

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

APRIL 28, 2022
5:30 P.M.

To reduce the spread of COVID-19, **members of the public** may join the meeting from their computers via Zoom Meeting by entering the following link: <https://us06web.zoom.us/j/85080451775?pwd=Vi9yK1RuSDVMQlloNXIDV2hCcWdzdz09> or by calling **1 (669) 900-9128** and when prompted, enter meeting ID: **850 8045 1775#** and passcode **456179#**. A link to the Zoom Meeting may also be found in a panel on the right side of the District's home page at www.pajarosunnymesa.com identified as "Board Meeting" You may submit written comments in writing either at District Offices in person or by email through and including the time of the meeting.

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

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

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

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

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

Old Business:

1. AB-361 CONSIDER ADOPTION TO ALLOW TELECONFERENCE AND VIRTUAL MEETING FOR MAY 2022. RESOLUTION NO. 04-01-22

- Staff Report from January 27, 2022 Regular Meeting
- Draft Resolution No. 04-01-22

The Governor’s Executive Order No. N-08-21 (Jun. 11, 2021) says that certain COVID-19 Brown Act public meeting exemptions will remain in effect until September 30, 2021, after which it will expire. The Legislature adopted AB 361 as an Urgency Measure which provides, among other things that until January 1, 2024, local agencies may use teleconferencing without complying with specified Ralph M. Brown Act restrictions if the District Board makes certain findings every thirty days.

Staff recommends a teleconference and virtual meeting during May. The attached proposed Resolution 04-01-22 is substantially the same as February and March but must be adopted monthly. So attached is a proposed Resolution 04-01-22 for consideration at the April 2022 meeting that will affect the May 2022 meeting.

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion Resolution No. 04-01-22 allowing teleconference and virtual meetings, to remain in effect for the May 2022 Regular Board Meeting.

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

- Roll Call Vote:
- o (11/25) President Sanford Coplin _____
 - o (11/23) Director Vacant _____
 - o (11/25) Secretary Donald Olsen _____
 - o (11/23) Director Donald Chesterman _____
 - o (11/25) Treasurer Clinton Miller _____

New Business:

1. REVIEW AND MOTION TO APPROVE DRAFT FINANCIAL REPORTS FOR MARCH 2022

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Draft Financial Reports for March 2022

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

- Roll Call Vote:
- o (11/25) President Sanford Coplin _____
 - o (11/23) Director Vacant _____
 - o (11/25) Secretary Donald Olsen _____
 - o (11/23) Director Donald Chesterman _____
 - o (11/25) Treasurer Clinton Miller _____

2. REVIEW AND MOTION TO APPROVE APRIL PAYMENTS (CHECK LISTING) AND AUTHORIZATION FOR STAFF TO SIGN CHECKS

- 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 April payments, and authorizing staff to sign checks

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

Roll Call Vote:

- o (11/25) President Sanford Coplin _____
- o (11/23) Director Vacant _____
- o (11/25) Secretary Donald Olsen _____
- o (11/23) Director Donald Chesterman _____
- o (11/25) Treasurer Clinton Miller _____

3. BOARD OFFICER ELECTIONS

- Request Directors Olsen and Miller resign current office
- Conduct new election to fill three (3) offices:
 - o Vice President
 - o Secretary
 - o Treasurer
- Assistant Secretary office to remain vacant until filled by new Board Member

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve election of new offices

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

Roll Call Vote:

- o (11/25) President Sanford Coplin _____
- o (11/23) Director Vacant _____
- o (11/25) Secretary Donald Olsen _____
- o (11/23) Director Donald Chesterman _____
- o (11/25) Treasurer Clinton Miller _____

4. MOTION VOTING FOR ELECTION OF ONE LAFCO SPECIAL DISTRICT ALTERNATE MEMBER

- Copy of Ballot
- Nomination forms from two candidates

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to vote for one candidate to fill alternate Director seat

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

Roll Call Vote:

- o (11/25) President Sanford Coplin _____
- o (11/23) Director Vacant _____
- o (11/25) Secretary Donald Olsen _____
- o (11/23) Director Donald Chesterman _____
- o (11/25) Treasurer Clinton Miller _____

5. WATER RATE INCREASE 13%, SCHEDULED TO TAKE EFFECT 7-1-2022

- Water Rate Study, September 2020, included five years of water rate increases, approved by the Board (specific attention pages 3-10, and 15)
- Copies of Rate Schedules effective 7-1-2021 and 7-1-2022
- Board required to review, discuss, and approve any rate increase implementation
- Staff recommends approving the scheduled 13% rate increase, effective 7-1-2022

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to approve water rate increase of 13%, effective 7-1-2022

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

Roll Call Vote:

- o (11/25) President Sanford Coplin _____
- o (11/23) Director Vacant _____
- o (11/25) Secretary Donald Olsen _____
- o (11/23) Director Donald Chesterman _____
- o (11/25) Treasurer Clinton Miller _____

6. GRANT FUNDING OPPORTUNITIES FOR WATER SYSTEM REPAIR AND REPLACEMENT

- Staff has meet with two Engineering firms to discuss grant funding and grant application writing
- Staff has identified two possible funding sources that meet District’s current needs
- Expected costs for each grant application is \$6000 to \$9000
- Staff recommends pursuing one grant now for Water Storage upgrades

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second

- Board Deliberation
- Motion to Direct staff to begin process of grant application with MNS Engineers

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

Roll Call Vote:

- o (11/25) President Sanford Coplin _____
- o (11/23) Director Vacant _____
- o (11/25) Secretary Donald Olsen _____
- o (11/23) Director Donald Chesterman _____
- o (11/25) Treasurer Clinton Miller _____

7. CREDIT CARD TRANSACTION FEES

- District absorbs approximately \$8000 annually in credit card fees
- Each transaction cost an average of \$2.60
- Vendor has an available option of adding a 4% transaction fee to each sale, paid by user, District would then only pay monthly maintenance fee of approximately \$50.00
- Staff recommends fee be paid by credit card user

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to add credit card transaction fee to ratepayer payment

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

Roll Call Vote:

- o (11/25) President Sanford Coplin _____
- o (11/23) Director Vacant _____
- o (11/25) Secretary Donald Olsen _____
- o (11/23) Director Donald Chesterman _____
- o (11/25) Treasurer Clinton Miller _____

8. ON-LINE BILL PAY PROGRAM

- Copy of quote from Corbin Willits to integrate On-Line Bill Pay into our current MOM billing program
- Total upfront costs are \$4,900
- Monthly maintenance fee is \$243
- Transaction costs would be approximately \$1.20 to \$4.00
- Staff recommends implementing On-Line Bill Pay program, with all transaction fees paid by user

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to approve purchase and installation of On-Line Bill Pay program with transaction fees paid by user

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

Roll Call Vote:

- (11/25) President Sanford Coplin _____
 - (11/23) Director Vacant _____
 - (11/25) Secretary Donald Olsen _____
 - (11/23) Director Donald Chesterman _____
 - (11/25) Treasurer Clinton Miller _____
-

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. District Operations Update: due to COVID-19
 - Office remains closed to public; continuing to take payments by phone or drop-off
 - Office will be at 100% staffing beginning March 28, 2022, with physical distancing requirements met and health screening protocols in place: masks or face coverings to be worn at all times while indoors.
 - No vendors or members of public are allowed into Office
 2. Notice of Board vacancy has been sent out to all ratepayers
 3. Parks fundraising Committee
 - Appointment of new committee member to replace Darlene Lamboley
 4. California Department of Community Services and Development (CDCSD)
 - Copy of enrollment application confirmation for Low Income Household Water Assistance Program (LIHWAP)
 - Report – Judy Vazquez-Varela
 5. District Operations Report
 6. Usage Comparison Report 2021/2022
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CLOSED SESSION:

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

⇒ Title: (General Manager)

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: _____

- o (11/25) President Sanford Coplin _____
- o (11/23) Director Vacant _____
- o (11/25) Secretary Donald Olsen _____
- o (11/23) Director Donald Chesterman _____
- o (11/25) Treasurer Clinton Miller _____

Adjournment Time: _____ p.m.

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via Zoom Video conferencing was called to order at 5:30 pm on March 24, 2022.

ROLL CALL: Vice President Darlene Lamboley
Secretary Donald Olsen
Director Donald Chesterman
Treasurer Clinton Miller

ADMINISTRATIVE STAFF: General Manager Donald Rosa
Bookkeeper Amy Saldate
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF: President Sanford Coplin

DISTRICT COUNSEL: None

WELCOME AND INTRODUCTION OF NEW DIRECTOR: Donald Chesterman

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE:

Steve Snodgrass of the Vega Water System
Gail Morton of Marina Coast Water District Board of Directors

PUBLIC COMMENTS: None

Scheduled Items:

Presentation to the Board by Mayra Hernandez, Community Solutions Advocate for Community Water Center (CWC), a non-profit corporation whose mission is to act as a catalyst for community-driven drinking water solutions through organizing, education and advocacy.

CWC current projects include connecting 67 households to bottled water in the area north of Moss Landing, PSMCSD administers the Bottled Water Grant. Alternative Analysis for the area North of Moss Landing, Corona Environmental Consulting recommended physical consolidation to the Springfield Water System owned by PSMCSD. CWC is conducting outreach and facilitating community engagement for the current Springfield Water Project.

Action Items

1. Consider and approve the Minutes of the February 24, 2022, Regular Board Meeting

Motion was made by Director Olsen and seconded by Director Miller to approve the Regular Board Meeting Minutes of February 24, 2022. Motion carried.

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

Abstain: None

OLD BUSINESS:

1. Consider adoption of AB-361 to allow teleconference and virtual meetings Resolution No. 03-01-22

The Board of Directors received the Draft Resolution 03-01-22 to allow teleconference and virtual meetings based on the Governor's Executive Order No. N-08-21 (Jun. 11, 2021) and the Legislature adopted AB 361 as an Urgency Measure. Staff recommends considering the proposed resolution to continue with virtual meetings unless the Governor rescinds the Executive Order No. N-08-21 Staff will prepare for an in-person meeting.

Motion was made by Director Chesterman and seconded by Director Olsen to approve Resolution No. 03-01-22 AB-361 to allow teleconference and virtual meetings. Motion carried.

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

NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for February 2022

Bookkeeper Saldade informed the Board of Directors that the Water Sales were slightly under budget by 5 percent. We saw an increase in Interest Expenses due to the biannual interest and principal payment for the 2007 Reorganization Loan. We had increases in the Credit Card Transactions Fees, the new rates for monthly services average fee per transaction is \$2.52, compared to \$3.05. District receives approximately 250 credit card transactions per month. We also saw an increase in the Other Income-Testing Fees due to testing of backflow units in two commercial sites. Total Income was greater than Total Expenses by \$53,450. February Cash was greater than January Cash by \$103,373.

The Aging Report for the Pajaro area 90 days and over balance is \$290.84 it was reduced by \$163.00 the customer in Pajaro that requested the Covid relief assistance payment was received. The 90 days and over for Prunedale area is \$12,174.92 the customer from the Springfield area has continued making monthly payments.

The Board of Directors would like a report brought back next month regarding the credit card fees and if those fees should be transferred to the customers.

Motion was made by Director Chesterman and seconded by Director Miller to approve the financial reports for February 2022. Motion carried.

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

Abstain: None

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS:

2. Review and consider approving March 2022 payments and authorization for Staff to sign checks

- 1. General Fund 633: Total of \$0.00
- 2. Operating Account: Check No. 25007 through Check No. 25031 for a total of \$124,989.63
- 3. Reserve Account: Total of \$10,701.40
- 4. Street Maintenance Account: Check No. 550 for a total of \$1,102.68
- 5. Pajaro Park Account: Total of \$1,832.20
- 6. COP 2010 Account: Total of \$0.00
- 7. Debt Service Reserve Account: Total of \$35,643.75

Motion was made by Director Olsen seconded by Director Chesterman to approve the March 2022 payments and authorize Staff to sign checks. Motion carried.

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

3. Review and consider adding Donald Chesterman to signature cards for all financial institutions utilized by District

Motion was made by Director Olsen and seconded by Director Miller to approve adding Donald Chesterman to signature cards. Motion carried.

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

4. Review and consider voting for election of one LAFCO Special District Voting Member

All Board Members received a copy of the Ballot, nomination forms from the three candidates and a copy of an email from the PSMCSD Board President Coplin with his recommendation.

Gail Morton is one of three (3) candidates for the independent Special Districts Commissioner for LAFCO. Ms. Morton is here today to ask the Board for their vote and support to represent our District. She currently serves as a Director of the Marina Coast Water District (MCWD) as

they work with the Ground Water Sustainability Agency. Prior to serving on the MCWD Board, she served as a Marina City Council Member for eight (8) years, a few years as Mayor pro tempore. Ms. Morton served for 8 years as a Director of Ford Ort Reuse Authority (FORA). Two (2) of Ms. Morton's accomplishments as an activist are the stopping of the development of the Whispering Oaks and the shut down operations of Cemex sea mining plant at the end of 2020.

Steve Snodgrass is a former PSMCSD Board member, he was an active member during the PSMCSD annexation of the NORMCO/ALCO systems. Mr. Snodgrass was the elected Special Districts Representative for LAFCO, currently he serves as the Public Member Alternate because he is no longer a Director of a Special District. Mr. Snodgrass is in support of MaryAnn Leffel, Ms. Leffel has been involved with the community for several years, she is a former banker with Wells Fargo. Ms. Leffel served as president of the Special Districts Association, also serves on the Monterey County Workforce Development Board.

General Manager Rosa read a letter of support for Ms. Leffel from Board Chair Coplin to the record.

Motion was made by Director Olsen and seconded by Director Miller to approve Ms. Leffel as the elected candidate for LAFCO. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Operations Update: due to COVID-19

- No changes to COVID-19 District Operations
- Office remains closed to public; continuing to take payments by phone or drop off
- Office will be at 100% staffing beginning March 29, 2022, with physical distancing requirements met and health screening protocols in place: masks or face coverings to be worn at all times while indoors.
- No vendors or members of the public are allowed into Office

2. Parks fundraising committee report

- The committee: Directors Lamboley, Miller and General Manager Rosa, met last week and become informed of past fundraising efforts. The committee explored Fundraising ideas; campaign-requires staff time, sell advertising space on walls or mural space-all advertisement to be priorly approved, Park, bench or field naming, banner space on cyclone fence.

3. District Operations Report

Hazard Mitigation Plan (LHMP)

- The first Community Workshop was on March 23, 2022, we had 6 members of the public join. The next workshop will be in June.

.71 acres Surplus Property

- Disbursement of funds is scheduled to be heard by the Board of Supervisors April 26, 2022.

21-22 Work Plan- Vega Marlin Lane Generator

- The generator was installed on March 22, 2022.

4. Usage Comparison Report 2021/2022

- The total water usage in February has increased by approximately 32 percent.

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday April 28, 2022, at 5:30 pm via Zoom videoconferencing.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 7:11 pm with motion made by Director Miller seconded by Director Chesterman. Motion carried.

Respectfully submitted by:

Sanford Coplin, President

Darlene Lamboley, Vice President

Judith Vazquez-Varela, Recorder

Staff Report
January 27, 2022

Consider, pursuant to AB 361 and in order for Board of Directors to continue meeting remotely, that the COVID-19 pandemic state of emergency declared by Governor Newsom is still in effect; the Committees have reconsidered the circumstances of the state of emergency; and the Monterey County Health Officer continues to recommend social distancing measures for meetings of the legislative bodies.

RECOMMENDATION:

It is recommended that the Board of Directors find, pursuant to AB 361 and in order for the Board to continue meeting remotely, that the COVID-19 pandemic state of emergency declared by Governor Newsom is still in effect; the Committees have reconsidered the circumstances of the state of emergency; and the Monterey County Health Officer continues to recommend social distancing measures for meetings of the legislative bodies.

SUMMARY/DISCUSSION:

On September 16, 2021, Governor Newsom signed AB 361. This legislation amends the Brown Act to allow meeting bodies subject to the Brown Act to meet via teleconference during a proclaimed state of emergency in accordance with teleconference procedures established by AB 361 rather than under the Brown Act's more narrow standard rules for participation in a meeting by teleconference. AB 361 provides that if a state or local health official recommends social distancing, a legislative body may meet remotely after September 30, 2021, provided and within 30 days of the first meeting after September 30, and every 30 days thereafter, the legislative body finds 1) the Governor's proclaimed state of emergency is still in effect; 2) the legislative body has reconsidered the circumstances of the state of emergency, and 3) either the Monterey County Health Officer continues to recommend social distancing measures for meetings of legislative bodies or the state of emergency continues to directly impact the ability of the members to meet in person.

The Monterey County Health Officer has recommended social distancing measures for meetings of legislative bodies. In order to continue meeting remotely, Board of Directors must make the findings outlined above.

Accordingly, staff recommends making the appropriate findings. This action will be required every 30 days in order to keep meeting remotely.

**A RESOLUTION OF THE PAJARO SUNNY MESA COMMUNITY
SERVICES DISTRICT BOARD OF DIRECTORS AUTHORIZING
TELECONFERENCED PUBLIC MEETINGS IN MAY, 2022¹**

WHEREAS, the Governor issued a Proclamation of a State of Emergency in response to COVID-19 on March 4, 2020; and

WHEREAS, the Governor issued Executive Order N-29-20 on March 17, 2020, changing teleconferencing requirements under the Brown Act; and

WHEREAS, on, the Governor issued Executive Order N-08- 21 on June 11, 2021, extending Order N-29-20 until September 30, 2021; and

WHEREAS, California Assembly Bill 361 became law as an urgency measure on September 16, 2021; and

WHEREAS, AB 361 suspends certain provisions of the Brown Act under certain conditions¹, including

1. The public must be able to watch and comment during the teleconferenced public meetings; and
2. There must be notice of a way the public to access the meeting and comment, including by call-in or an internet connection; and
3. There can be no action when there is a disruption which prevents the District from broadcasting the meeting, or if of a disruption within the District's control which prevents members of the public from offering public comments, until public access is restored; and
4. The District may not require public comments be submitted before the meeting; and
5. The District must allow the public to address the District Board and offer contemporaneous comment; and
6. The Board may not close the public comment period until the public comment has ended or until a reasonable amount of time has passed; and

WHEREAS, the District intends to comply with subdivisions (e) (2) (A through G) of Government Code Sec. 54953; and

WHEREAS, subdivisions (e)(3)(A and B) of Government Code Section 54953 allow

¹ Subdivision (e)(2) (A) through (G) inclusive of the California Government Code (part of the Brown Act)

an alternative to having public meetings in accordance with Government Code Section 54953(b)(3) if the District can make certain findings; and

WHEREAS, although the District reviewed and considered staff recommendations and deliberated at its September 23, 2021 whether to direct Staff to prepare for in person meetings beginning with the October Regular Board Meeting; and

WHEREAS, a Motion was made by Director Coplin on September 23rd and seconded by Director Lamboley to direct Staff to prepare for in person public meetings beginning with the regular October, 2021 Regular Board Meeting and the motion was deliberated and passed 4-0 with one absence; and

WHEREAS, due to the recent increase in infection rates from the Omicron variant of COVID-19, staff recommends that the Board now adopt a resolution, in accordance with the requirements of AB 361, authorizing District Board teleconferenced meetings in February so that meetings may be conducted via teleconference; and

WHEREAS, Monterey County, the State of California and the Country in general, are currently facing a surge in infection rates due to the Omicron variant.

