

# **PAJARO/SUNNY MESA**

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

P. 1

## **AGENDA**

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

MARCH 26, 2020  
5:30 P.M.

### **Notice of Teleconferenced Meeting**

Pursuant to Governor Newsom's Executive Order N-25-20 regarding COVID-19, members of the Pajaro/Sunny Mesa Community Services District Board of Directors and staff may participate in this meeting by teleconference. To reduce the spread of COVID-19, members of the public are encouraged to listen to the meeting from their homes via teleconference by calling **(425) 436-6355** and entering passcode **407147** and then the pound sign. You may also submit written comments in writing by 2:00 pm on March 26, 2020. Those attending the meeting in person will be required to maintain appropriate social distancing.

To submit a comment in writing, please email [info@pajarosunnymesa.com](mailto:info@pajarosunnymesa.com) and write "Public Comment" in the subject line. Include the item number and/or title of the item in the body of the email and your comments. If you would like the comment to be read out loud at the meeting (not to exceed three minutes), please write "Read Out Loud at Meeting" at the top of the email. All comments received by 2:00 pm will be emailed to the Board members and included as an "Add to Packet" on the District's website before the meeting. Those comments received after 2:00 pm will be added to the record of the meeting and shared with Board members after the meeting."

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

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

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

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL

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

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

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

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

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

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

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

**ACTION ITEMS**

Consent Agenda

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

1. DRAFT MINUTES OF FEBRUARY 27, 2020 REGULAR MEETING

Approval draft minutes

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

Roll Call Vote:

- o President Harry Wiggins \_\_\_\_\_
- o Vice President Michael Moore \_\_\_\_\_
- o Secretary Darlene Lamboley \_\_\_\_\_
- o Assistant Secretary Sanford Coplin \_\_\_\_\_
- o Treasurer Robert Moody \_\_\_\_\_

Old Business:

1. ELECTION OF BOARD OFFICERS 2020

The District's Counsel will conduct the election. The election is public. Any member of the Board may nominate themselves or any other member of the Board for any office. Nominations do not require a second to be effective. More than one person may be nominated for consideration for each office.

After nominations are concluded the Board may discuss the nominations. No person nominated need accept their nomination. Any member may decline their nomination and may or may not state a reason for declining.

Any member may speak to support or oppose any nomination. After discussion is concluded, the District's Counsel may call for a vote. After the vote is counted, the person with the most votes is elected however a minimum of three votes are required for election to an office. The election for each office is conducted separately. If a candidate receives less than three votes, for an office, the Board will vote again but with only the top two candidates from the first vote.

- Office: President
- Office: Vice President
- Office: Secretary
- Office: Assistant Secretary
- Office: Treasurer

Roll Call Vote:

- President Harry Wiggins \_\_\_\_\_
- Vice President Michael Moore \_\_\_\_\_
- Secretary Darlene Lamboley \_\_\_\_\_
- Assistant Secretary Sanford Coplin \_\_\_\_\_
- Treasurer Robert Moody \_\_\_\_\_

New Business:

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

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

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

Roll Call Vote:

- President Harry Wiggins \_\_\_\_\_
- Vice President Michael Moore \_\_\_\_\_
- Secretary Darlene Lamboley \_\_\_\_\_
- Assistant Secretary Sanford Coplin \_\_\_\_\_
- Treasurer Robert Moody \_\_\_\_\_

2. REVIEW AND MOTION TO APPROVE CHECKS

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

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

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

Roll Call Vote:

- o President Harry Wiggins \_\_\_\_\_
- o Vice President Michael Moore \_\_\_\_\_
- o Secretary Darlene Lamboley \_\_\_\_\_
- o Assistant Secretary Sanford Coplin \_\_\_\_\_
- o Treasurer Robert Moody \_\_\_\_\_

3. RESOLUTION 03-01-20 ADOPTING OF 2020 PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT DISCONTINUANCE OF RESIDENTIAL WATER SERVICE POLICY

- California Water Shutoff Protection Act. SB998 (Added by Stats. 2018, Ch. 891, Sec. 2. (SB 998) Effective January 1, 2019.) | [California Health and Safety Code §§ 116900 et seq](#)

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

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

Roll Call Vote:

- o President Harry Wiggins \_\_\_\_\_
- o Vice President Michael Moore \_\_\_\_\_
- o Secretary Darlene Lamboley \_\_\_\_\_
- o Assistant Secretary Sanford Coplin \_\_\_\_\_
- o Treasurer Robert Moody \_\_\_\_\_

4. MOTION TO APPROVE ROBERT DELOACH & ASSOCIATES INC. COMPENSATION PLAN ADDITIONAL SCOPE OF WORK

- Board requested additional work
- Copy of letter from DeLoach indicating cost for extra work is not to exceed \$550.00
- Board to approve of addition to original scope of work at a cost of \$5355.00, with a total not to exceed \$5905.00

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

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

Roll Call Vote:

- President Harry Wiggins \_\_\_\_\_
- Vice President Michael Moore \_\_\_\_\_
- Secretary Darlene Lamboley \_\_\_\_\_
- Assistant Secretary Sanford Coplin \_\_\_\_\_
- Treasurer Robert Moody \_\_\_\_\_

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

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

1. Generator Project
  - District did not receive responses to the advertised request for proposal
  - Staff is working with District Engineer on an alternate plan
2. Water Rate Study
  - NBS has submitted a proposal with new language required by Board
  - "Review possibility of adding remote read/ radio type meters"
3. District Operation: changes due to COVID-19 and "Shelter in Place" order
  - District office will remain open with strict guidelines
  - District Parks have been closed
  - Copies of notice at District Office and list of duties for Office
4. District Operations Report
5. Usage Comparison Report 2013/2020

**CLOSED SESSION:**

**A. Public Comments for Closed Session**

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

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

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

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

**B. Return to Open Session and Report out of Closed Session**

Any final action taken by the Board in closed session required under Government Code § 54957.1 will be reported in open session at this time.

**MOTION TO ADJOURN**

Next Board meeting date: \_\_\_\_\_  
 Motioned by: Director \_\_\_\_\_ Seconded by: Director \_\_\_\_\_  
 Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Motion passed: \_\_\_\_\_ Motion Failed \_\_\_\_\_ Motion Tabled \_\_\_\_\_

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

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:30 pm on February 27, 2020.

**ROLL CALL:** President Harry Wiggins  
Vice President Michael Moore  
Secretary Darlene Lamboley  
Assistant Secretary Sanford Coplin

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

**ABSENT DIRECTOR(S) & STAFF:** Treasurer Robert Moody

**DISTRICT COUNSEL:** Alan Smith

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

**PUBLIC IN ATTENDANCE:** None

**PUBLIC COMMENTS:** None

**SCHEDULED ITEMS:** None

## **Action Items**

1. Consider and approve of the Minutes from the January 23, 2020 regular Board Meeting

Motion was made by Director Moore and seconded by Director Lamboley to approve the regular Board Meeting Minutes of January 23, 2020. Motion carried.

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

## **OLD BUSINESS:**

1. Election of Board Officers 2020

Director Wiggins recommended to table the election of Officers. Election to be conducted in the next month meeting. All present members agreed.

2. Consider and approve Water Rate Study update: Technical Proposal from NBS

Director Wiggins asked General Manager Rosa the preferred effective date of implementation. General Manager Rosa would prefer fiscal year for implementation given this would facilitate the annual budget, but he can work with calendar year like he has done for the last five (5) years. General Manager Rosa discussed with Director Coplin that there

would be no change in Generator Project start date if implementation to Fiscal year was implemented.

Director Coplin suggested to add language to the proposal to indicate the installation of remote meter reading as one of the Capital Improvement projects. The Directors agreed to direct General Manager Rosa to add remote meter reading to the Capital Improvement Projects.

Motion made by Director Moore and seconded by Director Lamboley to approve the Technical Proposal from NBS with the addition of Remote Meter Reading to the Capital Improvement Projects and cost not to exceed \$40,000. Motion carried.

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

3. Consider approving the Employee Compensation Plan: Proposal from DeLoach and Associates, Inc

General Manager Rosa informed the Board that the Employee Compensation Plan will consider the employees salaries which current salaries take employees to 2015 median, the Plan will be integrated into the Water Rate Study.

There are three (3) components of the Plan are as follow;

- 1) Direct Wages/Salaries Comparison Survey and Review
- 2) Wages and benefits total compensation Survey and Review
- 3) Classification review

General Manager Rosa's recommendation is to complete component one (1) for the amount \$5,355.00 only and to indicate to Robert which Districts we would like researched for the Compensation Survey.

Motion made by Director Moore and seconded by Director Lamboley to approve moving forward with component one (1) with the request that Mr. DeLoach add Districts that are comparable/like to the District. Also, request a connection and employee count with vital statistic for selected District. The Board gives authority to General Manager Rosa to work with Appointed Committee. Motion carried.

