identify the General Manager's performance objectives for the following twelve-month period. Said performance objectives shall be proposed by the General Manager in writing and submitted to the Board for approval. If the Board does not approve said performance objectives, they shall establish reasonable performance objectives following consultation with the General Manager. Performance objectives shall be consistent with the duties and responsibilities set forth in this Agreement.

TERMINATION AND DISMISSAL: The General Manager shall serve at the will and pleasure of the District's Board of Directors and may be terminated at any time, with or without cause. Nothing in this Agreement shall be construed to prevent the District from terminating this Agreement and the services of the General Manager at its sole discretion. The following provisions shall apply to termination and dismissal:

- a) The Board of Directors may terminate General Manager's employment if General Manager suffers a disability that renders the General Manager unable, as determined in good faith, by the Board of Directors, to perform the essential functions of the position, even with reasonable accommodation, for a period to be determined by the Board of Directors in its sole discretion and if there are no vacant positions to which the General Manager could be transferred for which he is qualified that is commensurate with the position held by the General Manager under this Agreement. Upon such termination, the Board of Directors reserves the right to terminate this Agreement without providing any severance pay or any continuation of health benefits except as may be required by law.
- b) Except as provided in the preceding paragraph, if the Board of Directors terminates the employment of the General Manager without cause, the District shall pay the General Manager severance pay in an amount equal to his monthly base salary multiplied by the number of months left on the unexpired term of the contract. The Board of Directors shall also assess the GENERAL MANAGERS performance relative to Incentive Pay Goals at the time of severance and approve a pro-rated severance payment of Incentive Pay. If the unexpired term of the contract is greater than 18 months, the maximum cash severance settlement (base salary plus incentive compensation) would be an amount equal to 18 months of base salary compensation.
- c) The Board of Directors shall have the right to discharge the General Manager and terminate this Agreement for cause in the event of any willful breach of duty by the General Manager in the course of his employment or in the case of the General Manager's habitual neglect of his duties, or upon conviction of a felony or a crime involving moral turpitude. In the event of the General Manager is terminated for cause, the General Manager shall not be entitled to any severance pay or continuation of health benefits.



## General Manager Employment Agreement

- d) The General Manager may terminate this Agreement at any time upon sixty (60) days written notice to the Board of Directors. In the event that the General Manager should exercise his option to terminate this Agreement (resign from District employment), the General Manager shall not be entitled to any severance pay or continuation of health benefits.
- e) In the event of the General Manager's termination without cause, the severance pay and other benefits provided for in this Agreement shall be the General Manager's sole remedy.

APPLICABLE LAW: This Agreement shall be constructed in accordance with, and governed by the laws of the State of California. Should any provision of this Agreement be determined by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall nevertheless be binding and effective.

EFFECTIVE DATE AND TERM:

Subject to the termination provisions provided herein, this Agreement shall be effective as of the date written for a term of sixty months, beginning July 1, 2016 and terminating June 30, 2021.

Following the annual performance evaluation of the General Manager, he may negotiate for a salary increase effective the following contract period.

ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between the District and the General Manager and supersedes all prior agreements respecting the same subject, provided however, that all practices as described in the Personnel Policy of the District's Board Policy, as they now exist or may hereafter be amended shall apply to the General Manager, unless contrary to specific provisions of this Agreement.

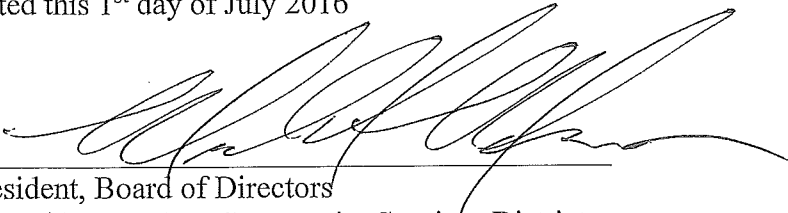
Each party agrees and acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not intended herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

AMENDMENTS: Any modifications of this Agreement will be effective only if in writing and signed by both the General Manager and the District Board of Directors

General Manager Employment Agreement

Signatures:


Dated this 1<sup>st</sup> day of July 2016



\_\_\_\_\_  
President, Board of Directors  
Pajaro/Sunny Mesa Community Services District



