

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

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

OCTOBER 26, 2023
5:30 P.M.

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

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

Members of the public may join the meeting from their computers via Zoom Meeting by entering the following link:
<https://us06web.zoom.us/j/84237144184?pwd=aW5vRWUzNWlZaTQ3cnFwTVpOVVEydz09>
 or by calling **1 (669) 444-9171** and when prompted, enter meeting ID: **842 3714 4184#** and passcode **323930#**. A link to the Zoom Meeting may also be found on our District's home page at www.pajarosunnymesa.com identified as "Board Meeting Zoom Link" You may submit written comments in writing either at District Office in person or by email info@pajarosunnymesa.com through and including the time of the meeting.

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

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

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL

- o (11/25) President Donald Olsen _____
- o (11/25) Vice President Sanford Coplin _____
- o (11/23) Secretary Paul Anderson _____
- o (11/25) Assistant Secretary Clinton Miller _____
- o (11/23) Treasurer Donald Chesterman _____

<u>ADMINISTRATIVE STAFF:</u>	General Manager Judy Vazquez-Varela _____
	Operations Manager Sergio Ochoa _____
	Bookkeeper Amy Saldate _____
	Recorder Rocio Fernandez _____
<u>DISTRICT COUNSEL:</u>	Attorney Alan Smith _____

P/SMCSD REGULAR BOARD MEETING AGENDA – October 26, 2023**3. ADDITIONS TO AGENDA [SUBDIVISION (b), CALIFORNIA GOVERNMENT CODE § 54954.2]**

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

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

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

ACTION ITEMS**Consent Agenda**

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

1. DRAFT MINUTES OF SEPTEMBER 28, 2023 REGULAR MEETING

Approval of draft minutes for Regular Meeting on 9/28/2023¹

Motioned by: Director _____ Seconded by: Director _____

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

Motion passed: _____ Motion Failed: _____

Roll Call Vote:

- o (11/25) President Donald Olsen _____
- o (11/25) Vice President Sanford Coplin _____
- o (11/23) Secretary Paul Anderson _____
- o (11/25) Assistant Secretary Clinton Miller _____
- o (11/23) Treasurer Donald Chesterman _____

Old Business:**1. NONE****New Business:****1. REVIEW AND MOTION TO APPROVE DRAFT FINANCIAL REPORTS FOR SEPTEMBER 2023**

- Financial notes
- Report from Staff

- Clarifying and Technical Questions to Staff

- Public Input

- Motion/Second

- Board Deliberation

- Motion to Approve Draft Financial Reports for September 2023

Motioned by: Director _____ Seconded by: Director _____

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

Motion passed: _____ Motion Failed: _____

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

See also <https://jurassicparliament.com/approving-minutes-if-you-were-absent/>

P/SMCSD REGULAR BOARD MEETING AGENDA – October 26, 2023

Roll Call Vote:

- o (11/25) President Donald Olsen _____
- o (11/25) Vice President Sanford Coplin _____
- o (11/23) Secretary Paul Anderson _____
- o (11/25) Assistant Secretary Clinton Miller _____
- o (11/23) Treasurer Donald Chesterman _____

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

- 1. General Fund 633: Check # _____ through check # _____ for a total of \$ _____
- 2. Operating Account: Check # _____ through check # _____ for a total of \$ _____
- 3. Reserve Acct: Check # _____ through check # _____ for a total of \$ _____
- 4. Street Maint. Acct: Check # _____ through check # _____ for a total of \$ _____
- 5. Debt Service Acct: Check # _____ through check # _____ for a total of \$ _____
- 6. COP Acct: Check # _____ through check # _____ for a total of \$ _____
- 7. Pajaro Park Acct: Check # _____ through check # _____ for a total of \$ _____

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

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

Roll Call Vote:

- o (11/25) President Donald Olsen _____
- o (11/25) Vice President Sanford Coplin _____
- o (11/23) Secretary Paul Anderson _____
- o (11/25) Assistant Secretary Clinton Miller _____
- o (11/23) Treasurer Donald Chesterman _____

3. ACWA-JPIA COMMITMENT TO EXCELLENCE BEST PRACTICES

- Link to Loss Reduction Focus Menus and Explanations
[C2E guide full copy-1-1.pdf \(acwajpia.com\)](#)
- This is a commitment with our insurance pool to reduce liability, property, and worker’s compensation claims by utilizing the ACWA-JPIA best practices and resources. By signing the agreement, the District is eligible for the Risk Control Grant Program up to \$10,000 every other year.
- Copy of ACWA-JPIA “Commitment to Excellence” to achieve loss reductions.

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Authorize all Directors to signing the ACWA-JPIA’s Commitment to Excellence

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

P/SMCSD REGULAR BOARD MEETING AGENDA – October 26, 2023

Roll Call Vote:

- o (11/25) President Donald Olsen _____
- o (11/25) Vice President Sanford Coplin _____
- o (11/23) Secretary Paul Anderson _____
- o (11/25) Assistant Secretary Clinton Miller _____
- o (11/23) Treasurer Donald Chesterman _____

4. REVIEW AND DIRECT STAFF REGARDING PARAMETERS OF PURCHASING ORDINANCE

- Copy of possible P/SM CSD Purchasing Ordinance
- Copy of Rancho Murieta CSD Purchasing Ordinance (example)
- Copy of Cal Gov Code § 61045 and § 61063

- Report by General Counsel
- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion directing staff setting parameters and for possible purchasing ordinance which will return to Board for first reading at the next Board meeting

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

Roll Call Vote:

- o (11/25) President Donald Olsen _____
- o (11/25) Vice President Sanford Coplin _____
- o (11/23) Secretary Paul Anderson _____
- o (11/25) Assistant Secretary Clinton Miller _____
- o (11/23) Treasurer Donald Chesterman _____

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

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

1. 2023 Flood Damage Report
 - Permanent repairs/replacements to Pajaro and Sunny Mesa Water Systems estimated at \$1.3 Million.
 - District's policy with Sedgewick through the JPIA has a \$100,000 deductible for flood.
 - **Staff met with FEMA on October 19, 2023, to complete the application.**
2. District Operations Report
3. Usage Comparison Report 2022/2023

CLOSED SESSION:

- A. NONE

P/SMCSD REGULAR BOARD MEETING AGENDA – October 26, 2023

MOTION TO ADJOURN

Next Board meeting date: _____

Motioned by: Director _____ Seconded by: Director _____

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

Motion passed: _____ Motion Failed: _____

Roll Call Vote:

- o (11/25) President Donald Olsen _____
- o (11/25) Vice President Sanford Coplin _____
- o (11/23) Secretary Paul Anderson _____
- o (11/25) Assistant Secretary Clinton Miller _____
- o (11/23) Treasurer Donald Chesterman _____

Adjournment Time: _____ p.m.

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on September 28, 2023.

ROLL CALL:

Vice President Sanford Coplin
Assistant Secretary Clinton Miller
Treasurer Donald Chesterman

ADMINISTRATIVE STAFF:

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

ABSENT DIRECTOR(S) & STAFF:

President Donald Olsen
Secretary Paul Anderson

DISTRICT COUNSEL:

Attorney Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: Uriel Valencia, Geronimo Castro, Grace Wyatt, Daniel Padilla and Doris Padilla of the Pajaro Water System

PUBLIC COMMENTS:

Director Coplin reminded the Directors of his discussion with the Board of Supervisors regarding the funding of the Pajaro Park where they indicated that donations to the park are considered "gift of public funds" because they believe the Pajaro Park is a privately owned park. Our District Counsel Smith spoke with Monterey County Counsel Girard and confirmed that providing funds to the District is not a "gift." Director Coplin recommended going back to the Board of supervisors early next year to request Park funding, prior to the 2024/2025 budget being approved.

Mr. Valencia stated that he does not want the Street Lighting Assessment to be paid for by the residents, he believes that Monterey County should pay for the assessment. Adding that the community has been through enough, referring to the recent Pajaro Flood.

Mr. Castro commented that he would like to add speed bumps to Cayetano Street. He stated that cars drive fast through that street where his grandchildren play.

Ms. Wyatt agreed with Mr. Castro regarding the addition of speed bumps to Cayetano Street. Also, she would like the garbage and vegetation behind the homes on Cayetano Street, near the train tracks, to be cleared. Lastly, Ms. Wyatt mentioned that the District does not have garbage cans at the park nor benches for the people to use.

Mr. and Mrs. Padilla would like the fence that is shared with the Cayetano Park to be repaired or replaced, garbage from the park is being blown over to their house. Staff will evaluate the fence and get back with replacement or repair information.

MINUTES OF REGULAR BOARD MEETING – September 28, 2023

Director Coplin will reach out to Randy Ishii, Monterey County Public Works Director to voice all the concerns brought to our attention.

Action Items

1. Consider and approve the Minutes of the August 24, 2023, Regular Board Meeting

The motion was made by Director Miller and seconded by Director Chesterman to approve the Regular Board Meeting Minutes of August 24, 2023. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items) None

1. Pajaro Street Lighting Assessment Hearing at 5:45 pm

General Manager Vazquez-Varela stated that the District has 213 lights in the Assessment District, benefiting 793 parcels. No projected rate increases by PG & E for 2023/2024. No increase to Lighting Assessment cost per EDU (equivalent dwelling unit) for 2023/2024. Cost per EDU to remain same as the previous year. Received a total of 5 protests. Assessment is successful.

Motion was made by Director Chesterman and seconded by Director Miller to approve the Pajaro Street Lighting Assessment continuing thru 2024. Motion carried.

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

2. Review and consider approving financial reports for August 2023

The Bookkeeper Saldade reported to the Board of Directors that the Water Revenue for August is above budget by 12 percent. The District saw an increase in Interest Expense due to the biannual interest payment for 2007 Reorganization Loan. The Membership Fees & Dues budget also experienced an increase due to annual budget allocation payment to LAFCO. There was an increase of Other Income for Connection Fees purchased by H2A Housing Project in Pajaro. August's Total Income surpassed Total Expenses by \$241,525.76. August's Cash was more than July's Cash by \$206,622.08. August's Cash on Hand was \$837,367.43. The Net Income for August was \$241,525.76 due to water sale revenue, connection fee income and monthly hydrant meter income.

90-day delinquency is lower than previous month.

MINUTES OF REGULAR BOARD MEETING – September 28, 2023

In August, the District received a total of \$1,856 from LIHWAP which was applied to 2 accounts.

Motion was made by Director Miller and seconded by Director Coplin to approve the financial reports for August 2023. Motion carried.

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

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

3. Review and consider approving September 2023 payments
 1. General Fund 633: Total of \$2,120.00
 2. Operating Account: Check No. 25560 through Check No. 25594 totaling \$229,945.64
 3. Reserve Account: Total of \$13,488.06
 4. Street Maintenance Account: Total of \$1,464.09
 5. Pajaro Park Account: Total of \$1,998.03
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$3,937.50

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

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. 2023 Flood Damage Report
 - Permanent repairs/replacements to Pajaro and Sunny Mesa Water Systems estimated at \$1.3 million
 - The District's policy with Sedgewick through JPIA has a \$100,000 deductible for flood. Director Coplin suggested that District Counsel, Alan Smith contact Sedgewick Insurance if no response to District within one week.
 - Staff providing the necessary documentation to FEMA

MINUTES OF REGULAR BOARD MEETING – September 28, 2023

2. 2022-2023 Annual Audit, Bianchi, Kasavan & Pope:
 - The Field Audit portion was completed September 11-14
3. ACWA-JPIA
 - Site visit for Liability, Property and Worker's Compensation Risk Assessment by Paul Myers, Risk Control Manager, and Robin Flint. Toured sites included Pajaro Park, Pajaro Water System and Sunny Mesa Water System.
4. Monterey County Department of Emergency Management Pajaro Recovery Programs
 - Pajaro Long-Term Recovery-Infrastructure Committee
 - Community Resilience Center Collaborative Stakeholder Structure Development Grant Planning
 - District Staff is participating in both Programs for recovery efforts of the Pajaro Community
5. District Operations Report

SRF Planning Grant Springfield

- Awaiting County of Monterey's execution of the Substantial Compliance Agreement for the Springfield Project in lieu of 74 property owners to sign the County's indemnification agreement.

Pajaro Park

- Staff has invoiced County of Monterey for \$59,000 for operations and maintenance for fiscal year 2023/2024.

Generator Project

- Quinn staff is ensuring all generators are exercising and running properly. An issue was discovered with Pajaro generator, likely flood related.

Hazard Mitigation Plan

- Final invoice has been reimbursed. Close-out documentation submitted to CalOES for review.

Multi Community Bottled Water Project

- Funding Agreement completed. District awaiting execution documents.

LIHWAP

- The District has received \$46,500 to date from LIHWAP. Program extended through March 2024

Tank Replacement/Rehab Grant Project

- Presented the District needs to State Water Boards-Division of Financial Assistance (DFA). DFA to review needs and give direction to the appropriate funding programs, State Revolving Fund or Urgent Water Needs Funding Program. District intention is to replace tanks for Blackie, Langley and Vierra Water Systems.