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

**NEW BUSINESS:** (Action Items)

1. Consider approving the Draft Financial Reports for January 2020



Motion made by Director Wiggins and seconded by Director Moore to approve the January 2020 Financials. Motion failed

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

**MONTHLY EXPENDITURES REPORT FOR REVIEW**

**APPROVAL OF WARRANTS/CHECKS:**

2. Review and approve checks

1. General Fund 633: None
2. Operating Account: Check No. 24236 through Check No. 24281 for a total of \$178,959.34
3. Reserve Account: Total of \$18,933.08
4. Street Maintenance Account: Check No. 511 through Check No. 512 for a total of \$1,028.35
5. Pajaro Park Account: Total of \$2,256.50
6. COP 2010 Account: Check No. 844 for a total of \$34,623.08
7. Debt Service Reserve Account: Total of \$37,218.75

Motion was made by Director Moore, seconded by Director Coplin to approve all accounts for the months of January 2020. Motion carried.

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

3. Consider approving Wi-Fi at Pajaro Park

Director Moore clarified the request is not to decide whether or not to provide Wi-Fi at the Pajaro Park, rather is there interest from the District in moving forward with supporting an evaluation to install Wi-Fi at the Pajaro Park. Also, he reported that Together in Pajaro (TIP) is working with California State University Monterey and Loaves & Fishes Technology a non-profit in Monterey to provide free Wi-Fi to the patrons of the Pajaro Park.

Motion was made by Director Moore to explore what is necessary to bring Wi-Fi to Pajaro Park as long as it has minimal impact on the District. Motion failed.

Motion was made by Director Wiggins, seconded by Director Lamboley to approve District interest in supporting the community in bringing Wi-Fi to the Pajaro Park only if District Staff is not impacted. Motion carried.

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

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

1. Pajaro Park Committee Report: Sandy, Robert Moody
  - The District received the \$25,000 operations contribution from Monterey County, it will no longer be necessary to request the funds from the Monterey County.
  - Directors Coplin and Wiggins met with Supervisor Phillips to discuss the lack of communication from Monterey County Parks Director, Jim Rodems. The Supervisor does not see any urgency in acquiring funds to replace the turf at the Pajaro Park at this time.
  - Directors Coplin and Wiggins also discussed the possibility of utilizing cannabis funds toward park with Supervisor Phillips.
  
2. Tot-Lot Park
  - The District now owns and operates the Tot-Lot Park, as of 2/1/20. The community is happy to see District Staff at park.
  
3. District Vehicle Update
  - 2002 Chevrolet pickup was sold for \$2,300.
  - 2007 Chevrolet Trailblazer, terminal transmission failure and engine compartment fire caused \$6,000 in damage, sold the vehicle for \$500.
  - Contacted Directors Wiggins and Moore to discuss Trailblazer issue and need for new vehicle. A New vehicle 2020 Chevrolet Colorado Crew Cab 4WD for a cost of \$33,170.84 was purchased for General Manager Rosa but has not yet been delivered.
  
4. 2018-2019 Audited financials have been finalized
  - The District received bound and electronic copies of the finalized financials; they are available for review at the office.
  
5. Miller Trust Commercial Project – San Juan Road
  - The scoping meeting took place on February 20, 2020. General Manager Rosa attended the meeting representing the District and submitted four (4) comments on the Notice of Preparation. First comment was regarding annexation of the property, requesting the identification of the areas (parcels) that would need to be annexed

into the District boundaries. Second comment referenced fire flow, project includes addition of a well and storage tank, the District's water system includes water lines that could be utilized for fire flow. Third comment questioned the general plan criteria, project shows 1982 general plan requirements met, but it does not refer to current criteria. Last comment included the allowed water use of 10,000 gallons per day totaling 11-acre feet per year.

6. Generator Project – Request for Proposal (RFP)

- The Pre-submittal Meeting was held on February 13, 2020, no one attended. Staff received one inquiry from Rain for Rent.
- The Proposals were due today, February 27, 2020 at 2:00 pm. We did not receive any proposals. General Manager Rosa will contact Tom Yeager, District Engineer to discuss a more aggressive plan to Request for Proposal.

7. SB 998 Policy Draft

- Include in the packet is a draft of the policy for Board of Directors review.
- General Manager Rosa reached out to Castroville Community Services District (CCSD) General Manager Tynan for consent to utilize the CCSD's implemented policy for District's use. The policy was reviewed by CCSD's attorney and approved by CCSD's Board of Directors.

8. District Operations Report

Pajaro Grant

- Concrete ring wall has been installed and foundation has been poured. Site pipping is being installed to booster and tanks. Tank material should arrive on Tuesday 3/2/20. Overall project is progressing on schedule.

Springfield Planning Grant

- The final PER and 30% plans have been submitted to State. 1, 2, 3 TCP was not detected in the test well. Staff is working with Sacramento State to complete General Information, Technical and Financial Security Packages that are necessary for construction funding.

9. Usage Comparison Report 2013/2020

- Water usage was down in all systems except Moss Landing this month compared to January 2020

**Closed Session:**

A. Public Comments for Closed Session

No comment.

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

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

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

Closed session opened at 7:52 pm.  
Return to open session at 7:58 pm.

No final action taken.

**NEXT BOARD MEETING:**

The next Board meeting is to be held on Thursday, March 26, 2020 at 5:30 pm.

There being no further business, the regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:59 pm with motion made by Director Moore, seconded by Director Lamboley. Motion Carried.

Respectfully submitted by:

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Harry Wiggins, President

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Michael Moore, Vice President

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Judith Vazquez-Varela, Recorder

## FINANCIAL NOTES - February 2020

Account No:	Account Name:	Increase / Decrease	Description
<b>Income:</b>			
4001-4015	Total Income	-	Low usage due to winter season
<b>Expenses: Indirect</b>			
5140	Building Repair & Maintenance	+	Repairs to Springfield well site building
5255	Interest Expense	+	Payment to 2007 Loan Refinance
5270	Automotive- Repair & Maintenance	+	Major service & repairs to 2013 Chevy pickup
5400	Miscellaneous Expense	+	Down payment for new 2020 Chevy Colorado
<b>Expenses: Direct</b>			
5220	Water System Repair & Maintenance	+	Coastal Paving: asphalt/leak repairs at Normco, Moss Landing and Springfield
5265	Engineering Expenses	+	Emergency Generator Project engineering fees
6575	Vega Debt Service- Interest	+	Biannual interest payment
<b>Other Income:</b>			
4110	Hydrant Sales	+	High water usage for temporary hydrant meters

March 17, 2020

## Balance Sheet

Accrual Basis

As of February 29, 2020

Feb 29, 20

## ASSETS

## Current Assets

## Checking/Savings

1001 · SCCB - Operating Account	61,522.21
1002 · SCCB Reserve Account	231,962.06
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	198,526.76
1006 · SCCB-GF 633	99,632.20
1007 · SCCB - Debt Service Reserve	83,328.46
1032 · SCCB-COP Acct (aka Const. Acct)	121,795.53
1036 · PSM Pajaro Park Acct	97,115.59
1050 · Cash in County Treasury - DS	58,218.35
1051 · Cash in County Treasury - GF	112,037.24
1066 · Union Bank Vega 2303	149,101.45
1068 · Union Bank Vega 2301	141.52
1069 · Union Bank Vega-2302	10,507.74
1095 · Union Bank Wtr Bond-Res 2204	148,607.86
2201 · Union Bank-2015 Wtr Rfd Bd 2201	254.79

Total Checking/Savings	1,387,203.60
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## Accounts Receivable

1110 · Invoice Accounts Recv	3,493.14
1231 · Grants Receivable-A/R	734,407.89

Total Accounts Receivable	737,901.03
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## Other Current Assets

1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	191,597.41
1101 · Allowance for Doubtful Accounts	-8,990.09
1115 · Prepaid Expenses	507.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	949.14
1252 · Assessments Rec. - Street Maint	6,255.76
1253 · Assessments Rec. - Water bond	300,206.00
1253.1 · Assess Rec - Water Bond - Count	116.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65

Total Other Current Assets	475,340.31
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Total Current Assets	2,600,444.94
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## Fixed Assets

1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	253,942.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-44,861.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	134,443.43
1551 · A/D - District Office Building	-123,428.73
1555 · Office Equipment/Furniture	44,041.05
1556 · A/D - Office Equip/Furniture	-43,293.90
1557 · Equipment - Lighting	8,980.18
1559 · A/D - Lighting and Parks	-8,980.18
1560 · Electric Power to Sheds	2,598.59
1561 · A/D - Electric Power to Sheds	-2,599.00
1570 · Equipment - Pumping Plant	506,239.21
1571 · A/D - Equipment - Pumping Plant	-453,386.87
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,063,798.68
1590 · Meters	92,193.13
1591 · A/D - Meters	-84,656.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-4,556.72
1610 · Automotive Equipment	232,300.12
1611 · A/D - Automotive Equipment	-195,223.31