WHEREAS, the District continues to recommend measures to promote social distancing, which includes but is not limited to:

- Requiring District employees to either be vaccinated or show proof of negative COVID-19 testing.
- Requiring staff and the public to wear masks in District buildings.
- Posting COVID-19 safety measures on the District's social media pages; and

WHEREAS, the District Board has considered all information related to this matter, as presented at the public meetings including information provided by the General Manager and others during the public meeting.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The District Board declares that the above recitals are true and correct and are incorporated into this resolution as findings of the District Board.
2. The District Board hereby adopts the following additional findings:
 - (a) That proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(5), in that adopting this Resolution does not meet CEQA's definition of a "project," because the Board's action does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because the action is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment and is exempt pursuant to Section 15269(c) of the CEQA Guidelines, as specific actions necessary to prevent or mitigate an emergency.
 - (b) That as a result of the COVID-19 pandemic and the Governor's state of emergency, the District Board has determined that COVID-19, and particularly the Omicron variant, continue to impact the ability of members of the public, the District Board, District staff and consultants to meet safely in person at public meetings and that meeting in person during this period of a surge in COVID-19 cases would present imminent risks to the health or safety of attendees.
 - (c) The District continues to recommend measures to promote social

distancing and the District continues to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), and/or County of Monterey, as applicable, including facial coverings and social distancing indoors, when required. Based upon that guidance, in person attendance at public meetings presents an imminent risk to the health and safety of attendees, necessitating teleconferencing to allow for meaningful public participation options for all District constituents.

3. The District Board hereby declares that, pursuant to the findings in this Resolution, the District Board shall use teleconferencing to conduct public meetings pursuant to AB 361 and Government Code § 54953, as amended during the month of April, 2022.

4. The District Board determines that, if necessary, it will reconsider these findings at the next regular meeting or within thirty days, whichever last occurs, to continue teleconference hearings if the surge in COVID-19 infections continue to directly impact the ability of the Board to meet safely in person beyond April, 2022.

5. If any section, subsection, sentence, clause, phrase or word of this resolution is for any reason held to be unconstitutional, unlawful or otherwise invalid by a court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this resolution. The District Board hereby declares that it would have passed and adopted this resolution and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional, unlawful or otherwise invalid.

6. This Resolution shall become effective immediately as an urgency measure.

FINANCIAL NOTES - March 2022

Account No:	Account Name:	Increase / Decrease	Description
Income:			
4001-4015	Total Income	-	Water sales end-up at 89% of projected monthly budget
Expenses: Indirect			
5145	District Wide Repair & Maint.	+	Purchase & installation of exterior lighting for District office: 2 LED light poles
5165	Computer Software	+	Annual renewal of Microsoft 365: Outlook, Word, Excel & Cloud
5250	Legal Expenses	+	January legal services related to Debt Policy, Resolution and Board Meeting Agenda
Expenses: Direct			
5190	Soil and Water Tests	+	Quarter 1: Regulatory water quality testing
5325	Permits	+	Annual water system permits for State regulated systems: Pajaro, Normco & Sunny Mesa
Other Income:			
4140	Connection Fees	+	New domestic connection: Langley Water System

Income & Cash Summary

Total Income	Total Expense	Difference
\$181,753.26	\$155,680.86	\$26,072.40
February Cash	March Cash	Difference
\$616,899.22	\$657,138.46	\$40,239.24

Balance Sheet

As of March 31, 2022

	Mar 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1001 · SCCB - Operating Account	367,358.90
1002 · SCCB Reserve Account	289,779.56
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	245,403.37
1006 · SCCB-GF 633	108,442.24
1007 · SCCB - Debt Service Reserve	144,376.37
1032 · SCCB-COP Acct (aka Const. Acct)	48,494.22
1036 · PSM Pajaro Park Acct	62,038.25
1050 · Cash in County Treasury - DS	44,089.68
1051 · Cash in County Treasury - GF	107,867.46
1052 · US Bank 2021 Gen. Bond -8000	504.42
1054 · US Bank 2021 Gen. Bond -8002	1,308,160.75
1056 · US Bank 2021 Gen. Bond -8004	0.03
1057 · US Bank 2021 Gen. Bond -8005	93,753.32
1066 · Union Bank Vega 2303	147,530.00
1068 · Union Bank Vega 2301	5.13
1069 · Union Bank Vega-2302	533.72
1095 · Union Bank Wtr Bond-Res 2204	147,823.11
2201 · Union Bank-2015 Wtr Rfd Bd 2201	10.18
Total Checking/Savings	3,130,622.55
Accounts Receivable	
1110 · Invoice Accounts Recv	848.06
1231 · Grants Receivable-A/R	25,655.68
Total Accounts Receivable	26,503.74
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	201,872.27
1101 · Allowance for Doubtful Accounts	-7,600.09
1115 · Prepaid Expenses	1.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	2,540.14
1252 · Assessments Rec. - Street Maint	4,691.00
1253 · Assessments Rec. - Water bond	192,000.00
1253.1 · Assess Rec - Water Bond - Count	1,508.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
Total Other Current Assets	379,711.41
Total Current Assets	3,536,837.70
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)	-66,707.40
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	-129,997.73
1555 · Office Equipment/Furniture	30,573.05
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	510,984.21
1571 · A/D - Equipment - Pumping Plant	-452,362.87
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,116,993.68

Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>
1590 · Meters	90,114.13
1591 · A/D - Meters	-86,117.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-4,857.72
1610 · Automotive Equipment	229,909.12
1611 · A/D - Automotive Equipment	-171,078.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-96,120.77
1622 · A/D - Moss Landing	-182,144.31
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	-19,839.73
1650 · Trans & Distr Plant	139,408.08
1651 · A/D - Trans & Distr Plant	-87,149.30
1670 · Small Tools/Equipment	10,773.67
1671 · A/D - Small Tools/Equipment	-9,493.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-109,066.45
1804 · CIP-Springfield	393,244.44
1805 · CIP-Vega Imprvtmnt Project	4,620,002.33
1805.1 · A/D - Vega	-2,422,897.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	247,543.58
1807.1 · A/D - Langley/VP	-90,538.74
1808 · CIP-Normco	331,965.74
1808.1 · A/D - Normco Tank	-147,216.73
1811 · CIP-Vierra Estate	220,041.88
1811.1 · A/D - Vierra Estates	-61,204.72
1812 · CIP-Moss Landing Water System	310,547.47
1812.1 · A/D - Moss Landing Water	-92,276.55
1813 · CIP-Normco Water System	4,520.00
1814 · CIP-Pajaro	2,349,192.69
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,501,733.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-206,764.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-31,812.89
1820 · Normco Treatment Facility	127,374.00
1820.1 · A/D-Normco Treatment Facility	-115,894.85
1821 · CIP-Sunny Mesa	13,182.61
1822 · CIP-Vega	66,508.53
1823 · CIP-Blackie	0.04
Total Fixed Assets	11,988,056.13
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	3,502,867.72
1900 · Due From Other Funds	159,690.92
1950 · Deferred amount on refunding	63,229.60
1951 · Deferred Amt of Ref-Vega Bds15	80,014.09
Total Other Assets	3,806,060.18
TOTAL ASSETS	19,330,954.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	84,996.51
2500 · Due to Other Funds	159,693.06

Balance Sheet

As of March 31, 2022

	Mar 31, 22
Total Accounts Payable	244,689.57
Credit Cards	
2900 · Wells Fargo- 6120	1,052.66
2910 · Elan	237.93
Total Credit Cards	1,290.59
Other Current Liabilities	
2005 · Accrued Liabilities	60,186.00
2050 · Accrued Payroll	27,074.62
2100 · Payroll Tax Liabilities	1,832.41
2121 · Customer Security Deposits	20,878.70
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	22,550.00
2225 · Accrued Vacation Liability	47,390.84
2230 · Accrued Sick Leave Liability	39,343.64
2263 · 457b EE Plan Payable	5,216.99
2264 · Employee Insurance Payable	243.91
2265 · EE Aflac Insurance Payable	835.07
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.	-1,103.28
Total Other Current Liabilities	292,566.59
Total Current Liabilities	538,546.75
Long Term Liabilities	
2256 · Vehicle Loan Payable	38,688.68
2257 · Reorganization Loan	185,000.00
2350 · Bonds Payable - Water Bond	159,000.00
2355 · Bonds Payable- 2021 Gen. Bond	1,660,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	1,875,000.00
2361 · Bonds Payable-2015 Vga Wtr Rf	3,347,599.67
2400 · Unamortized Discount on 2015	-29,541.01
2401 · Unamortized Discount-2015 Vega	-11,778.72
2402 · 2021 Gen. Bond Premium	42,391.80
Total Long Term Liabilities	7,266,360.42
Total Liabilities	7,804,907.17
Equity	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	202,911.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	5,948,216.03
3999 · Suspense	-0.22
Net Income	332,318.15
Total Equity	11,526,046.84
TOTAL LIABILITIES & EQUITY	19,330,954.01

April 20, 2022

Profit & Loss

Accrual Basis

March 2022

	Mar 22
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	22,046.24
4002 · Route 2 - Pajaro	22,628.66
4003 · Route 3 - Commercial	22,357.90
4004 · Route 4 - Trailer Park	1,219.14
4005 · Route 5 - San Juan Rd Apts	1,027.20
4006 · Route 6 - Sunny Mesa	11,513.03
4007 · Route 7 - CSA 73	13,672.93
4008 · Route 8 - Vega	13,238.61
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	23,893.97
4012 · Route 12 - Blackie Road	3,387.42
4013 · Route 13 - Normco	29,025.73
4014 · Route 14 - Vierra	4,840.76
4015 · Route 15 - Langley/VP	2,859.69
Total Income	172,561.28
Gross Profit	172,561.28
Expense	
INDIRECT	
5000 · Salaries and Wages	66,093.11
5005 · Administrative Fees	502.23
5030 · Payroll Tax Expense	827.96
5050 · Employee Health Insurance	14,828.95
5070 · Employee Retirement	8,813.65
5090 · Other Employee Expense	151.00
5130 · Utilities - Office	365.36
5140 · Building Repair & Maint	974.08
5145 · District Wide Repair & Maint	3,254.07
5150 · Garbage Service	368.76
5160 · Office Equip Rental	665.16
5165 · Computer Software	1,559.82
5170 · Office Equipment Repair & Maint	237.20
5200 · Billing Supplies	139.73
5240 · Office Supplies	113.96
5245 · Postage	1,000.00
5250 · Legal Expenses	4,470.08
5256 · Interest Exp-Financed Items	161.69
5266 · Engineering Svcs-Dist Wide	193.75
5270 · Automotive - Repair & Maint	175.11
5280 · Conferences, Meetings, Seminars	14.99
5330 · Telephone	1,415.85
5340 · Burglar Alarm Monitoring	84.00
5370 · Fuel - Trucks	3,351.39
5391 · Credit Card Transaction Fees	659.85
5XXX · Indirect Allocation	0.01
6565 · 2021 Generator Bond- Fees	415.00
6578 · 2021 Bond- Debt Svc. Interest	25,760.13
Total INDIRECT	136,596.89
5190 · Soil and Water Tests	5,205.60

Pajaro/Sunny Mesa Community Services District
Profit & Loss
March 2022

	<u>Mar 22</u>
5220 · Water System - Repair & Maint	18,836.78
5225 · Street Maintenance	1,275.14
5231 · Pajaro Park Expense	1,888.42
5310 · Utilities - Well Site	12,876.73
5315 · Utilities - Street Lighting	2,330.61
5325 · Permits	8,340.00
5426 · Vega Assmnt Bond Expense	999.98
5427 · Improvement Project-Springfield	8,582.55
6570 · Bad Debt Expense	-450.00
6575 · Vega Debt Service-Interest	67,230.00
	<hr/>
Total Expense	263,712.70
Net Ordinary Income	-91,151.42
Other Income/Expense	
Other Income	
4100 · Late Payment Penalties	320.55
4110 · Hydrant Sales	1,295.30
4140 · Connection Fees	5,380.00
4200 · Street Maintenance-Reimb	1,124.17
4210 · Vega Bond Assessments	2,317.91
4280 · Pro-Rata Tax Collection Share	604.96
4285 · P.V.W.M.A. Collection Fee	2,188.29
4307 · Returned Check Charges	0.00
4340 · Utility Reimbursements	822.82
4350 · Interest Revenue	7.84
5794 · Water Bond Assessments	678.72
	<hr/>
Total Other Income	14,740.56
Other Expense	
5438 · LHMP Project- Dist. Wide	18,067.00
	<hr/>
Total Other Expense	18,067.00
Net Other Income	-3,326.44
Net Income	<hr/> <hr/> -94,477.86

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget Performance- Water Enterprise
 March 2022

	Mar 22	Budget	% of Budget	Jul '21 - Mar 22	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 · Route 1 - Pajaro	22,046.24	26,750.00	82.4%	212,482.16	240,750.00	88.3%	321,000.00
4002 · Route 2 - Pajaro	22,628.66	26,250.00	86.2%	207,791.94	236,250.00	88.0%	315,000.00
4003 · Route 3 - Commercial	22,357.90	24,333.33	91.9%	215,102.25	219,000.01	98.2%	292,000.00
4004 · Route 4 - Trailer Park	1,219.14	1,333.33	91.4%	11,318.58	12,000.01	94.3%	16,000.00
4005 · Route 5 - San Juan Rd Apts	1,027.20	1,125.00	91.3%	9,360.24	10,125.00	92.4%	13,500.00
4006 · Route 6 - Sunny Mesa	11,513.03	13,333.33	86.3%	109,707.35	120,000.01	91.4%	160,000.00
4007 · Route 7 - CSA 73	13,672.93	14,416.66	94.8%	125,422.61	129,750.02	96.7%	173,000.00
4008 · Route 8 - Vega	13,238.61	15,166.66	87.3%	129,398.35	136,500.02	94.8%	182,000.00
4010 · Route 10 -Springfield	850.00	850.00	100.0%	7,650.00	7,650.00	100.0%	10,200.00
4011 · Route 11 - Moss Landing	23,893.97	25,833.33	92.5%	226,458.29	232,500.01	97.4%	310,000.00
4012 · Route 12 - Blackie Road	3,387.42	3,350.00	101.1%	32,733.69	30,150.00	108.6%	40,200.00
4013 · Route 13 - Normco	29,025.73	32,583.33	89.1%	286,415.39	293,250.01	97.7%	391,000.00
4014 · Route 14 - Vierra	4,840.76	5,058.33	95.7%	48,833.79	45,525.01	107.3%	60,700.00
4015 · Route 15 - Langley/VP	2,859.69	3,125.00	91.5%	28,019.15	28,125.00	99.6%	37,500.00
Total Income	172,561.28	193,508.30	89.2%	1,650,693.79	1,741,575.10	94.8%	2,322,100.00
Gross Profit	172,561.28	193,508.30	89.2%	1,650,693.79	1,741,575.10	94.8%	2,322,100.00
Expense							
INDIRECT							
5000 · Salaries and Wages	66,093.11	69,166.66	95.6%	627,805.26	622,500.02	100.9%	830,000.00
5005 · Administrative Fees	502.23	500.00	100.4%	4,490.81	4,500.00	99.8%	6,000.00
5030 · Payroll Tax Expense	827.96	1,333.33	62.1%	11,875.26	12,000.01	99.0%	16,000.00
5040 · Worker's Comp Insurance	0.00	1,666.66	0.0%	10,023.79	15,000.02	66.8%	20,000.00
5050 · Employee Health Insurance	14,828.95	15,833.33	93.7%	137,571.35	142,500.01	96.5%	190,000.00
5070 · Employee Retirement	8,813.65	10,000.00	88.1%	84,515.07	90,000.00	93.9%	120,000.00
5090 · Other Employee Expense	151.00	250.00	60.4%	947.80	2,250.00	42.1%	3,000.00
5120 · Property Taxes	0.00	125.00	0.0%	1,585.00	1,125.00	140.9%	1,500.00
5130 · Utilities - Office	365.36	333.33	109.6%	2,993.99	3,000.01	99.8%	4,000.00
5140 · Building Repair & Maint	974.08	625.00	155.9%	4,688.26	5,625.00	83.3%	7,500.00
5145 · District Wide Repair & Maint	3,254.07	1,000.00	325.4%	9,072.38	9,000.00	100.8%	12,000.00
5150 · Garbage Service	368.76	350.00	105.4%	3,180.24	3,150.00	101.0%	4,200.00
5160 · Office Equip Rental	665.16	833.33	79.8%	6,072.64	7,500.01	81.0%	10,000.00
5165 · Computer Software	1,559.82	833.33	187.2%	7,793.70	7,500.01	103.9%	10,000.00
5170 · Office Equipment Repair & Maint	237.20	300.00	79.1%	1,155.33	2,700.00	42.8%	3,600.00
5175 · Small Tools - Repair & Maint.	0.00	83.33	0.0%	283.51	750.01	37.8%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	2,750.00	0.0%	35,111.19	24,750.01	141.9%	33,000.00
5200 · Billing Supplies	139.73	308.33	45.3%	3,613.20	2,775.01	130.2%	3,700.00
5240 · Office Supplies	113.96	316.66	36.0%	1,978.65	2,850.02	69.4%	3,800.00
5245 · Postage	1,000.00	708.33	141.2%	6,046.96	6,375.01	94.9%	8,500.00
5250 · Legal Expenses	4,470.08	1,666.66	268.2%	12,320.08	15,000.02	82.1%	20,000.00