Current Water System Repairs

MINUTES OF REGULAR BOARD MEETING – September 28, 2023

- Blackie Road #18 Water System- inspection by Monterey County
- Moss Landing Harbor Water System- inspection by Monterey County
- Normco Water System- inspection by State Water Resources Control Board
- Pajaro Water System- inspection by State Water Resources Control Board
- Springfield Rd Water System- Replaced a one 85-gallon hydro-pneumatic tank
- Sunny Mesa Water System- inspection by State Water Resources Control Board
- Vierra Estates Water System- inspection by Monterey County
- Meter Replacement- Replaced 4 meters and relocated 1 meter

6. Usage Comparison Report 2022/2023-August

- Usage is up by 9.2 percent compared to this month last year.

CLOSED SESSION: None

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday October 26, 2023, at 5:30 pm at the District Office.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:46 pm with motion made by Director Coplin seconded by Director Chesterman. Motion carried.

Respectfully submitted by:

Donald Olsen, President

Sanford Coplin, Vice President

Rocio Fernandez, Recorder

FINANCIAL NOTES -SEPTEMBER 2023

Account No:	Account Name:	Increase / Decrease	Description
Income:			
4001-4015	Total Income	=	Water Revenue: at 100% of budget projection
Expenses: Indirect			
5175	Small Tools- Repair & Maintenance	+	Replacement ladder for utility truck
5240	Office Supplies	+	Business Cards
5270	Automotive- Repair & Maintenance	+	2008 Chevy Silverado: new paint job
Expenses: Direct			
5190	Water Testing- Labs	+	Regulatory Sampling: Quarter 3, all systems
Other Income:			
4110	Hydrant Sales	+	Water usage and service fees for four (4) hydrant meter rentals in Pajaro
4350	Interest Revenue	+	Interest collected from Bond accounts at US Bank

Income & Cash Summary

Total Income	Total Expense	Difference
\$234,079.47	\$140,273.56	\$93,805.91
August Cash	September Cash	Difference
\$837,367.43	\$879,102.48	\$48,735.05

2:01 PM

Pajaro/Sunny Mesa Community Services District

Balance Sheet

As of September 30, 2023

October 19, 2023

Accrual Basis

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1001 · SCCB - Operating Account	428,504.18
1002 · SCCB Reserve Account	450,598.30
1003 · SCCB - Sick Leave Account	5,501.02
1004 · SCCB - Street Maint Acct	276,080.76
1006 · SCCB-GF 633	15,913.73
1007 · SCCB - Debt Service Reserve	98,941.23
1032 · SCCB-COP Acct	146,118.72
1036 · PSM Pajaro Park Acct	81,171.98
1050 · Cash in County Treasury - DS	11,023.10
1051 · Cash in County Treasury - GF	9,620.20
1052 · US Bank 2021 Gen. Bond -8000	2,034.43
1054 · US Bank 2021 Gen. Bond -8002	384,857.09
1055 · US Bank 2021 Gen. Bond -8003	10.81
1056 · US Bank 2021 Gen. Bond -8004	10.13
1057 · US Bank 2021 Gen. Bond -8005	94,138.51
1066 · US Bank Vega 2303	152,155.17
1068 · US Bank Vega 2301	54.74
1069 · US Bank Vega-2302	559.12
1095 · US Bank Wtr Bond-Res 2204	150,269.70
2201 · US Bank-2015 Wtr Rfd Bd 2201	2,967.16
Total Checking/Savings	2,310,530.08
Accounts Receivable	
1110 · Invoice Accounts Recv	59,943.19
1231 · Grants Receivable-A/R	95,028.15
Total Accounts Receivable	154,971.34
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	252,950.61
1101 · Allowance for Doubtful Accounts	-8,669.02
1115 · Prepaid Expenses	1.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	2,460.14
1252 · Assessments Rec. - Street Maint	7,472.00
1253 · Assessments Rec. - Water bond	158,000.00
1253.1 · Assess Rec - Water Bond - Count	1,704.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
Total Other Current Assets	398,617.82
Total Current Assets	2,864,119.24
Fixed Assets	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	314,656.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-81,264.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	163,247.47
1551 · A/D - District Office Building	-134,429.73
1555 · Office Equipment/Furniture	36,030.86
1556 · A/D - Office Equip/Furniture	-30,572.90
1557 · Equipment - Lighting	8,980.18
1559 · A/D - Lighting and Parks	-8,980.18
1560 · Electric Power to Sheds	2,598.59
1561 · A/D - Electric Power to Sheds	-2,599.00
1570 · Equipment - Pumping Plant	515,504.21
1571 · A/D - Equipment - Pumping Plant	-461,444.87
1580 · Distribution Mains [P]	1,487,948.01

2:01 PM

Pajaro/Sunny Mesa Community Services District

Balance Sheet

As of September 30, 2023

October 19, 2023

Accrual Basis

	Sep 30, 23
1581 · A/D - Distribution Mains	-1,143,515.68
1590 · Meters	90,114.13
1591 · A/D - Meters	-86,770.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-5,001.72
1610 · Automotive Equipment	229,909.12
1611 · A/D - Automotive Equipment	-187,628.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-98,853.77
1622 · A/D - Moss Landing	-194,706.31
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-21,946.73
1650 · Trans & Distr Plant	248,292.08
1651 · A/D - Trans & Distr Plant	-110,827.30
1670 · Small Tools/Equipment	10,773.67
1671 · A/D - Small Tools/Equipment	-10,192.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-116,856.45
1804 · CIP-Springfield	393,244.44
1804.1 · A/D - Springfield Project	-19,662.00
1805 · CIP-Vega Imprvtmnt Project	4,599,594.33
1805.1 · A/D - Vega	-2,646,993.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	326,356.61
1807.1 · A/D - Langley/VP	-102,916.74
1808 · CIP-Normco	587,633.30
1808.1 · A/D - Normco Tank	-167,091.73
1811 · CIP-Vierra Estate	298,844.86
1811.1 · A/D - Vierra Estates	-72,373.72
1812 · CIP-Moss Landing Water System	478,395.38
1812.1 · A/D - Moss Landing Water	-105,644.55
1814 · CIP-Pajaro	2,385,940.58
1814.1 · A/D - Pajaro	-135,655.00
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - improvements -Pajaro Park	-1,706,515.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-234,959.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-36,150.89
1820 · Normco Treatment Facility	127,374.00
1820.1 · A/D-Normco Treatment Facility	-118,981.85
1821 · CIP-Sunny Mesa	231,621.50
1821.1 · A/D-Sunny Mesa	-444.00
1822 · CIP-Vega	121,490.24
1822.1 · A/D-Vega	-1,364.00
1823 · CIP-Blackie	71,557.55
1824 · CIP- Generator Project	68,489.00
Total Fixed Assets	12,313,414.42
Other Assets	
1120 · Due From Gen Fund	0.66
1141 · Due From SC Grant Acct	100.00
1151 · Due from Maint Account	157.19
1220 · Spl Asmnt Revc-Long Term	3,367,662.72
1950 · Deferred amount on refunding	59,901.60
1951 · Deferred Amt of Ref-Vega Bds15	75,013.09
Total Other Assets	3,502,835.26
TOTAL ASSETS	18,680,368.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

2:01 PM
 October 19, 2023
 Accrual Basis

Pajaro/Sunny Mesa Community Services District
Balance Sheet
 As of September 30, 2023

	Sep 30, 23
Accounts Payable	
2000 · Accounts Payable	64,279.32
Total Accounts Payable	64,279.32
Credit Cards	
2900 · Wells Fargo- 6120	161.80
2905 · Wells Fargo- 0721	324.05
2910 · Elan	5,931.35
Total Credit Cards	6,417.20
Other Current Liabilities	
2005 · Accrued Liabilities	3,748.00
2050 · Accrued Payroll	34,599.30
2100 · Payroll Tax Liabilities	2,658.42
2110 · Direct Deposit Liabilities	0.01
2121 · Customer Security Deposits	18,178.70
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	25,050.00
2225 · Accrued Vacation Liability	20,346.74
2230 · Accrued Sick Leave Liability	36,184.51
2263 · 457b EE Plan Payable	3,417.59
2264 · Employee Insurance Payable	-1,761.64
2265 · EE Aflac insurance Payable	885.58
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	2,347.79
2325 · Payable to P.V.W.M.A.	-6,820.49
Total Other Current Liabilities	204,604.41
Total Current Liabilities	275,300.93
Long Term Liabilities	
2256 · Vehicle Loan Payable	19,523.67
2257 · Reorganization Loan	150,000.00
2350 · Bonds Payable - Water Bond	85,000.00
2355 · Bonds Payable- 2021 Gen. Bond	1,575,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	1,735,000.00
2361 · Bonds Payable-2015 Vega Wtr Rf	3,027,599.67
2400 · Unamortized Discount on 2015	-27,987.01
2401 · Unamortized Discount-2015 Vega	-11,042.72
2402 · 2021 Gen. Bond Premium	42,391.80
Total Long Term Liabilities	6,595,485.41
Total Liabilities	6,870,786.34
Equity	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	187,116.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	6,268,238.57
Net Income	311,626.13
Total Equity	11,809,582.58
TOTAL LIABILITIES & EQUITY	18,680,368.92

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Pajaro/Sunny Mesa Community Services District

Profit & Loss

September 2023

October 19, 2023

Accrual Basis

	<u>Sep 23</u>
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	25,948.60
4002 · Route 2 - Pajaro	28,167.54
4003 · Route 3 - Commercial	28,785.76
4004 · Route 4 - Traller Park	1,578.30
4005 · Route 5 - San Juan Rd Apts	1,313.54
4006 · Route 6 - Sunny Mesa	15,947.10
4007 · Route 7 - CSA 73	17,840.39
4008 · Route 8 - Vega	18,239.66
4010 · Route 10 -Springfield	870.00
4011 · Route 11 - Moss Landing	31,993.56
4012 · Route 12 - Blackie Road	5,071.65
4013 · Route 13 - Normco	40,310.01
4014 · Route 14 - Vierra	6,583.93
4015 · Route 15 - Langley/VP	3,833.02
	<hr/>
Total Income	226,483.06
	<hr/>
Gross Profit	226,483.06
Expense	
INDIRECT	
5000 · Salaries and Wages	67,140.79
5005 · Administrative Fees	522.52
5030 · Payroll Tax Expense	1,024.96
5050 · Employee Health Insurance	16,457.09
5070 · Employee Retirement	9,780.94
5130 · Utilities - Office	359.49
5140 · Building Repair & Maint	493.96
5145 · District Wide Repair & Maint	794.92
5150 · Garbage Service	396.44
5160 · Office Equip Rental	668.21
5165 · Computer Software	840.48
5175 · Small Tools - Repair & Maint.	446.65
5200 · Billing Supplies	402.38
5240 · Office Supplies	810.58
5245 · Postage	1,000.00
5256 · Interest Exp-Financed Items	86.37
5270 · Automotive - Repair & Maint	5,796.52
5280 · Conferences, Meetings, Seminars	15.99
5330 · Telephone	967.21
5340 · Burglar Alarm Monitoring	31.00
5370 · Fuel - Trucks	3,172.81
5391 · Credit Card Transaction Fees	36.47
5XXX · Indirect Allocation	0.00
6578 · 2021 Bond- Debt Svc. Interest	23,625.00
	<hr/>
Total INDIRECT	134,870.78
5190 · Water Testing- Labs	5,248.90
5220 · Water System - Repair & Maint	6,589.79
5225 · Street Maintenance	3,738.61
5230 · Park - Repair & Maint	83.36
5231 · Pajaro Park Expense	2,351.68
5310 · Utilities - Well Site	17,189.09
5315 · Utilities - Street Lighting	2,450.64
5392 · Returned Online Payment Fee	20.00
5426 · Vega Assmnt Bond Expense	1,080.15
5427 · Improvement Project-Springfield	10,376.70
6575 · Vega Debt Service-Interest	64,017.50
	<hr/>
Total Expense	248,017.20
	<hr/>
Net Ordinary Income	-21,534.14
Other Income/Expense	
Other Income	
4100 · Late Payment Penalties	514.40

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Pajaro/Sunny Mesa Community Services District

Profit & Loss

September 2023

October 19, 2023

Accrual Basis

	Sep 23
4110 · Hydrant Sales	1,571.20
4280 · Pro-Rata Tax Collection Share	136.16
4285 · P.V.W.M.A. Collection Fee	2,638.27
4340 · Utility Reimbursements	117.55
4345 · Customer Order Reimbursements	468.99
4350 · Interest Revenue	2,872.54
5794 · Water Bond Assessments	242.20
5796 · Pajaro Park Revenue	59,000.00
Total Other Income	67,561.31
Other Expense	
5442 · North of Moss Landing Proj- Exp	1,120.00
Total Other Expense	1,120.00
Net Other Income	66,441.31
Net Income	44,907.17