March 17, 2020

**Balance Sheet**

Accrual Basis

As of February 29, 2020

	Feb 29, 20
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-90,071.77
1622 · A/D - Moss Landing	-157,020.31
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-15,624.73
1650 · Trans & Distr Plant	81,133.08
1651 · A/D - Trans & Distr Plant	-59,380.30
1670 · Small Tools/Equipment	10,817.67
1671 · A/D - Small Tools/Equipment	-8,096.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-93,485.45
1804 · CIP-Springfield	328,851.31
1805 · CIP-Vega Imprvtmnt Project	4,604,699.33
1805.1 · A/D - Vega	-1,962,902.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	240,496.74
1807.1 · A/D - Langley/VP	-66,136.74
1808 · CIP-Normco	296,974.74
1808.1 · A/D - Normco Tank	-107,839.73
1811 · CIP-Vierra Estate	175,238.16
1811.1 · A/D - Vierra Estates	-38,242.72
1812 · CIP-Moss Landing Water System	297,669.12
1812.1 · A/D - Moss Landing Water	-65,436.55
1814 · CIP-Pajaro	759,737.59
1815 · CIP-Normco Improv Project	3,225.00
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,092,169.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-150,374.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-23,136.89
1820 · Normco Treatment Facility	111,943.00
1820.1 · A/D-Normco Treatment Facility	-68,865.85
1821 · CIP-Sunny Mesa	48,044.61
1822 · CIP-Vega	23,643.81
1823 · CIP-Blackie	10,230.04
<b>Total Fixed Assets</b>	<b>11,290,982.23</b>
<b>Other Assets</b>	
1120 · Due From Gen Fund	0.66
1141 · Due From SC Grant Acct	100.00
1151 · Due from Maint Account	157.19
1220 · Spl Asmnt Revc-Long Term	3,873,859.72
1900 · Due From Other Funds	159,690.92
1950 · Deferred amount on refunding	73,213.60
1951 · Deferred Amt of Ref-Vega Bds15	95,017.09
<b>Total Other Assets</b>	<b>4,202,039.18</b>
<b>TOTAL ASSETS</b>	<b>18,093,466.35</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	114,043.38
2500 · Due to Other Funds	159,693.06
<b>Total Accounts Payable</b>	<b>273,736.44</b>

March 17, 2020

**Balance Sheet**

Accrual Basis

As of February 29, 2020

	Feb 29, 20
<b>Other Current Liabilities</b>	
2005 · Accrued Liabilities	67,274.00
2050 · Accrued Payroll	13,720.42
2100 · Payroll Tax Liabilities	1,000.00
2121 · Customer Security Deposits	16,102.15
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	22,550.00
2225 · Accrued Vacation Liability	36,390.39
2230 · Accrued Sick Leave Liability	50,173.51
2263 · 457b EE Plan Payable	2,773.22
2264 · Employee Insurance Payable	-2,199.11
2265 · EE Aflac Insurance Payable	713.39
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	2,347.79
2325 · Payable to P.V.W.M.A.	-22,979.08
<b>Total Other Current Liabilities</b>	<b>253,636.58</b>
<b>Total Current Liabilities</b>	<b>527,373.02</b>
<b>Long Term Liabilities</b>	
2256 · Vehicle Loan Payable	30,421.73
2257 · Reorganization Loan	245,000.00
2267 · Pajaro Tank Loan-0190	713,570.89
2333 · COP Bonds Payable	-190,000.00
2339 · Vega Project Bonds Payable	-72,100.00
2350 · Bonds Payable - Water Bond	224,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	2,200,000.00
2361 · Bonds Payable-2015 Vga Wtr Rf	3,710,083.67
2400 · Unamortized Discount on 2015	-34,205.01
2401 · Unamortized Discount-2015 Vega	-13,986.72
<b>Total Long Term Liabilities</b>	<b>6,812,784.56</b>
<b>Total Liabilities</b>	<b>7,340,157.58</b>
<b>Equity</b>	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	87,655.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	5,222,865.76
Net Income	400,186.13
<b>Total Equity</b>	<b>10,753,308.77</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,093,466.35</b>



**Pajaro/Sunny Mesa Community Services District**  
**Profit & Loss**  
**February 2020**

March 17, 2020

Accrual Basis

	Feb 20
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	19,938.68
4002 · Route 2 - Pajaro	19,635.40
4003 · Route 3 - Commercial	18,692.64
4004 · Route 4 - Trailer Park	1,020.31
4005 · Route 5 - San Juan Rd Apts	1,004.44
4006 · Route 6 - Sunny Mesa	9,319.09
4007 · Route 7 - CSA 73	10,842.62
4008 · Route 8 - Vega	11,501.94
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	22,301.13
4012 · Route 12 - Blackie Road	2,361.42
4013 · Route 13 - Normco	24,198.25
4014 · Route 14 - Vierra	3,639.90
4015 · Route 15 - Langley/VP	2,261.99
	147,567.81
Total Income	147,567.81
Gross Profit	147,567.81
Expense	
INDIRECT	
5000 · Salaries and Wages	48,311.15
5005 · Administrative Fees	478.04
5030 · Payroll Tax Expense	1,662.55
5040 · Worker's Comp Insurance	4,199.79
5050 · Employee Health Insurance	13,919.49
5070 · Employee Retirement	7,624.63
5090 · Other Employee Expense	145.00
5130 · Utilities - Office	267.54
5140 · Building Repair & Maint	2,092.63
5145 · District Wide Repair & Maint	709.02
5150 · Garbage Service	284.34
5160 · Office Equip Rental	544.55
5165 · Computer Software	812.25
5240 · Office Supplies	186.84
5245 · Postage	1,000.00
5250 · Legal Expenses	18,994.72
5255 · Interest Expense	10,650.43
5270 · Automotive - Repair & Maint	2,593.78
5330 · Telephone	1,344.61
5370 · Fuel - Trucks	1,559.08
5391 · Credit Card Transaction Fees	460.54
5400 · Miscellaneous Expense	3,370.84
5XXX · Indirect Allocation	0.00
	121,211.82
Total INDIRECT	121,211.82
5190 · Soil and Water Tests	1,430.00
5220 · Water System - Repair & Maint	68,864.11
5225 · Street Maintenance	1,021.54
5231 · Pajaro Park Expense	1,357.49
5265 · Engineering Expenses	761.25
5310 · Utilities - Well Site	7,655.18
5315 · Utilities - Street Lighting	1,999.41
5427 · Improvement Project-Springfield	217.50
6575 · Vega Debt Service-Interest	71,306.21
	275,824.51
Total Expense	275,824.51
Net Ordinary Income	-128,256.70

March 17, 2020

**Profit & Loss**

Accrual Basis

February 2020

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	Feb 20
Other Income/Expense	
Other Income	
4100 · Late Payment Penalties	427.26
4110 · Hydrant Sales	481.18
4285 · P.V.W.M.A. Collection Fee	1,945.47
4307 · Returned Check Charges	25.00
4350 · Interest Revenue	391.10
5408 · Springfield Project-Grant Reimb	42,982.00
5424 · Springfld Bottled Wtr Gr Reimb	371.07
	<hr/>
Total Other Income	46,623.08
Other Expense	
5435 · Improvement Project-Pajaro	1,229.40
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Total Other Expense	1,229.40
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Net Other Income	45,393.68
	<hr/>
Net Income	<u><u>-82,863.02</u></u>