\_\_\_\_\_  
General Manager  
Pajaro/Sunny Mesa Community Services District

ATTEST:   
\_\_\_\_\_  
Secretary of the Board

Attachments:

Exhibit A---Compensation for Performance of Services

Exhibit B---Performance and Development Plan

**EXHIBIT A  
COMPENSATION FOR PERFORMANCE OF SERVICES  
BETWEEN DONALD ROSA AND PAJARO SUNNY MESA COMMUNITY  
SERVICES DISTRICT,  
DATED JULY 2018.**

**THIS EXHIBIT A** is entered into this 1<sup>st</sup> Day of July 2018 by and between Donald Rosa (hereinafter "GENERAL MANAGER") and the Pajaro Sunny Mesa Community Services District (hereinafter "PSMCSD").

**1. COMPENSATION FOR PERFORMANCE OF SERVICES**

PSMCSD shall pay GENERAL MANAGER beginning July 1, 2018 per the following:

- a) Base Salary: A base salary of \$144,858. per year.
- b) Incentive Pay: (Becomes effective and applies to the period July 1, 2018 through June 30, 2019.) An amount equal to \$15,000 per year is designated as Incentive Pay. The GENERAL MANAGER shall receive a pro-rated payment of this Incentive Pay, ranging from 0% to 100% of the Incentive Pay total. The actual amount of Incentive Pay due to the GENERAL MANAGER will be based upon the GENERAL MANAGER’S performance towards a set of Goals. The Goals shall be established with, and approved by, the Board of Directors of PSMCSD on an annual basis. The GENERAL MANAGER’S performance and associated pro-rated Incentive Pay amount shall be assessed and approved by the PSMCSD Board of Directors on an annual basis, typically twelve months following establishment of the goals. Payment of the GENERAL MANAGER’S Incentive Pay shall occur in the first pay period following approval of the GENERAL MANAGER’S performance by the PSMCSD Board of Directors.

**2. BENEFITS**

- a) Holidays: PSMCSD recognized the following days as holidays and as such, the District office will be closed. The GENERAL MANAGER shall receive these days as paid time-off:

New Year’s Day	January 1 <sup>st</sup>
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President’s Day	3 <sup>rd</sup> Monday in February
Good Friday – ½ Day	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veterans Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November

Day Following Thanksgiving	Friday following Thanksgiving
Christmas Eve – ½ Day	December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
Day after Christmas	December 26 <sup>th</sup>

Should one of the above holidays fall on a Saturday or a Sunday, PSMCSD may designate the preceding Friday or following Monday as a holiday.

- b) Vacation: The GENERAL MANAGER shall receive paid vacation time-off to provide opportunities for rest, relaxation, and personal pursuits. The GENERAL MANAGER shall accrue vacation time according to the following schedule:

VACATION EARNING SCHEDULE	
YEARS OF ELIGIBLE SERVICE with PSMCSD	VACATION DAYS EARNED EACH YEAR
After 1 year	5 days
2 through 5 years	10 days
6 through 10 years	15 days
11 through 15 years	20 days
16 through 30 years	25 days

The GENERAL MANAGER may accrue up to a maximum of 30 days (240 hours) of unused vacation time at any time. Once the maximum is reached, accrual of additional time will cease until such time as the GENERAL MANAGER uses accrued vacation time, reducing the accrued balance.

The accrued balance shall be carried from year-to-year with no loss of time, subject to the maximum accrual conditions above.

- c) Sick Leave Benefits: The GENERAL MANAGER shall be granted a total of eight (8) days per year for sick leave on January 1<sup>st</sup>. As of December 31<sup>st</sup>, any unused days, up to a maximum of five (5) days, will be paid out to the GENERAL MANAGER in the first pay period of the new year.

First Year (2012) Only: The GENERAL MANAGER shall receive an amount equal to one-third (33%) of his sick leave time accumulated through January 31, 2012. The pay-off shall be based upon the GENERAL MANAGER’S equivalent hourly rate as of January 31, 2012.