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

March 2022

	Mar 22	Budget	% of Budget	Jul '21 - Mar 22	YTD Budget	% of Budget	Annual Budget
5255 · Interest Expense	0.00	941.66	0.0%	18,127.67	8,475.02	213.9%	11,300.00
5256 · Interest Exp-Financed Items	161.69	333.33	48.5%	2,777.00	3,000.01	92.6%	4,000.00
5260 · Accounting & Bookkeeping	0.00	3,208.33	0.0%	36,425.00	28,875.01	126.1%	38,500.00
5266 · Engineering Svcs-Dist Wide	193.75	3,208.33	6.0%	4,744.85	28,875.01	16.4%	38,500.00
5270 · Automotive - Repair & Maint	175.11	833.33	21.0%	8,786.73	7,500.01	117.2%	10,000.00
5280 · Conferences, Meetings, Seminars	14.99	41.66	36.0%	389.91	375.02	104.0%	500.00
5290 · Travel Expenses	0.00	41.66	0.0%	0.00	375.02	0.0%	500.00
5300 · Books & Subscriptions	0.00	125.00	0.0%	0.00	1,125.00	0.0%	1,500.00
5305 · Water Conservation Program	0.00	250.00	0.0%	641.93	2,250.00	28.5%	3,000.00
5320 · Membership Fees and Dues	0.00	1,666.66	0.0%	18,963.06	15,000.02	126.4%	20,000.00
5326 · Licenses and Certifications	0.00	166.66	0.0%	180.00	1,500.02	12.0%	2,000.00
5330 · Telephone	1,415.85	1,416.66	99.9%	12,667.85	12,750.02	99.4%	17,000.00
5340 · Burglar Alarm Monitoring	84.00	66.66	126.0%	546.00	600.02	91.0%	800.00
5370 · Fuel - Trucks	3,351.39	2,166.66	154.7%	24,157.56	19,500.02	123.9%	26,000.00
5390 · Bank Charges	0.00	25.00	0.0%	1,031.36	225.00	458.4%	300.00
5391 · Credit Card Transaction Fees	659.85	666.66	99.0%	9,318.39	6,000.02	155.3%	8,000.00
5400 · Miscellaneous Expense	0.00	16.66	0.0%	163.80	150.02	109.2%	200.00
6577 · COP Debt Service - Interest	0.00	6,283.33	0.0%	37,697.50	56,550.01	66.7%	75,400.00
Total INDIRECT	110,421.75	130,441.53	84.7%	1,149,743.08	1,173,975.41	97.9%	1,565,300.00
5190 · Soil and Water Tests	5,205.60	3,125.00	166.6%	28,819.60	28,125.00	102.5%	37,500.00
5220 · Water System - Repair & Maint	18,836.78	18,750.00	100.5%	162,561.33	168,750.00	96.3%	225,000.00
5265 · Engineering Expenses	0.00	83.33	0.0%	0.00	750.01	0.0%	1,000.00
5310 · Utilities - Well Site	12,876.73	14,166.66	90.9%	123,641.07	127,500.02	97.0%	170,000.00
5325 · Permits	8,340.00	2,500.00	333.6%	11,202.00	22,500.00	49.8%	30,000.00
5360 · Fuel - Generator	0.00	250.00	0.0%	0.00	2,250.00	0.0%	3,000.00
5428 · COP Bond Expense	0.00	291.66	0.0%	3,474.26	2,625.02	132.4%	3,500.00
Total Expense	155,680.86	169,608.18	91.8%	1,479,441.34	1,526,475.46	96.9%	2,035,300.00
Net Ordinary Income	16,880.42	23,900.12	70.6%	171,252.45	215,099.64	79.6%	286,800.00
Other Income/Expense							
Other Income							
4100 · Late Payment Penalties	320.55	416.66	76.9%	3,965.71	3,750.02	105.8%	5,000.00
4101 · Billing Adjustments	0.00	16.66	0.0%	0.00	150.02	0.0%	200.00
4110 · Hydrant Sales	1,295.30	833.33	155.4%	16,918.89	7,500.01	225.6%	10,000.00
4115 · Testing Fees	0.00	625.00	0.0%	11,800.00	5,625.00	209.8%	7,500.00
4140 · Connection Fees	5,380.00	616.66	872.4%	16,140.00	5,550.02	290.8%	7,400.00
4141 · Application Fees	0.00	45.83	0.0%	605.00	412.51	146.7%	550.00
4146 · Other Fees	0.00	33.33	0.0%	0.00	300.01	0.0%	400.00
4285 · P.V.W.M.A. Collection Fee	2,188.29	2,416.66	90.6%	20,743.59	21,750.02	95.4%	29,000.00
4300 · Collection of Previous W/O Acct	0.00	20.83	0.0%	0.00	187.51	0.0%	250.00
4341 · Lighting Admin Reimbursements	0.00	1,000.00	0.0%	6,000.00	9,000.00	66.7%	12,000.00

Pajaro/Sunny Mesa Community Services District
Profit & Loss Budget Performance- Water Enterprise
 March 2022

	Mar 22	Budget	% of Budget	Jul '21 - Mar 22	YTD Budget	% of Budget	Annual Budget
4346 · District 25% Overhead Fee	0.00	41.66	0.0%	250.00	375.02	66.7%	500.00
4350 · Interest Revenue	7.84	12.50	62.7%	64.85	112.50	57.6%	150.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	350.00	525.01	66.7%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	200.00	300.01	66.7%	400.00
Total Other Income	9,191.98	6,170.78	149.0%	77,038.04	55,537.66	138.7%	74,050.00
Net Other Income	9,191.98	6,170.78	149.0%	77,038.04	55,537.66	138.7%	74,050.00
Net Income	26,072.40	30,070.90	86.7%	248,290.49	270,637.30	91.7%	360,850.00

Aging Report: March 2022

Pajaro/Sunny Mesa/Vega		Moss Landing/Prunedale			
	Balance	Current	30 Days	60 Days	90 Days +
	\$119,318.39	\$105,096.19	\$12,845.81	\$1,251.30	\$125.09
			\$7,648.14	\$1,055.03	\$12,138.64
		\$54,548.46			
		\$75,390.27			

Aging Balances as of 3/31/22

30 Days Total	\$20,493.95
60 Days Total	\$2,306.33
90+ Days Total	\$12,263.73

Notes: The total 90 day+ balance has been reduced by \$202 compared to the previous month. The Pajaro company customer mentioned in last month's report did have a service line plumbing issue which the District has repaired. The District waived several fees for that account. The customer with a high balance from Springfield area, on a payment plan since 2017, has continued making monthly payments of a prearranged amount.

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	03/30/2022	PG&E 0819-Online	1001 · SCCB - Operating Account		-8,013.17
Bill	2/3/22...	03/09/2022		5310 · Utilities - Well Site	-3,608.23	3,608.23
				5310 · Utilities - Well Site	-2,187.30	2,187.30
				5310 · Utilities - Well Site	-191.96	191.96
				5310 · Utilities - Well Site	-707.90	707.90
				5310 · Utilities - Well Site	-259.59	259.59
				5315 · Utilities - Street Lighting	-91.68	91.68
				5310 · Utilities - Well Site	-966.51	966.51
TOTAL					-8,013.17	8,013.17
Bill Pmt -Check	AP	03/30/2022	Wells Fargo- 6120 ONLINE	1001 · SCCB - Operating Account		-126.99
Bill		03/11/2022		2900 · Wells Fargo- 6120	-126.99	126.99
TOTAL					-126.99	126.99
Bill Pmt -Check	AP	03/30/2022	Wells Fargo 0721-Online	1001 · SCCB - Operating Account		-14.99
Bill	March...	03/11/2022		2905 · Wells Fargo- 0721	-14.99	14.99
TOTAL					-14.99	14.99
Check	AP	04/01/2022	Total Merchant Services	1001 · SCCB - Operating Account		-1,007.95
				5391 · Credit Card Transaction Fees	-1,007.95	1,007.95
TOTAL					-1,007.95	1,007.95
Check	AP	04/06/2022	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
Bill Pmt -Check	AP	04/08/2022	Ace Hardware Prunedale- ACH	1001 · SCCB - Operating Account		-119.50
Bill	05422...	03/03/2022		5220 · Water System - Repair & Maint	-9.69	9.69
Bill	05422...	03/03/2022		5220 · Water System - Repair & Maint	-53.83	53.83
Bill	05425...	03/08/2022		5220 · Water System - Repair & Maint	-3.48	3.48
Bill	05432...	03/15/2022		5220 · Water System - Repair & Maint	-23.68	68.26
Bill	05438...	03/22/2022		5220 · Water System - Repair & Maint	-28.82	28.82
TOTAL					-119.50	164.08
Bill Pmt -Check	AP	04/08/2022	Ace Hardware Watsonville- ACH	1001 · SCCB - Operating Account		-62.17
Bill	212934	03/14/2022		5220 · Water System - Repair & Maint	-27.26	40.36
Bill	213295	03/28/2022		5220 · Water System - Repair & Maint	-34.91	34.91
TOTAL					-62.17	75.27
Bill Pmt -Check	AP	04/08/2022	Castroville Ace Hardware-ACH	1001 · SCCB - Operating Account		-25.85
Bill	18342...	03/10/2022		5220 · Water System - Repair & Maint	-25.85	25.85
TOTAL					-25.85	25.85
Bill Pmt -Check	AP	04/08/2022	Davis Auto Parts- ACH	1001 · SCCB - Operating Account		-26.41
Bill	601360	03/18/2022		5270 · Automotive - Repair & Maint	-26.41	26.41
TOTAL					-26.41	26.41
Bill Pmt -Check	AP	04/08/2022	AT&T 2043-Online	1001 · SCCB - Operating Account		-441.77
Bill	MAR ...	03/26/2022		5330 · Telephone	-441.77	441.77
TOTAL					-441.77	441.77
Bill Pmt -Check	AP	04/08/2022	AT&T 2486-Online	1001 · SCCB - Operating Account		-225.05

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
bill	MAR ...	03/26/2022		5310 · Utilities - Well Site	-225.05	225.05
TOTAL					-225.05	225.05
bill Pmt -Check	AP	04/08/2022	AT&T 5283-Online	1001 · SCCB - Operating Account		-225.05
bill	3/11/2...	03/11/2022		5310 · Utilities - Well Site	-225.05	225.05
TOTAL					-225.05	225.05
bill Pmt -Check	AP	04/08/2022	Bianchi Kasavan & Pope-Online	1001 · SCCB - Operating Account		-1,000.00
bill	01107...	02/28/2022		5260 · Accounting & Bookkeeping	-1,000.00	1,000.00
TOTAL					-1,000.00	1,000.00
bill Pmt -Check	AP	04/08/2022	Corbin Willits Systems-Online	1001 · SCCB - Operating Account		-242.17
bill	000C2...	03/15/2022		5165 · Computer Software	-242.17	242.17
TOTAL					-242.17	242.17
bill Pmt -Check	AP	04/08/2022	GreatAmerica Financial-Online	1001 · SCCB - Operating Account		-470.76
bill	31324...	03/28/2022		5160 · Office Equip Rental	-470.76	470.76
TOTAL					-470.76	470.76
bill Pmt -Check	AP	04/08/2022	Green Rubber Kennedy Ag- ACH	1001 · SCCB - Operating Account		-136.63
bill	S-715...	03/15/2022		5220 · Water System - Repair & Maint	-35.21	35.21
bill	w-565...	03/24/2022		5220 · Water System - Repair & Maint	-101.42	101.42
TOTAL					-136.63	136.63
bill Pmt -Check	AP	04/08/2022	Grunsky Law Firm	1001 · SCCB - Operating Account		-4,470.08
bill	Inv. 9...	03/11/2022		5250 · Legal Expenses	-4,470.08	4,470.08
TOTAL					-4,470.08	4,470.08
bill Pmt -Check	AP	04/08/2022	ICONIX Waterworks (US), Inc- ACH	1001 · SCCB - Operating Account		-2,346.28
bill	U2216...	03/15/2022		5220 · Water System - Repair & Maint	-97.82	97.82
bill	U2216...	03/25/2022		5220 · Water System - Repair & Maint	-2,248.46	2,248.46
TOTAL					-2,346.28	2,346.28
bill Pmt -Check	AP	04/08/2022	J Johnson & Company, Inc.- ACH	1001 · SCCB - Operating Account		-14,265.65
bill	22-00...	03/31/2022		5220 · Water System - Repair & Maint	-912.26	912.26
bill	22-00...	03/31/2022		5220 · Water System - Repair & Maint	-2,714.12	2,714.12
bill	22-00...	03/31/2022		5220 · Water System - Repair & Maint	-6,473.99	6,473.99
bill	22-00...	03/31/2022		5220 · Water System - Repair & Maint	-4,165.28	4,165.28
TOTAL					-14,265.65	14,265.65
bill Pmt -Check	AP	04/08/2022	MBAS- ACH	1001 · SCCB - Operating Account		-5,205.60
bill	22022...	03/01/2022		5190 · Soil and Water Tests	-78.30	78.30
bill	22022...	03/03/2022		5190 · Soil and Water Tests	-158.40	158.40
bill	22022...	03/03/2022		5190 · Soil and Water Tests	-72.00	72.00
bill	22030...	03/03/2022		5190 · Soil and Water Tests	-50.40	50.40
bill	22030...	03/03/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22030...	03/03/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22030...	03/03/2022		5190 · Soil and Water Tests	-50.40	50.40
bill	22030...	03/03/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22022...	03/07/2022		5190 · Soil and Water Tests	-526.50	526.50
bill	22022...	03/07/2022		5190 · Soil and Water Tests	-292.50	292.50
bill	22030...	03/10/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22030...	03/10/2022		5190 · Soil and Water Tests	-75.60	75.60
bill	22030...	03/10/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22030...	03/10/2022		5190 · Soil and Water Tests	-25.20	25.20

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
bill	22030...	03/10/2022		5190 · Soil and Water Tests	-50.40	50.40
bill	22022...	03/11/2022		5190 · Soil and Water Tests	-140.40	140.40
bill	22022...	03/11/2022		5190 · Soil and Water Tests	-1,012.50	1,012.50
bill	22022...	03/14/2022		5190 · Soil and Water Tests	-378.00	378.00
bill	22031...	03/17/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22031...	03/17/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22031...	03/17/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22031...	03/17/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22031...	03/17/2022		5190 · Soil and Water Tests	-50.40	50.40
bill	22030...	03/21/2022		5190 · Soil and Water Tests	-93.60	93.60
bill	22030...	03/21/2022		5190 · Soil and Water Tests	-46.80	46.80
bill	22022...	03/22/2022		5190 · Soil and Water Tests	-500.40	500.40
bill	22032...	03/23/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22032...	03/23/2022		5190 · Soil and Water Tests	-50.40	50.40
bill	22032...	03/23/2022		5190 · Soil and Water Tests	-46.80	46.80
bill	22032...	03/23/2022		5190 · Soil and Water Tests	-50.40	50.40
bill	22032...	03/23/2022		5190 · Soil and Water Tests	-25.20	25.20
bill	22022...	03/28/2022		5190 · Soil and Water Tests	-855.00	855.00
bill	22030...	03/30/2022		5190 · Soil and Water Tests	-324.00	324.00
TOTAL					-5,205.60	5,205.60
bill Pmt -Check	AP	04/08/2022	Mid Valley Supply- ACH	1001 · SCCB - Operating Account		-1,838.45
bill	1262682	03/04/2022		5220 · Water System - Repair & Maint	-105.86	105.86
				5220 · Water System - Repair & Maint	-53.07	53.07
				5220 · Water System - Repair & Maint	-53.02	53.02
bill	262819	03/10/2022		5220 · Water System - Repair & Maint	-211.92	211.92
				5220 · Water System - Repair & Maint	-105.96	105.96
				5220 · Water System - Repair & Maint	-52.98	52.98
				5220 · Water System - Repair & Maint	-52.98	52.98
				5220 · Water System - Repair & Maint	-52.98	52.98
				5220 · Water System - Repair & Maint	-105.96	105.96
				5140 · Building Repair & Maint	-160.41	160.41
bill	1262944	03/17/2022		5220 · Water System - Repair & Maint	-123.66	123.66
				5220 · Water System - Repair & Maint	-41.22	41.22
				5220 · Water System - Repair & Maint	-41.22	41.22
				5220 · Water System - Repair & Maint	-41.22	41.22
				5220 · Water System - Repair & Maint	-82.44	82.44
bill	1263220	03/31/2022		5220 · Water System - Repair & Maint	-97.00	97.00
				5220 · Water System - Repair & Maint	-456.55	456.55
TOTAL					-1,838.45	1,838.45
bill Pmt -Check	AP	04/08/2022	Monterey One Water- Online	1001 · SCCB - Operating Account		-69.98
bill	3/1/22...	03/31/2022		5310 · Utilities - Well Site	-44.25	44.25
bill	APR 2...	03/31/2022		5130 · Utilities - Office	-25.73	25.73
TOTAL					-69.98	69.98
bill Pmt -Check	AP	04/08/2022	Optimum Business Services	1001 · SCCB - Operating Account		-237.20
bill	IN36941	03/14/2022		5170 · Office Equipment Repair & Maint	-237.20	237.20
TOTAL					-237.20	237.20
bill Pmt -Check	AP	04/08/2022	PARS- ACH	1001 · SCCB - Operating Account		-502.23
bill	50142	03/09/2022		5005 · Administrative Fees	-502.23	502.23
TOTAL					-502.23	502.23
bill Pmt -Check	AP	04/08/2022	PG&E 1438-Online	1001 · SCCB - Operating Account		-1,545.23
bill	2/24/2...	03/25/2022		5310 · Utilities - Well Site	-1,545.23	1,545.23
TOTAL					-1,545.23	1,545.23
bill Pmt -Check	AP	04/08/2022	PG&E 1826-Online	1001 · SCCB - Operating Account		-31.33
bill	2/16/2...	03/18/2022		5310 · Utilities - Well Site	-31.33	31.33
TOTAL					-31.33	31.33