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

February 2020

	Feb 20	Budget	% of Budget	Jul '19 - Feb 20	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4001 · Route 1 - Pajaro	19,938.68	23,975.00	83.2%	167,407.03	191,800.00	87.3%	287,700.00
4002 · Route 2 - Pajaro	19,635.40	24,850.00	79.0%	171,499.47	198,800.00	86.3%	298,200.00
4003 · Route 3 - Commercial	18,692.64	22,750.00	82.2%	176,977.36	182,000.00	97.2%	273,000.00
4004 · Route 4 - Trailer Park	1,020.31	1,141.67	89.4%	8,315.45	9,133.32	91.0%	13,700.00
4005 · Route 5 - San Juan Rd Apts	1,004.44	1,225.00	82.0%	8,213.90	9,800.00	83.8%	14,700.00
4006 · Route 6 - Sunny Mesa	9,319.09	10,541.67	88.4%	91,501.10	84,333.32	108.5%	126,500.00
4007 · Route 7 - CSA 73	10,842.62	11,725.00	92.5%	101,407.55	93,800.00	108.1%	140,700.00
4008 · Route 8 - Vega	11,501.94	12,600.00	91.3%	99,485.75	100,800.00	98.7%	151,200.00
4010 · Route 10 - Springfield	850.00	875.00	97.1%	6,800.00	7,000.00	97.1%	10,500.00
4011 · Route 11 - Moss Landing	22,301.13	22,333.33	99.9%	170,691.97	178,666.64	95.5%	268,000.00
4012 · Route 12 - Blackie Road	2,361.42	2,758.33	85.6%	20,319.09	22,066.64	92.1%	33,100.00
4013 · Route 13 - Normco	24,198.25	27,125.00	89.2%	223,517.45	217,000.00	103.0%	325,500.00
4014 · Route 14 - Vierra	3,639.90	3,983.33	91.4%	32,426.57	31,866.64	101.8%	47,800.00
4015 · Route 15 - Langley/VP	2,261.99	2,758.33	82.0%	21,215.64	22,066.64	96.1%	33,100.00
<b>Total Income</b>	<b>147,567.81</b>	<b>168,641.66</b>	<b>87.5%</b>	<b>1,299,778.33</b>	<b>1,349,133.20</b>	<b>96.3%</b>	<b>2,023,700.00</b>
<b>Gross Profit</b>	<b>147,567.81</b>	<b>168,641.66</b>	<b>87.5%</b>	<b>1,299,778.33</b>	<b>1,349,133.20</b>	<b>96.3%</b>	<b>2,023,700.00</b>
<b>Expense</b>							
<b>INDIRECT</b>							
5000 · Salaries and Wages	48,311.15	62,750.00	77.0%	501,011.01	502,000.00	99.8%	753,000.00
5005 · Administrative Fees	478.04	475.00	100.6%	3,475.58	3,800.00	91.5%	5,700.00
5030 · Payroll Tax Expense	1,662.55	1,333.33	124.7%	10,945.74	10,666.64	102.6%	16,000.00
5040 · Worker's Comp Insurance	4,199.79	1,916.67	219.1%	8,643.45	15,333.32	56.4%	23,000.00
5050 · Employee Health Insurance	13,919.49	15,166.67	91.8%	114,020.02	121,333.32	94.0%	182,000.00
5070 · Employee Retirement	7,624.63	9,416.67	81.0%	72,525.78	75,333.32	96.3%	113,000.00
5090 · Other Employee Expense	145.00	208.33	69.6%	1,894.92	1,666.64	113.7%	2,500.00
5120 · Property Taxes	0.00	125.00	0.0%	1,178.60	1,000.00	117.9%	1,500.00
5130 · Utilities - Office	267.54	333.33	80.3%	1,684.63	2,666.64	63.2%	4,000.00
5140 · Building Repair & Maint	2,092.63	583.33	358.7%	4,504.72	4,666.64	96.5%	7,000.00
5145 · District Wide Repair & Maint	709.02	1,083.33	65.4%	13,962.14	8,666.64	161.1%	13,000.00
5150 · Garbage Service	284.34	300.00	94.8%	1,990.38	2,400.00	82.9%	3,600.00
5160 · Office Equip Rental	544.55	833.33	65.3%	6,197.69	6,666.64	93.0%	10,000.00
5165 · Computer Software	812.25	833.33	97.5%	6,790.81	6,666.64	101.9%	10,000.00
5170 · Office Equipment Repair & Maint	0.00	300.00	0.0%	1,918.57	2,400.00	79.9%	3,600.00
5175 · Small Tools - Repair & Maint.	0.00	83.33	0.0%	542.25	666.64	81.3%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	2,583.33	0.0%	28,401.26	20,666.64	137.4%	31,000.00
5200 · Billing Supplies	186.84	308.33	60.6%	2,291.16	2,466.64	92.9%	3,700.00
5240 · Office Supplies	1,000.00	291.67	343.0%	1,750.93	2,333.32	75.0%	3,500.00
5245 · Postage	18,994.72	708.33	2682.0%	6,000.00	5,666.64	105.9%	8,500.00
5250 · Legal Expenses	10,650.43	11,666.67	91.3%	52,520.12	93,333.32	56.3%	140,000.00
5255 · Interest Expense	0.00	1,208.33	0.0%	36,620.18	9,666.64	378.8%	14,500.00
5256 · Interest Exp-Financed Items	0.00	66.67	0.0%	245.58	533.32	46.0%	800.00
5260 · Accounting & Bookkeeping	0.00	3,083.33	0.0%	33,290.00	24,666.64	135.0%	37,000.00
5266 · Engineering Svcs-Dist Wide	0.00	83.33	0.0%	435.00	666.64	65.3%	1,000.00
5270 · Automotive - Repair & Maint	2,593.78	833.33	311.3%	12,271.62	6,666.64	184.1%	10,000.00
5280 · Conferences, Meetings, Seminars	0.00	41.67	0.0%	208.00	333.32	62.4%	500.00
5290 · Travel Expenses	0.00	41.67	0.0%	0.00	333.32	0.0%	500.00

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

February 2020

	Feb 20	Budget	% of Budget	Jul '19 - Feb 20	YTD Budget	% of Budget	Annual Budget
5300 · Books & Subscriptions	0.00	125.00	0.0%	0.00	1,000.00	0.0%	1,500.00
5305 · Water Conservation Program	0.00	125.00	0.0%	0.00	1,000.00	0.0%	1,500.00
5320 · Memberships Fees and Dues	0.00	1,583.33	0.0%	18,415.40	12,666.64	145.4%	19,000.00
5326 · Licenses and Certifications	0.00	166.67	0.0%	180.00	1,333.32	13.5%	2,000.00
5330 · Telephone	1,344.61	1,416.67	94.9%	9,959.59	11,333.32	87.9%	17,000.00
5340 · Burglar Alarm Monitoring	0.00	62.50	0.0%	592.00	500.00	118.4%	750.00
5370 · Fuel - Trucks	1,559.08	2,000.00	78.0%	15,683.73	16,000.00	98.0%	24,000.00
5390 · Bank Charges	0.00	16.67	0.0%	350.00	133.32	262.5%	200.00
5391 · Credit Card Transaction Fees	460.54	625.00	73.7%	6,109.27	5,000.00	122.2%	7,500.00
5400 · Miscellaneous Expense	3,370.84	16.67	20,221.0%	3,370.84	133.32	2,528.4%	200.00
5XXX · Indirect Allocation	0.00			0.00			
6560 · Payroll Processing Expenses	0.00	50.00	0.0%	0.00	400.00	0.0%	600.00
6577 · COP Debt Service - Interest	0.00	6,666.67	0.0%	39,490.00	53,333.32	74.0%	80,000.00
<b>Total INDIRECT</b>	<b>121,211.82</b>	<b>129,512.49</b>	<b>93.6%</b>	<b>1,019,470.97</b>	<b>1,036,099.40</b>	<b>98.4%</b>	<b>1,554,150.00</b>
5190 · Soil and Water Tests	1,430.00	2,833.33	50.5%	18,674.80	22,666.64	82.4%	34,000.00
5210 · Customer Orders	0.00			-4,629.46			
5220 · Water System - Repair & Maint	68,864.11	16,666.67	413.2%	236,990.83	133,333.32	177.7%	200,000.00
5225 · Street Maintenance	1,021.54	2,720.83	37.5%	58,161.01	21,766.64	267.2%	32,650.00
5230 · Park - Repair & Maint	0.00	83.33	0.0%	396.83	666.64	59.5%	1,000.00
5231 · Pajaro Park Expense	1,357.49			22,101.17	0.00	100.0%	0.00
5265 · Engineering Expenses	761.25	83.33	913.5%	2,009.41	666.64	301.4%	1,000.00
5310 · Utilities - Well Site	7,655.18	14,000.00	54.7%	85,255.45	112,000.00	76.1%	168,000.00
5315 · Utilities - Street Lighting	1,999.41	2,333.33	85.7%	14,419.10	18,666.64	77.2%	28,000.00
5325 · Permits	0.00	2,083.33	0.0%	12,109.20	16,666.64	72.7%	25,000.00
5360 · Fuel - Generator	0.00	125.00	0.0%	13,551.50	1,000.00	1,355.2%	1,500.00
5426 · Vega Assmt Bond Expense	0.00			5,997.78			
5427 · Improvement Project-Springfield	217.50			20,472.15			
5428 · COP Bond Expense	0.00	291.67	0.0%	3,483.31	2,333.32	149.3%	3,500.00
5433 · Pajaro Water Bond Interest Exp	0.00	1,029.17	0.0%	8,064.37	8,233.32	97.9%	12,350.00
6575 · Vega Debt Service-Interest	71,306.21	12,333.33	578.2%	146,323.71	98,666.64	148.3%	148,000.00
<b>Total Expense</b>	<b>275,824.51</b>	<b>184,095.81</b>	<b>149.8%</b>	<b>1,662,652.13</b>	<b>1,472,765.84</b>	<b>112.9%</b>	<b>2,209,150.00</b>
<b>Net Ordinary Income</b>	<b>-128,256.70</b>	<b>-15,454.15</b>	<b>829.9%</b>	<b>-363,073.80</b>	<b>-123,632.64</b>	<b>293.7%</b>	<b>-185,450.00</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
4100 · Late Payment Penalties	427.26	416.67	102.5%	3,931.13	3,333.32	117.9%	5,000.00
4101 · Billing Adjustments	0.00	41.67	0.0%	0.00	333.32	0.0%	500.00
4110 · Hydrant Sales	481.18	333.33	144.4%	10,834.66	2,666.64	406.3%	4,000.00
4115 · Testing Fees	0.00	625.00	0.0%	1,760.00	5,000.00	35.2%	7,500.00
4140 · Connection Fees	0.00	358.33	0.0%	7,532.00	2,866.64	262.7%	4,300.00
4141 · Application Fees	0.00	45.83	0.0%	275.00	366.64	75.0%	550.00
4146 · Other Fees	0.00	33.33	0.0%	0.00	266.64	0.0%	400.00
4200 · Street Maintenance-Reimb	0.00	5,316.67	0.0%	35,279.77	42,533.32	82.9%	63,800.00
4210 · Vega Bond Assessments	0.00	22,750.00	0.0%	155,238.69	182,000.00	85.3%	273,000.00
4280 · Pro-Rata Tax Collection Share	0.00	2,083.33	0.0%	13,643.69	16,666.64	81.9%	25,000.00
4285 · P.V.W.M.A. Collection Fee	1,945.47	2,250.00	86.5%	19,128.55	18,000.00	106.3%	27,000.00
4300 · Collection of Previous W/O Acct	0.00	41.67	0.0%	0.00	333.32	0.0%	500.00
4305 · Miscellaneous Revenue	0.00	125.00	0.0%	3,175.41	1,000.00	317.5%	1,500.00