- d) Health Insurance: PSMCSD shall contribute to payment of the GENERAL MANAGER’S health insurance benefits, including medical, dental, vision, and life insurance. The PSMCSD contribution for health insurance shall be equivalent to the premiums for “Employee plus Family”.
- e) Severance: In the event the employment of the GENERAL MANAGER is terminated by the PSMCSD Board of Directors for a reason other than Cause, then PSMCSD shall pay to the GENERAL MANAGER an amount equal to the

monthly base salary of the GENERAL MANAGER multiplied by the number of months left on the unexpired term of the contract. The PSMCSD Board of Directors shall also assess the GENERAL MANAGERS performance relative to Incentive Pay Goals at the time of severance and approve a pro-rated severance payment of Incentive Pay. If the unexpired term of the contract is greater than 18 months, the maximum cash severance settlement (base salary plus incentive severance) shall be an amount equal to 18 months of compensation. Payment by PSMCSD to the GENERAL MANAGER shall be made at the time of termination.

For the purpose of Severance, "Cause" is defined as a good faith finding by the PSMCSD Board of Directors of: (i) gross negligence or willful misconduct by the GENERAL MANAGER in connection with his employment duties, (ii) failure by the GENERAL MANAGER to perform his duties or responsibilities required pursuant to his employment, after written notice and an opportunity to cure, (iii) mis-appropriation by the GENERAL MANAGER of the assets of PMCSD, (iv) embezzlement or other financial fraud committed by the GENERAL MANAGER, (v) the GENERAL MANAGER knowingly allowing any third party to commit any of the acts described in any of the preceding clauses (iii) or (iv), or (vi) the GENERAL MANAGER'S indictment for, conviction of, or entry of a plea of no contest with respect to, any felony.

- f) Retirement: Retirement benefits for the GENERAL MANAGER shall be in accordance with the PSMCSD Retirement Program and Deferred Compensation Plan.
- g) Other Benefits: In the case of any PSMCSD benefit not explicitly described in sections a) through f) above, the policy and benefits as described in the current Employee Handbook shall apply.



**AB-215 Local agency employment contracts: maximum cash settlement.** (2015-2016)

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**Assembly Bill No. 215**

**CHAPTER 240**

An act to amend Section 53260 of the Government Code, relating to employment.

[ Approved by Governor September 02, 2015. Filed with Secretary of State  
September 02, 2015. ]

**LEGISLATIVE COUNSEL'S DIGEST**

AB 215, Alejo. Local agency employment contracts: maximum cash settlement.

Existing law requires all employment contracts between an employee and a local agency employer to contain a provision that provides for the amount of a cash settlement that may be paid out if the contract is terminated, as specified. Existing law provides that the maximum settlement that an employee can receive is an amount equal to the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract, or, if the unexpired terms of the contract is greater than 18 months, an amount equal to the monthly salary of the employee multiplied by 18.

This bill would provide that in the case of a district superintendent of schools, for contracts of employment executed on or after January 1, 2016, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by 12.

Existing law limits the amount of a cash or noncash settlement that a local agency employer may provide its district superintendent of schools to an amount no greater than the superintendent's monthly salary multiplied by zero to 6, if it terminates the superintendent's contract of employment and confirms pursuant to an independent audit that the superintendent engaged in fraud, misappropriation of funds, or other illegal fiscal practices. In this case, existing law requires an administrative law judge, after a hearing, to determine the amount of the cash settlement.

This bill, with regard to a contract for employment executed on or after January 1, 2016, would instead provide that a cash or noncash settlement in any amount may be paid by a local agency employer to its district superintendent of schools under these provisions.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

**THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:**

**SECTION 1.** Section 53260 of the Government Code is amended to read:

**53260.** (a) All contracts of employment between an employee and a local agency employer shall include a provision that provides that regardless of the term of the contract, if the contract is terminated, the maximum

multiplied by the number of months left on the unexpired term of the contract, with the following exceptions:

P. 55

(1) If the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by 18.

(2) In the case of a district superintendent of schools, for contracts of employment executed on or after January 1, 2016, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by 12.

(b) (1) Notwithstanding subdivision (a), if a local agency employer, including an administrator appointed by the Superintendent, terminates its contract of employment with its district superintendent of schools, that local agency employer shall not provide a cash or noncash settlement to its superintendent in any amount if the local agency employer believes, and subsequently confirms, pursuant to an independent audit, that the superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices.