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

	Sep 23	Budget	% of Budget	Jul - Sep 23	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 · Route 1 - Pajaro	25,948.60	29,083.33	89.2%	81,209.40	87,250.03	93.1%	349,000.00
4002 · Route 2 - Pajaro	28,167.54	28,583.33	98.5%	89,908.42	85,750.03	104.8%	343,000.00
4003 · Route 3 - Commercial	28,785.76	29,083.33	99.0%	86,761.96	87,250.03	99.4%	349,000.00
4004 · Route 4 - Trailer Park	1,578.30	1,500.00	105.2%	4,904.02	4,500.00	109.0%	18,000.00
4005 · Route 5 - San Juan Rd Apts	1,313.54	1,250.00	105.1%	4,097.66	3,750.00	109.3%	15,000.00
4006 · Route 6 - Sunny Mesa	15,947.10	15,083.33	105.7%	54,555.24	45,250.03	120.6%	181,000.00
4007 · Route 7 - CSA 73	17,840.39	17,083.33	104.4%	57,502.27	51,250.03	112.2%	205,000.00
4008 · Route 8 - Vega	18,239.66	17,750.00	102.8%	59,997.90	53,250.00	112.7%	213,000.00
4010 · Route 10 -Springfield	870.00	833.33	104.4%	2,570.00	2,500.03	102.8%	10,000.00
4011 · Route 11 - Moss Landing	31,993.56	31,416.66	101.8%	99,326.72	94,250.06	105.4%	377,000.00
4012 · Route 12 - Blackie Road	5,071.65	4,416.66	114.8%	15,776.67	13,250.06	119.1%	53,000.00
4013 · Route 13 - Normco	40,310.01	39,250.00	102.7%	130,242.66	117,750.00	110.6%	471,000.00
4014 · Route 14 - Vierra	6,583.93	6,500.00	101.3%	20,543.03	19,500.00	105.3%	78,000.00
4015 · Route 15 - Langley/VP	3,833.02	3,750.00	102.2%	13,045.30	11,250.00	116.0%	45,000.00
Total Income	226,483.06	225,583.30	100.4%	720,441.25	676,750.30	106.5%	2,707,000.00
Gross Profit	226,483.06	225,583.30	100.4%	720,441.25	676,750.30	106.5%	2,707,000.00
Expense							
INDIRECT							
5000 · Salaries and Wages	67,140.79	77,583.33	86.5%	216,271.51	232,750.03	92.9%	931,000.00
5005 · Administrative Fees	522.52	541.66	96.5%	1,547.08	1,625.06	95.2%	6,500.00
5030 · Payroll Tax Expense	1,024.96	1,333.33	76.9%	3,287.64	4,000.03	82.2%	16,000.00
5040 · Worker's Comp Insurance	0.00	1,500.00	0.0%	4,757.80	4,500.00	105.7%	18,000.00
5050 · Employee Health Insurance	16,457.09	15,750.00	104.5%	39,991.86	47,250.00	84.6%	189,000.00
5070 · Employee Retirement	9,780.94	11,666.66	83.8%	28,523.60	35,000.06	81.5%	140,000.00
5090 · Other Employee Expense	0.00	250.00	0.0%	730.71	750.00	97.4%	3,000.00
5120 · Property Taxes	0.00	191.66	0.0%	296.32	575.06	51.5%	2,300.00
5130 · Utilities - Office	359.49	375.00	95.9%	1,006.14	1,125.00	89.4%	4,500.00
5140 · Building Repair & Maint	493.96	583.33	84.7%	1,651.71	1,750.03	94.4%	7,000.00
5145 · District Wide Repair & Maint	794.92	833.33	95.4%	5,791.38	2,500.03	231.7%	10,000.00
5150 · Garbage Service	396.44	416.66	95.1%	1,195.27	1,250.06	95.6%	5,000.00
5160 · Office Equip Rental	668.21	708.33	94.3%	2,004.63	2,125.03	94.3%	8,500.00
5165 · Computer Software	840.48	1,500.00	56.0%	6,921.77	4,500.00	153.8%	18,000.00
5170 · Office Equipment Repair & Maint	0.00	300.00	0.0%	180.61	900.00	20.1%	3,600.00
5175 · Small Tools - Repair & Maint.	446.65	83.33	536.0%	446.65	250.03	178.6%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	4,166.66	0.0%	19,245.41	12,500.06	154.0%	50,000.00
5200 · Billing Supplies	402.38	375.00	107.3%	4,252.13	1,125.00	378.0%	4,500.00
5240 · Office Supplies	810.58	333.33	243.2%	1,691.96	1,000.03	169.2%	4,000.00
5245 · Postage	1,000.00	891.66	112.2%	2,000.00	2,675.06	74.8%	10,700.00
5250 · Legal Expenses	0.00	1,416.66	0.0%	1.00	4,250.06	0.0%	17,000.00

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

	Sep 23	Budget	% of Budget	Jul - Sep 23	YTD Budget	% of Budget	Annual Budget
5255 · Interest Expense	0.00	658.33	0.0%	3,937.50	1,975.03	199.4%	7,900.00
5256 · Interest Exp-Financed Items	86.37	125.00	69.1%	274.82	375.00	73.3%	1,500.00
5260 · Accounting & Bookkeeping	0.00	3,208.33	0.0%	2,000.00	9,625.03	20.8%	38,500.00
5266 · Engineering Svcs-Dist Wide	0.00	1,083.33	0.0%	1,000.00	3,250.03	30.8%	13,000.00
5270 · Automotive - Repair & Maint	5,796.52	833.33	695.6%	9,514.60	2,500.03	380.6%	10,000.00
5280 · Conferences, Meetings, Seminars	15.99	41.66	38.4%	127.97	125.06	102.3%	500.00
5290 · Travel Expenses	0.00	41.66	0.0%	0.00	125.06	0.0%	500.00
5300 · Books & Subscriptions	0.00	125.00	0.0%	0.00	375.00	0.0%	1,500.00
5305 · Water Conservation Program	0.00	250.00	0.0%	0.00	750.00	0.0%	3,000.00
5320 · Membership Fees and Dues	0.00	1,791.66	0.0%	5,117.64	5,375.06	95.2%	21,500.00
5326 · Licenses and Certifications	0.00	166.66	0.0%	0.00	500.06	0.0%	2,000.00
5330 · Telephone	967.21	1,500.00	64.5%	2,744.60	4,500.00	61.0%	18,000.00
5340 · Burglar Alarm Monitoring	31.00	75.00	41.3%	224.00	225.00	99.6%	900.00
5370 · Fuel - Trucks	3,172.81	3,333.33	95.2%	9,311.79	10,000.03	93.1%	40,000.00
5390 · Bank Charges	0.00	25.00	0.0%	0.00	75.00	0.0%	300.00
5391 · Credit Card Transaction Fees	36.47	41.66	87.5%	109.08	125.06	87.2%	500.00
5400 · Miscellaneous Expense	0.00	16.66	0.0%	0.00	50.06	0.0%	200.00
6577 · COP Debt Service - Interest	0.00	5,933.33	0.0%	0.00	17,800.03	0.0%	71,200.00
Total INDIRECT	111,245.78	140,049.87	79.4%	376,157.18	420,151.17	89.5%	1,680,600.00
5190 · Water Testing- Labs	5,248.90	2,916.66	180.0%	11,064.40	8,750.06	126.4%	35,000.00
5220 · Water System - Repair & Maint	6,589.79	18,750.00	35.1%	56,627.51	56,250.00	100.7%	225,000.00
5265 · Engineering Expenses	0.00	83.33	0.0%	0.00	250.03	0.0%	1,000.00
5310 · Utilities - Well Site	17,189.09	14,583.33	117.9%	47,872.24	43,750.03	109.4%	175,000.00
5325 · Permits	0.00	3,000.00	0.0%	0.00	9,000.00	0.0%	36,000.00
5360 · Fuel - Generator	0.00	833.33	0.0%	0.00	2,500.03	0.0%	10,000.00
5428 · COP Bond Expense	0.00	350.00	0.0%	2,170.00	1,050.00	206.7%	4,200.00
6565 A · 2021 Bond Expense- Fees	0.00	375.00	0.0%	2,300.00	1,125.00	204.4%	4,500.00
Total Expense	140,273.56	180,941.52	77.5%	496,191.33	542,826.32	91.4%	2,171,300.00
Net Ordinary Income	86,209.50	44,641.78	193.1%	224,249.92	133,923.98	167.4%	535,700.00
Other Income/Expense							
Other Income							
4100 · Late Payment Penalties	514.40	416.66	123.5%	1,652.77	1,250.06	132.2%	5,000.00
4101 · Billing Adjustments	0.00	16.66	0.0%	0.00	49.98	0.0%	199.92
4110 · Hydrant Sales	1,571.20	1,250.00	125.7%	16,192.80	3,750.00	431.8%	15,000.00
4115 · Testing Fees	0.00	916.66	0.0%	0.00	2,750.06	0.0%	11,000.00
4140 · Connection Fees	0.00	616.66	0.0%	122,663.00	1,850.06	6,630.2%	7,400.00
4141 · Application Fees	0.00	45.83	0.0%	605.00	137.53	439.9%	550.00
4146 · Other Fees	0.00	33.33	0.0%	0.00	100.03	0.0%	400.00
4285 · P.V.W.M.A. Collection Fee	2,638.27	2,416.66	109.2%	8,823.38	7,250.06	121.7%	29,000.00
4300 · Collection of Previous W/O Acct	0.00	20.83	0.0%	0.00	62.53	0.0%	250.00

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

	<u>Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Sep 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
4305 · Miscellaneous Revenue	0.00	83.33	0.0%	360.00	250.03	144.0%	1,000.00
4341 · Lighting Admin Reimbursements	0.00	1,083.33	0.0%	0.00	3,250.03	0.0%	13,000.00
4346 · District 25% Overhead Fee	0.00	41.66	0.0%	0.00	125.06	0.0%	500.00
4350 · Interest Revenue	2,872.54	1,250.00	229.8%	9,825.66	3,750.00	262.0%	15,000.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	0.00	175.03	0.0%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	0.00	100.03	0.0%	400.00
Total Other Income	<u>7,596.41</u>	<u>8,283.27</u>	<u>91.7%</u>	<u>160,122.61</u>	<u>24,850.49</u>	<u>644.3%</u>	<u>99,399.92</u>
Net Other Income	<u>7,596.41</u>	<u>8,283.27</u>	<u>91.7%</u>	<u>160,122.61</u>	<u>24,850.49</u>	<u>644.3%</u>	<u>99,399.92</u>
Net Income	<u><u>93,805.91</u></u>	<u><u>52,925.05</u></u>	<u><u>177.2%</u></u>	<u><u>384,372.53</u></u>	<u><u>158,774.47</u></u>	<u><u>242.1%</u></u>	<u><u>635,099.92</u></u>

AGING REPORT: September 2023

Aging Balance as of 10/1/23

Balance	Current	30 Days	60 Days	90 Days
\$244,917.97	\$211,064.49	\$28,195.15	\$4,712.13	\$946.20

Previous Month Balances				
\$276,186.67	\$235,427.59	\$34,112.17	\$5,325.91	\$1,042.17

Notes:

There has been a reduction of past due balances among all delinquency categories for September. The previous month's balances are listed for comparison purposes. Monthly collections remain consistent.

The District received a total of \$1,317.00 from LIHWAP that was applied to 3 accounts. The District continues to encourage customers to apply.

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 September 26 through October 23, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	AP	09/30/2023	Total Merchant Services	1001 · SCCB - Operating Account		-30.20
				5391 · Credit Card Transaction Fees	-30.20	30.20
TOTAL					-30.20	30.20
Check	AP	10/02/2023	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Check	AP	10/04/2023	Total Merchant Services	1001 · SCCB - Operating Account		-0.50
				5391 · Credit Card Transaction Fees	-0.50	0.50
TOTAL					-0.50	0.50
Check	AP	10/05/2023	FP Mailing Solutions-Online	1001 · SCCB - Operating Account		-1,000.00
				5245 · Postage	-1,000.00	1,000.00
TOTAL					-1,000.00	1,000.00
Check	AP	10/10/2023	Total Merchant Services	1001 · SCCB - Operating Account		-0.50
				5391 · Credit Card Transaction Fees	-0.50	0.50
TOTAL					-0.50	0.50
Bill Pmt -Check	AP	10/10/2023	Ace Hardware Watsonville- ACH	1001 · SCCB - Operating Account		-276.67
Bill	225264	09/12/2023		5145 · District Wide Repair & Maint	-14.22	14.22
Bill	225358	09/15/2023		5145 · District Wide Repair & Maint	-6.26	6.26
Bill	225390	09/18/2023		5145 · District Wide Repair & Maint	-39.04	39.04
Bill	225426	09/19/2023		5220 · Water System - Repair & Maint	-15.33	15.33
Bill	225455	09/20/2023		5220 · Water System - Repair & Maint	-21.93	21.93
Bill	225521	09/22/2023		5220 · Water System - Repair & Maint	-84.46	84.46
Bill	225591	09/26/2023		5220 · Water System - Repair & Maint	-54.86	54.86
Bill	225678	09/29/2023		5220 · Water System - Repair & Maint	-40.57	40.57
TOTAL					-276.67	276.67
Bill Pmt -Check	AP	10/10/2023	Aramark- ACH	1001 · SCCB - Operating Account		-347.96
Bill	51102...	09/07/2023		5140 · Building Repair & Maint	-57.53	57.53
Bill	51103...	09/14/2023		5140 · Building Repair & Maint	-116.45	116.45
Bill	51103...	09/21/2023		5140 · Building Repair & Maint	-57.53	57.53
Bill	51103...	09/28/2023		5140 · Building Repair & Maint	-116.45	116.45
TOTAL					-347.96	347.96
Bill Pmt -Check	AP	10/10/2023	Bianchi Kasavan & Pope-Online	1001 · SCCB - Operating Account		-2,000.00
Bill	01111...	08/31/2023		5260 · Accounting & Bookkeeping	-2,000.00	2,000.00
TOTAL					-2,000.00	2,000.00
Bill Pmt -Check	AP	10/10/2023	C & N Tractors/Rentals- ACH	1001 · SCCB - Operating Account		-83.36
Bill	84609...	09/12/2023		5230 · Park - Repair & Maint	-34.36	34.36
Bill	84921...	09/20/2023		5230 · Park - Repair & Maint	-49.00	49.00
TOTAL					-83.36	83.36
Bill Pmt -Check	AP	10/10/2023	CALNET/ AT&T 2506	1001 · SCCB - Operating Account		-665.21
Bill	SEPT ...	10/01/2023		5310 · Utilities - Well Site	-64.52	78.17
				5310 · Utilities - Well Site	-23.23	28.15
				5225 · Street Maintenance	-71.08	86.14
				5310 · Utilities - Well Site	-79.93	96.85
				5231 · Pajaro Park Expense	-45.15	54.71