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

February 2020

	Feb 20	Budget	% of Budget	Jul '19 - Feb 20	YTD Budget	% of Budget	Annual Budget
4307 · Returned Check Charges	25.00			100.00			
4311 · Interest on Pooled Investments	0.00			1,991.40			
4340 · Utility Reimbursements	0.00	2,333.33	0.0%	17,413.33	18,666.64	93.3%	28,000.00
4341 · Lighting Admin Reimbursements	0.00	1,000.00	0.0%	7,111.65	8,000.00	88.9%	12,000.00
4345 · Customer Order Reimbursements	0.00			2,440.00			
4346 · District 25% Overhead Fee	0.00	41.67	0.0%	0.00	333.32	0.0%	500.00
4350 · Interest Revenue	391.10	475.00	82.3%	3,355.79	3,800.00	88.3%	5,700.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	490.46	466.64	105.1%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	245.22	266.64	92.0%	400.00
5408 · Springfield Project-Grant Reimb	42,982.00			42,982.00			
5409 · Pajaro Improve Proj-Grant Reimb	0.00			368,246.72			
5424 · Springfld Bottled Wtr Gr Reimb	371.07			21,842.17			
5794 · Water Bond Assessments	0.00	3,312.50	0.0%	25,115.44	26,500.00	94.8%	39,750.00
5796 · Pajaro Park Revenue	0.00			27,700.00			
<b>Total Other Income</b>	<b>46,623.08</b>	<b>41,674.99</b>	<b>111.9%</b>	<b>769,833.08</b>	<b>333,399.72</b>	<b>230.9%</b>	<b>500,100.00</b>
<b>Other Expense</b>							
5435 · Improvement Project-Pajaro	1,229.40			6,573.15			
<b>Total Other Expense</b>	<b>1,229.40</b>			<b>6,573.15</b>			
<b>Net Other Income</b>	<b>45,393.68</b>	<b>41,674.99</b>	<b>108.9%</b>	<b>763,259.93</b>	<b>333,399.72</b>	<b>228.9%</b>	<b>500,100.00</b>
<b>Net Income</b>	<b>-82,863.02</b>	<b>26,220.84</b>	<b>-316.0%</b>	<b>400,186.13</b>	<b>209,767.08</b>	<b>190.8%</b>	<b>314,650.00</b>

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

	Feb 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4001 · Route 1 - Pajaro	19,938.68	23,975.00	-4,036.32	83.16%
4002 · Route 2 - Pajaro	19,635.40	24,850.00	-5,214.60	79.02%
4003 · Route 3 - Commercial	18,692.64	22,750.00	-4,057.36	82.17%
4004 · Route 4 - Trailer Park	1,020.31	1,141.67	-121.36	89.37%
4005 · Route 5 - San Juan Rd Apts	1,004.44	1,225.00	-220.56	82.0%
4006 · Route 6 - Sunny Mesa	9,319.09	10,541.67	-1,222.58	88.4%
4007 · Route 7 - CSA 73	10,842.62	11,725.00	-882.38	92.47%
4008 · Route 8 - Vega	11,501.94	12,600.00	-1,098.06	91.29%
4010 · Route 10 - Springfield	850.00	875.00	-25.00	97.14%
4011 · Route 11 - Moss Landing	22,301.13	22,333.33	-32.20	99.86%
4012 · Route 12 - Blackie Road	2,361.42	2,758.33	-396.91	85.61%
4013 · Route 13 - Normco	24,198.25	27,125.00	-2,926.75	89.21%
4014 · Route 14 - Vierra	3,639.90	3,983.33	-343.43	91.38%
4015 · Route 15 - Langley/VP	2,261.99	2,758.33	-496.34	82.01%
<b>Total Income</b>	<b>147,567.81</b>	<b>168,641.66</b>	<b>-21,073.85</b>	<b>87.5%</b>
<b>Gross Profit</b>	<b>147,567.81</b>	<b>168,641.66</b>	<b>-21,073.85</b>	<b>87.5%</b>
<b>Expense</b>				
<b>INDIRECT</b>				
5000 · Salaries and Wages	48,311.15	62,750.00	-14,438.85	76.99%
5005 · Administrative Fees	478.04	475.00	3.04	100.64%
5030 · Payroll Tax Expense	1,662.55	1,333.33	329.22	124.69%
5040 · Worker's Comp Insurance	4,199.79	1,916.67	2,283.12	219.12%
5050 · Employee Health Insurance	13,919.49	15,166.67	-1,247.18	91.78%
5070 · Employee Retirement	7,624.63	9,416.67	-1,792.04	80.97%
5090 · Other Employee Expense	145.00	208.33	-63.33	69.6%
5120 · Property Taxes	0.00	125.00	-125.00	0.0%
5130 · Utilities - Office	267.54	333.33	-65.79	80.26%
5140 · Building Repair & Maint	2,092.63	583.33	1,509.30	358.74%
5145 · District Wide Repair & Maint	709.02	1,083.33	-374.31	65.45%
5150 · Garbage Service	284.34	300.00	-15.66	94.78%

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

	Feb 20	Budget	\$ Over Budget	% of Budget
5160 · Office Equip Rental	544.55	833.33	-288.78	65.35%
5165 · Computer Software	812.25	833.33	-21.08	97.47%
5170 · Office Equipment Repair & Maint	0.00	300.00	-300.00	0.0%
5175 · Small Tools - Repair & Maint.	0.00	83.33	-83.33	0.0%
5180 · Casualty Ins/Liability Ins	0.00	2,583.33	-2,583.33	0.0%
5200 · Billing Supplies	0.00	308.33	-308.33	0.0%
5240 · Office Supplies	186.84	291.67	-104.83	64.06%
5245 · Postage	1,000.00	708.33	291.67	141.18%
5250 · Legal Expenses	18,994.72	11,666.67	7,328.05	162.81%
5255 · Interest Expense	10,650.43	1,208.33	9,442.10	881.42%
5256 · Interest Exp-Financed Items	0.00	66.67	-66.67	0.0%
5260 · Accounting & Bookkeeping	0.00	3,083.33	-3,083.33	0.0%
5266 · Engineering Svcs-Dist Wide	0.00	83.33	-83.33	0.0%
5270 · Automotive - Repair & Maint	2,593.78	833.33	1,760.45	311.26%
5280 · Conferences, Meetings, Seminars	0.00	41.67	-41.67	0.0%
5290 · Travel Expenses	0.00	41.67	-41.67	0.0%
5300 · Books & Subscriptions	0.00	125.00	-125.00	0.0%
5305 · Water Conservation Program	0.00	125.00	-125.00	0.0%
5320 · Membership Fees and Dues	0.00	1,583.33	-1,583.33	0.0%
5326 · Licenses and Certifications	0.00	166.67	-166.67	0.0%
5330 · Telephone	1,344.61	1,416.67	-72.06	94.91%
5340 · Burglar Alarm Monitoring	0.00	62.50	-62.50	0.0%
5370 · Fuel - Trucks	1,559.08	2,000.00	-440.92	77.95%
5390 · Bank Charges	0.00	16.67	-16.67	0.0%
5391 · Credit Card Transaction Fees	460.54	625.00	-164.46	73.69%
5400 · Miscellaneous Expense	3,370.84	16.67	3,354.17	20,221.0%
6560 · Payroll Processing Expenses	0.00	50.00	-50.00	0.0%
6577 · COP Debt Service - Interest	0.00	6,666.67	-6,666.67	0.0%
<b>Total INDIRECT</b>	<b>121,211.82</b>	<b>129,512.49</b>	<b>-8,300.67</b>	<b>93.59%</b>
5190 · Soil and Water Tests	1,430.00	2,833.33	-1,403.33	50.47%
5220 · Water System - Repair & Maint	68,864.11	16,666.67	52,197.44	413.19%
5225 · Street Maintenance	1,021.54	2,720.83	-1,699.29	37.55%