(2) This subdivision applies only to a contract for employment executed on or after January 1, 2016.

(c) The cash settlement formulas described in subdivision (a) are maximum amounts that may be paid by a local agency employer to an employee and not a target or example of the amount of the cash settlement to be paid by a local agency employer to an employee in all contract termination cases.

# PAJARO / SUNNY MESA

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

June 24, 2019

Jordan Thorpe  
Together In Pajaro  
29 Bishop Street  
Royal Oaks, CA 95076

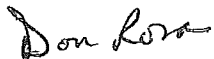
Dear Jordan,

On behalf of Pajaro/Sunny Mesa Community Services District, we want to thank you for your generous donation of \$7,289 which will be used to fund the replacement of the worn-out equipment of the Pajaro Park.

It is because of organizations like yours that Pajaro Park can continue to be a safe and fun area for families to gather. The Pajaro Park has become a sanctuary in our community with a peaceful and beautiful setting. It is the only Park in town that offers play structures, barbecuing areas, a basketball court, baseball and soccer fields. Because of its popularity it is in great need of replacement or worn-out equipment.

Once again, many thanks for your generous support and commitment to our community. We are exceedingly grateful.

Most sincerely,



Don Rosa



# DISTRICT OPERATIONS REPORT

June 27, 2019

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Arrowhead Tank Replacement Project	<p>Bid docs prepared by Vyeast Engineering. Documents 100% complete. Project is ready to go out for bid, will need updating.</p> <p>Board has given direction to monitor the integrity of the tanks and report as needed.</p>	No Report
Grants & Loans Active	<p>A. SRF Planning Grant Springfield &amp; IRWMP Grant Pajaro.</p> <ul style="list-style-type: none"> <li>• Pajaro Grant – Project currently delayed by 4-6 weeks, waiting for PG&amp;E engineering.</li> <li>• Springfield Planning Grant – Progress telephone conference held conference on 6/12/19 with State funding department, MNS Engineering team presented the detailed scope and budget to District and State. Staff and engineering team held conference call on 6/18/19, Staff has requested MNS to revise budget and stay within current remaining grant funds, MNS will submit revision to District Staff and Engineer at the earliest date possible.</li> </ul>	<p>June 2019</p> <p>June 2019</p>
Tot Lot Park or Cayetano Park	<p>Monterey County Resource Management Agency Director will submit the intent to process quitclaim deed for Board of Supervisors consideration, process could take 30 to 60 days. County also desires to transfer adjacent parcel, west of Pajaro Park, to the District. Monterey County has delivered two park benches.</p> <p>County Staff is working toward an August date for transfer</p>	June 2019
Pajaro Park	<p>Staff will be working with Together In Pajaro (TIP) to submit Grant Application to Northern Monterey County Foundation on 5/28/19.</p> <p>Grant application was submitted on May 29, 2019.</p>	No Report
Monies Held by District	<p>Staff has submitted remit report and transferred funds to the State Controllers on June 11, 2019.</p>	June 2019
Sunny Mesa Sewer	<p>District is holding monies that is to be refunded to the original Sunny Mesa Sewer customers. Balance Sheet Account #2320-Amount \$29,169.90. Staff is currently reviewing, and has spoken to Bianchi, Kasavan, and Pope for their opinion and assistance if needed.</p>	No Report
Emergency Generators	<p>Gerry Malais will be submitting a template of the Hazard Mitigation Plan to Staff. General Manager spoke with former engineer from Carmel Wastewater, he explained that the process to complete a Hazard Mitigation Plan was lengthy and technical, possibly requiring assistance from engineer or consultants.</p>	No Report