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October 23, 2023

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 September 26 through October 23, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5330 - Telephone	-381.30	462.04
TOTAL					-665.21	806.06
Bill Pmt -Check	AP	10/10/2023	Castroville Ace Hardware-ACH	1001 - SCCB - Operating Account		-12.22
Bill	19192...	09/12/2023		5220 - Water System - Repair & Maint	-12.22	12.22
TOTAL					-12.22	12.22
Bill Pmt -Check	AP	10/10/2023	Corbin Willits Systems-Online	1001 - SCCB - Operating Account		-533.69
Bill	000C...	09/15/2023		5165 - Computer Software	-533.69	533.69
TOTAL					-533.69	533.69
Bill Pmt -Check	AP	10/10/2023	Core & Main- ACH	1001 - SCCB - Operating Account		-1,628.32
Bill	T4931...	09/06/2023		5220 - Water System - Repair & Maint	-1,322.25	1,322.25
Bill	T5743...	09/13/2023		5145 - District Wide Repair & Maint	-184.79	184.79
Bill	T6002...	09/18/2023		5145 - District Wide Repair & Maint	-121.28	121.28
TOTAL					-1,628.32	1,628.32
Bill Pmt -Check	AP	10/10/2023	Don Rosa	1001 - SCCB - Operating Account		-500.00
Bill	014	10/06/2023		5266 - Engineering Svcs-Dist Wide	-500.00	500.00
TOTAL					-500.00	500.00
Bill Pmt -Check	AP	10/10/2023	GreatAmerica Financial-Online	1001 - SCCB - Operating Account		-472.92
Bill	34973...	09/27/2023		5160 - Office Equip Rental	-472.92	472.92
TOTAL					-472.92	472.92
Bill Pmt -Check	AP	10/10/2023	ICONIX Waterworks (US), Inc- ACH	1001 - SCCB - Operating Account		-4,820.15
Bill	U231...	09/05/2023		5220 - Water System - Repair & Maint	-136.16	136.16
Bill	U231...	09/12/2023		5220 - Water System - Repair & Maint	-3,944.64	3,944.64
Bill	U231...	09/25/2023		5220 - Water System - Repair & Maint	-739.35	739.35
TOTAL					-4,820.15	4,820.15
Bill Pmt -Check	AP	10/10/2023	MBAS- ACH	1001 - SCCB - Operating Account		-4,436.90
Bill	23080...	09/06/2023		5190 - Water Testing- Labs	-1,136.00	1,136.00
Bill	23082...	09/11/2023		5190 - Water Testing- Labs	-123.00	123.00
Bill	23080...	09/13/2023		5190 - Water Testing- Labs	-388.50	388.50
Bill	23080...	09/13/2023		5190 - Water Testing- Labs	-517.00	517.00
Bill	23080...	09/13/2023		5190 - Water Testing- Labs	-1,515.50	1,515.50
Bill	23080...	09/13/2023		5190 - Water Testing- Labs	-258.50	258.50
Bill	23082...	09/18/2023		5190 - Water Testing- Labs	-350.00	350.00
Bill	23091...	09/18/2023		5190 - Water Testing- Labs	-48.80	48.80
Bill	23091...	09/21/2023		5190 - Water Testing- Labs	-99.60	99.60
TOTAL					-4,436.90	4,436.90
Bill Pmt -Check	AP	10/10/2023	Mid Valley Supply- ACH	1001 - SCCB - Operating Account		-1,376.85
Bill	1272017	09/12/2023		5220 - Water System - Repair & Maint	-62.58	62.58
				5220 - Water System - Repair & Maint	-62.58	62.58
				5220 - Water System - Repair & Maint	-125.16	125.16
				5220 - Water System - Repair & Maint	-125.16	125.16
				5220 - Water System - Repair & Maint	-250.36	250.36
Bill	1272322	09/28/2023		5220 - Water System - Repair & Maint	-62.58	62.58
				5220 - Water System - Repair & Maint	-62.58	62.58
				5220 - Water System - Repair & Maint	-125.16	125.16
				5220 - Water System - Repair & Maint	-62.58	62.58
				5220 - Water System - Repair & Maint	-62.58	62.58
				5220 - Water System - Repair & Maint	-62.58	62.58
				5220 - Water System - Repair & Maint	-62.58	62.58
				5220 - Water System - Repair & Maint	-312.95	312.95
TOTAL					-1,376.85	1,376.85

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Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
September 26 through October 23, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	10/10/2023	Monterey One Water- Online	1001 · SCCB - Operating Account		-69.98
Bill	9/1/23...	09/30/2023		5310 · Utilities - Well Site	-44.25	44.25
Bill	OCT ...	09/30/2023		5130 · Utilities - Office	-25.73	25.73
TOTAL					-69.98	69.98
Bill Pmt -Check	AP	10/10/2023	Pajaro Valley Printing- ACH	1001 · SCCB - Operating Account		-402.38
Bill	46483	09/19/2023		5200 · Billing Supplies	-402.38	402.38
TOTAL					-402.38	402.38
Bill Pmt -Check	AP	10/10/2023	Palace Business Solutions-ACH	1001 · SCCB - Operating Account		-206.00
Bill	69413...	09/19/2023		5240 · Office Supplies	-172.12	172.12
Bill	69519...	09/27/2023		5240 · Office Supplies	-33.88	33.88
TOTAL					-206.00	206.00
Bill Pmt -Check	AP	10/10/2023	PARS- ACH	1001 · SCCB - Operating Account		-522.52
Bill	53928	09/12/2023		5005 · Administrative Fees	-522.52	522.52
TOTAL					-522.52	522.52
Bill Pmt -Check	AP	10/10/2023	PG&E 1438-Online	1001 · SCCB - Operating Account		-2,565.12
Bill	8/24/2...	09/25/2023		5310 · Utilities - Well Site	-2,565.12	2,565.12
TOTAL					-2,565.12	2,565.12
Bill Pmt -Check	AP	10/10/2023	PG&E 6857-Online	1001 · SCCB - Operating Account		-5,577.01
Bill	8/25/2...	09/26/2023		5310 · Utilities - Well Site	-2,330.76	2,330.76
				5310 · Utilities - Well Site	-415.49	415.49
				5130 · Utilities - Office	-245.77	245.77
				5310 · Utilities - Well Site	-249.03	249.03
				5315 · Utilities - Street Lighting	-2,335.96	2,335.96
TOTAL					-5,577.01	5,577.01
Bill Pmt -Check	AP	10/10/2023	Santa Cruz Answering Service-ACH	1001 · SCCB - Operating Account		-89.00
Bill	1009 ...	09/22/2023		5330 · Telephone	-89.00	89.00
TOTAL					-89.00	89.00
Bill Pmt -Check	AP	10/10/2023	Soil Control Lab- ACH	1001 · SCCB - Operating Account		-812.00
Bill	30900...	09/06/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30900...	09/06/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	30900...	09/06/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	30900...	09/06/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	30900...	09/06/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30900...	09/06/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	30901...	09/07/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30901...	09/07/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30902...	09/13/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30902...	09/13/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30902...	09/13/2023		5190 · Water Testing- Labs	-87.00	87.00
Bill	30902...	09/13/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30903...	09/20/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	30903...	09/20/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30903...	09/20/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30903...	09/20/2023		5190 · Water Testing- Labs	-58.00	58.00
Bill	30903...	09/20/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30903...	09/20/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30905...	09/27/2023		5190 · Water Testing- Labs	-29.00	29.00
Bill	30906...	09/29/2023		5190 · Water Testing- Labs	-29.00	29.00
TOTAL					-812.00	812.00

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Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 September 26 through October 23, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	10/10/2023	Sturdy Oil Company- ACH	1001 · SCCB - Operating Account		-3,172.81
Bill	CL98...	09/15/2023		5370 · Fuel - Trucks	-1,502.05	1,502.05
Bill	CL99...	09/30/2023		5370 · Fuel - Trucks	-1,670.76	1,670.76
TOTAL					-3,172.81	3,172.81
Bill Pmt -Check	AP	10/10/2023	Tom's Site Service- ACH	1001 · SCCB - Operating Account		-208.49
Bill	84007	09/10/2023		5145 · District Wide Repair & Maint	-208.49	208.49
TOTAL					-208.49	208.49
Bill Pmt -Check	AP	10/10/2023	USA Blue Book- ONLINE	1001 · SCCB - Operating Account		-461.33
Bill	inv00...	08/07/2023		5220 · Water System - Repair & Maint	-389.15	389.15
Bill	inv 00...	10/02/2023		5145 · District Wide Repair & Maint	-72.18	72.18
TOTAL					-461.33	461.33
Bill Pmt -Check	AP	10/10/2023	Valvoline- online	1001 · SCCB - Operating Account		-111.72
Bill	70071	09/06/2023		5270 · Automotive - Repair & Maint	-111.72	111.72
TOTAL					-111.72	111.72
Bill Pmt -Check	AP	10/10/2023	WM / Carmel Marina - Office-Online	1001 · SCCB - Operating Account		-396.44
Bill	99332...	10/01/2023		5150 · Garbage Service	-396.44	396.44
TOTAL					-396.44	396.44
Check	AP	10/16/2023	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Check	AP	10/19/2023	Santa Cruz County Bank	1001 · SCCB - Operating Account		-623.25
				2256 · Vehicle Loan Payable	-593.50	593.50
				5256 · Interest Exp-Financed Items	-29.75	29.75
TOTAL					-623.25	623.25
Check	AP	10/23/2023	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Bill Pmt -Check	AP	10/23/2023	ACWA-JPIA (med ins)-ACH	1001 · SCCB - Operating Account		-16,125.10
Bill	07009...	10/03/2023		5050 · Employee Health Insurance	-14,517.55	14,517.55
				2264 · Employee Insurance Payable	-1,607.55	1,607.55
TOTAL					-16,125.10	16,125.10
Bill Pmt -Check	AP	10/23/2023	ACWAJPIA-Workers Comp-ACH	1001 · SCCB - Operating Account		-4,154.68
Bill	7/01/2...	10/05/2023		5040 · Worker's Comp Insurance	-4,154.68	4,154.68
TOTAL					-4,154.68	4,154.68
Bill Pmt -Check	AP	10/23/2023	ACWAJPIA Auto & Gen Lia- ACH	1001 · SCCB - Operating Account		-31,720.00
Bill	10/1/2...	10/16/2023		5180 · Casualty Ins/Liability Ins	-31,720.00	31,720.00
TOTAL					-31,720.00	31,720.00
Bill Pmt -Check	AP	10/23/2023	Airtec Service	1001 · SCCB - Operating Account		-146.00

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Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
September 26 through October 23, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	26917	09/29/2023		5140 · Building Repair & Maint	-146.00	146.00
TOTAL					-146.00	146.00
Bill Pmt -Check	AP	10/23/2023	AT&T 1782-Online	1001 · SCCB - Operating Account		-31.43
Bill	10/7/2...	10/07/2023		5310 · Utilities - Well Site	-31.43	31.43
TOTAL					-31.43	31.43
Bill Pmt -Check	AP	10/23/2023	AT&T 2627-Online	1001 · SCCB - Operating Account		-31.43
Bill	10/7/2...	10/07/2023		5310 · Utilities - Well Site	-31.43	31.43
TOTAL					-31.43	31.43
Bill Pmt -Check	AP	10/23/2023	AT&T 3439-Online	1001 · SCCB - Operating Account		-31.43
Bill	OCT ...	10/01/2023		5310 · Utilities - Well Site	-31.43	31.43
TOTAL					-31.43	31.43
Bill Pmt -Check	AP	10/23/2023	AT&T 6542-Online	1001 · SCCB - Operating Account		-61.54
Bill	10/7/2...	10/07/2023		5310 · Utilities - Well Site	-61.54	61.54
TOTAL					-61.54	61.54
Bill Pmt -Check	AP	10/23/2023	Bianchi Kasavan & Pope-Online	1001 · SCCB - Operating Account		-18,000.00
Bill	01075...	10/01/2023		5260 · Accounting & Bookkeeping	-18,000.00	18,000.00
TOTAL					-18,000.00	18,000.00
Bill Pmt -Check	AP	10/23/2023	Charles Grosser	1001 · SCCB - Operating Account		-24.02
Bill	O'Reill...	10/10/2023		5270 · Automotive - Repair & Maint	-24.02	24.02
TOTAL					-24.02	24.02
Bill Pmt -Check	AP	10/23/2023	Elan-Online	1001 · SCCB - Operating Account		-561.53
Bill	Oct 2...	10/04/2023		2910 · Elan	-561.53	6,019.34
TOTAL					-561.53	6,019.34
Bill Pmt -Check	AP	10/23/2023	PG&E 0819-Online	1001 · SCCB - Operating Account		-10,265.70
Bill	9/5/23...	10/05/2023		5310 · Utilities - Well Site	-5,132.40	5,132.40
				5310 · Utilities - Well Site	-2,504.56	2,504.56
				5310 · Utilities - Well Site	-385.84	385.84
				5310 · Utilities - Well Site	-573.00	573.00
				5310 · Utilities - Well Site	-248.45	248.45
				5315 · Utilities - Street Lighting	-98.67	98.67
				5310 · Utilities - Well Site	-1,322.78	1,322.78
TOTAL					-10,265.70	10,265.70
Bill Pmt -Check	AP	10/23/2023	Pure Water- ACH	1001 · SCCB - Operating Account		-8,666.25
Bill	423375	10/01/2023	State Water Resources Control Board	5427 · Improvement Project-Springfield	-1,908.55	1,908.55
Bill	423376	10/01/2023	State Water Resources Control Board	5427 · Improvement Project-Springfield	-6,757.70	6,757.70
TOTAL					-8,666.25	8,666.25
Bill Pmt -Check	AP	10/23/2023	PVWMA- ACH	1001 · SCCB - Operating Account		-28,730.16
Bill	6/1/23...	09/28/2023		2325 · Payable to P.V.W.M.A.	-3,860.58	3,860.58
Bill	6/1/23...	09/28/2023		2325 · Payable to P.V.W.M.A.	-18,437.16	18,437.16
				2325 · Payable to P.V.W.M.A.	-6,432.42	6,432.42
TOTAL					-28,730.16	28,730.16