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	04/08/2022	PG&E 6022-Online	1001 · SCCB - Operating Account		-15.91
Bill	2/18/2...	03/21/2022		5315 · Utilities - Street Lighting	-15.91	15.91
TOTAL					-15.91	15.91
Bill Pmt -Check	AP	04/08/2022	PG&E 6857-Online	1001 · SCCB - Operating Account		-4,927.43
Bill	2/25/2...	03/28/2022		5310 · Utilities - Well Site	-1,394.53	1,394.53
				5310 · Utilities - Well Site	-972.65	972.65
				5130 · Utilities - Office	-252.64	252.64
				5310 · Utilities - Well Site	-84.59	84.59
				5315 · Utilities - Street Lighting	-2,223.02	2,223.02
TOTAL					-4,927.43	4,927.43
Bill Pmt -Check	AP	04/08/2022	Santa Cruz Answering Service-ACH	1001 · SCCB - Operating Account		-80.39
Bill	1009 ...	03/22/2022		5330 · Telephone	-80.39	80.39
TOTAL					-80.39	80.39
Bill Pmt -Check	AP	04/08/2022	Sturdy Oil Company- ACH	1001 · SCCB - Operating Account		-3,632.94
Bill	CL768...	03/15/2022		5370 · Fuel - Trucks	-1,352.15	1,352.15
Bill	02147...	03/21/2022		5145 · District Wide Repair & Maint	-599.35	599.35
Bill	CL775...	03/31/2022		5370 · Fuel - Trucks	-1,681.44	1,681.44
TOTAL					-3,632.94	3,632.94
Bill Pmt -Check	AP	04/08/2022	Tom's Site Service- ACH	1001 · SCCB - Operating Account		-203.49
Bill	66759	03/27/2022		5145 · District Wide Repair & Maint	-203.49	203.49
TOTAL					-203.49	203.49
Bill Pmt -Check	AP	04/08/2022	USA Blue Book- ONLINE	1001 · SCCB - Operating Account		-556.93
Bill	851357	01/19/2022		5145 · District Wide Repair & Maint	-347.60	347.60
Bill	913168	03/16/2022		5145 · District Wide Repair & Maint	-209.33	209.33
TOTAL					-556.93	556.93
Bill Pmt -Check	AP	04/08/2022	WM / Carmel Marina - Office-Online	1001 · SCCB - Operating Account		-368.76
Bill	96995...	04/01/2022		5150 · Garbage Service	-368.76	368.76
TOTAL					-368.76	368.76
Bill Pmt -Check	AP	04/08/2022	Mission Uniform Service-Online	1001 · SCCB - Operating Account		-183.04
Bill	51659...	03/07/2022		5140 · Building Repair & Maint	-45.76	45.76
Bill	51663...	03/14/2022		5140 · Building Repair & Maint	-45.76	45.76
Bill	51667...	03/21/2022		5140 · Building Repair & Maint	-45.76	45.76
Bill	51672...	03/28/2022		5140 · Building Repair & Maint	-45.76	45.76
TOTAL					-183.04	183.04
Bill Pmt -Check	AP	04/08/2022	Aramark- ACH	1001 · SCCB - Operating Account		-135.60
Bill	51100...	03/04/2022		5140 · Building Repair & Maint	-33.15	33.15
Bill	51100...	03/11/2022		5140 · Building Repair & Maint	-33.15	33.15
Bill	51100...	03/18/2022		5140 · Building Repair & Maint	-33.15	33.15
Bill	51100...	03/25/2022		5140 · Building Repair & Maint	-36.15	36.15
TOTAL					-135.60	135.60
Check	AP	04/19/2022	Santa Cruz County Bank	1001 · SCCB - Operating Account		-623.25
				2256 · Vehicle Loan Payable	-548.79	548.79
				5256 · Interest Exp-Financed Items	-74.46	74.46
TOTAL					-623.25	623.25

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	04/25/2022	Valvoline	1001 · SCCB - Operating Account		-81.77
Bill	41926	04/04/2022		5270 · Automotive - Repair & Maint	-81.77	81.77
TOTAL					-81.77	81.77
Bill Pmt -Check	AP	04/25/2022	TIAA Commercial Finance, Inc.	1001 · SCCB - Operating Account		-194.40
Bill	88536...	04/08/2022		5160 · Office Equip Rental	-194.40	194.40
TOTAL					-194.40	194.40
Bill Pmt -Check	AP	04/25/2022	ACWA-JPIA (med ins)-ACH	1001 · SCCB - Operating Account		-16,244.41
Bill	06847...	04/01/2022		5050 · Employee Health Insurance 2264 · Employee Insurance Payable	-14,828.95 -1,415.46	14,828.95 1,415.46
TOTAL					-16,244.41	16,244.41
Bill Pmt -Check	AP	04/25/2022	ACWA/JPIA-Workers Comp-ACH	1001 · SCCB - Operating Account		-2,738.19
Bill	01/01/...	04/01/2022		5040 · Worker's Comp Insurance	-2,738.19	2,738.19
TOTAL					-2,738.19	2,738.19
Bill Pmt -Check	AP	04/25/2022	AT&T 0646-Online	1001 · SCCB - Operating Account		-235.40
Bill	4/5/22...	04/05/2022		5310 · Utilities - Well Site	-235.40	235.40
TOTAL					-235.40	235.40
Bill Pmt -Check	AP	04/25/2022	AT&T 1782-Online	1001 · SCCB - Operating Account		-33.97
Bill	4/7/22...	04/07/2022		5310 · Utilities - Well Site	-33.97	33.97
TOTAL					-33.97	33.97
Bill Pmt -Check	AP	04/25/2022	AT&T 2627-Online	1001 · SCCB - Operating Account		-33.97
Bill	4/7-5/...	04/07/2022		5310 · Utilities - Well Site	-33.97	33.97
TOTAL					-33.97	33.97
Bill Pmt -Check	AP	04/25/2022	AT&T 3439-Online	1001 · SCCB - Operating Account		-33.97
Bill	4/1/22...	04/01/2022		5310 · Utilities - Well Site	-33.97	33.97
TOTAL					-33.97	33.97
Bill Pmt -Check	AP	04/25/2022	AT&T 3912-Online	1001 · SCCB - Operating Account		-497.74
Bill	APR. ...	04/01/2022		5330 · Telephone	-497.74	497.74
TOTAL					-497.74	497.74
Bill Pmt -Check	AP	04/25/2022	AT&T 6542-Online	1001 · SCCB - Operating Account		-66.51
Bill	4/7/22...	04/07/2022		5310 · Utilities - Well Site	-66.51	66.51
TOTAL					-66.51	66.51
Bill Pmt -Check	AP	04/25/2022	AT&T 8925- Wireless/Cell	1001 · SCCB - Operating Account		-394.84
Bill	x0409...	04/01/2022		5330 · Telephone	-394.84	394.84
TOTAL					-394.84	394.84
Bill Pmt -Check	AP	04/25/2022	Elan-Online	1001 · SCCB - Operating Account		-383.90
Bill	April 2...	04/12/2022		2910 · Elan	-383.90	401.37

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-383.90	401.37
Bill Pmt -Check	AP	04/25/2022	Grunsky Law Firm	1001 · SCCB - Operating Account		-875.00
Bill	Inv. 9...	04/04/2022		5250 · Legal Expenses	-875.00	875.00
TOTAL					-875.00	875.00
Bill Pmt -Check	AP	04/25/2022	ICONIX Waterworks (US), Inc- ACH	1001 · SCCB - Operating Account		-34.64
Bill	U2216...	04/01/2022		5220 · Water System - Repair & Maint	-34.64	34.64
TOTAL					-34.64	34.64
Bill Pmt -Check	AP	04/25/2022	J Johnson & Company, Inc.- ACH	1001 · SCCB - Operating Account		-11,238.71
Bill	22-13...	04/09/2022		5220 · Water System - Repair & Maint	-11,238.71	11,238.71
TOTAL					-11,238.71	11,238.71
Bill Pmt -Check	AP	04/25/2022	PG&E 0819-Online	1001 · SCCB - Operating Account		-6,828.12
Bill	3/7/22...	04/10/2022		5310 · Utilities - Well Site	-2,995.65	2,995.65
				5310 · Utilities - Well Site	-1,935.09	1,935.09
				5310 · Utilities - Well Site	-149.29	149.29
				5310 · Utilities - Well Site	-643.37	643.37
				5310 · Utilities - Well Site	-438.83	438.83
				5315 · Utilities - Street Lighting	-95.58	95.58
				5310 · Utilities - Well Site	-570.31	570.31
TOTAL					-6,828.12	6,828.12
Bill Pmt -Check	AP	04/25/2022	Pure Water- ACH	1001 · SCCB - Operating Account		-10,165.95
Bill	394856	04/01/2022	State Water Resources Control Board	5427 · Improvement Project-Springfield	-7,856.10	7,856.10
Bill	394855	04/01/2022	State Water Resources Control Board	5427 · Improvement Project-Springfield	-2,309.85	2,309.85
TOTAL					-10,165.95	10,165.95
Bill Pmt -Check	AP	04/25/2022	PVWMA- ACH	1001 · SCCB - Operating Account		-20,419.32
Bill	12/1/2...	03/30/2022		2325 · Payable to P.V.W.M.A.	-2,324.92	2,324.92
Bill	12/1/2...	03/30/2022		2325 · Payable to P.V.W.M.A.	-14,551.79	14,551.79
				2325 · Payable to P.V.W.M.A.	-3,542.61	3,542.61
TOTAL					-20,419.32	20,419.32
Bill Pmt -Check	AP	04/25/2022	Singh Computech- ACH	1001 · SCCB - Operating Account		-255.00
Bill	9227	04/19/2022		5165 · Computer Software	-255.00	255.00
TOTAL					-255.00	255.00
Bill Pmt -Check	AP	04/25/2022	Taylor's Office City- ACH	1001 · SCCB - Operating Account		-157.55
Bill	33233...	04/07/2022		5240 · Office Supplies	-157.55	157.55
TOTAL					-157.55	157.55
Bill Pmt -Check	AP	04/25/2022	USA Blue Book- ONLINE	1001 · SCCB - Operating Account		-184.83
Bill	941901	04/11/2022		5145 · District Wide Repair & Maint	-184.83	184.83
TOTAL					-184.83	184.83
Bill Pmt -Check	AP	04/25/2022	Wells Fargo- 6120 ONLINE	1001 · SCCB - Operating Account		-1,062.65
Bill	April S...	04/10/2022		2900 · Wells Fargo- 6120	-1,062.65	1,062.65
TOTAL					-1,062.65	1,062.65
Bill Pmt -Check	AP	04/25/2022	Wells Fargo 0721-Online	1001 · SCCB - Operating Account		-39.98

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	April S...	04/19/2022		2905 · Wells Fargo- 0721	-39.98	39.98
TOTAL					-39.98	39.98
Check	PARS	03/23/2022	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,426.88
				5070 · Employee Retirement	-4,426.88	4,426.88
TOTAL					-4,426.88	4,426.88
Check	PARS	04/06/2022	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,512.44
				5070 · Employee Retirement	-4,512.44	4,512.44
TOTAL					-4,512.44	4,512.44
Check	PARS	04/20/2022	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,428.03
				5070 · Employee Retirement	-4,428.03	4,428.03
TOTAL					-4,428.03	4,428.03
Bill Pmt -Check	25041	04/08/2022	Santa Cruz County Bank	1001 · SCCB - Operating Account		-566.04
Bill	ACCT...	03/22/2022		2256 · Vehicle Loan Payable	-473.82	473.82
				5256 · Interest Exp-Financed Items	-92.22	92.22
TOTAL					-566.04	566.04
Bill Pmt -Check	25042	04/08/2022	The Pajaronian	1001 · SCCB - Operating Account		-75.00
Bill	annua...	04/04/2022		5300 · Books & Subscriptions	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	25052	04/25/2022	Department of Motor Vehicles	1001 · SCCB - Operating Account		-1.00
Bill	07328...	04/10/2022		5090 · Other Employee Expense	-1.00	1.00
TOTAL					-1.00	1.00
Bill Pmt -Check	25053	04/25/2022	Mr. Daniel Murphy	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	04/01/2022		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25054	04/25/2022	Mr. Jorg Munch	1001 · SCCB - Operating Account		-210.51
Bill	Depos...	04/01/2022		2121 · Customer Security Deposits	-150.00	150.00
Bill	credit ...	04/01/2022		1100 · Water Customer Accounts Recv	-60.51	60.51
TOTAL					-210.51	210.51
Bill Pmt -Check	25055	04/25/2022	PLP Pajaro LLC	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	04/01/2022		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25056	04/25/2022	Uday Nayan	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	04/01/2022		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Reserve Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	04/08/2022	NBS- ACH	1002 · SCCB Reserve Account		-999.98
Bill	12210...	03/20/2022		5426 · Vega Assmnt Bond Expense	-999.98	999.98
TOTAL					-999.98	999.98
Bill Pmt -Check	AP	04/08/2022	Rincon Consultants, Inc. - ACH	1002 · SCCB Reserve Account		-18,067.00
Bill	inv# 3...	03/21/2022	CA Office of Emergency Services	5438 · LHMP Project- Dist. Wide	-18,067.00	18,067.00
TOTAL					-18,067.00	18,067.00
Bill Pmt -Check	AP	04/25/2022	Rincon Consultants, Inc. - ACH	1002 · SCCB Reserve Account		-20,618.25
Bill	inv# 3...	04/12/2022	CA Office of Emergency Services	5438 · LHMP Project- Dist. Wide	-20,618.25	20,618.25
TOTAL					-20,618.25	20,618.25
Bill Pmt -Check	AP	04/25/2022	Thomas E Yeager, P.E.- ACH	1002 · SCCB Reserve Account		-348.75
Bill	Invoc...	04/01/2022	CA Office of Emergency Services	5438 · LHMP Project- Dist. Wide	-348.75	348.75
TOTAL					-348.75	348.75

Pajaro/Sunny Mesa Community Services District
Check Detail - Pajaro Park Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	04/08/2022	Ace Hardware Watsonville- ACH	1036 · PSM Pajaro Park Acct		-85.13
Bill	212979	03/15/2022		5231 · Pajaro Park Expense	-60.04	60.04
Bill	213190	03/23/2022		5231 · Pajaro Park Expense	-25.09	25.09
TOTAL					-85.13	85.13
Bill Pmt -Check	AP	04/08/2022	AT&T 0577 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-439.59
Bill	3/13/2...	03/13/2022		5231 · Pajaro Park Expense	-439.59	439.59
TOTAL					-439.59	439.59
Bill Pmt -Check	AP	04/08/2022	Bianchi Alarm Systems - Pajaro Park...	1036 · PSM Pajaro Park Acct		-84.00
Bill	25136	03/31/2022		5231 · Pajaro Park Expense	-84.00	84.00
TOTAL					-84.00	84.00
Bill Pmt -Check	AP	04/08/2022	Mid Valley Supply- ACH	1036 · PSM Pajaro Park Acct		-87.35
Bill	1262875	03/14/2022		5231 · Pajaro Park Expense	-87.35	87.35
TOTAL					-87.35	87.35
Bill Pmt -Check	AP	04/08/2022	Mission Uniform Service-Online	1036 · PSM Pajaro Park Acct		-126.99
Bill	51664...	03/08/2022		5231 · Pajaro Park Expense	-126.99	126.99
TOTAL					-126.99	126.99
Bill Pmt -Check	AP	04/08/2022	Panther Protective Services- ACH	1036 · PSM Pajaro Park Acct		-450.00
Bill	003-2...	03/21/2022		5231 · Pajaro Park Expense	-450.00	450.00
TOTAL					-450.00	450.00
Bill Pmt -Check	AP	04/08/2022	PG&E 3540 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-169.08
Bill	2/17/2...	03/21/2022		5231 · Pajaro Park Expense	-169.08	169.08
TOTAL					-169.08	169.08
Bill Pmt -Check	AP	04/08/2022	WM / Carmel Marina - Pajaro Park-Onlin	1036 · PSM Pajaro Park Acct		-368.76
Bill	97541...	04/01/2022		5231 · Pajaro Park Expense	-368.76	368.76
TOTAL					-368.76	368.76
Bill Pmt -Check	AP	04/25/2022	Elan-Online	1036 · PSM Pajaro Park Acct		-17.47
Bill	April 2...	04/12/2022		2910 · Elan	-17.47	401.37
TOTAL					-17.47	401.37
Bill Pmt -Check	851	04/25/2022	D & N Welding, Inc.	1036 · PSM Pajaro Park Acct		-1,200.00
Bill	1114	04/19/2022		5231 · Pajaro Park Expense	-1,200.00	1,200.00
TOTAL					-1,200.00	1,200.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Street Maintenance Account
 March 22 through April 25, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	04/08/2022	C.C.O.I Gate & Fence-Online	1004 · SCCB - Street Maint Acct		-206.80
Bill	36521...	03/18/2022		5225 · Street Maintenance	-206.80	206.80
TOTAL					-206.80	206.80
Bill Pmt -Check	AP	04/08/2022	Oscar Ortiz	1004 · SCCB - Street Maint Acct		-760.00
Bill	FEB-...	04/04/2022		5225 · Street Maintenance	-760.00	760.00
TOTAL					-760.00	760.00
Bill Pmt -Check	AP	04/08/2022	PG&E 9545 Street Maint-Online	1004 · SCCB - Street Maint Acct		-72.05
Bill	2/17/2...	03/21/2022		5225 · Street Maintenance	-37.63	37.63
				5310 · Utilities - Well Site	-34.42	34.42
TOTAL					-72.05	72.05
Bill Pmt -Check	AP	04/25/2022	AT&T 5203 Street Maint-Online	1004 · SCCB - Street Maint Acct		-212.68
Bill	4/1/22...	04/01/2022		5225 · Street Maintenance	-212.68	212.68
TOTAL					-212.68	212.68
Bill Pmt -Check	551	04/08/2022	Pajaro/Sunny Mesa Comm Svcs Dist	1004 · SCCB - Street Maint Acct		-59.84
Bill	MAR ...	04/01/2022		5225 · Street Maintenance	-59.84	59.84
TOTAL					-59.84	59.84

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

2022
Commissioners

Chair
Christopher Lopez
County Member

Vice Chair
Mary Ann Leffel
Special District Member

Luis Alejo
County Member

Wendy Root Askew
County Member, Alternate

Kimbley Craig
City Member

Matt Gourley
Public Member

Ian Oglesby
City Member

Warren Poitras
Special District Member

Steve Snodgrass
Public Member, Alternate

Graig R. Stephens
Special District Member, Alternate

Anna Velazquez
City Member, Alternate

Counsel

Kelly L. Donlon
General Counsel

Executive Officer

Kate McKenna, AICP
132 W. Gabilan Street, #102
Salinas, CA 93901

P. O. Box 1369
Salinas, CA 93902

Voice: 831-754-5838

www.monterey.lafco.ca.gov

MEMORANDUM

DATE: April 5, 2022

TO: Special District General Managers, Fire Chiefs and CEOs

FROM: Kate McKenna, AICP, Executive Officer

SUBJECT: Election of LAFCO Commissioners:
(1) First Ballot Results – Special District Regular Member
(2) Second Ballot For Your Action – Special District
Alternate Member (Due May 13, 2022)

I am writing with results of the first ballot election that concluded on April 1, and to request your help in conducting a second election for Special District representation on the Local Agency Formation Commission of Monterey County.