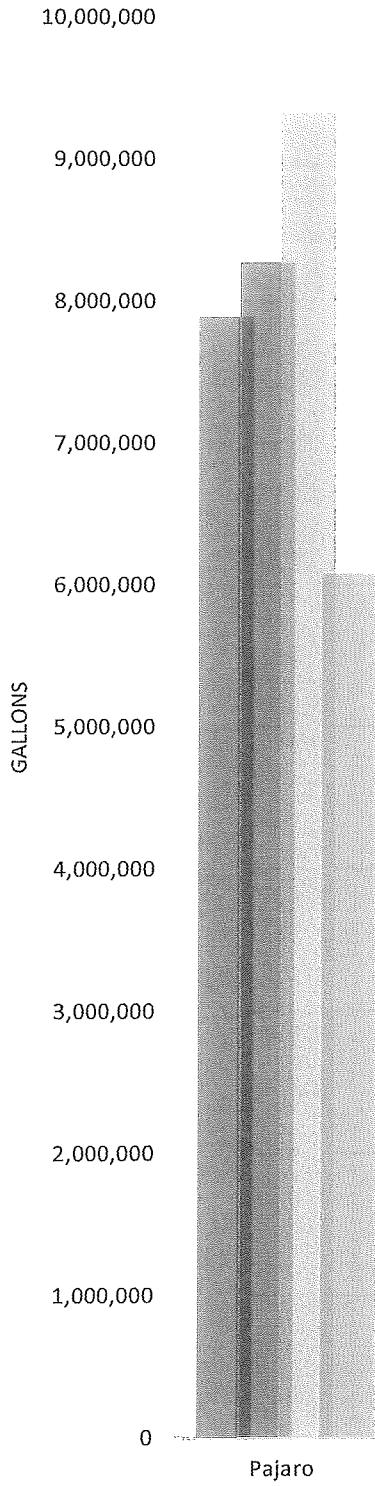
<p>General Manager (GM) Goals and Objectives for 2018-2019</p>	<p>Prepare Infrastructure Vulnerability Assessment for all water systems.</p> <p>Develop a plan for security enhancements for all District facilities.</p> <ul style="list-style-type: none"> <li>Staff held meeting with State Water Resources Control Board Consolidation Specialist Michelle Frederick (SWRCB), Karen McBride with Rural Community Assistance Corporation (RCAC), Victoria Nava-McClellan and May from Environmental Justice Coalition for Water (EJCW), Susan Robinson, Program Director for Greater Monterey County Integrated Regional Water Management Program, Karen Nilsen from Nilsen and Associates to discuss funding assistance.</li> </ul> <p>Generate a Disaster Mitigation Plan for submission to Monterey County FEMA.</p> <ul style="list-style-type: none"> <li>Staff is researching other like agencies for examples of Mitigation Plans</li> </ul> <p>Pursuit of new income/revenue for the Pajaro Park.</p> <ul style="list-style-type: none"> <li>Contacted Community Foundation for Monterey County regarding grant funding. Grants are open to nonprofit 501(c)3 agencies only, since we are affiliated with the YMCA the District could apply in collaboration, having the YMCA as the lead agency in the application process. A meeting has been scheduled on January 18<sup>th</sup>, 2019 with a representative of the YMCA to discuss this matter.</li> </ul> <p>Pursue cost saving measures for administrative and field staff.</p> <ul style="list-style-type: none"> <li>Notices were sent out in the May billing to determine interest in online bill pay to determine cost saving measures.</li> </ul>	<p>No Report</p> <p>No Report</p> <p>No Report</p> <p>No Report</p> <p>No Report</p>
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Usage Comparison in Gallons  
2013-2019