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Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
September 26 through October 23, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	10/23/2023	Singh Computech- ACH	1001 · SCCB - Operating Account		-1,170.00
Bill	9904	10/13/2023		5165 · Computer Software	-270.00	270.00
Bill	9907	10/16/2023		5165 · Computer Software	-450.00	450.00
Bill	PSM ...	10/18/2023		5165 · Computer Software	-450.00	450.00
TOTAL					-1,170.00	1,170.00
Bill Pmt -Check	AP	10/23/2023	Wells Fargo- 6120 ONLINE	1001 · SCCB - Operating Account		-171.79
Bill	Oct St...	10/11/2023		2900 · Wells Fargo- 6120	-171.79	171.79
TOTAL					-171.79	171.79
Bill Pmt -Check	AP	10/23/2023	Wells Fargo 0721-Online	1001 · SCCB - Operating Account		-340.04
Bill	Oct St...	10/18/2023		2905 · Wells Fargo- 0721	-340.04	340.04
TOTAL					-340.04	340.04
Bill Pmt -Check	AP	10/23/2023	EverBank	1001 · SCCB - Operating Account		-195.29
Bill	97323...	10/08/2023		5160 · Office Equip Rental	-195.29	195.29
TOTAL					-195.29	195.29
Check	PARS	10/04/2023	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,865.55
				5070 · Employee Retirement	-4,865.55	4,865.55
TOTAL					-4,865.55	4,865.55
Check	PARS	10/18/2023	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,861.71
				5070 · Employee Retirement	-4,861.71	4,861.71
TOTAL					-4,861.71	4,861.71
Bill Pmt -Check	25607	10/10/2023	Santa Cruz County Bank	1001 · SCCB - Operating Account		-566.04
Bill	ACCT...	09/21/2023		2256 · Vehicle Loan Payable	-513.08	513.08
				5256 · Interest Exp-Financed Items	-52.96	52.96
TOTAL					-566.04	566.04
Bill Pmt -Check	25618	10/17/2023	Special Districts Assn of Monterey Co...	1001 · SCCB - Operating Account		-40.00
Bill	Qtrly ...	10/17/2023		5280 · Conferences, Meetings, Seminars	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	25619	10/23/2023	Ma. Teresa Albarran	1001 · SCCB - Operating Account		-31.22
Bill	Credit...	10/11/2023		1100 · Water Customer Accounts Recv	-31.22	31.22
TOTAL					-31.22	31.22

Pajaro/Sunny Mesa Community Services District
Check Detail - Reserve Account
 September 26 through October 23, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	10/10/2023	Thomas E Yeager, P.E.- ACH	1002 · SCCB Reserve Account		-640.00
Bill	Invoic...	10/01/2023	Community Water Center	5442 · North of Moss Landing Proj- Exp	-640.00	640.00
TOTAL					-640.00	640.00
Bill Pmt -Check	AP	10/23/2023	Elan-Online	1002 · SCCB Reserve Account		-5,457.81
Bill	Oct 2...	10/04/2023		2910 · Elan	-5,457.81	6,019.34
TOTAL					-5,457.81	6,019.34

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Pajaro/Sunny Mesa Community Services District
Check Detail- General Fund 633
September 26 through October 23, 2023

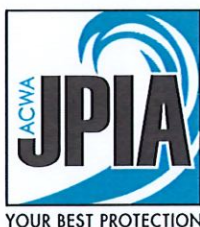
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Ch...	AP	10/10/2023	NBS- ACH		1006 · SCCB-GF 633		-1,080.15
Bill	20230...	09/20/2023			5426 · Vega Assmnt Bond Expense	-1,080.15	1,080.15
TOTAL						-1,080.15	1,080.15

Pajaro/Sunny Mesa Community Services District
Check Detail - Pajaro Park Account
 September 26 through October 23, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	10/10/2023	Ace Hardware Watsonville- ACH	1036 · PSM Pajaro Park Acct		-299.51
Bill	225240	09/11/2023		5231 · Pajaro Park Expense	-205.20	205.20
Bill	225469	09/20/2023		5231 · Pajaro Park Expense	-30.69	30.69
Bill	225567	09/25/2023		5231 · Pajaro Park Expense	-63.62	63.62
TOTAL					-299.51	299.51
Bill Pmt -Check	AP	10/10/2023	Bianchi Alarm Systems - Pajaro Park...	1036 · PSM Pajaro Park Acct		-84.00
Bill	26427	09/30/2023		5231 · Pajaro Park Expense	-84.00	84.00
TOTAL					-84.00	84.00
Bill Pmt -Check	AP	10/10/2023	CALNET/ AT&T 2506	1036 · PSM Pajaro Park Acct		-54.71
Bill	SEPT ...	10/01/2023		5310 · Utilities - Well Site	-5.31	78.17
				5310 · Utilities - Well Site	-1.91	28.15
				5225 · Street Maintenance	-5.85	86.14
				5310 · Utilities - Well Site	-6.57	96.85
				5231 · Pajaro Park Expense	-3.71	54.71
				5330 · Telephone	-31.36	462.04
TOTAL					-54.71	806.06
Bill Pmt -Check	AP	10/10/2023	Mid Valley Supply- ACH	1036 · PSM Pajaro Park Acct		-442.37
Bill	I272105	09/18/2023		5231 · Pajaro Park Expense	-274.10	274.10
Bill	I272317	09/28/2023		5231 · Pajaro Park Expense	-168.27	168.27
TOTAL					-442.37	442.37
Bill Pmt -Check	AP	10/10/2023	Panther Protective Services- ACH	1036 · PSM Pajaro Park Acct		-425.00
Bill	0009-...	09/26/2023		5231 · Pajaro Park Expense	-425.00	425.00
TOTAL					-425.00	425.00
Bill Pmt -Check	AP	10/10/2023	WM / Carmel Marina - Pajaro Park-Onlin	1036 · PSM Pajaro Park Acct		-396.44
Bill	99618...	10/01/2023		5231 · Pajaro Park Expense	-396.44	396.44
TOTAL					-396.44	396.44
Bill Pmt -Check	AP	10/23/2023	AT&T- 2458 Paj Park Uverse	1036 · PSM Pajaro Park Acct		-68.50
Bill	acct 3...	10/13/2023		5231 · Pajaro Park Expense	-68.50	68.50
TOTAL					-68.50	68.50

Pajaro/Sunny Mesa Community Services District
Check Detail - Street Maintenance Account
 September 26 through October 23, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	10/10/2023	CALNET/ AT&T 2506	1004 - SCCB - Street Maint Acct		-86.14
Bill	SEPT ...	10/01/2023		5310 · Utilities - Well Site	-8.34	78.17
				5310 · Utilities - Well Site	-3.01	28.15
				5225 · Street Maintenance	-9.21	86.14
				5310 · Utilities - Well Site	-10.35	96.85
				5231 · Pajaro Park Expense	-5.85	54.71
				5330 · Telephone	-49.38	462.04
TOTAL					-86.14	806.06
Bill Pmt -Check	AP	10/10/2023	Oscar Ortiz	1004 - SCCB - Street Maint Acct		-2,390.87
Bill	AUG-...	09/30/2023		5225 · Street Maintenance	-760.00	760.00
				5225 · Street Maintenance	-1,630.87	1,630.87
TOTAL					-2,390.87	2,390.87
Bill Pmt -Check	AP	10/10/2023	Pajaro/Sunny Mesa Comm Svcs Dist	1004 - SCCB - Street Maint Acct		-109.56
Bill	SEPT ...	10/01/2023		5225 · Street Maintenance	-109.56	109.56
TOTAL					-109.56	109.56



Commitment to Excellence

Pajaro/Sunny Mesa Community Services District

and the ACWA JPIA in mutual support for ensuring the most consistent, cost effective and broadest possible affordable insurance coverage and related services, and in partnership with all JPIA members, and in the interest of reducing *Pajaro/Sunny Mesa Community Services District's* insurance costs, commit to a program of excellence that, through the implementation of "best practices" reduces the potential and frequency of:

- **Vehicle Losses**
- **Infrastructure Related Losses**
- **Construction Related Losses**
- **Employment Practices Claims**
- **Ergonomic (Musculoskeletal) and Fall Injuries**
- **Wildfire Prevention**

and fully support the goal of implementing effective preventative measures that work to achieve these loss reductions.

Walt "Andy" Sells (CEO, ACWA JPIA)
Signature

Signature (General Manager)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

CHAPTER ##
CFPD DRAFT PURCHASING ORDINANCE

Article 1.

GENERAL PROVISIONS

1.## Applicability of provisions.

- (a) Except for public works and purchases involving the expenditure of State or Federal grant funds, all purchases or expenses of equipment and supplies, professional and nonprofessional services shall be pursuant to this chapter.
- (b) Purchases involving the expenditure of State or Federal grant funds shall comply with the granting agency's requirements.

1.## Definitions.

The following definitions apply to this chapter:

- (a) "Equipment" shall mean machinery, rolling stock, vehicles, implements, computers, servers, switches, printers and other computing apparatus, tools, devices, kits, software, appliances, fittings, and all other all fixed assets other than land or buildings.
- (b) "Nonprofessional services" shall mean providing work or labor that primarily entails manual effort and trade skills learned through an apprenticeship or training program, including, but not limited to, craftspeople, building and construction trades, installers, food service workers, building maintenance, janitorial, landscaping maintenance, equipment maintenance and repair, automotive mechanics maintenance and repair, building maintenance, uniform cleaning, pest control, alarm and security services, tree trimming, automotive maintenance and repair and laboratory testing services.
- (c) "Professional services" shall mean any service, labor or work which is characterized as a "profession" rather than a "business," "industry," "occupation" or "trade" under California State law or which requires a specific level of college education, typically a bachelor's degree or higher, to perform its duties and responsibilities. Examples of professional jobs include design professionals, architects, auditors, appraisers, landscape architects, attorneys, engineers, surveyors, construction managers, municipal planners, real estate managers, leasing, or sales services, environmental planners and analysts, financial advisors, financial analysts, doctors, teachers, accountants, scientists, and authors.
- (d) "Public works" are defined in California Labor Code § 1720. This chapter does not apply to public works. Public works purchasing is governed by Chapter ##/District Ordinance ##
- (e) A "request for proposals" (RFP) shall mean a process used for one-time project-based professional services procurement where the work scope is known; a lump sum price for the specified design or other professional services is primary and experience and qualifications are known.

- (f) A “request for qualifications” (RFQ) shall mean a process used for recurring, ongoing or on-call non-project-based professional services procurement, where the work scope is unknown, unit pricing for the specified design and other professional services is desired and no specific design exists and experience and qualifications are unknown.
- (g) Supplies” shall mean consumables, commodities, materials, parts, inventory and like items. Supplies have a shorter use or life span than equipment and are stocked for recurring use and typically of low cost charged to expenditure as incurred. Supplies are incidental to the production process and include such items as appropriate for the utility enterprises and the District’s general operations such as fuel, chemicals, pipe, sand, gravel and other building materials, paper and toner.

1.## Purpose and adoption of purchasing system.

A purchasing control system for the District is hereby adopted to:

- (a) Obtain equipment, supplies, professional and nonprofessional services at the most economical cost commensurate with quality requirements by ensuring as full and open competition as possible on all purchases;
- (b) Obtain effective financial control over expenses;
- (c) Clearly define authority and accountability for purchases;
- (d) Minimize administrative actions and expense of processing purchase transactions while still obtaining effective internal control; and
- (e) Assure the quality of District purchases.

1.## Purchasing authority.