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

	Feb 20	Budget	\$ Over Budget	% of Budget
5230 · Park - Repair & Maint	0.00	83.33	-83.33	0.0%
5265 · Engineering Expenses	761.25	83.33	677.92	913.54%
5310 · Utilities - Well Site	7,655.18	14,000.00	-6,344.82	54.68%
5315 · Utilities - Street Lighting	1,999.41	2,333.33	-333.92	85.69%
5325 · Permits	0.00	2,083.33	-2,083.33	0.0%
5360 · Fuel - Generator	0.00	125.00	-125.00	0.0%
5427 · Improvement Project-Springfield	217.50			
5428 · COP Bond Expense	0.00	291.67	-291.67	0.0%
5433 · Pajaro Water Bond Interest Exp	0.00	1,029.17	-1,029.17	0.0%
6575 · Vega Debt Service-Interest	71,306.21	12,333.33	58,972.88	578.16%
<b>Total Expense</b>	<b>274,467.02</b>	<b>184,095.81</b>	<b>90,371.21</b>	<b>149.09%</b>
<b>Net Ordinary Income</b>	<b>-126,899.21</b>	<b>-15,454.15</b>	<b>-111,445.06</b>	<b>821.13%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4100 · Late Payment Penalties	427.26	416.67	10.59	102.54%
4101 · Billing Adjustments	0.00	41.67	-41.67	0.0%
4110 · Hydrant Sales	481.18	333.33	147.85	144.36%
4115 · Testing Fees	0.00	625.00	-625.00	0.0%
4140 · Connection Fees	0.00	358.33	-358.33	0.0%
4141 · Application Fees	0.00	45.83	-45.83	0.0%
4146 · Other Fees	0.00	33.33	-33.33	0.0%
4200 · Street Maintenance-Reimb	0.00	5,316.67	-5,316.67	0.0%
4210 · Vega Bond Assessments	0.00	22,750.00	-22,750.00	0.0%
4280 · Pro-Rata Tax Collection Share	0.00	2,083.33	-2,083.33	0.0%
4285 · P.V.W.M.A. Collection Fee	1,945.47	2,250.00	-304.53	86.47%
4300 · Collection of Previous W/O Acct	0.00	41.67	-41.67	0.0%
4305 · Miscellaneous Revenue	0.00	125.00	-125.00	0.0%
4307 · Returned Check Charges	25.00			
4340 · Utility Reimbursements	0.00	2,333.33	-2,333.33	0.0%
4341 · Lighting Admin Reimbursements	0.00	1,000.00	-1,000.00	0.0%
4346 · District 25% Overhead Fee	0.00	41.67	-41.67	0.0%
4350 · Interest Revenue	391.10	475.00	-83.90	82.34%



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

	Feb 20	Budget	\$ Over Budget	% of Budget
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	-58.33	0.0%
4360 · Legal Counsel Reimbursement	0.00	33.33	-33.33	0.0%
5424 · Springfld Bottled Wtr Gr Reimb	371.07			
5794 · Water Bond Assessments	0.00	3,312.50	-3,312.50	0.0%
Total Other Income	3,641.08	41,674.99	-38,033.91	8.74%
Other Expense				
5435 · Improvement Project-Pajaro	1,229.40			
Total Other Expense	1,229.40			
Net Other Income	2,411.68	41,674.99	-39,263.31	5.79%
Net Income	-124,487.53	26,220.84	-150,708.37	-474.77%

<b>Total Income</b>	<b>Total Expense</b>	<b>Difference</b>
\$ 151,208.89	\$ 275,696.42	\$ (124,487.53)
<b>January Cash</b>	<b>February Cash</b>	<b>Difference</b>
\$ 295,526.84	\$ 293,484.27	\$ (2,042.57)

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT ADOPTING 2020 PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT DISCONTINUANCE OF RESIDENTIAL WATER SERVICE POLICY PURSUANT TO SB998 (2017-2018)**

**WHEREAS**, the California Legislature enacted Senate Bill No. 998 (Dodd) during the 2017-2018 session, and

**WHEREAS**, SB998 was approved by the Governor on September 28, 2018 and filed with the California Secretary of State the same day, and

**WHEREAS**, SB998 changes California law by adding Chapter 6, commencing with Section 116900 to the California Health and Safety Code, and

**WHEREAS**, SB 998 requires the District to adopt written procedural protections before residential water service can be discontinued for non-payment; and

**WHEREAS**, the Legislature named Chapter Six the "California Water Shutoff Protection Act", and

**WHEREAS**, Section 116906 of the California Water Shutoff Protection Act requires that an urban and community water system have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area, and

**WHEREAS**, Section 116906 requires the discontinuation of residential service for non-payment policy to include all the following:

- (1) A plan for deferred or reduced payments.
- (2) Alternative payment schedules.
- (3) A formal mechanism for a customer to contest or appeal a bill.
- (4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

and

**WHEREAS**, Section 116906 also requires that the Policy be available on the District's Internet Web site.

**NOW, THEREFORE, BE IT RESOLVED**, BY THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT THAT

1. All recitals herein are true and correct,
2. The District shall comply with the California Water Shutoff Protection Act.
3. The Board of Directors establishes and adopts the attached 2020 Pajaro/Sunny Mesa Services District Discontinuance of Residential Water Service Policy which is attached to this Resolution as Exhibit A and incorporated by reference.

4. The District General Manager is hereby authorized and directed to implement the 2020 Pajaro/Sunny Mesa Services District Discontinuance of Residential Water Service Policy as required by SB 998
5. This resolution shall take effect upon adoption.

**AYES:**

**NOES:**

**ABSENT:**

**CONFLICTS:**

~oOo~

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the Pajaro/Sunny Mesa Community Services District at a regular meeting of the Board held on the 26th day of March 2020 by the following vote:

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
General Manager and  
Secretary to the Board

## **Pajaro/Sunny Mesa Community Services District**

### **Discontinuation of Residential Water Service Policy**

#### **Reference**

Senate Bill No. 998: Discontinuation of Residential Water Service California Government Code Sections 60370-60375.5

#### **Purpose**

Residential water service disconnection shall be conducted in compliance with State law including The Water Shutoff Protection Act beginning with California Health and Safety Code 116900. *This policy is to be posted on the District's website in English and Spanish and any the other languages required under in Section 1632 of the Civil Code.*

#### **Delinquent Account**

Accounts that remain unpaid by the 26<sup>th</sup> day of month.

#### **Section 1. Process for discontinuation of residential water:**

1. All written communications concerning water service will be in both English and Spanish, as required by Civil Code Section 1632.
2. No residential water customer's water service will be disconnected until payment by the customer has been delinquent for at least sixty (60) days. Any balance on a bill of \$20 or less may be carried over and added to the next billing period without being considered delinquent.
3. No less than seven (7) business days before discontinuation of service, the District will contact the customer to provide notice of the discontinuation.

Prior to discontinuation of water service for delinquent accounts, all of the following will apply:

- A. 7-day Shut off Notice. The District will contact the customer at least seven (7) business days prior to disconnection, by mailing a copy of the 7-day Shut off Notice and a copy of this policy to the customer upon request.
- B. On the 8<sup>th</sup> day District Staff will visit the involved customer's address and leave a 24 Hour Shut off Notice on door or in a conspicuous place at the customer's residence and by contacting the customer by telephone giving verbal notice of discontinuation of service. The District does not assume responsibility for phone information that has not been kept up to date by the customer. In addition to both the written notice, or telephone notice, the District shall also offer to discuss with the customer the options for alternative payments and the procedures for review and appeal of a customer's bill as set forth in this policy. If the customer's

address is not the address of the property to which residential service is provided, the District shall also leave a 24 hour Shut off Notice at the door or in a conspicuous place at the residence to which the service is provided.