Special District Regular Member Election Results

Mary Ann Leffel, Board Member of the Monterey Regional Airport District, has been re-elected to a Special District Regular Member seat on LAFCO. She will be sworn in on April 25 to a term that will expire in May 2026. For your information, Warren E. Poitras, Board Member of the Monterey Regional County Fire Protection District, also serves as a Special District Regular Member in a seat that will expire in May 2024.

Special District Alternate Member Ballot (Due May 13)

A second election is now underway to fill the Special District Alternate Member seat for a four-year term that will expire in May 2026. This seat is currently held by Graig Stephens, Board Member of the Soledad Community Health Care District, who is retiring from LAFCO next month. Enclosed are a ballot and voting instructions for the second round of voting. The two candidates on the second ballot were also on the first ballot for the Regular Member position, and both agreed to run again for the Alternate Member position.

This sequential ballot process is intended to ensure diversity in representation. By policy, all three Special District LAFCO representatives should reflect a broad cross-section of services and geography, and no two Commissioners can be from agencies that provide like services.

Please scan and return the signed ballot to me at mckennak@monterey.lafco.ca.gov and contact me with any questions at (831) 682-0157. Thank you for participating in this process.

Enclosures:
Ballot and Voting Instructions

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

April 5, 2022

OFFICIAL BALLOT OF THE INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

FOR ELECTION OF ONE ALTERNATE SPECIAL DISTRICT REPRESENTATIVE TO LAFCO

Voting Instructions:

1. The presiding officer of the legislative body of the District or the legislative body's alternate officer is authorized to vote. Please vote for one candidate. A majority of Districts must return ballots in order to conclude the election. The candidate receiving the most votes will be elected to an Alternate Member seat.
2. Please return a signed ballot to LAFCO of Monterey County by email to mckennak@monterey.lafco.ca.gov.
3. Deadline - Ballots must be received in the LAFCO office by May 13, 2022, at 5:00 p.m. LAFCO may extend this deadline if more time is needed to obtain ballots from a majority of Districts.

PLEASE VOTE FOR ONE CANDIDATE (ALTERNATE MEMBER SEAT):

David Kong (Greenfield Public Recreation District and Greenfield Cemetery District)

Gail Morton (Marina Coast Water District)

VOTING MEMBER SIGNATURE: _____

INDEPENDENT SPECIAL DISTRICT: _____

DATE: _____

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

NOMINATION FORM TO DECLARE CANDIDACY AND REQUEST NAME AND STATEMENT ON BALLOTS FOR ONE REGULAR POSITION AND ONE ALTERNATE POSITION ON THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Due Date: February 28, 2022

Nominations will be considered to fill the four-year term for one Regular seat (expiring May 2026) and the four-term for one Alternate seat (expiring May 2026) for Independent Special District Commissioners on the Local Agency Formation Commission of Monterey County.

Nomination Deadline and Process:

Nominations must be received in the LAFCO Office by February 28, 2022 at 5:00 p.m. Qualified persons may submit their own nominations using this form (no Board action is needed). You may email the completed form to mckennak@monterey.lafco.ca.gov OR mail it to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver it to 132 W. Gabilan Street, Suite 102 in Salinas.

Nomination Statement:

"I, David Kong, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

Nominee Information:

Name: David Kong
Address: 348 Barbera Way
Phone and e-mail: 831-682-2812 davidrkong@gmail.com
District represented: Greenfield Public Recreation District and Greenfield Cemetery District
Your position with the District: Board President
Number of years as a District Board Member or Trustee: 3 years

Candidate Statement for the Ballot:

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:

I am interested in being an elected LAFCO Commissioner because I would like to represent the South Monterey Communities on the Commission
LAFCO makes many important decisions on matters concerning South Monterey County. I have been a lifelong resident of Monterey County. I have lived in Pacific Grove, Salinas, and now have been a South County Resident for 21 years. I have served as a city planning commissioner, County Redistricting Commissioner, and School Board member
and now serve on the Greenfield Public Recreation District and Greenfield Cemetery District as Board President. I am interested in having good land management of
Monterey County. South Monterey County is mostly rural and agricultural. I am a good team player and I know a number of the current commissioners on LAFCO.
I would be honored to serve on the LAFCO Commission and asking for your vote.

Signed: David Kong

Name (Print): David Kong

Date: 02/25/2022

Thank you for your interest in serving on LAFCO of Monterey County.

FEB 28 2022

LAFCO of Monterey County

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

NOMINATION FORM TO DECLARE CANDIDACY AND REQUEST NAME AND STATEMENT ON BALLOTS FOR ONE REGULAR POSITION AND ONE ALTERNATE POSITION ON THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Due Date: February 28, 2022

Nominations will be considered to fill the four-year term for one Regular seat (expiring May 2026) and the four-term for one Alternate seat (expiring May 2026) for Independent Special District Commissioners on the Local Agency Formation Commission of Monterey County.

Nomination Deadline and Process:

Nominations must be received in the LAFCO Office by February 28, 2022 at 5:00 p.m. Qualified persons may submit their own nominations using this form (no Board action is needed). You may email the completed form to mckennak@monterey.lafco.ca.gov OR mail it to P.O. Box 1369, Salinas, CA 93902 OR hand-deliver it to 132 W. Gabilan Street, Suite 102 in Salinas.

Nomination Statement:

"I, GAIL MORTON, hereby declare myself a candidate for the election to the position of Regular or Alternate Commissioner of the LAFCO of Monterey County. I am an elected or appointed Monterey County Independent Special District board member or trustee residing within the county and not a member of a legislative body of a city or county. I request my name be placed on the official ballot and, if elected, I will qualify and accept the office of Regular or Alternate LAFCO Commissioner for which I am selected and serve to the best of my ability."

Nominee Information:

Name: GAIL MORTON
Address: 5 VIA JOAQUIN MONTEREY CA 93940
Phone and e-mail: 831 375-0100 gmorton@montereyfamilylaw.com or directormorton@mcwd.org
District represented: MARINA COAST WATER DISTRICT
Your position with the District: DIRECTOR
Number of years as a District Board Member or Trustee: 1 YEAR

Candidate Statement for the Ballot:

Please give reasons for wanting to be an elected LAFCO Commissioner and briefly summarize qualifications and background:

Set forth on Page 2 of 2

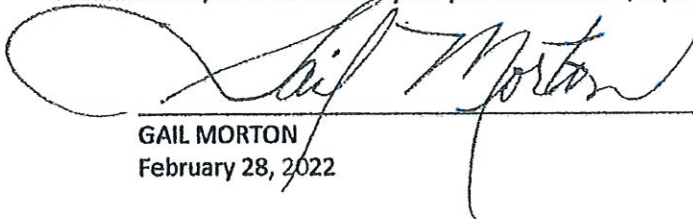
LAFCO's goal of preserving open space and agricultural land, discouraging urban sprawl, and delivering local and district services efficiently aligns well with the aims I have promoted in past decades as an activist, Marina councilmember, and a board member of Fort Ord Reuse Authority.

I currently serve as a director of the Marina Coast Water District (MCWD), the largest water district in County of Monterey. I focus on developing and implementing policies that will ensure a safe, clean, affordable water supply for current and future MCWD customers—*without* undermining affordable water for others throughout the County.

In their vital regional role, LAFCO commissioners must exercise prudence and diligence, anticipating unintended consequences, when shaping the development of local agencies advantageously for the present and future needs of our county. It is imperative that every board action reflect a holistic, countywide understanding of land and water resources; the practical demands of development in the decades to come; and the importance of protecting the County's economy, which depends on agricultural land and the attraction of open space for tourism.

I study issues carefully to bring as roundly informed a perspective to the table as possible. In my observation, cooperative, multiagency solutions with cross-jurisdictional benefit are key to successful governance. Some excellent strategies have been modeled in the past; this approach will continue to reap dividends when pursued.

LAFCO's independent and dependent special districts deserve fair and focused representation. As a leader at the city, FORA, and MCWD levels, I have a record of respect for the diverse interests of constituent groups and persons and a strong commitment to balanced, workable solutions. As a LAFCO commissioner, I will strive always to provide effective, equitable representation.



GAIL MORTON
February 28, 2022

E. Current vs. Proposed Water Rates

One of the District’s key decisions at the beginning of this study was to maintain the existing rate structure, although a 50/50 fixed/variable percentage replaced the current 30/70 allocation.

Figure 16 compares the current and proposed water rates for FY 2021/22 through FY 2025/26 for each meter size. Projected rates for each fiscal year⁹ reflect adjustments based on the cost-of-service analysis that is used to establish the rates for the first year in the five-year rate plan. In the subsequent four years, proposed charges are simply adjusted by the proposed increase in the total rate revenue needed to meet projected revenue requirements. More detailed tables on the development of the proposed water rates are documented in Appendix A.

Figure 16. Current and Proposed Water Rates

Current vs. Proposed Rates	Current Rates ^{1,2}	Proposed Water Rates				
		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Projected Increase in Rate Revenue per Financial Plan		15.00%	13.00%	11.00%	8.00%	5.00%
Fixed Charges - All Users (Excl. Commercial Fire)						
5/8 x 3/4 inch	\$16.86	\$28.02	\$31.66	\$35.15	\$37.96	\$39.86
3/4 inch	16.86	\$28.02	\$31.66	\$35.15	\$37.96	\$39.86
1 inch	31.03	\$59.84	\$67.62	\$75.06	\$81.07	\$85.12
1.5 inch	54.64	\$112.88	\$127.55	\$141.58	\$152.91	\$160.56
2 inch	82.98	\$176.52	\$199.47	\$221.41	\$239.12	\$251.08
3 inch	172.71	\$378.06	\$427.21	\$474.20	\$512.13	\$537.74
4 inch	304.95	\$675.06	\$762.82	\$846.73	\$914.46	\$960.19
6 inch	621.39	\$1,385.74	\$1,565.89	\$1,738.13	\$1,877.19	\$1,971.04
8 inch	1329.82	\$2,976.82	\$3,363.80	\$3,733.82	\$4,032.53	\$4,234.16
Springfield Customers ³	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Hydrant Meter Charge (2 1/2 inch)	\$172.71	\$378.06	\$427.21	\$474.20	\$512.13	\$537.74
Volumetric Charges						
Rate per hcf	\$5.65	\$4.81	\$5.44	\$6.04	\$6.52	\$6.85

1. Fixed charges shown are for Inside District customers only, without additional charges for additional units/rooms/spaces.
2. Volumetric charges shown are for Inside District customers only with standard service charges.
3. Per District staff, the fixed charges for Springfield customers will remain the same.

F. Comparison of Current and Proposed Monthly Water Bills

Figure 17 and Figure 18 compare a range of monthly water bills for the current and proposed water rates during the first year of implementation for single-family residential customers (with a 5/8 x 3/4-inch meter) and commercial customers (with a 2-inch meter). These monthly bills are based on typical meter sizes, and the average consumption levels for each customer class are highlighted.

⁹ The initial rate adjustment and all future rate adjustments are scheduled to be effective on January 1st of each year.



PAJARO / SUNNY MESA
COMMUNITY SERVICES DISTRICT

Pajaro / Sunny Mesa Community Services District Water Rate Study Final Report

September 2020

OFFICE LOCATIONS:

Temecula -- Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592

San Francisco -- Regional Office
870 Market Street, Suite 1223
San Francisco, CA 94102

California Satellite Offices
Atascadero, Davis
Huntington Beach,
Joshua Tree, Riverside
Sacramento, San Jose

www.nbsgov.com

Aerial view via Google Earth

 **NBS** helping communities fund tomorrow

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Section 1. Purpose & Overview of the Study

A. Purpose

The Pajaro/Sunny Mesa Community Services District (“PSMCS D” or “District”) retained NBS to update the previous water rate study completed in 2015. The 2015 study addressed the ability of the utility to meet future funding requirements, to ensure greater financial stability, to examine drought impacts in light of drought-related water shortages and conservation concerns. Most significantly, it undertook the task of combining water rates that were previously individualized for 10 service areas into a single, District-wide rate schedule for the purpose of improving rate design, making it fairer and more equitable to customers as a whole.

This report summarizes the current analysis of the water rate study performed by NBS, including direction from District staff and the Board of Directors to update the current District-wide approach to rate design to better reflect the allocation of the budgeted costs to the cost causation components. Other key decisions included an overall strategy for funding capital improvement projects and the level of rate increases necessary to meet projected expenses. The methodology, assumptions, and rate alternatives are described herein.¹

The rates developed in this study are intended to meet certain legal requirements (e.g., California Constitution Article XIII D, Section 6, commonly referred to as Proposition 218 [Prop 218]) and comply with general industry standard cost-of-service principles. This report will assist the District in its effort to maintain transparent communications with the residents and businesses it serves. The rate study process included working cooperatively with District staff and the Board to develop water rates that align with the District’s broader goals and objectives.

Key Study Services & Tasks

This rate study was intended to provide the District with water rates that are fair and equitable, comply with existing legal requirements, and ensure that water rates collect sufficient revenue to meet the annual operating costs and fund capital improvements. Other key issues that were addressed include:

Rate Structure – After discussing the current rates and potential alternative rate structures, the Board directed NBS to update the current rate configuration but collect 50% of the rate revenue from fixed charges and 50% from variable charges, as opposed to the previous 30/70 basis. Volumetric rates will continue to use a single-tiered rate for all customers.

District Policies – NBS reviewed the District’s reserve fund policies and other financial practices.

Financial Planning – The long-range financial plan was closely examined and adjusted to best meet annual operating expenses and projected capital improvement costs.

¹ The detailed tables documenting the water rate analysis is provided in Appendix A.

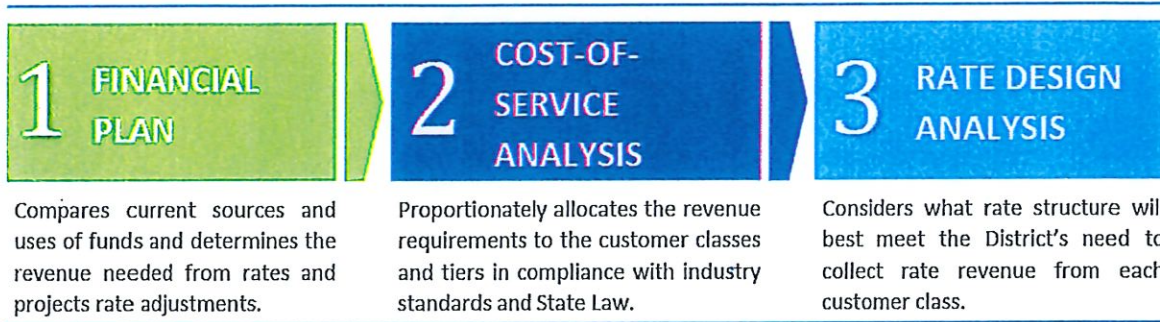
Drought Rates – NBS calculated drought rates that will meet revenue requirements under reduced water use scenarios and provide revenue stability during various drought stages.

B. Overview of the Study

As in the previous rate study, this study addresses the comprehensive technical components outlined in **Figure 1**:

1. **Financial Plan** – identifies the net revenue requirements for the utility.
2. **Cost of Service Analysis** – determines the cost of providing service to each customer class.
3. **Rate Design Analysis** – evaluates the rate design and results in fair and equitable fixed and volumetric rates.

Figure 1. Primary Components of a Rate Study



These steps are intended to follow industry standards and reflect the fundamental principles of cost-of-service rate making embodied in the American Water Works Association (AWWA) *Principles of Water Rates, Fees, and Charges*,² also referred to as the M1 Manual. The rate study also addresses requirements under Proposition 218 that rates: (1) not exceed the cost of providing the service, and (2) be proportionate to the cost of providing service for all customers. These three steps represent the chronology of the rate study process. Detailed tables and figures documenting the development of the proposed rates are provided in *Appendix A*.

Financial Plan

As a part of this rate study, NBS projected detailed revenues and expenditures on a cash-basis for the next five years. The amount of rate revenue required, which ideally allows maintaining reserves at the recommended levels, is known as the *net revenue requirement*. As current rate revenue falls short of the net revenue requirement, rate adjustments, or more accurately adjustments in the total revenue collected from rates, are recommended. The assumptions and data used to develop the financial plan, which in turn determine the proposed rate increases, are presented in greater detail in the Appendix.

² *Principles of Water Rates, Fees, and Charges*, Manual of Water Supply Practices, M1 Manual, American Water Works Association, Seventh Edition, 2017

Water Rate Design Analysis

Rate design is used to examine rate alternatives that will meet the District’s objectives. One of the objectives in this analysis is to send proper price signals to water customers about the actual cost of their water usage. This is reflected in both the magnitude of the rate adjustments and the rate structure design. In other words, both the amount of revenue collected and the way in which the revenue is collected from customers are important.

Several broader criteria are also typically considered in setting rates and developing sound rate structures. The fundamentals of this process have been documented in a number of rate-setting manuals, such as the American Water Works Association (AWWA) Manual M1. The foundation for evaluating rate structures is generally credited to James C. Bonbright’s *Principles of Public Utility Rates*,³ which outlines pricing policies, theories, and economic concepts along with various rate designs. The following is a simplified list of the attributes of a sound rate structure:

- Rates should be easy to understand from the customer’s perspective.
- Rates should be easy to administer from the utility’s perspective.
- Rates should promote the efficient allocation of the resource.
- Rates should be equitable and non-discriminating (that is, cost based).
- There should be continuity in the ratemaking philosophy over time.
- Rates should address other utility policies (e.g., encouraging conservation and economic development).
- Rates should provide month-to-month and year-to-year revenue stability.

The following are the basic rate design criteria that were considered in this study:

Rate Structure Basics –The District’s rate structure follows those used by the vast majority of water utilities and contains a fixed, or minimum, charge along with a volumetric charge. Based on direction from the District Board, the rates proposed in this report are designed to collect 50% of rate revenue from fixed charges and 50% from variable charges.⁴ While the District’s costs are actually more than 50% fixed, water utilities have generally opted for rates that emphasize conservation and therefore tend to collect more revenue from volumetric charges than fixed charges. The District’s 50/50 rate design is a compromise that still emphasizes conservation but also reflects actual costs (and enhances overall revenue stability).