The General Manager is hereby designated as the Purchasing Officer. The Purchasing Officer shall have following duties and authority to:

- (a) Seek as full and open competition as possible on all purchases;
- (b) Recommend consolidation of department orders for like items, ensuring quantity discount pricing whenever possible;
- (c) Keep informed of and maintain department awareness of current developments in the field of purchasing, pricing principles and marketing conditions;
- (d) Prepare and recommend forms, administrative regulations and or periodic updates of this chapter to the General Manager.
- (e) Facilitate the transfer of surplus or unused equipment and supplies between departments as needed and the sale of all supplies and equipment that cannot be used by any department or which have become unsuitable for District use; and
- (f) Maintain files and records needed for the efficient operation of the purchasing function.

1.## Bidding and proposal limits.

Competitive bidding and proposal categories, authorization limits or contract award procedures will be based on:

- (a) Unit cost;
- (b) Total purchase cost for consolidated bid items; or
- (c) Fiscal year aggregates in the case of blanket purchase orders or similar ongoing purchasing arrangements.

1.## Staging or splitting purchases prohibited.

Purchases shall not be knowingly staged, or bids split or separated into smaller units or segments to evade the competitive formal or informal procurement procedures of this chapter. No person may:

- (a) Knowingly pay or request smaller invoices of what is a larger purchase or ongoing relationship, to avoid competitive bidding procedures or authorization limits.
- (b) Knowingly phase, delay or divide purchases to avoid competitive bidding or authorization limits.

1.## Contract changes.

All contract changes (e.g., amendments to contracts, amended contracts, addenda, additive or deductive change orders, changes in scope of work or changes to contract expiration date) shall reasonably relate to the scope of the original contract and be based on post-award information that requires modification of the contract based on unforeseen conditions or by mutual agreement of the parties and must return to the original signing authority for approval unless:

- (a) The cumulative result of changes pushes the total contract or purchase order amount into the next level approver's authority; i.e., if the cumulative result of the changes goes from under \$100,000.00 to over \$100,000.00, it must be approved by Board, even if the original contract was not required to be approved by the Board.
- (b) An emergency requires that action be taken immediately, in which case approval by the signing authority should occur at the next possible date.

1.## Defects, irregularities, and informalities.

The Board may, in its sole discretion, waive any defect, irregularity, or informality in bids or proposals or in the competitive procedures established in this chapter if no unfair advantage results, and no such defect, irregularity, or informality shall void any contract entered into by the District once executed.

1.## Unlawful purchasing practices

District employees shall not participate in the selection process when they have a relationship with a person or business entity seeking a contract.

1.## Best qualified vendor.

In determining the best qualified vendor, consideration is to be given to quality and performance of the equipment or supplies to be purchased or non-professional services or professional services to be provided. Criteria for determining the best qualified vendor shall include but not be limited to the following:

- (a) The cost or best value of the equipment and supplies, or nonprofessional services or professional services;
- (b) The ability, capacity, and skill of the vendor to perform the contract and to provide the equipment and supplies, or nonprofessional services or professional services requested;
- (c) The ability of the vendor to provide the equipment and supplies or nonprofessional services or professional services requested promptly or within the time specified, without delay or interference;
- (d) The ability of the vendor to demonstrate the attributes of trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the contract;
- (e) The character, integrity, reputation, judgment, experience, and efficiency of the vendor;
- (f) The quality of vendor's previous services to the District;
- (g) The ability of the vendor to provide future maintenance, repair parts, and services for the use of equipment and supplies purchased;
- (h) The ability of the vendor to demonstrate its prior, current, and continued compliance during the contract term with all applicable Federal, State, and local laws, statutes, ordinances and all lawful orders, rules, and regulations promulgated thereunder;
- (i) The ability of the vendor to timely produce a complete and accurate IRS Form W-9 (Request for Taxpayer Identification Number and Certification).

1.## Contract execution.

- (a) Only the General Manager and, in the General Manager's absence, the _____ authorized by the General Manager, may sign contracts on behalf of the District. No other employee is authorized to sign a contract binding the District, and any other contract is voidable.
- (b) Before a contract is signed by the General Manager or placed on a Board agenda for approval, the contract must:
 - (1) Include appropriate insurance and indemnification provisions reviewed by and approved by the District's Risk Manager or General Counsel;

- (2) Be approved as to form by the General Counsel;
- (3) Be approved as to budget availability and purchasing procedural compliance by the Director of Finance; and
- (4) Be executed by the other party (except in the instance of a public entity).

ARTICLE 2.**PURCHASES OF EQUIPMENT AND SUPPLIES LESS THAN \$20,000, AND NONPROFESSIONAL SERVICES LESS THAN \$10,000—EXEMPTIONS****2.## Small purchases of equipment and supplies.**

Purchases of equipment and supplies for less than \$20,000.00 and nonprofessional services for less than \$10,000, if authorized by the General Manager, may be purchased without the bidding procedures of this chapter and without a written contract with the vendor. Although no specific purchasing process or form of contract is established for this level of purchase, competitive bidding, RFQs or RFPs are recommended when practical.

2.## Exemptions from Chapter __.

Purchases are exempt from the requirements of this chapter if:

- (a) An emergency requires that an order be placed with the nearest available source of supply, service or equipment;
- (b) Reasonable attempts have been made to obtain informal bids or proposals, and less than three (3) proposals can be obtained.
- (c) Equipment, supplies or nonprofessional services are unique, available only from one (1) source, or sought to match existing equipment or supplies already in use (also known as a "sole source" purchase);
- (d) Equipment, supplies or nonprofessional services have been uniformly adopted or otherwise standardized in the District. In this case, evidence for the standardization shall be documented and maintained as a public record and approved by the Purchasing Officer before the purchase and then at least once every five (5) years;
- (e) The purchase is made cooperatively with one (1) or more other units of government through cooperative purchasing programs substantially the same as the District's;
- (f) When in the opinion of the Purchasing Officer the equipment, supplies and nonprofessional services are available from a vendor who has been selected as the lowest bidder within the prior twelve (12) months by another public entity using competitive bidding procedures substantially the same as those used by the District for the acquisition of such equipment or supplies (sometimes called "piggybacking");
- (g) The purchase of used supplies or equipment;
- (h) Contracts for professional witness services if the purpose of such contracts is to provide for professional advice services or testimony relating to an existing or probable judicial proceeding in which the District is or may become a party;
- (i) Agreements negotiated and/or prepared by the General Counsel or special counsel in connection with the settlement of a dispute, claim, or matter of litigation or threatened litigation;

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- (j) Contracts to commission original works of art, and for fine art or entertainment;
- (k) The purchase of books, magazines, newspapers, subscriptions, online library reference services, film, videos, and assorted materials for which contracts by competitive bid solicitation are not practical;
- (l) Specialized seminar, training, and educational classes;
- (m) Contracts for legal services;
- (n) Contracts for procuring and maintaining insurance policies.

ARTICLE 3.

INFORMAL BID PROCEDURES FOR EQUIPMENT, SUPPLIES FROM \$20,000 TO \$100,000 AND NONPROFESSIONAL SERVICES COSTING FROM \$10,000.00 TO \$100,000

3.#3 Purchase authorization.

Purchases of supplies, equipment estimated to cost between \$20,000.00 and \$100,000.00 and nonprofessional services estimated to cost between \$10,000.00 and \$100,000.00 shall be made pursuant to the procedures in this Article.

3.## Quotations—Notice of invitation—Responses.

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

3.## Quotations—Submission in writing—Recordkeeping.

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

3.## Quotations—Rejection.

Quotations or proposals may be rejected if:

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

3.## Award of purchase.

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

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

3.## Form of contract.

Purchase orders shall be used and approved by the Purchasing Officer to award the purchase of equipment and supplies costing between \$20,000 and \$100,000. Either the Purchasing Officer or General Counsel may, however, require a different form of contract depending on unique circumstances. Contracts shall be used to award the purchase of nonprofessional services costing between \$10,000 and \$100,000 shall be signed by the General Manager.

ARTICLE 4.

FORMAL BIDDING PROCEDURES FOR EQUIPMENT, SUPPLIES AND NONPROFESSIONAL SERVICES COSTING MORE THAN \$100,000.00

4.## Purchase requirements.

Purchases of equipment, supplies, and nonprofessional services estimated to be more than \$100,000 shall be by written contract with the lowest responsible, responsive bidder pursuant to the procedures prescribed in this article.

4.## Bids—Notice of invitation and submission.

- (a) Notices inviting bids or requesting proposals shall include, but not be limited to, the following:
 - (1) General description of the equipment, supplies or nonprofessional services to be purchased;
 - (2) Location where bid form blanks and specifications may be obtained;
 - (3) Time and place assigned for the opening of sealed bids;
 - (4) Type and character of bidder's security required, if any;
 - (5) Location and deadline for submission of bids;
 - (6) Form of contract; and
 - (7) Insurance requirements.
- (b) Notices inviting bids or requesting proposals shall be published on the District's web site, eBid or other recognized bidding sites or listserv.
- (c) Sealed bids or proposals shall be identified as such and submitted by the closing date and time.

4.## Bids—Security requirement.

Bidder's security may be required when deemed necessary by the Purchasing Officer. Unsuccessful bidders shall be entitled to return of bid security. A successful bidder shall forfeit bid security upon refusal or failure to execute a contract within fifteen (15) days after notice of award of that contract, unless the District is responsible for the delay. The contract may be awarded to the next lowest responsible, responsive bidder upon the refusal or failure of the successful bidder to execute the contract within such time.

4.## Bids—Opening and retention.

Sealed bids shall be opened at the date and time stated in the notice inviting bids or requesting proposals. A tabulation of all bids received shall be available for public inspection until the award of a contract. All bids and tabulation shall be retained on file in accordance with the District's records retention policy.

4.## Bids—Rejection.

Rejections may occur for:

- (a) Any bid that fails to meet the bidding requirements in any respect; or
- (b) All bids, for any reason whatsoever, and may readvertise for new bids.

4.## Contract award.

Contracts shall be awarded to the lowest responsible, responsive bidder, except that if at the time of bid opening, two (2) or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-noticing for bids, then the lowest bid obtained through subsequent negotiation with the tie bidders may be accepted.

4.## Purchase authorization.

For purchases more than \$100,000, Board award of the contract by resolution is required.

4.## Requiring bond of successful bidder.

A performance bond or a labor and material bond, or both, may be required as a condition to executing a contract with the District in such amounts as the Purchasing Officer determines appropriate to protect the best interests of the District. The form and amounts of such bond(s) shall be described in the notice inviting bids.

4.## Determining lowest responsible, responsive bidder.

In addition to the bid or quotation price, criteria for determining the lowest responsible and lowest responsive bid or quotation, may include, but not limited to, the following:

- (a) Character, integrity, reputation, judgment, experience and efficiency of the bidder (this may include an analysis of previous work performed for the District or others);
- (b) Ability of the bidder to provide the supplies, equipment or services as specified, within the time specified, without delay or interference, and in a satisfactory manner;
- (c) Ability of the bidder to provide future maintenance, service, repair parts and replacement of purchased equipment or supplies;
- (d) Compliance by the bidder with Federal laws, executive orders and State statutes governing nondiscrimination in employment; and
- (e) Results of any evaluation relating to performance or price, such as testing, life-cycle costing, and analysis of service, maintenance and technical data.

ARTICLE 5.
PROFESSIONAL SERVICES

5.## Request for proposals and request for qualifications.

An RFP or RFQ process is found to be an effective and efficient way to procure professional services. Procurement of professional services shall be based on proposals solicited from capable professionals and be evaluated based on a combination of factors including education, training, experience and demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.

5.## Form of contract.

All contracts for professional services shall be in the form of consulting contracts for professional services prescribed by the General Attorney.

5.## Professional services purchases less than \$10,000—RFP and RFQ not required.

Purchases of professional services estimated to cost less \$10,000 are encouraged but not required to comply with the RFP or RFQ process and do not require a contract.

5.## Professional services contracts between \$10,000 and \$100,000—RFP or RFQ required.

Contracts for professional services estimated to cost between \$10,000 and \$100,000 may be awarded by the General Manager. Proposals from at least three (3) firms shall be requested. In specific circumstances, it may be determined that services will best be provided by a specific consultant or contractor with contract terms, work scope and compensation to be determined based on direct negotiations. These instances must be justified in writing and approved (recommended?) by the Board?

5.## Professional services contracts exceeding \$100,000.00—RFP or RFQ and Board approval required.

Contracts for professional services estimated to cost more than \$100,000 shall be awarded pursuant to the following procedures:

- (a) Board award of the contract is required.
- (b) Cost will not be the sole criterion in selecting the successful bidder.
- (c) Contracts for professional services shall use a qualifications-based selection process as described in subdivision (a) of § 4527 of the California Government Code and negotiated as described in § 4538 of the California Government Code.

- (d) Service proposals will be evaluated based on a combination of relevant factors including those in subdivision(a) of § 4527 of the California Government Code and that results in the best value to the District.
- (e) The selection will be based on demonstrated competence and on the education, training and experience and professional qualifications necessary for the satisfactory performance of the services required.
- (f) If it is determined that it is in the best interest of the District for services to be provided by a specific consultant or contractor—with contract terms, work scope and compensation to be determined based on direct negotiations—justification made in writing and the contract shall be approved only by the Board.

5.## Competitive bidding instead of RFQ or RFP.

An RFQ or RFP is not required where the Purchasing Officer determines that the professional services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest.

ARTICLE 6.

SURPLUS SUPPLIES AND EQUIPMENT

6.## Disposition of surplus equipment and supplies.