C. 7-day Shut off Notice shall include:

- Customer's name and address
- Amount that is past due
- The date by which payment or arrangement for payment is required in order to avoid discontinuation of service
- Description of process to apply for an extension of time to pay delinquent charges
- A description of the procedure to petition for bill review and appeal
- The procedure to request alternative payments, reduced fees, or deferred fees

D. As applicable, tenants have a right to become customers

**Section 2.** Water service shall not be discontinued for nonpayment if ALL the following conditions are met:

- A. Customer provides certification by a Primary Care Provider as defined in the California Welfare and Institutions Code 14088, (General Practitioner, Obstetrician/Gynecologist, Pediatrician, Family Practice Physician, Primary Care Clinic, Hospital, or Outpatient Clinic) that the termination of the service will be life threatening or pose a serious threat to the health and safety of any resident of the premises where water service is provided ; and
- B. The customer demonstrates they are financially unable to pay (determined by whether any member of the customer's household is a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or the California Supplemental Nutrition Program for Woman, Infants, and Children, or the customer declares that the household's annual income is less than two hundred percent (200%) of the federal poverty level; and
- C. The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment.

**Section 3.** If the conditions listed above are met, the District shall offer the customer one or more of the following options:

- A. Amortization of the unpaid balance
- B. Participation in an alternative payment schedule
- C. A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers
- D. Temporary deferral of payment

The District shall have the option of choosing which of the payment options described in Section 3. above, the customer shall undertake and the District may set the parameters of that payment option, including a repayment of any outstanding balance within 12 months, which time line can be extend to avoid undue hardship.

The burden of proving compliance with the conditions described in Section 2 above is on the customer. In order to allow the District sufficient time to process any request for assistance, customers are encouraged to provide documentation establishing the applicability of Section 1. A. and 1. B., and consent to Section 1. C., as far in advance of any proposed date for discontinuance of service as possible. The District shall have seven (7) calendar days to review submitted materials and either request additional information or to notify a customer of the terms of any available alternative payment arrangement in which the District will allow the customer to participate. If the District requests additional information, it must be provided by customer within five (5) calendar days of the date of the request. Within five (5) calendar days thereafter, District shall either notify the customer in writing that the customer does not meet the conditions under Section 1. above, with a Final Notice of Intent to Discontinue water service or notify the customer that he/she is qualified for an alternative payment plan and the terms of the plan in which the District will allow the customer to participate. Any customer who fails to meet the conditions described in Section 1. must pay the delinquent amount, including any penalties and other charges, owed to the District within five (5) business days after the District posts at the customer's residence a final notice of its intent to discontinue service.

Customers with household incomes below 200% of the federal poverty line shall have interest charges on delinquent bills waived once every 12 months.

### **Section 3. Reconnection of Water Service**

- a. Water service will only be reconnected if either 1 or 2 and b.
  1. The same family or resident may not reconnect water service unless account is paid in full.
  2. Change of name may occur only with new recent rental agreement or documentation of recently purchased property in the name of the new water service user.
- b. Water service deposits must be at current levels.
- c. If pursuant to the test set forth in Section 2. above, a customer's household income is below two hundred percent (200%) of the federal poverty line, any reconnection fees charged to said customer during normal operating hours cannot exceed \$50, and reconnection fees during non-operation hours cannot exceed \$150. The fees cannot exceed the actual cost of reconnection if that cost is less than the caps set forth herein. Additionally, interest fees shall not be imposed on customers in this category.

**Section 4. Alternative Payment Plans** For any customer who meets the three conditions under Section 2 above, the District shall offer the following alternative payment arrangements: (i) amortization of the unpaid balance; (ii) alternative payment schedule; (iii) partial or full reduction of unpaid balance, or ;(iv) temporary deferral of payment. The District Manager, or his or her designee, shall, in the exercise of reasonable discretion, select the most appropriate alternative payment arrangement after reviewing the information and documentation provided by the customer and taking into consideration the customer's financial situation and District's payment needs.

- A. Amortization: Any customer who is unable to pay for water service within the District's normal payment period and meets the three conditions under Section 2 above, as the District shall confirm, may enter into an amortization plan with the District on the following terms:
1. Term. The customer shall pay the unpaid balance, with the administrative fee and interest, over a period not to exceed six (6) months. The District shall have discretion to apply an amortization period of up to twelve (12) months in order to avoid an undue hardship on the customer. The unpaid balance, together with the applicable administrative fee and any interest to be applied, shall be divided by the number of months in the amortization period and that amount shall be added to the customer's ongoing monthly bills for water service.
  2. Administrative Fee: Interest. For any approved amortization plan, the customer will be charged an administrative fee, in an amount established by the District from time to time, representing the cost to the District of initiating and administering the plan. Interest at an annual rate not to exceed 8% may be applied to any amounts to be amortized.
  3. Compliance. The customer must comply with the amortization plan and remain current as charges accrue in in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan. Where the customer fails to comply with the terms of the amortization plan for sixty (60) calendar days or more, District may discontinue service at least five (5) business days after District posts at the customer's residence a final notice of its intent to discontinue service.
- B. Alternative Payment Schedule. Any customer who is unable to pay for water service within the normal payment period and meets the three conditions under Section 2. above, as the District shall confirm, may enter in an alternative payment schedule for the unpaid balance in accordance with the following:
1. Repayment Period. The customer shall pay the unpaid balance, with the administrative fee and interest set forth in subsection 2 below, over a period not to exceed twelve (12) months, as determined by the District Manager or his or her designee.

2. Administrative Fee, Interest. For any approved alternative payment schedule, the customer will be charged an administrative fee, in the amount established by the District from time to time, representing the cost to the District of initiating and administering a payment schedule. At the District Manager or designee's discretion, interest at an annual rate not to exceed eight percent (8%) shall be applied to any amounts to be paid under this subsection.
  3. Schedule. After consulting with the customer and considering the customer's financial limitations, the General Manager or his or her designee shall develop an alternative payment schedule to be agreed upon with the customer. That alternative schedule may provide for periodic lump sum payments that do not coincide with the District's established payment date, may provide for payments to be made more frequently than monthly, or may provide that payments be made less frequently than monthly, provided that in all cases, the unpaid balance and administrative fee shall be paid in full within twelve (12) months of establishment of a payment schedule.
  4. Compliance with Plan. The customer must comply with the agreed upon payment schedule and remain current as charges accrue in each subsequent billing period. The customer may not request a longer payment schedule for any subsequent unpaid charges while paying delinquent charges pursuant to a previously agreed upon schedule. Where the customer fails to comply with the terms of the agreed upon schedule for sixty (60) calendar days or more, or fails to pay customer's current service charges for sixty (60) days or more, the District may discontinue water service to the customer's property at least five business (5) days after the District posts at the customer's residence a final notice of its intent to discontinue service.
- C. Reduction of Unpaid Balance. Any customer who is unable to pay for water service within the District's normal payment period and meets the three conditions under Section 2. above, as the District shall confirm, may, if the District approves this alternative, receive a reduction of the unpaid balance owed by the customer, not to exceed one percent (1%) of that balance without approval of the District Board of Directors, provided that such reduction shall be funded from some other source that does not result in additional charges being imposed on other customers. The proportion of any reduction shall be determined by the customer's financial need, the District's financial condition and needs and the availability of funds to offset the reduction of the customer's unpaid balance.
1. Repayment Period: The customer shall pay the reduced balance by the due date determined by the District Manager or his or her designee, which dates (the Reduced Payment Date"), shall be at least fifteen (15) calendar days after the effective date of the reduction of the unpaid balance.



2. Compliance with Reduced Payment date: The customer must pay the reduced balance on or before the Reduced Payment Date and must remain current in paying in full any charges that accrue in each subsequent billing period. If the customer fails to pay the reduced payment amount within sixty (60) calendar days after the Reduced Payment Date, or fails to pay the customer's current service charges for sixty (60) calendar days or more, the District may discontinue water service to the customer's property at least five (5) business days after the District posts at the customer's residence a final notice of its intent to discontinue service
- D. Temporary Deferral of Payment. Any customer who is unable to pay for water service within the District's normal payment period and meets the three conditions under Section 2 above, as the District shall confirm, may have the unpaid balance temporarily deferred for a period of up to six (6) months after the payment is due. The District shall determine, in its discretion, how long the deferral shall be provided for the customer.
1. Repayment Period. The customer shall pay the unpaid balance by the deferral date (the "Deferred Payment Date") determined by the District Manager or his or her designee. The Deferred Payment date shall be within twelve (12) months from the date the unpaid balance became delinquent.
  2. Compliance with Deferred Payment Date. The customer must pay the deferred balance on or before the Deferred Payment Date and must remain current in paying in full any charges that accrue in each subsequent billing period. If the customer fails to pay the unpaid amount within sixty (60) calendar days after the Deferred Payment Date, or fails to pay the customer's current services charges for sixty (60) calendar days or more, the District may discontinue water service to the customer at least five (5) business days after the District posts at the customer's residence a final notice of its intent to discontinue service.