Fixed Charges – Fixed charges can be called base charges, minimum monthly charges, fixed meter charges, etc., and typically increase by meter size. From a financial perspective, utilities that recover all of their fixed costs from fixed charges and all of their variable costs from volumetric charges have greater revenue stability; fluctuations in water sales are directly offset by reductions (or increases) in variable expenses.

³ James C. Bonbright, Albert L. Danielsen, and David R. Kamerschen, *Principles of Public Utility Rates*, Public Utilities Report, Inc., Second Edition, 1988, p. 383-384.

⁴ The California Urban Water Conservation Council states in its best management practices (BMP 1.4) that the goal of conservation pricing “...is to recover the maximum amount of water sales revenue from volumetric rates that is consistent with water utility costs...” However, water utilities should develop allocations that reflect their actual costs.

Volumetric (Consumption-Based) Charges – In contrast to fixed charges, variable costs such as purchased water, the cost of electricity for pumping water, and the cost of chemicals for treatment tend to change with the quantity of water produced. Variable charges are based on metered consumption and charged on a dollar-per-unit cost (i.e., per one hundred cubic feet (HCF), which is approximately 748 gallons). Under a uniform, or single-tier, rate structure, the cost per unit does not change with consumption and provides a simple and straightforward approach that is easy to understand from the customer’s perspective and simple to administer from the utility’s perspective.

Regulatory Issues

Drought and Water Conservation – In response to the severe drought conditions, the Governor declared a State of Emergency throughout California on January 17, 2014. The Governor then issued Executive Order B-29-15 on April 1, 2015, mandating statewide water conservation of 25 percent (25%). Although the drought has now passed and these mandates have expired, the District still faces the threat of future droughts and new State mandates.

According to District records, from Fiscal Year 2013/14 to 2018/19, the District’s total annual consumption decreased by 16 percent (16%) from 293,554 hcf to 245,192 hcf. While conservation is good for many reasons, it introduces financial risks to the utility that impact both revenue and expenses. Drought rates are the mechanism needed to change the consumption charges in response to these risks. Therefore, District directed NBS to develop the drought rates that are presented in Section 2 of this report.

Key Financial Assumptions

The following is a summary of the key financial assumptions used in the water rate analyses:

- **Funding of Capital Projects** – Without implementing rate increases, the District would find it difficult to pay for the planned capital improvements and meet annual revenue requirements. All capital projects listed in the financial plan are from the District’s capital improvement program.
- **Reserve Targets** – The District maintains reserves for operations, capital rehabilitation and replacement, and other specific needs that are set at levels jointly recommended by District staff and NBS. Details of the utility’s reserve targets are covered in the following section of this report.
- **Inflation and Growth Projections** – Assumptions regarding inflation were incorporated into projected future revenues and expenses:
 - ✓ Customer growth is assumed to be zero (0%).
 - ✓ General inflation is 3.2% annually based on the five-year average change in the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-Hayward areas per the Bureau of Labor Statistics (BLS).
 - ✓ Labor cost inflation is 4.0% annually based on the five-year average change in the San Francisco County Employment and Wage Inflation Index (for all industries) per the BLS.

The next section discusses the water rate study in further detail.

Section 2. Water Rate Study

A. Key Water Rate Study Issues

The District's water rate analysis was undertaken with several specific objectives, including:

- Generating sufficient revenue to meet rising operating and maintenance costs as well as projected capital funding requirements;
- Incorporating reduced consumption levels and likely water conservation;
- Maintaining reserve fund levels to ensure future financial stability for the water utility;
- Developing a funding strategy for capital improvement costs that balances the impact on customer water bills with the timing and need for significant improvements;
- Developing rates that continue to provide revenue stability by adjusting the current rate structure to a 50/50 split between fixed and variable charges; and,
- Complying with the legal requirements of Proposition 218 to ensure overall equity and fairness among customer classes.

In light of the District's decision to continue to use the same rate schedule for all District customers, the 50/50 mix of fixed and volume-based charges were calculated based on projected net revenue requirements, number of customers, water consumption, and other relevant information provided by the District. The following are the basic components used to calculate new rates:

- **Cost Allocations:** The water revenue requirements were "functionalized" into three categories: (1) fixed capacity costs; (2) variable (or volume-based) costs; and, (3) customer service costs. These functionalized costs were then used to develop unit costs based on various factors, such as water consumption, peaking factors, and number of accounts by meter size.
- **Revenue Requirements by Customer Class:** The total revenue to be collected from each customer class was determined using the functional costs and allocation factors. For example, fixed costs are allocated to customer classes based on their percentage of peak system demand while volume-related costs are allocated based on each customer class' percentage of total annual water consumption. Once the costs are allocated and the net revenue requirement for each customer class is determined, collecting the revenue requirements from each customer class is addressed within the rate design.
- **Rate Design and Fixed vs. Variable Costs:** The revenue requirements for each customer class are collected through a combination of fixed monthly service charges and volumetric rates. The District Board chose a rate design that collects 50% of the revenue from fixed charges and 50% from variable charges (previously a 30% fixed/70% variable design was used). Under California law and general industry practices, there is flexibility regarding the actual percentages collected from fixed and variable rates, so this 50% fixed/50% variable rate design complies with these standards.

B. Water Utility Revenue Requirements

It is important for municipal utilities to maintain reasonable reserves in order to handle emergencies, fund working capital, maintain a good credit rating, and generally follow sound financial management practices. Rate adjustments are governed by the need to meet operating and capital costs, maintain adequate debt coverage, and build reasonable reserve funds.

A 20-year financial plan was prepared as a part of this study, although the District is only planning to adopt rate increases for the next five years (the maximum allowed under Prop 218). The current state of the District's water utility, with regard to these objectives, is as follows:

- **Meeting Net Revenue Requirements:** For Fiscal Year (FY) 2021/22 through FY 2025/26, the projected annual net revenue requirement (that is, total annual expenses plus debt service and rate-funded capital costs, less non-rate revenues) for the District averages approximately \$2.8 million, increasing from \$2.3 million to over \$3 million by the end of the five-year period. Without rate adjustments, the District has a projected deficit of \$284,000 in FY 2021/22, which would grow to nearly \$1 million annually by the end of the five-year period.
- **Funding Capital Improvement Projects:** The District must also be able to fund necessary capital improvements in order to maintain current service levels and fund strategic goals. District staff has identified roughly \$3.3 million in expected capital expenditures for FY 2021/22 through 2025/26. With the recommended rate increases, these expenditures can be accomplished while increasing reserves to the minimum recommended target.
- **Building and Maintaining Reserve Funds:** Reserve funds provide a basis for a utility to cope with fiscal emergencies, such as revenue shortfalls, asset failure, and natural disasters. Reserve policies provide guidelines for sound financial management, with an overall long-range perspective to maintain financial solvency and mitigate these financial risks. The proposed rate increases would allow the District to reach the recommended reserve target by the end of the rate adoption period. The Utility's three reserve funds that are considered unrestricted reserves are:

 - **The Operating Reserve** is equal to 90 days of operating expenses (reaching approximately \$510,000 by FY 2025/26). An Operating Reserve is intended to promote financial viability in the event of any short-term fluctuation in revenues and/or expenditures. Fluctuations in revenue can be caused by weather patterns, the natural fluctuations of cash during billing cycles, natural variability in revenue from volumetric charges and – particularly in periods of economic distress – changes or trends in the age of receivables.
 - **The Capital Rehabilitation and Replacement Reserve** is equal to 6% of the District's net capital assets (approximately \$275,000 by the end of FY 2025/26), which is set aside to address long-term and routine capital system replacement and rehabilitation needs.
 - **Debt Reserve** equal to the reserve requirement for the outstanding 2015 Pajaro / Sunny Mesa Revenue Refunding Bonds and the newly issued 2020 Pajaro / Sunny Mesa Revenue Bonds to fund the new generator project totaling approximately \$260,000.
 - **Restricted Reserves** include a bond project fund and connection fee reserve, both of which are considered restricted funds and not available to cover any operating costs or planned capital improvements.

- Inflation and Growth Projections:** Assumptions regarding cost inflation were made in order to project future revenues and expenses for the study period. Based on the final budget for FY 2020/21, the District is not expecting any customer growth during the 5-year rate adoption period. This factor was used in the analysis for some revenues and expenses, while all other factors were set by price indices provided by the U.S. Bureau of Labor Statistics.⁵
- Maintaining Adequate Bond Coverage:** The District is required by the rate covenant of the 2015 and 2020 revenue bonds to maintain a debt service coverage ratio of at least 1.15. The benefit of maintaining a higher coverage ratio is that it strengthens the District’s credit rating which can help lower the interest rates for debt-funded capital projects and, in turn, reduce annual debt service payments. It is projected that, without the recommended rate increases, the District will not be able to meet the debt coverage requirement in FY 2022/23 and thereafter.

In order to avoid an annual deficit, the District must implement rate increases beginning in FY 2021/22 and throughout the 5-year rate adoption period. These rate increases are necessary to fund operating expenses, planned capital projects, debt service obligations, and build reserves up to the recommended targets by FY 2025/26.

Figure 2 summarizes the sources and uses of funds, net revenue requirements, and the recommended annual percent adjustments in total rate revenue under the proposed financial plan. A detailed version of the water utility’s proposed 10-year financial plan is included in *Appendix A*.

Figure 2. Summary of Water Revenue Requirements

Summary of Sources and Uses of Funds and Net Revenue Requirements	Budget		Projected				
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<i>Sources of Water Funds</i>							
Rate Revenue Under Prevailing Rates	\$ 2,023,700	\$ 2,052,600	\$ 2,052,600	\$ 2,052,600	\$ 2,052,600	\$ 2,052,600	\$ 2,052,600
Non-Rate Revenues	66,195	67,095	67,095	67,095	67,095	67,095	67,095
Interest Earnings	5,130	5,130	-	-	-	-	-
Total Sources of Funds	\$ 2,095,025	\$ 2,124,825	\$ 2,119,695	\$ 2,119,695	\$ 2,119,695	\$ 2,119,695	\$ 2,119,695
<i>Uses of Water Funds</i>							
Operating Expenses	\$ 1,798,385	\$ 1,797,450	\$ 1,763,642	\$ 1,828,843	\$ 1,896,480	\$ 1,966,647	\$ 2,039,438
Debt Service	188,418	228,718	295,883	300,508	299,700	293,625	302,263
Rate-Funded Capital Expenses	-	235,366	344,317	567,483	696,806	943,769	746,406
Total Use of Funds	\$ 1,986,803	\$ 2,261,534	\$ 2,403,841	\$ 2,696,833	\$ 2,892,986	\$ 3,204,040	\$ 3,088,106
Surplus (Deficiency) before Rate Increase	\$ 108,223	\$ (136,709)	\$ (284,146)	\$ (577,138)	\$ (773,291)	\$ (1,084,345)	\$ (968,411)
Additional Revenue from Rate Increases	-	-	307,890	614,754	908,163	1,145,024	1,304,905
Surplus (Deficiency) after Rate Increase	\$ 108,223	\$ (136,709)	\$ 23,744	\$ 37,616	\$ 134,872	\$ 60,678	\$ 336,494
Projected Annual Rate Increase	0.00%	0.00%	15.00%	13.00%	11.00%	8.00%	5.00%
<i>Cumulative Rate Increases</i>	0.00%	0.00%	15.00%	29.95%	44.24%	55.78%	63.57%
Net Revenue Requirement¹	\$ 1,915,478	\$ 2,189,309	\$ 2,336,746	\$ 2,629,738	\$ 2,825,891	\$ 3,136,945	\$ 3,021,011

1. Total Use of Funds less non-rate revenues and interest earnings. This is the annual amount needed from water rates.

Figure 3 summarizes the projected reserve fund balances and reserve targets for the water utility’s unrestricted funds. A more detailed version of the proposed 5-year financial plan is included in the Appendix. As can be seen in Figure 3, given the proposed rate adjustments, reserves will meet the minimum target by FY 2025/26.

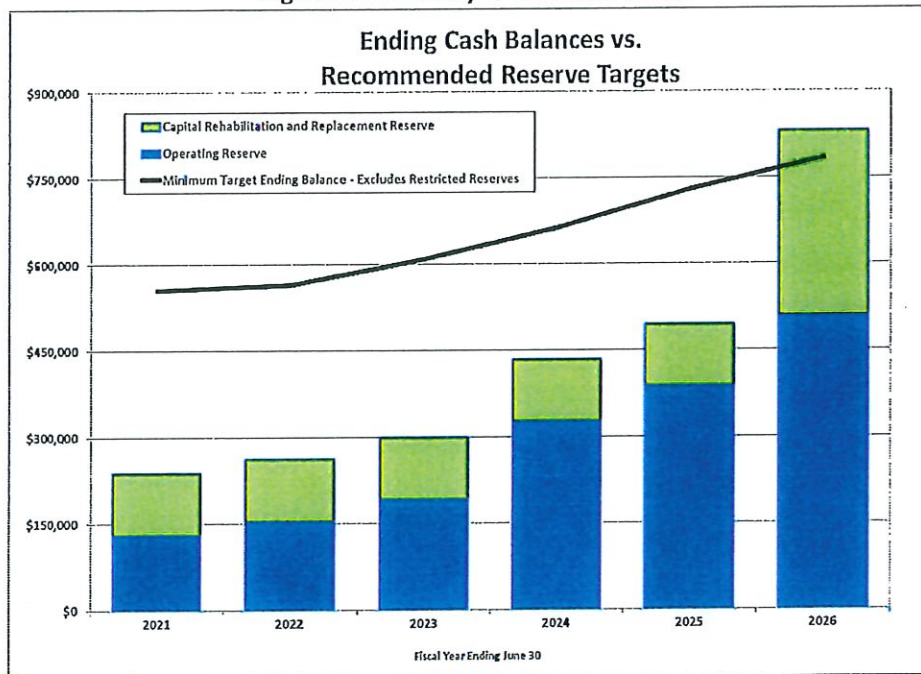
⁵ Website: <https://www.bls.gov/>

Figure 3. Summary of Reserve Funds

Beginning Reserve Fund Balances and Recommended Reserve Targets	Budget		Projected				
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Operating Reserve							
Ending Balance	\$ 267,693	\$ 130,984	\$ 154,728	\$ 192,343	\$ 327,215	\$ 387,894	\$ 510,000
<i>Recommended Minimum Target</i>	<i>450,000</i>	<i>449,000</i>	<i>441,000</i>	<i>457,000</i>	<i>474,000</i>	<i>492,000</i>	<i>510,000</i>
Capital Rehabilitation & Replacement Reserve							
Ending Balance	\$ 174,753	\$ 106,500	\$ 106,500	\$ 106,500	\$ 106,500	\$ 106,500	\$ 320,888
<i>Recommended Minimum Target</i>	<i>91,600</i>	<i>106,500</i>	<i>123,300</i>	<i>152,700</i>	<i>188,600</i>	<i>237,900</i>	<i>274,200</i>
Debt Reserve							
Ending Balance	\$ 147,820	\$ 149,327	\$ 150,850	\$ 152,389	\$ 153,943	\$ 155,513	\$ 157,099
<i>Recommended Minimum Target</i>	<i>147,820</i>	<i>261,220</i>	<i>261,220</i>	<i>261,220</i>	<i>261,220</i>	<i>261,220</i>	<i>261,220</i>
Other Reserves							
Ending Balance	\$ 169,413	\$ 173,322	\$ 177,271	\$ 181,261	\$ 185,291	\$ 189,363	\$ 193,476
<i>Recommended Minimum Target</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
Total Ending Balance	\$ 759,678	\$ 560,134	\$ 589,350	\$ 632,493	\$ 772,949	\$ 839,269	\$ 1,181,462
Total Recommended Minimum Target	\$ 689,420	\$ 816,720	\$ 825,520	\$ 870,920	\$ 923,820	\$ 991,120	\$ 1,045,420

Figure 4 presents a graphical representation of the projected reserve fund levels.

Figure 4. Summary of Reserve Funds



C. Cost-of-Service Analysis

Once the net revenue requirements are determined, the cost-of-service analysis proportionately distributes the revenue requirements to each of the customer classes. The cost-of-service analysis consists of two major components: (1) the classification of expenses, and (2) the allocation of costs to customer classes. Ultimately, a cost-of-service analysis is intended to result in rates that are proportional to the cost of providing service to each customer class.

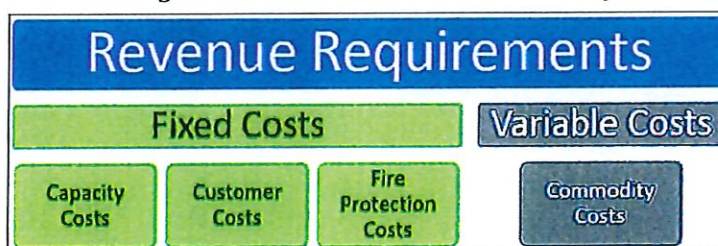
Classification and Allocation

Most costs are not typically allocated 100 percent to fixed or variable categories, but rather allocated to multiple functions of water service. In the study, costs were classified using the commodity-demand method found in the AWWA M1 Manual.⁶ In this method, budgeted costs were “classified” into three categories: (1) commodity-related costs; (2) capacity-related costs; and, (3) customer-related costs. The classification process provides the basis for allocating costs to various customer classes based on three cost causation components:

- **Commodity-related costs** are variable costs that change as the volume of water produced and delivered changes. These commonly include the costs of energy related to pumping for transmission and distribution and source of supply. Each customer class is allocated commodity-related costs based on the percentage of total consumption by that class.
- **Capacity-related costs** are fixed costs associated with infrastructure costs and how they are sized to meet the maximum, or peak demand. This includes both operating costs and capital infrastructure costs incurred to accommodate peak system capacity events.
- **Customer-related costs** are costs associated with having a customer connected to the water system, such as costs for meter reading, postage, billing, and other administrative duties. Customer service costs do not differ among the various meter sizes; therefore, these costs are spread equally among all meters. Each customer class is allocated customer-related costs based on the percentage of total meters in that class.

The District’s costs were reviewed and allocated to these cost causation components which were then used as the basis for establishing new fixed and variable charges. The tables in *Appendix A* show how the District’s expenses were classified and allocated to these cost components. Figure 5 below summarizes how cost components are grouped with respect to fixed and variable components.

Figure 5. Cost Functionalization Summary



Ideally, utilities would recover all of their fixed costs from fixed charges and all of their variable costs from volumetric charges, and fluctuations in water sales revenues would be directly offset by reductions or increases in variable expenses. While this provides greater revenue stability for the utility, other factors such as conservation and impact on customer bills should also be considered.⁷

⁶ *Principles of Water Rates, Fees, and Charges*, Manual of Water Supply Practices, M1, AWWA, Seventh Edition, 2017, p. 83.