All District divisions shall submit to the Purchasing Officer, at such times and in such form as the Purchasing Officer shall prescribe, reports showing all supplies and equipment that are no longer used or that have become obsolete or worn out. The Purchasing Officer shall have the authority to dispose of all supplies and equipment which cannot be used by any District division or that have become unsuitable for District use and shall have the authority to exchange the same for, or trade in the same on, new supplies and equipment. Disposition of such surplus supplies and equipment shall be made in a commercially reasonable manner as approved by the Purchasing Officer using reasonable discretion. Surplus supplies and equipment may also be donated to nonprofit, charitable or governmental agencies.

End

ORDINANCE O2015-02

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AMENDING DISTRICT CODE CHAPTER 4, PURCHASING AND BIDDING PROCEDURES

The Board of Directors of the Rancho Murieta Community Services District hereby ordains as follows:

Section 1. Purpose and Authority. The purpose of this ordinance is to revise and clarify the District's policies, procedures and bidding regulations governing purchases of supplies, materials, equipment and personal services and public works contracting by the District as currently set forth in chapter 4 (Purchasing and Bidding) of the District Code and District Policy No. 2009-03 (Procedures for Bidding, Construction and Acceptance of District Public Works). This ordinance is adopted pursuant to Government Code sections 61060, 61063, Public Contract Code section 22050, and other applicable law.

Section 2. Amendment. Chapter 4 of the District Code is hereby amended to read as follows:

Section 1.00 General Provisions

1.01 Purpose: The purpose of this Code is to establish efficient procedures for the purchase of supplies, materials, equipment, and services, and for letting construction contracts consistent with state law.

1.02 Administration of Code: The General Manager shall administer the regulations contained in this Chapter and shall take steps as are reasonable and proper to ensure compliance with this Chapter.

1.03 Additional Procedures: The General Manager may establish and maintain administrative regulations and standards that implement the provisions of this Chapter, including, but not limited to:

- a. Procedures for inspecting deliveries of supplies, materials and equipment and for evaluating the provision of general or professional services;
- b. Procedures for submitting requisitions for supplies, materials, equipment, and services by District employees; and
- c. Procedures for the control and safeguarding of District supplies, materials, and equipment and the maintenance of an inventory system for such supplies, materials, and equipment.

The General Manager shall submit the proposed administrative regulations to the Board for approval, and, if approved, shall thereafter carry out and enforce such regulations and standards.

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

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

Section 2.00 Definitions

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

- 2.01 Bidder's List: List of prospective suppliers, vendors and qualified contractors capable of providing the commodity or service being bid upon, maintained by the General Manager.
- 2.02 Board: Board of Directors of the Rancho Murieta Community Services District.
- 2.03 Commodity: Supplies, materials, equipment, and other tangible personal property appropriate for the reasonable operation of the District.
- 2.04 Competitive Bidding: The formal or informal submission, or receipt, of verbal or written estimates or cost proposals in terms of dollars, man days of work required, percentage of construction cost, or any other measure of compensation whereby the District may compare prices and other relevant criteria. The competitive bidding process typically involves the submission of offers by bidders pursuant to a public notice inviting bidders to provide the District with a specified commodity or service, or to purchase District personal property which has been found by the Board not to be required for public use, and which offers are submitted under seal or by voice at a public auction.
- 2.05 Construction Contract: Public works contract for the construction or completion of any building, structure or improvement, or a contract for the furnishing of materials and supplies for such work that is subject to the regulations contained in Public Contract Code sections 20680 to 20683.
- 2.06 District: Rancho Murieta Community Services District.
- 2.07 Force Account: Any work performed by District employees, or day's labor under District supervision or superintendence.
- 2.08 General Services: Services that do not require any unique skill, special background, or training and involve routine, recurring, and usual work for the continued operation and maintenance of the District. General services include the provision of telephone, gas, water, electric, light and power services and rentals of equipment and machinery.
- 2.09 Open Market: Purchase of a Commodity or services that does not require the solicitation of competitive sealed bids for awarding to the lowest responsible bidder.
- 2.10 Professional Services: Services performed by an attorney, physician, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm,

computer or information technology consultant, or other consultant or organization possessing a high degree of technical and professional skills and that require specific skills, experience and training, and professional judgment.

Section 3.00 General Manager Authority

3.01 Powers and Duties of General Manager: The General Manager shall, under the direction of the Board and in compliance with the provisions of this Chapter and applicable state law:

- a. Purchase or contract for all Commodities, construction work, or General and Professional Services required by the District in amounts or estimated amounts of up to \$25,000 or less and sign such contracts.
- b. Submit to the Board, for review and approval, all Construction Contracts and contracts for the purchase of Commodities or retention of General or Professional Services in amounts or estimated amounts exceeding \$25,000. After approval by the Board, the General Manager may sign such contracts on the District's behalf.
- c. Dispose of property pursuant to Section 8.
- d. In consultation with District counsel, develop standard forms and specifications for invitations to bid and related bid documents, purchase orders, Construction Contracts, and contracts for General or Professional Services, and prescribe the use of other forms and procedures as may be required to carry out the provisions of this Chapter.
- e. Supervise the inspection of all Commodities and services purchased under this Chapter to assure conformance with District specifications.
- f. Maintain up-to-date Bidder's List, vendor's catalogs, files, and such other records as needed to perform these duties.
- g. Ensure that purchasing specifications are written to encourage full competition.
- h. Perform such other tasks as may be necessary or appropriate to administer the provisions of this Chapter.

3.02 Delegation of Responsibility: The General Manager may delegate the duties and responsibilities assigned by this Chapter to his or her designee, as the General Manager deems proper.

Section 4.00 Emergency Purchases and Contracting

4.01 Determination of Emergency: The authority to declare the existence of an emergency, including but not limited to emergencies described in Government Code sections 8558 and 54956.5 and Public Contract Code section 1102, generally resides with the Board. When urgent circumstances preclude taking the time for such determination by the

Board, the General Manager may declare the existence of an emergency subject to ratification of the Board at its next Board meeting.

- 4.02 Authority of General Manager: In cases of emergency as determined by the Board or General Manager as set forth in Section 4.01 above, when repair or replacements are necessary to permit the continued operation of the District, or to avoid danger to life or property, the General Manager may replace or repair any District building, structure, equipment or facility, purchase or contract for the necessary Commodities and General or Professional Services, and take any other related and immediate action necessary or appropriate to respond to the emergency without complying with the Competitive Bidding requirements in Section 6 of this Chapter.
- 4.03 Delegation of Authority by General Manager: If the General Manager is unavailable to take the actions described in Section 4.02 above, the department or division supervisor or acting supervisor in need of emergency Commodities or General or Professional Services may make the necessary purchases, securing competitive quotations whenever possible. The supervisor may issue a verbal order to a vendor as necessary to resolve the immediate hazard. The supervisor must notify the General Manager of his or her actions as soon as reasonably possible.
- 4.04 Board Notification and Approval: The General Manager shall promptly report to the Board the emergency actions taken and the circumstances surrounding such emergency.

If the General Manager approves a Construction Contract without giving public notice for bids where it would normally be required, he or she shall inform the Board of Directors no later than seven days after the action, or at the Board's next regularly scheduled meeting, if that meeting will occur no later than 14 days after the action, and every regularly scheduled Board meeting thereafter until such emergency action is terminated. Following notice to the Board by the General Manager, the Board must decide whether to approve, by a four-fifths vote, the continuation of such emergency work. If the Board does not allow the emergency action to continue, the General Manager shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice inviting bids for the emergency work.

- 4.05 Delegation of Emergency Construction Contract Authority: Pursuant to Public Resources Code section 22050(b)(1), the Board delegates to the General Manager the authority to order emergency Construction Contract action under Public Contract Code section 22050(a).

Section 5.00 Commodities, General Services and Construction Contracts of \$25,000 or Less

- 5.01 Commodities and General Services: For a purchase of Commodities or contract for General Services in an amount or estimated amount of \$25,000 or less, the General Manager may make the purchase or approve the contract on the Open Market by seeking the most favorable terms and price either through negotiation, comparative

pricing or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances.

- 5.02 Construction Contracts: The General Manager may approve a Construction Contract without Competitive Bidding when the cost of such work does not exceed \$25,000. The General Manager shall seek the most favorable terms and price through negotiation, comparative pricing or informal Competitive Bidding as the General Manager deems most appropriate in the circumstances.

Alternatively, the District may perform the construction, reconstruction, erection, alteration, renovation, improvement, or repair of any building, structure, or facility owned, leased, or operated by the District by Force Account.

- 5.03 Availability of Funds: The General Manager may authorize a purchase or contract under Section 5.01 or 5.02 above only if there are unexpended funds available in the District budget for the purchase or to pay the costs of such contract. If there are no unexpended funds within the approved District budget, then the purchase or contract must be authorized by the Board.

- 5.04 Change Orders and Contract Amendments: The General Manager may negotiate, approve and sign change orders and contract amendments, provided the sum of all amendments does not exceed the approved contingency amount for that specific contract. Any change order or contract amendment that exceeds the approved contingency amount shall require Board approval.

Section 6.00 Commodities, General Services and Construction Contracts in Excess of \$25,000

- 6.01 Competitive Bidding Required: A purchase of Commodities, a contract for General Services, or a Construction Contract in an amount or estimated amount exceeding \$25,000 shall be made pursuant to the Competitive Bidding requirements set forth in this Section 6, unless one of the following exceptions applies:

- a. Commodities or General Services can be obtained from only one vendor, manufacturer, distributor, or service provider as described in Section 6.06 below;
- b. Purchases made through the California Department of General Services;
- c. Emergency purchases or work as described in Section 4 of this Chapter;
- d. For Commodities or General Services, the General Manager determines that Competitive Bidding would not be advantageous or in the best interests of the District and recommends a single vendor/provider purchase or contract to the Board for approval; or
- e. For Commodities or General Services, the Board determines or directs otherwise.

6.02 Bidding Procedures: The bidding procedures are as follows:

- a. Notice Inviting Bids: The General Manager, or his or her designee, shall prepare a notice inviting bids for the purchase or contract that includes a general description of the supplies, materials, equipment to be purchased (including, if appropriate, bid specifications) or the General Service or construction work to be performed, the deadline for receipt of sealed bids, and the time and place for the bid opening.
- b. Publication of Notice: For Commodities and General Services, the notice inviting bids shall be posted in three public places in the District, distributed to prospective suppliers, vendors, and contractors on the Bidder's List, and otherwise distributed as the General Manager deems appropriate. For Construction Contracts, the notice inviting bids shall be published as required by Public Contract Code section 20682 or 20682.5.
- c. Bid Security: When the General Manager deems appropriate, a bidder's security may be required for the purchase of Commodities and General Services in a form and amount as determined by the General Manager. If a bidder's security is required, the bidder security requirement shall be set forth in the notice inviting bids. Bids that are delivered without the required bid security shall not be considered by the District.

All bids for Construction Contracts must be sealed and be accompanied by a bidder's security as required by Public Contract Code section 20683.

- d. Bid Opening: At the time and place for the bid opening, the bids shall be opened in public. The General Manager shall tabulate all bids received and keep them open for public inspection for a period of not less than 30 calendar days after the bid opening. At the next Board meeting following the opening of bids, the General Manager shall present the bids to the Board.
- e. Lowest Responsible Bidder: The District will only consider bidders who submit a complete and fully responsive bid. The General Manager shall make a recommendation to the Board on an award to the lowest responsible responsive bidder. In its discretion, the Board may award the contract to the lowest responsible responsive bidder, reject all bids and re-advertise for bids, or reject all bids and not proceed with the purchase or contract. Additionally, for Commodities and General Services, the Board may reject all bids and direct that an Open Market purchase be made, provided the price paid on the Open Market shall not exceed the bid of the lowest responsible responsive bidder. The Board may waive any irregularity or informality in any bid.

In determining the lowest responsible responsive bidder, price alone shall not be the determinative factor, but shall be considered along with other factors including, but not limited to, the ability of the bidder to deliver or perform the work, availability of the Commodities or services required, prior work experience, location of the vendor or service provider, and any other factors relating to the

particular needs of the District for the Commodities to be purchased or the General Services or construction work required.

Upon an award to the lowest responsible responsive bidder, the security of an unsuccessful bidder, if any, shall be returned within a reasonable amount of time, but in no event shall the District hold the security beyond 60 days from the time the award is made.

6.03 Forfeiture of Bid Security: Upon award to the lowest responsible responsive bidder, if the successful bidder fails to proceed with the sale to the District or enter into a contract with the District within 10 days from the date of the award, the bidder shall forfeit the bid security.

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

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

The Board shall issue a prompt decision on the protest. If the Board determines that a protest is frivolous, the bidder submitting the protest may be determined to be irresponsible and be deemed ineligible for future contract awards as described in Section 6.05 below.

The procedure and time limits set forth in this Section are mandatory and are the bidder's sole and exclusive remedy in the event of a bid protest. Failure to timely comply with these procedures will constitute a waiver of any right to further pursue the bid protest, including filing a petition for writ of mandate, Government Claims Act claim, or other lawsuit or legal proceeding.

6.05 Rejection of Irresponsible Bidder: The General Manager may declare a bidder to be irresponsible for the following reasons:

a. Failure to furnish satisfactory proof of responsibility when requested by the District;

- b. Unsatisfactory delay in the performance of a contract or purchase order;
- c. Unsatisfactory performance of a contract or purchase order;
- d. Submittal of a frivolous bid protest as described in Section 6.04 above; or
- e. Violations or attempted violations of this Chapter.