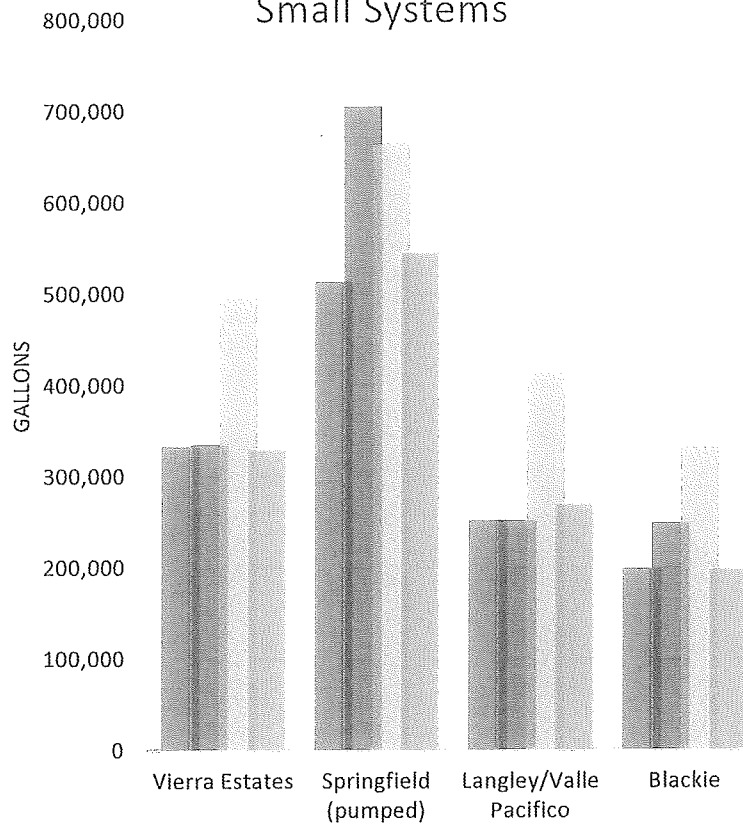
Water Systems	May-16	May-17	May-18	May-19
Pajaro	7,894,392	8,268,392	9,317,836	6,081,988
Normco	3,150,576	2,679,336	3,308,404	2,333,760
Sunny Mesa	2,561,900	2,058,496	2,640,440	2,302,344
Moss Landing	1,809,412	2,481,864	3,077,272	2,069,716
Vega	1,489,268	1,191,564	1,626,152	1,035,980
Vierra Estates	334,356	335,104	495,176	329,868
Springfield (pumped)	514,624	706,112	664,972	545,890
Langley/Valle Pacifico	252,824	252,076	414,392	270,776
Blackie	199,716	249,084	331,364	198,968
District Total	18,207,068	18,222,028	21,876,008	15,169,290

Water Systems	May-13	May-19		Percentage
Pajaro	7,704,512	6,081,988	↓	-21.1%
Normco	3,889,600	2,333,760	↓	-40.0%
Sunny Mesa	3,348,257	2,302,344	↓	-31.2%
Moss Landing	1,996,412	2,069,716	↑	3.7%
Vega	2,090,660	1,035,980	↓	-50.4%
Vierra Estates	522,104	329,868	↓	-36.8%
Springfield (pumped)	673,948	545,890	↓	-19.0%
Langley/Valle Pacifico	354,552	270,776	↓	-23.6%
Blackie	290,224	198,968	↓	-31.4%
District Total	20,870,269	15,169,290	↓	-27.3%

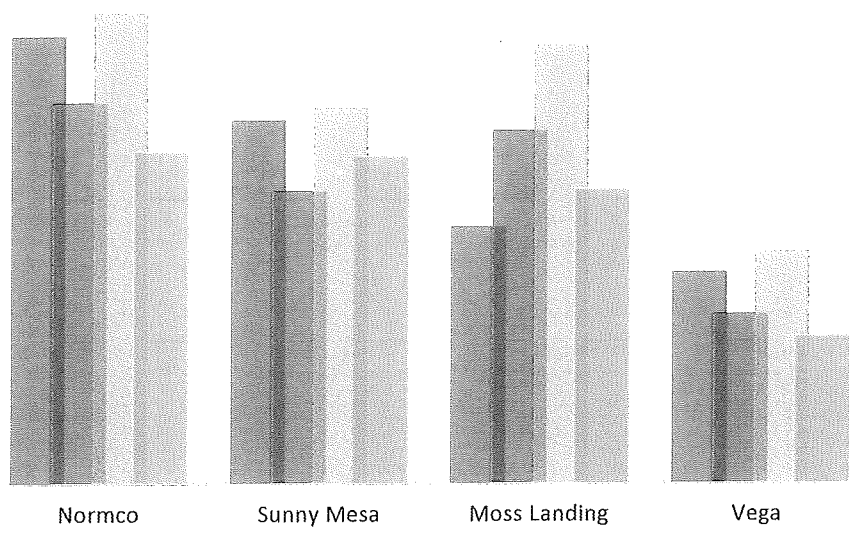
### Large Systems



### Small Systems



■ May-16 ■ May-17 ■ May-18 ■ May-19



■ May-16 ■ May-17 ■ May-18 ■ May-19