⁷ *Principles of Water Rates, Fees, and Charges*, Manual of Water Supply Practices, M1, AWWA, Seventh Edition, pp. 5 and 96.

Based on the District’s projected costs, the cost-of-service analysis resulted in a distribution that is approximately 80 percent fixed and 20 percent variable. The District considered two additional rate alternatives (i.e., 30% fixed/70% variable and 40% fixed/60% variable) which are presented in *Appendix A*. While consistency in rate design is an important consideration, the District Board decided to adjust the current rate structure to collect 50% of revenue from fixed charges and 50% from variable rates.

Figure 6 summarizes the allocation of net revenue requirements to each cost component for the proposed rate structure.

Figure 6. Summary of Rate Revenue Requirements

Classification Components	Proposed Rate Alternative 50% Fixed / 50% Variable (FY 2021/22)	
Commodity-Related Costs	\$ 1,180,245	50%
Capacity-Related Costs	991,050	42%
Customer-Related Costs	114,514	5%
Fire Protection-Related Costs	74,681	3%
Net Revenue Requirement	\$ 2,360,490	100%

Characteristics of Water Customers by Class

Customer classes are determined by combining customers with similar demand characteristics and types of use into categories that reflect the cost differentials to serve each type of customer. The amount of consumption, peaking factors, and number of meters by size are used in the cost-of-service analysis to allocate costs to customer classes and determine the appropriate rate structures for each. The District’s most recent consumption data is summarized in Figure 7, peaking factors in Figure 8, and number of customers by customer class is shown in Figure 9.

Figure 7 below summarizes the most recent consumption data by customer class and represents the expected percent of consumption over the 5-year rate period.

Figure 7. Water Consumption by Customer Class

Development of the COMMODITY Allocation Factors		
Customer Class	FY 2018/19 Volume (hcf) ¹	Percent of Total Volume
Single Family Residential	124,878	50.9%
Multi Family Residential	38,296	15.6%
Commercial	69,126	28.2%
Industrial	3,612	1.5%
Institutional	8,432	3.4%
Irrigation	847	0.3%
Fire Service	0	0.0%
Total	245,192	100%

1. Consumption data source: *Data Request NBS-Water Rate Study 2020.xlsx*

Peaking factors, or peaking consumption, for each customer class are shown in Figure 8. A “peaking factor” is the relationship of each customer class’ peak (summer) monthly use to its average monthly use. A peaking factor is indicative of a customer’s share of the water system capacity. Operating and capital infrastructure costs incurred to accommodate peak demand are allocated on the basis of meter size, which reflect its proportional use of system capacity.

Figure 8. Peaking Factors by Customer Class

Development of the CAPACITY (MAX MONTH) Allocation Factors				
Customer Class	Average Monthly Use (hcf)	Peak Monthly Use (hcf) ¹	Peak Month Factor	Max Day Capacity Factor
Single Family Residential	10,407	15,646	1.50	53.7%
Multi Family Residential	3,191	4,165	1.31	14.3%
Commercial	5,760	7,878	1.37	27.0%
Industrial	301	396	1.31	1.4%
Institutional	703	940	1.34	3.2%
Irrigation	71	130	1.84	0.4%
Fire Service	0	0	0.00	0.0%
Total	20,433	29,154	1.43	100%

1. Based on peak monthly data (peak day data not available).

The number of customers in each customer class (the customer allocation factors) is shown in Figure 9.

Figure 9. Number of Accounts by Customer Class

Development of the Customer Allocation Factors		
Customer Class	Number of Meters ¹	Percent of Total
Single Family Residential ²	1,063	75.8%
Multi Family Residential ²	101	7.2%
Commercial ²	180	12.8%
Industrial	1	0.1%
Institutional	12	0.9%
Irrigation	19	1.4%
Unknown Connection Type	0	0.0%
Fire Service	26	1.9%
Total	1,402	100.0%

1. Number of meters is from files: *MOM Vega Customer Report FY 2019.xlsx* & *MOM Pajaro Customer Report FY 2019_v2.xlsx*.

2. Meter counts include 34 customers in the Springfield area - 31 SFR, 1 MFR, and 2 Commercial. According to the District, these customers are charged a monthly fee of \$25.00, and only have a few meters that are not in use.

Costs Allocated to Customer Classes

Figure 10 summarizes how the costs for each cost causation component are allocated to each customer class based on the customer characteristics. This process is described in the following sections.

Figure 10. Cost Allocation Methodology

Capacity Related Costs (fixed share)	<ul style="list-style-type: none"> •Allocated based on peak water consumption by customer class •Then, allocated based on the hydraulic capacity of each meter size
Customer Related Costs	<ul style="list-style-type: none"> •Allocated based on the total number of meters
Fire Protection Related Costs	<ul style="list-style-type: none"> •Allocated based on the hydraulic capacity of fire meters
Commodity Related Costs	<ul style="list-style-type: none"> •Allocated based on water consumption by customer class

Capacity-Related Costs

The allocation of the capacity-related costs is summarized in Figure 11. Capacity-related costs are associated with constructing and operating the water system to ensure there is sufficient capacity in the system to meet the peak system demand. These costs are first allocated to customer classes based on monthly peak capacity factors and then by the hydraulic capacity of each meter size.

The fire protection cost allocation is also summarized in Figure 11. Only commercial fire meters are allocated this cost component. A direct allocation is made in the classification step in the cost-of-service analysis to represent their share of system capacity and other related operations and maintenance costs and then allocated to the fire meters through Hydraulic Capacity.

Figure 11. Capacity-Related, Customer-Related & Fire Protection Costs Allocation

Customer Classes	Classification of Components (Fixed Costs)			Total	% of COS Rev. Req't.
	Capacity-Related Costs	Customer-Related Costs	Fire Protection Costs		
Single Family Residential	\$ 531,858	\$ 86,825	\$ -	\$ 618,683	52%
Multi Family Residential	141,578	8,250	-	149,828	14%
Commercial	267,784	14,702	-	282,486	26%
Industrial	13,453	82	-	13,534	1%
Institutional	31,961	980	-	32,941	3%
Irrigation	4,417	1,552	-	5,969	0%
Fire Service	-	2,124	74,681	76,804	3%
Total Net Revenue Requirement	\$ 991,050	\$ 114,514	\$ 74,681	\$ 1,180,245	100%

Since larger meters have the potential to use more of the system capacity, they are allocated a larger share of capacity-related costs. The meter capacity factors by size of meters are established by AWWA⁸ and are shown in the third and fifth columns of Figure 12.

⁸Principles of Water Rates, Fees, and Charges, Manual of Water Supply Practices, M1, AWWA, seventh edition, 2017, p. 338.

Figure 12. Meter Equivalency Factors

Customer Classes	Standard Meters		Fire Service Meters	
	Meter Capacity (GPM)	Equivalency to 5/8 x 3/4-inch	Meter Capacity (GPM)	Equivalency to 5/8 x 3/4-inch
	<i>Displacement Meters</i>		<i>Displacement Meters</i>	
5/8 x 3/4 inch	20	1.00	20	1.00
3/4 inch	30	1.00	30	1.50
1 inch	50	2.50	50	2.50
1.5 inch	100	5.00	100	5.00
2 inch	160	8.00	160	8.00
	<i>Turbine Class 1</i>		<i>Fire Service Type I & II</i>	
3 inch	350	17.50	350	17.50
4 inch	630	31.50	700	35.00
6 inch	1,300	65.00	1,600	80.00
	<i>Turbine Class 2</i>		<i>Fire Service Type I & II</i>	
8 inch	2,800	140.00	2,800	140.00
10 inch	4,200	210.00	4,400	220.00
12 inch	5,300	265.00	N/A	N/A

A “hydraulic capacity factor” is calculated by dividing the maximum capacity, or potential flow of large meters, by the capacity of the base meter size which is typically the most common residential meter size (in this case a 5/8 x 3/4-inch meter). For example, Figure 12 shows the hydraulic capacity of a two-inch meter is 8.0 times that of a 5/8 x 3/4-inch meter and, therefore, the capacity component of the fixed meter charge is 8.0 times that of the 5/8 x 3/4-inch meter.

The number of meters by size is multiplied by their capacity ratios to calculate the total equivalent meters and is used to allocate capacity-related costs to each customer class and the meter sizes within each class.

Customer-Related Costs

The customer-related cost allocations were also summarized in Figure 11. Customer-related costs are costs related to reading and maintaining meters, customer billing and collection, and other customer service-related costs. The customer service costs do not differ among the various meter sizes; therefore, each customer class is allocated customer-related costs based on their percentage of total meters.

Commodity-Related Costs

Commodity-related costs are those costs related to the amount of water sold and commonly include the costs of energy related to pumping for transmission and distribution, source of supply, and chemicals used in the treatment process. Allocating commodity-related cost is based on the percentage of total water consumption shown in Figure 13.

Figure 13. Summary of Water Consumption

Customer Classes	Number of Meters	Water Consumption (ccf/yr)	% of Total Rate Revenue
Single Family Residential	1,063	124,878	51%
Multi Family Residential	101	38,296	16%
Commercial	180	69,126	28%
Industrial	1	3,612	1%
Institutional	12	8,432	3%
Irrigation	19	847	0%
Fire Service	26	0	0%
Total	1,402	245,192	100%

D. Rate Design Analysis

The process of evaluating the water rate structure provides the opportunity to incorporate a number of rate-design objectives and policies, including revenue stability, equity among customer classes, and water conservation. NBS reviewed several rate design alternatives and methodologies with District Staff and the District Board during the 2015 rate study, including the percentage of revenue collected from fixed vs. variable charges. The District Board reviewed three rate design alternatives in the current rate study, including fixed/variable percentages of 50/50, 30/70, and 40/60.

Fixed Charges

Fixed charges recognize that the water utility incurs costs regardless of whether customers use any water and include capacity costs and customer costs. Using the fixed costs allocated to each customer class from Figure 8 and Figure 9, the calculation of monthly charges by meter size are shown in Figure 14.

Figure 14. Fixed Meter Charges for FY 2021/22

Number of Meters by Class and Size	FY 2021/22										Total
	5/8 x 3/4 inch	3/4 inch	1 inch	1.5 inch	2 inch	2 1/2 inch hydrant	3 inch	4 inch	6 inch	8 inch	
Single Family Residential	538	0	413	75	36	0	1	0	0	0	1,063
Multi Family Residential	82	0	2	5	6	1	0	5	0	0	101
Commercial	71	0	37	13	29	5	21	3	0	1	180
Industrial	0	0	0	0	1	0	0	0	0	0	1
Institutional	5	0	2	1	1	0	1	2	0	0	12
Irrigation	12	0	3	2	2	0	0	0	0	0	19
Total Meters/Accounts	708	0	457	96	75	6	23	10	0	1	1,376
Hydraulic Capacity Factor	1.00	1.00	2.50	5.00	8.00	17.50	17.50	31.50	65.00	140.00	
Total Equivalent Meters	708	0	1,143	480	600	105	403	315	0	140	3,893
Monthly Fixed Service Charges											
Customer Costs (\$/Acct/mo.)	\$6.81	\$6.81	\$6.81	\$6.81	\$6.81	\$6.81	\$6.81	\$6.81	\$6.81	\$6.81	
Capacity Costs (\$/Acct/mo.)	\$21.21	\$21.21	\$53.04	\$106.07	\$169.71	\$371.25	\$371.25	\$668.25	\$1,378.93	\$2,970.01	
Total Monthly Meter Charge	\$28.02	\$28.02	\$59.84	\$112.88	\$176.52	\$378.06	\$378.06	\$675.06	\$1,385.74	\$2,976.82	

Variable Charges

The District will continue to use a uniform volumetric rate for all customers. Given the single source of water supply, this is an appropriate rate design. Using the costs allocated to volumetric charges previously shown in Figure 13, the calculation of the per unit volumetric charge is shown in Figure 15.

Figure 15. Calculated Variable Charges for FY 2021/22

Customer Classes	Number of Meters ¹	Water Consumption (ccf/yr) ¹	Target Rev. Req't from Vol. Charges	% of Total Rate Revenue	Uniform Commodity Rates (\$/ccf)	Proposed Rate Structure
Single Family Residential ²	1,063	124,878	\$ 601,108	25%	\$4.81	Uniform
Multi Family Residential ²	101	38,296	184,341	8%	\$4.81	Uniform
Commercial ²	180	69,126	332,741	14%	\$4.81	Uniform
Industrial	1	3,612	17,389	1%	\$4.81	Uniform
Institutional	12	8,432	40,588	2%	\$4.81	Uniform
Irrigation	19	847	4,079	0%	\$4.81	Uniform
Unknown Connection Type	0	0	-	0%	\$4.81	Uniform
Fire Service	26	0	-	0%	\$4.81	Uniform
Total	1,402	245,192	\$ 1,180,245	50%		

1. The number of meters by size and class was provided by District staff. Source files: MOM Vega Customer Report FY 2019.xlsx & MOM Pajaro Customer Report FY 2019.xlsx.
2. Meter counts and revenue include 34 customers in the Springfield area - 31 SFR, 1 MFR, and 2 Commercial. According to the District, these customers are charged a flat fee of \$25 per month and only have a few meters (sizes are unknown), but none are in use.
3. Water consumption is 10% less than FY 2018/19 consumption by customer class to account for conservation.

E. Current vs. Proposed Water Rates

One of the District’s key decisions at the beginning of this study was to maintain the existing rate structure, although a 50/50 fixed/variable percentage replaced the current 30/70 allocation.

Figure 16 compares the current and proposed water rates for FY 2021/22 through FY 2025/26 for each meter size. Projected rates for each fiscal year⁹ reflect adjustments based on the cost-of-service analysis that is used to establish the rates for the first year in the five-year rate plan. In the subsequent four years, proposed charges are simply adjusted by the proposed increase in the total rate revenue needed to meet projected revenue requirements. More detailed tables on the development of the proposed water rates are documented in Appendix A.

Figure 16. Current and Proposed Water Rates

Current vs. Proposed Rates	Current Rates ¹	Proposed Water Rates				
		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Fixed Charges - All Users (Excl. Commercial Fire)						
5/8 x 3/4 inch	\$16.86	\$28.02	\$31.66	\$35.15	\$37.96	\$39.86
3/4 inch	16.86	\$28.02	\$31.66	\$35.15	\$37.96	\$39.86
1 inch	31.03	\$59.84	\$67.62	\$75.06	\$81.07	\$85.12
1.5 inch	54.64	\$112.88	\$127.55	\$141.58	\$152.91	\$160.56
2 inch	82.98	\$176.52	\$199.47	\$221.41	\$239.12	\$251.08
3 inch	172.71	\$378.06	\$427.21	\$474.20	\$512.13	\$537.74
4 inch	304.95	\$675.06	\$762.82	\$846.73	\$914.46	\$960.19
6 inch	621.39	\$1,385.74	\$1,565.89	\$1,738.13	\$1,877.19	\$1,971.04
8 inch	1329.82	\$2,976.82	\$3,363.80	\$3,733.82	\$4,032.53	\$4,234.16
Springfield Customers ²	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Hydrant Meter Charge (2 1/2 inch)	\$172.71	\$378.06	\$427.21	\$474.20	\$512.13	\$537.74
Volumetric Charges						
Rate per hcf	\$5.65	\$4.81	\$5.44	\$6.04	\$6.52	\$6.85

1. Volumetric charges shown are for standard service charges.
2. Fixed charges for Springfield customers will remain the same.

⁹ The initial rate adjustment and all future rate adjustments are scheduled to be effective on January 1st of each year.

F. Comparison of Current and Proposed Monthly Water Bills

Figure 17 and Figure 18 compare a range of monthly water bills for the current and proposed water rates during the first year of implementation for single-family residential customers (with a 5/8 x 3/4-inch meter) and commercial customers (with a 2-inch meter). These monthly bills are based on typical meter sizes, and the average consumption levels for each customer class are highlighted.