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

6.06 Single Vendor or Provider Purchases: When the District requires Commodities or General Services that can be obtained or purchased from only one vendor, manufacturer, distributor authorized to sell within the District, or service provider, the General Manager may conduct negotiations with such vendor, manufacturer, distributor, or service provider to secure the most favorable terms and price without complying with the requirements of Sections 6.01 and 6.02 above. All single vendor/provider purchases shall be supported by written documentation indicating the facts and nature supporting the determination that the single vendor/provider purchase is appropriate in the circumstances. All single vendor/provider purchases in an amount or estimated amount exceeding \$25,000 require Board approval.

6.07 Special Commodities: When the District requires special supplies, materials, or equipment that must be compatible with existing District equipment, or that must perform complex or unique functions, or that are otherwise patented or proprietary, the General Manager, in consultation with the department or division supervisor, may limit bidding to a specific product type or brand name product.

Bidders who submit alternative products or brand names are responsible for demonstrating, to the District's satisfaction, that the proposed alternative product is equal in quality and performance to those specified in the bid documents.

6.08 Splitting of Transactions Unlawful: The District shall not split requirements for Commodities, General Services, and Construction Contracts into amounts or estimated amounts of less than \$25,000 to avoid the provisions of this Section 6.

Section 7.00 Contracts for Professional Services

7.01 Factors to Consider: A Professional Services contract shall be awarded only to firms and persons who have demonstrated an adequate level of experience, competence, training, credentials, character, integrity, reputation, financial responsibility, resources, equipment, staffing, and other professional qualifications necessary to competently perform the services required by the District in the time period and price stated. The

cost of service shall not be the determinative factor, as it may be in the District's best interest to award the Professional Services contract to a higher-priced consultant based on the scope of services, availability, unique skills, staffing levels, timing, prior experience, familiarity with District operations, and other information as determined by the District. The information required for determining the qualifications for providing the District with such services shall be developed by the department or division supervisor requiring the professional services, in consultation with the General Manager.

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

- 7.02 Contracts for \$25,000 or Less: For Professional Service contracts in an amount or estimated amount of \$25,000 or less, the General Manager may negotiate, approve and sign the Professional Services contract through negotiation, comparative pricing or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances.

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

- 7.03 Contracts Exceeding \$25,000: A contract for Professional Services in an amount or estimated amount exceeding \$25,000 shall be made pursuant to the solicitation procedures as follows:

- a. Request for Proposal/Qualifications: The General Manager, or his or her designee, shall prepare a request for proposal/qualifications ("RFP/Q") that describes the Professional Services needed, the required minimum qualifications, any required pre-proposal conferences, the requirement that the proposal be sealed, the deadline for submitting the proposal/qualifications, and the place and time for making the submission.
- b. Selection of Consultant: The General Manager, in consultation with the department or division supervisor requiring the Professional Services, shall review all proposals received in compliance with the RFP/Q requirements and may conduct follow-up interviews with the most qualified consultants. The proposals need not be opened in public. At the next Board meeting following the opening of proposals, the General Manager shall present the proposals to the Board.
- c. Award of Contract: The General Manager shall make a recommendation to the Board on an award to the most qualified proposal based on the factors described in Section 7.01 above. In lieu of the RFP/Q process, if the General Manager determines that the process would not be advantageous or in the best interests of

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

- 7.04 **Contract Amendments:** The General Manager may negotiate and execute Professional Services contract amendments, provided the sum of all amendments does not exceed the approved contingency amount for that specific contract. Any contract amendment that, in addition to the approved contingency amount shall require Board approval.

Section 8.00 Disposal of District Property

- 8.01 **Disposal of Surplus Real Property:** The General Manager shall dispose of real property that the Board has determined to be no longer necessary for the District's use in compliance with the requirements set forth in Government Code sections 54220 through 54233 and as otherwise directed by the Board.

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

Section 3. Supersede. This ordinance supersedes existing District Code chapter 4, the ordinances that adopted and amended chapter 4, District Policy No. 2009-03, and all prior inconsistent District ordinances, resolutions, policies, rules, and regulations concerning the subject matter of this ordinance.

Section 4. Effective Date. This Ordinance shall take effect 30 days after its adoption.


Section 5. Severability. If any section or provision of this Ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this Ordinance are declared to be severable.

Section 6. Publication. The District Secretary is directed to prepare and publish a summary of this ordinance once, with the names of the members voting for and against the ordinance, in a newspaper published in the District within 15 days after the adoption of this ordinance.

INTRODUCED by the Board of Directors on the 15th day of July, 2015.


PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 19th day of August, 2015 by the following 4/5ths roll call vote:

AYES: Pasek, Ferraro, Gumbinger, Martel, Pecotich
NOES: None
ABSENT: None
ABSTAIN: None



Gerald Pasek
President, Board of Directors

Attest:



Suzanné Lindenfeld
District Secretary

Cal Gov Code § 61045

Deering's California Codes are current through the 2023 Extra Session Ch 1, 2023 Regular Session Ch. 261.

Deering's California Codes Annotated > GOVERNMENT CODE (§§ 1 — 50000–500049) > Title 6 Districts (Divs. 1 — 6) > Division 3 Community Services Districts (Pts. 1 — 7) > Part 2 Internal Organization (Chs. 1 — 5) > Chapter 3 Board of Directors (§§ 61040 — 61048)

§ 61045. Quorum; Actions; Majority vote required; Minutes; Records required; Adoption of rules or bylaws and policies

- (a) A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.
- (b) The board of directors shall act only by ordinance, resolution, or motion.
- (c) Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action.
- (d) The minutes of the board of directors shall record the aye and no votes taken by the members of the board of directors for the passage of all ordinances, resolutions, or motions.
- (e) The board of directors shall keep a record of all its actions, including financial transactions.
- (f) The board of directors shall adopt rules or bylaws for its proceedings.
- (g) The board of directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies required by this division.

History

Added [Stats 2005 ch 249 § 3 \(SB 135\)](#), effective January 1, 2006.

Annotations

Notes

Note—

[Stats 2005 ch 249](#) provides:

SEC. 9. This act is based on the recommendations of the Working Group on Revising the Community Services District Law, convened by the Senate Committee on Local Government.

Research References & Practice Aids

Cal Gov Code § 61045

Hierarchy Notes:

[Cal Gov Code Title 6, Div. 3](#)

[Cal Gov Code Title 6, Div. 3, Pt. 2](#)

[Cal Gov Code Title 6, Div. 3, Pt. 2, Ch. 3](#)

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[Cal Gov Code § 61063](#)

Deering's California Codes are current through the 2023 Extra Session Ch 1, 2023 Regular Session Ch. 261.

Deering's California Codes Annotated > GOVERNMENT CODE (§§ 1 — 500000–500049) > Title 6 Districts (Divs. 1 — 6) > Division 3 Community Services Districts (Pts. 1 — 7) > Part 2 Internal Organization (Chs. 1 — 5) > Chapter 5 General Powers (§§ 61060 — 61070)

§ 61063. Purchase of materials, equipment and supplies; Contracts to provide projects, services and programs

- (a) Each district shall adopt policies and procedures, including bidding regulations, governing the purchasing of supplies and equipment not governed by Article 43 (commencing with [Section 20680](#)) of [Chapter 1 of Part 3 of the Public Contract Code](#). Each district shall adopt these policies and procedures by rule or regulation pursuant to Article 7 (commencing with [Section 54201](#)) of Chapter 5 of Division 2 of Title 5.
- (b) A district may request the State Department of General Services to make purchases of materials, equipment, or supplies on its behalf pursuant to [Section 10298 of the Public Contract Code](#).
- (c) A district may request the purchasing agent of the principal county to make purchases of materials, equipment, or supplies on its behalf pursuant to Article 7 (commencing with [Section 25500](#)) of Chapter 5 of Division 2 of Title 3.
- (d) A district may request the purchasing agent of the principal county to contract with persons to provide projects, services, and programs authorized by this division pursuant to Article 7 (commencing with [Section 25500](#)) of Chapter 5 of Division 2 of Title 3.

History

Added [Stats 2005 ch 249 § 3 \(SB 135\)](#), effective January 1, 2006.

Annotations

Notes

Note—

[Stats 2005 ch 249](#) provides:

SEC. 9. This act is based on the recommendations of the Working Group on Revising the Community Services District Law, convened by the Senate Committee on Local Government.

Research References & Practice Aids

Cal Gov Code § 61063

Hierarchy Notes:

[Cal Gov Code Title 6, Div. 3](#)

[Cal Gov Code Title 6, Div. 3, Pt. 2](#)

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DISTRICT OPERATIONS REPORT
October 26, 2023

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Grants & Loans Active	SRF Planning Grant Springfield: Springfield Planning Grant – The California Department of Fish and Wildlife, Incidental Take Permit Application has been deemed complete. The Financial Packet is complete and under review by Division of Financial Assistance (DFA). Technical, Design and Environmental packets are close to completion.	October 2023
Pajaro Park	The Board and Staff are considering Operations funding. Staff have contacted Monterey County for cash disbursement of \$59,000. Pajaro Park Committee to Attend Board of Supervisor’s meeting first quarter next year.	October 2023
Generator Project	Quinn Staff is working with District staff in ensuring all generators are exercising and running properly. A problem was discovered with the Pajaro generator, most likely flood related. The Pajaro generator has been working properly.	October 2023
Hazard Mitigation Plan	The Local Hazard Mitigation Plan has been officially adopted by FEMA on April 5, 2023. Final invoice has been reimbursed. Close-out documentation has been submitted to CalOES for review.	No Report
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen and Giberson Roads. Request for funds is in progress via a new funding source. Resolution for new Funding Agreement. Funding agreement has been executed; staff submitted request for reimbursement October 2022-June 2023 \$84,600.	October 2023
ACWA JPIA 2023 Wellness Grant	Staff have been awarded a \$360 Grant from ACWA JPIA towards an employee wellness awareness meeting or standing desk converter.	No Report
LIHWAP	The District has received \$47,406 to date from LIHWAP.	October 2023
Tank Replacement/Rehab Grant Project	Presented the District needs to State Water Boards-Division of Financial Assistance (DFA). DFA will review needs and direct us to the correct funding programs, State Revolving Fund or Urgent Water Needs Funding Program.	No Report
Pajaro Long-term Recovery	Working with Monterey County Department of Emergency Management to replace Pajaro Park field and play area turf. Also, to add more benches, tables and shaded areas.	October 2023

DISTRICT OPERATIONS REPORT
October 26, 2023

Current Water System Repairs	<p>Blackie Road #18 WS:</p> <p>Moss Landing Harbor WS:</p> <ul style="list-style-type: none"> • Water leak repair on Potrero and Laguna Place • Well #1 pump and motor have been pulled and has been videoed, waiting on Maggiora to bail out the food grade oil. <p>Normco WS:</p> <ul style="list-style-type: none"> • Agee to repair well/tank communication • In the process of switching from 30% to 50% caustic soda <p>Pajaro WS:</p> <ul style="list-style-type: none"> • Welcome to Pajaro sign has been removed for repairs <p>Springfield Road WS:</p> <ul style="list-style-type: none"> • Well/pump shed roof repair <p>Sunny Mesa WS:</p> <p>Vega #01 WS:</p> <ul style="list-style-type: none"> • Oakleaf altitude valve repair • Andreas faulty booster pump #1 causing pressure issues to 6 customers, pump to be replaced, currently utilizing booster pump #2 <p>Vierra Estates WS:</p> <ul style="list-style-type: none"> • Water leak on Via Guiseppe 	October 2023
Sunny Mesa Sewer	The district is holding monies that are to be refunded to the original Sunny Mesa Sewer customers. Balance Sheet Account #2320-Amount \$29,169.90. Staff is currently reviewing, and has spoken to Bianchi, Kasavan, and Pope for their opinion and assistance if needed.	No Report

Usage Comparison in Gallons
2022-2023

Water Systems	Sep-20	Sep-21	Sep-22	Sep-23
Pajaro	8,195,088	6,906,284	6,808,296	5,966,048
Normco	3,236,596	2,831,928	2,645,676	2,494,580
Sunny Mesa	2,962,080	2,816,968	2,197,624	3,170,772
Moss Landing	2,122,824	2,298,604	2,432,496	2,324,784
Vega	1,496,748	1,283,568	1,264,868	1,095,820
Vierra Estates	398,684	316,404	347,072	285,736
Springfield (pumped)	640,886	601,392	487,696	402,424
Langley/Valle Pacifico	302,192	296,956	290,224	218,416
Blackie	281,996	228,888	218,416	248,336
District Total	19,637,094	17,580,992	16,692,368	16,206,916

Water Systems	Sep-22	Sep-23	Percentage	
Pajaro	6,808,296	5,966,048	↓	-12.4%
Normco	2,645,676	2,494,580	↓	-5.7%
Sunny Mesa	2,197,624	3,170,772	↑	44.3%
Moss Landing	2,432,496	2,324,784	↓	-4.4%
Vega	1,264,868	1,095,820	↓	-13.4%
Vierra Estates	347,072	285,736	↓	-17.7%
Springfield (pumped)	487,696	402,424	↓	-17.5%
Langley/Valle Pacifico	290,224	218,416	↓	-24.7%
Blackie	218,416	248,336	↑	13.7%
District Total	16,692,368	16,206,916	↓	-2.9%