**Section 4. Contesting water charges – Appealing a bill**

- a. Customers may appeal the amount of their water bill to the Pajaro/Sunny Mesa Community Services District within ten (10) days of receipt of the bill for service. In addition, any customer who receives a 7-Day Shut off Notice has the right to initiate an appeal and review of the amount due on the bill to which the 7-Day Shut off Notice relates at least five (5) business days after the date of the 7-Day Shut off Notice if the customer alleges the bill is in error with respect to the quantity of water consumed. All appeal requests must be in writing and should include documentation supporting the appeal or the reason for review.
- b. The District Manager or designee shall receive any appeal for reduced payments and investigate such matter.
- c. No customer shall be disconnected while appealing water charges.
- d. The District Manager or designee shall decide of findings on the appeal within 10 business days. A meeting between the District Manager or designee and the customer may be scheduled if the District Manager or designee deems it

necessary. The District Manager's or designee's decision shall be set forth in a brief written summary of decision.

- i. If the water charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within ten (10) calendar days of the invoice date for the revised charges. If the revised charges remain unpaid for more than sixty (60) calendar days after the corrected invoice is provided, water service will be disconnected after provision of a Notice of Imminent Disconnection in accordance with this policy. Water service will only be restored upon full payment of all outstanding water charges, penalties, and any and all applicable reconnection charges.
  - ii. If the water charges in question are determined to be correct, the water charges are due and payable within two (2) business days after the District Manager's or designee's decision is rendered. At the time the District Manager's or designee's decision is rendered, the customer will be advised of the right to further appeal before the District Board of Directors as set forth in subsection e. below.
- e. The customer may appeal the determination of the General Manager or Designee to the Board of Directors at the next regular meeting. Any such appeal must be filed in writing within seven (7) calendar days after the District Manager's or designee's decision is rendered. The parties may agree to a later appeal date if desired. Rules and procedures for appeals to the Board of Directors will be set by separate policy.

#### Customer contact number for billing information

- a. A customer contact number to contact the District shall be listed on all utility billing correspondence and notices.
- b. (831) 722-1389 shall be the District contact number available for customer billing information and program involvement during normal business hours.
- c. This District phone connection will be in English and Spanish when available. If a needed language is required for full understanding, and that language is not immediately available, someone with that language skill will make reasonable attempts over the next 24 business hours to provided needed language services.

The Pajaro/Sunny Mesa Community Services District will post the number of water service disconnections of the District website at least annually.



March 5, 2020

Mr. Don Rosa, General Manager  
**Pajaro/Sunny Mesa Community Services District**  
136 San Juan Rd.  
Royal Oaks, CA 95076

Subject: Compensation Study

Mr. Rosa;

Pursuant to your request, in addition to the scope of work and effort outlined in our proposal to update the District's compensation plan, you are requesting information relative to the survey agencies identified in Exhibit A of the proposal. The additional information that will be taken into consideration in the selection of the agencies to be included in the compensation survey include the total number of water connections and the annual operating revenue from each agency.

We can provide you this information at an additional cost not to exceed \$550.00. If you need additional information do not hesitate to contact us at your convenience. We look forward to working with you on the project.

Respectfully;

*Robert A. DeLoach*  
DELOACH & Associates, Inc.

Due to the restrictions set by  
California Department of Public  
Health and Monterey County  
**NO VISITORS WILL BE ALLOWED**  
**IN** to District Office at this time.  
*Please submit your payment under  
the door or in the mail drop box and  
we will provide you with a receipt*

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Debido a las restricciones  
establecidas por el Departamento de  
Salud Pública de California y el  
Condado de Monterey,  
**NO SE PERMITIRAN VISITANTES**  
en la oficina del Distrito.  
*Pase su pago por debajo de la  
puerta o en el buzón de correo y le  
proporcionaremos un recibo.*

Procedures to protect Pajaro/Sunny Mesa Community Services District Staff and the public health and in effort to prevent the transmission of COVID-19. Office Staff is working at assigned workstation located at least 6 feet distance. No workstation is being shared.

List of duties to be completed at 7:30 Am and at 3:30 PM Daily

<b>AM</b>	<b>PM</b>	<b>Duties</b>
<input type="checkbox"/>	<input type="checkbox"/>	Verify "No Visitors Allowed in Office" sign is posted on door
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect all doorknobs; front door, breakroom door, restroom doors, conference room doors, breakroom doors, all other office doors
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect all counters and working surfaces
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect all workstations; desk, keyboard, telephone, calculators
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect credit card unit
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect breakroom; refrigerator, table, chairs, microwave
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect breakroom; refrigerator, table, chairs, microwave after every use
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect restroom handicap handrail, water faucet and toilet
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect conference room table, copier, postage machine
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect all light switches
<input type="checkbox"/>	<input type="checkbox"/>	Disinfect time clock
<input type="checkbox"/>	<input type="checkbox"/>	

Completed on Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

## DISTRICT OPERATIONS REPORT

March 26, 2019

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Arrowhead Tank Replacement Project	Bid docs prepared by Wyeast Engineering. Documents 100% complete. Project is ready to go out for bid, will need updating. Board has given direction to monitor the integrity of the tanks and report as needed.	No Report
Grants & Loans Active	<p>A. SRF Planning Grant Springfield &amp; IRWMP Grant Pajaro.</p> <ul style="list-style-type: none"> <li>• Pajaro Grant – Construction of the tank is progressing on schedule.</li> <li>• Springfield Planning Grant – Staff held telephone conference with Eric from Sacramento State and Gary from State to discuss information necessary for the completion of the General information, Technical and Financial Security Packages.</li> </ul>	March 2020
Pajaro Park	<p>Northern Monterey County Foundation has awarded a \$3,000.00 grant to Together in Pajaro (TIP) District received \$2,700.00 – TIP administrative fee was \$300.00</p> <p>As of today, the Pajaro Park remains maintained and safe. Park patrons are stealing the toilet paper creating a challenge in maintaining bathrooms open.</p>	March 2020
Sunny Mesa Sewer	District is holding monies that is to be refunded to the original Sunny Mesa Sewer customers. Balance Sheet Account #2320-Amount \$29,169.90. Staff is currently reviewing, and has spoken to Bianchi, Kasavan, and Pope for their opinion and assistance if needed.	No Report
Emergency Generators	District Engineer, Tom Yeager and Staff are working together in an alternative plan due to no interest in the RFP in February 2020.	March 2020
Hazard Mitigation Plan	<p>Generate a Disaster Mitigation Plan for submission to Monterey County and FEMA.</p> <ul style="list-style-type: none"> <li>• Staff has submitted a Pre-Disaster Hazard Mitigation Plan Application for assistance to Cal OES.</li> </ul>	No Report
Water Rate Study	Discuss the Water Rate Study in February 2020.	On Agenda
Compensation Plan Review	Discuss the Compensation Plan Review in February 2020.	On Agenda
SB 998	Present the Board of Directors with a final SB 998 policy for adoption.	On Agenda
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen/Giberson Roads. 189 homes are currently receiving bottled water.	No Report

## Usage Comparison in Gallons 2013-2020

Water Systems	Feb-17	Feb-18	Feb-19	Feb-20
Pajaro	4,903,140	5,855,344	4,593,468	5,612,244
Normco	1,104,796	1,832,600	1,258,884	2,087,668
Sunny Mesa	1,329,944	1,535,644	1,402,500	1,774,256
Moss Landing	1,402,500	2,026,332	1,448,876	2,241,008
Vega	597,652	821,304	599,148	1,009,800
Vierra Estates	154,836	299,948	201,960	256,564
Springfield (pumped)	429,726	449,548	364,351	430,998
Langley/Valle Pacifico	105,468	181,016	130,152	187,748
Blackie	76,296	168,300	97,240	156,332
District Total	10,104,358	13,170,036	10,096,579	13,756,618

Water Systems	Feb-13	Feb-20	Percentage	
Pajaro	5,836,524	5,612,244	↓	-3.8%
Normco	1,535,779	2,087,668	↑	35.9%
Sunny Mesa	1,807,452	1,774,256	↓	-1.8%
Moss Landing	1,531,156	2,241,008	↑	46.4%
Vega	802,821	1,009,800	↑	25.8%
Vierra Estates	225,148	256,564	↑	14.0%
Springfield (pumped)	418,132	430,998	↑	3.1%
Langley/Valle Pacifico	186,252	187,748	↑	0.8%
Blackie	119,680	156,332	↑	30.6%
District Total	12,462,944	13,756,618	↑	10.4%