Figure 17. Monthly Bill Comparison for Single Family Customers

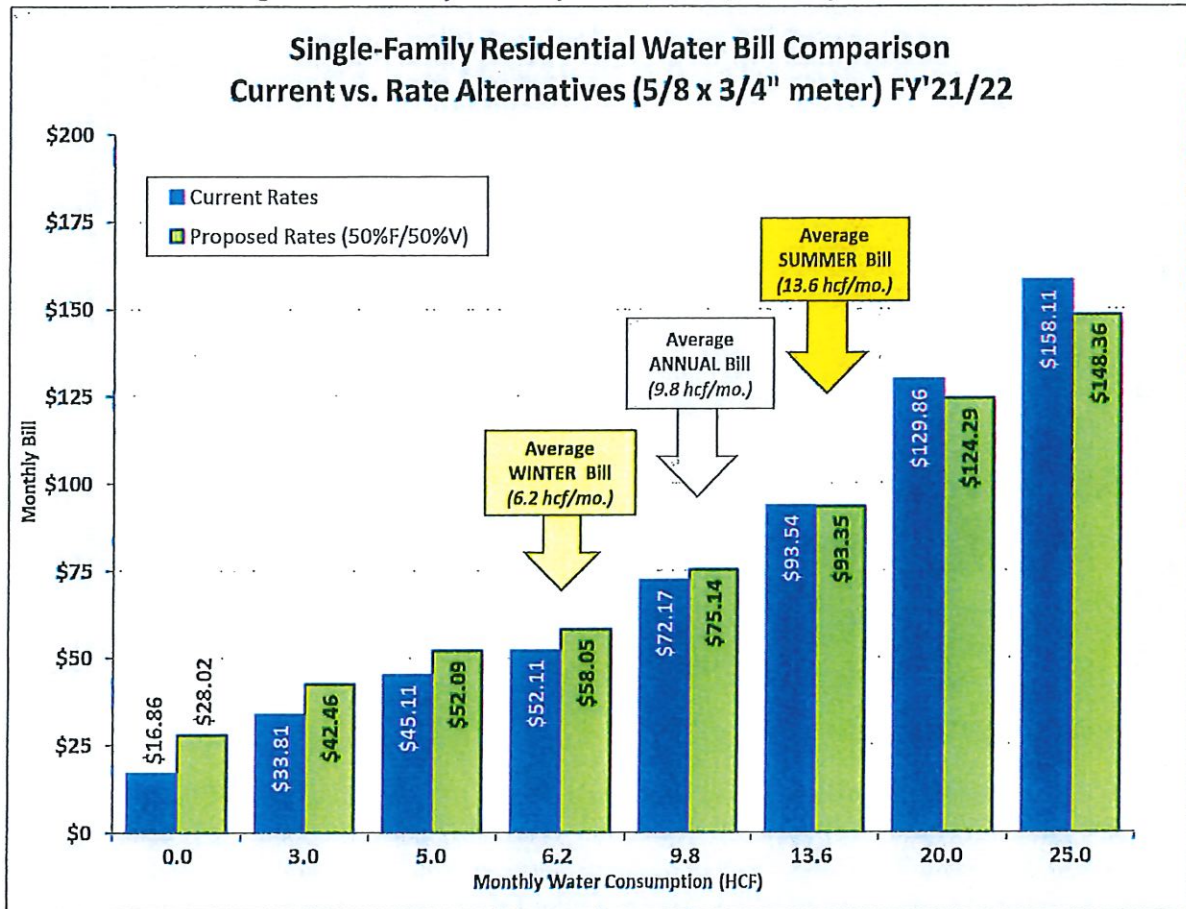
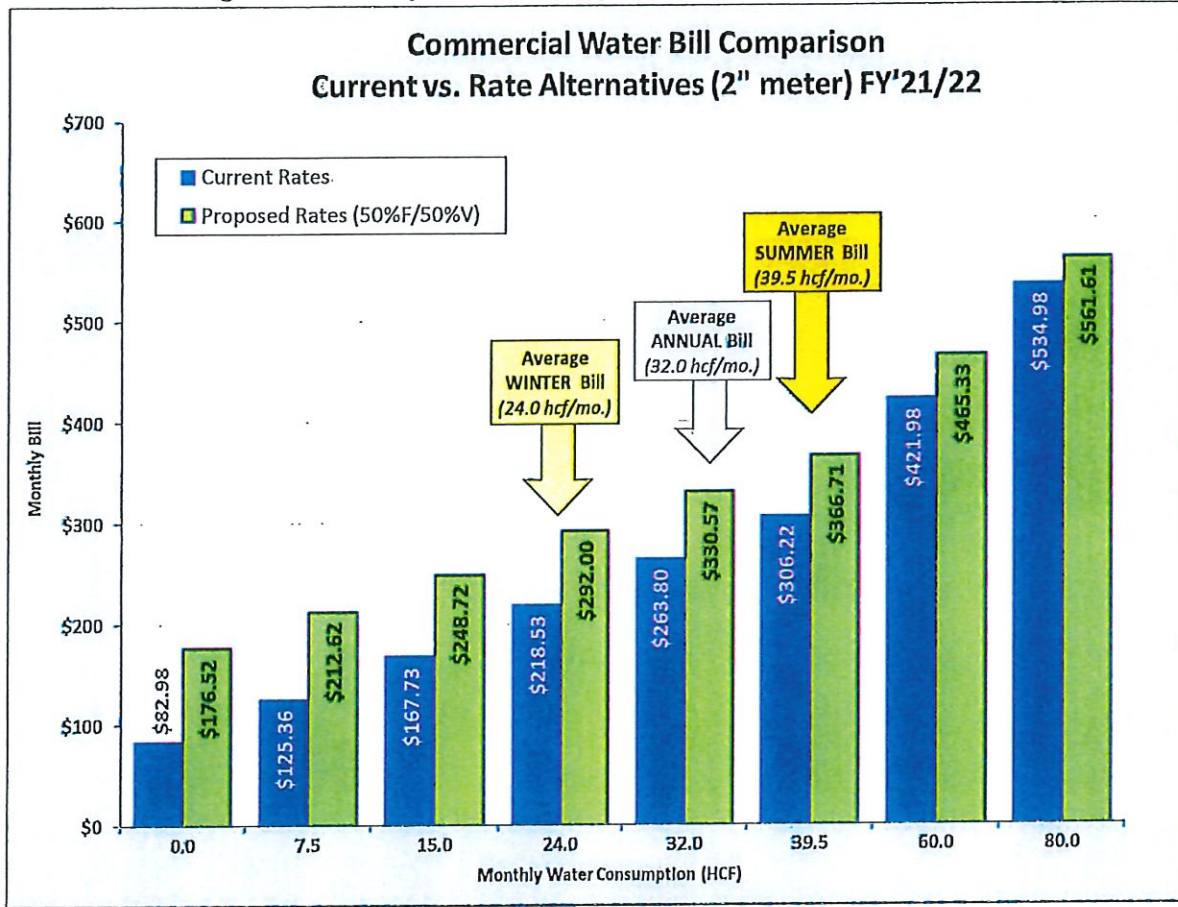


Figure 18. Monthly Water Bill Comparison for Commercial Customers



G. Drought Rate Analysis

Should consumption decrease from current levels and the District Board declares a drought stage, the District is still obligated to meet its annual net revenue requirements to keep the utility operating and functional. Drought rates have been developed to address this possibility so that the District’s water utility would still be kept financially healthy. These drought rates also include decreases in some costs.

Figure 19 shows the expenses directly impacted by conservation. These expenses are a significant portion of the District’s budget and drought rates will offset the loss of variable revenue.

Figure 19. Expenses Directly Impacted by Conservation

Expense Name	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Variable Portion of Operating Costs¹					
Utilities - Well Site	\$ 157,896	\$ 162,949	\$ 168,163	\$ 173,544	\$ 179,098
Water System - Repair & Maint	208,980	215,667	222,569	229,691	237,041
Total:	\$ 366,876	\$ 378,616	\$ 390,732	\$ 403,235	\$ 416,139

1. Expenses primarily related to the volume of water produced.

Figure 20 shows the updated FY 2021/22 commodity costs and rates for each of the drought stages. Drought rates for each drought stage are summarized in Figure 21 for the next five years.

Figure 20. Calculation of Commodity Costs at Various Levels of Conservation

Proposed Drought Rates		Target Rev. Req't from Vol. Charges: ¹				\$1,180,245
Level of Conservation	Total Expected Consumption ²	Percent Change	Reduced Expenses Due to Lower Consumption ³	Additional Drought Expenses ⁴	Revised Target Rev. Req't from Vol. Charges	FY 2022/21 Uniform Rate
Baseline Rate	245,192 ccf	0%	\$ -	\$ -	\$ 1,180,245	\$4.81
Drought Stage 1	220,673 ccf	-10%	(36,688)	-	1,143,557	\$5.18
Drought Stage 2	196,154 ccf	-20%	(73,375)	25,000	1,131,870	\$5.77
Drought Stage 3	171,635 ccf	-30%	(110,063)	50,000	1,120,182	\$6.53
Drought Stage 4	147,115 ccf	-40%	(146,750)	75,000	1,108,495	\$7.53
			(366,876)	150,000		

1. Target revenue req't. has been adjusted for the reduction in annual water consumption and subsequent reduction in annual water sales.
2. Total FY 2018/19 water consumed for all customer classes.
3. Reduced expenses that are a direct result when the District sells less water.
4. Addition drought-related expenses at each drought stage.

Figure 21. Proposed 5-Year Drought Rate Schedule

Current vs. Proposed Rates	Current Rates	Proposed Volumetric Drought Rates				
		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Proposed Rates, Non-Drought (\$/hcf)						
Users Subject to Uniform Commodity Charge:	--	\$4.81	\$5.44	\$6.04	\$6.52	\$6.85
Proposed Rates, Drought Stage 1 (\$/hcf)						
Users Subject to Uniform Commodity Charge:	--	\$5.18	\$5.86	\$6.50	\$7.02	\$7.37
Proposed Rates, Drought Stage 2 (\$/hcf)						
Users Subject to Uniform Commodity Charge:	--	\$5.77	\$6.52	\$7.24	\$7.82	\$8.21
Proposed Rates, Drought Stage 3 (\$/hcf)						
Users Subject to Uniform Commodity Charge:	--	\$6.53	\$7.38	\$8.19	\$8.84	\$9.28
Proposed Rates, Drought Stage 4 (\$/hcf)						
Users Subject to Uniform Commodity Charge:	--	\$7.53	\$8.51	\$9.45	\$10.21	\$10.72

Section 3. Recommendations & Next Steps

A. Consultant Recommendations

NBS recommends the District take the following actions:

Approve and accept this Study: NBS recommends the Board of Directors formally approve and adopt this report and its recommendations and proceed with the steps required to implement the proposed rates. This report provides the documentation of the rate study required under Prop 218 and the basis for analyzing potential changes to future rates.

Implement Recommended Levels of Rate Adjustments and Proposed Rates: Based on successfully meeting the Proposition 218 procedural requirements, the District Board should proceed with implementing the 5-year schedule of proposed rates and rate adjustments previously shown in Figure 16 and Figure 21. These new rates will adequately fund revenue requirements, maintain continuity in the general rate design, and ensure the continued financial health of the District's water utility.

B. Next Steps

Annually Review Rates and Revenue: Any time an agency adopts new utility rates or rate structures, those new rates should be closely monitored over the next several years to ensure the revenue generated is sufficient to meet the annual revenue requirements. Changing economic and water consumption patterns underscore the need for this review, as well as potential and unseen changing revenue requirements—particularly those related to environmental regulations that can significantly affect capital improvements and repair and replacement costs.

Note: The attached Appendix provides more detailed information on the analysis of the water revenue requirements, cost-of-service analysis and cost allocations, and the rate design analyses that have been summarized in this report.

C. NBS' Principal Assumptions and Considerations

In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions, and events that may occur in the future. This information and these assumptions, including District's budgets, capital improvement costs, and information from District staff were provided by sources we believe to be reliable, although NBS has not independently verified this data.

While we believe NBS' use of such information and assumptions is reasonable for the purpose of this report and its recommendations, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

Section 4. Abbreviations and Acronyms¹⁰

Alt.	Alternative
Avg.	Average
AWWA	American Water Works Association
CAP	Capacity
CCF	Hundred Cubic Feet (same as HCF); equal to 748 gallons
CCI	Construction Cost Index
COM	Commodity
Comm.	Commercial
COS	Cost-of-Service
COSA	Cost-of-Service Analysis
CPI	Consumer Price Index
CIP	Capital Improvement Program
Excl.	Exclude
ENR	Engineering News Record
EDU	Equivalent Dwelling Unit
Exp.	Expense
FY	Fiscal Year (e.g., July 1st to June 30th)
GPM	Gallons per Minute
HCF	Hundred Cubic Feet; equal to 748 gallons or 1 CCF
Ind.	Industrial
Irr.	Irrigation
LAIF	Local Agency Investment Fund
MFR	Multi-Family Residential
Mo.	Month
N/A	Not Available or Not Applicable
O&M	Operational and Maintenance Expenses
Prop 218	Proposition 218 (1996) – State Constitutional amendment expanded restrictions of local government revenue collections.
Req't	Requirement
Res.	Residential
Rev.	Revenue
R&R	Rehabilitation and Replacement
SFR	Single Family Residential
SRF Loan	State Revolving Fund Loan
V. / Vs. / vs.	Versus

¹⁰This section identifies abbreviations and acronyms that may be used in this report. This section has not been viewed, arranged, or edited by an attorney, nor should it be relied on as legal advice. The intent of this section is to support the recognition and analysis of this report. Any questions regarding clarification of this document should be directed to staff or an attorney specializing in this particular subject matter.

Appendix A. Detailed Water Study Tables and Figures

Effective Date July 1, 2021

EXHIBIT "A"

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT

RATE SCHEDULE

I. MINIMUM CHARGES

A. PAJARO, SUNNY MESA, BLACKIE ROAD #18, LANGLEY/VALLE PACIFICO, NORMCO WATER, VIERRA ESTATES, MOSS LANDING DIVISION, VEGA AND SPRINGFIELD WATER

APPLICABILITY

Applicable to all metered water service.

TERRITORY

The areas served by the Pajaro/Sunny Mesa Community Services District currently known as Pajaro, Sunny Mesa, Bay Farms/Hillcrest, Vega/Vista Verde, Moss Landing and North Monterey County Prunedale Areas.

RATES

Quantity Rates Uniform Single Tier:

Inside District - <i>Domestic</i>	
Per 100 cu. ft. (748 gallons).....	\$ 4.81
Bulk or Construction water	
Per 100 cu. ft. (748 gallons).....	\$ 66.54
Agricultural water	
Per acre foot per month	\$ 476.50

DROUGHT RATES

Drought Quantity Rates Uniform Stage 1:

Per 100 cu. ft. (748 gallons).....	\$ 5.18
------------------------------------	---------

Drought Quantity Rates Uniform Stage 2:

Per 100 cu. ft. (748 gallons).....	\$ 5.77
------------------------------------	---------

Drought Quantity Rates Uniform Stage 3:

Per 100 cu. ft. (748 gallons).....	\$ 6.53
------------------------------------	---------

Drought Quantity Rates Uniform Stage 4:

Per 100 cu. ft. (748 gallons).....	\$ 7.53
------------------------------------	---------

Pajaro, Sunny Mesa, and Vega Systems only:

Pajaro Valley Water Management Agency Established Rates shall be collected by the District from the customer and be refunded to PVWMA at required intervals. The District shall establish a collection fee annually and add on to the established water charge.

Pajaro Valley Water Management Agency \$ 246.00 per acre ft. (325,829 gallons)
 Pajaro/Sunny Mesa C. S. D. Collection Fee 25% per acre ft. (43,560 cubic feet)

PVWMA per cubic foot	0.56 per 100 cubic feet
P/SMCSD collection fee	<u>0.14 per 100 cubic feet</u>
Total	0.70 per 100 cubic feet

Service Availability
 Charge Per Month
Meter Size

Inside District
\$ Per Month Year 1

5/8" – 3/4"	\$ 28.02
3/4"	\$ 28.02
1"	\$ 59.84
1.5"	\$ 112.88
2"	\$ 176.52
3"	\$ 378.06
4"	\$ 675.06
6"	\$ 1,385.74
8"	\$ 2,976.82
Hydrant Meter	\$ 378.06

Effective Date July 1, 2022

PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT

RATE SCHEDULE

I. MINIMUM CHARGES

A. PAJARO, SUNNY MESA, BLACKIE ROAD #18, LANGLEY/VALLE PACIFICO, NORMCO WATER, VIERRA ESTATES, MOSS LANDING DIVISION, VEGA AND SPRINGFIELD WATER

APPLICABILITY

Applicable to all metered water service.

TERRITORY

The areas served by the Pajaro/Sunny Mesa Community Services District currently known as Pajaro, Sunny Mesa, Bay Farms/Hillcrest, Vega/Vista Verde, Moss Landing and North Monterey County Prunedale Areas.

RATES

Quantity Rates Uniform Single Tier:

Inside District - <i>Domestic</i>	
0-500, per 100 cu. ft. (748 gallons)	\$ 5.44
Bulk or Construction water	
Per 100 cu. ft. (748 gallons).....	\$ 66.54
Agricultural water	
Per acre foot per month	\$ 476.50

DROUGHT RATES

<u>Drought Quantity Rates Uniform Stage 1:</u>	
Per 100 cu. ft. (748 gallons).....	\$ 5.86
<u>Drought Quantity Rates Uniform Stage 2:</u>	
Per 100 cu. ft. (748 gallons).....	\$ 6.52
<u>Drought Quantity Rates Uniform Stage 3:</u>	
Per 100 cu. ft. (748 gallons).....	\$ 7.38
<u>Drought Quantity Rates Uniform Stage 4:</u>	
Per 100 cu. ft. (748 gallons).....	\$ 8.51

Pajaro, Sunny Mesa, and Vega Systems only:

Pajaro Valley Water Management Agency Established Rates shall be collected by the District from the customer and be refunded to PVWMA at required intervals. The District shall establish a collection fee annually and add on to the established water charge.

Pajaro Valley Water Management Agency	\$ 282.00	per acre ft. (325,829 gallons)
Pajaro/Sunny Mesa C. S. D. Collection Fee	25%	per acre ft. (43,560 cubic feet)
PVWMA per cubic foot	0.65	per 100 cubic feet
P/SMCSD collection fee	0.16	per 100 cubic feet
Total	0.81	per 100 cubic feet

Service Availability Charge Per Month <u>Meter Size</u>	<u>Inside District</u> <u>\$ Per Month Year 2</u>
5/8" – 3/4"	\$ 31.66
3/4"	\$ 31.66
1"	\$ 67.62
1.5"	\$ 127.55
2"	\$ 199.47
3"	\$ 427.21
4"	\$ 762.82
6"	\$ 1,565.89
8"	\$ 3,363.80
Hydrant Meter.....	\$ 427.21



CORBIN WILLITS SYSTEMS Inc.

3755 Washington Blvd., Fremont, CA 94538
 Phone: (510)979-5600 Fax: (510)979-5613

April 14, 2022

PAJ01

Pajaro Community Service Dist
 ATTN: Amy Saldate
 136 San Juan Road
 Watsonville, CA 95076

Phone: (831)722-1389

Fax: (831)722-2137

Custom Engineered Programming	
Project	005617
Application	MQ Utility Billing
Initiated by	Curt Richardson
Submitted	04/14/22
Required	/ /

Description	Rate	Amount	Discount	Balance	S&E Adj
eCommerce Tool Kit User Addon Licenses	3 Units x 800.00	2,400.00	600.00	1,800.00	45.00
ePay eCommerve Tool Kit	Flat Rate	.00	.00	.00	99.00
eBill eCommerce Tool Kit	0 Hours x 0.00	.00	.00	.00	99.00
Installation/Training	Flat Rate	1,500.00	.00	1,500.00	.00
eCommerce Upgrade existing users	4 Units x 400.00	1,600.00	600.00	1,000.00	.00
Billable Hourly-combine companies to one	1 Units x 1200.0	1,200.00	.00	600.00	.00
Totals		6,700.00	1,200.00	4,900.00	243.00

Comments:

This bid is for the MOM On-line Bill Pay. Client will need 3 additional licenses (ecommerce version). Please consult with CWS staff for setup times, review of client hardware system for compatibility, and website residence. Processing fees apply for bank charges, credit card fees, gateway fees and CWS administrative fees. Client must intall a broadband connection and client's IT staff person must be available to open a port for CWS. During the setup process the client will determine if the transaction fees for checks and credit cards will be passed on to the customer or absorbed by the Pajaro CSD.

Bid includes combining companies data into one. Otherwise, it would require double licenses for the online server, which would be 3 more licences and extra cost as to be determined but, it would be best to combine and will greatly enhance the current experience as well and be a great time saver. This will take one full day onsite.

Customer Signature

Date

In the event of any changes on site to any programs by CWS trainer/Tech appropriate time will be allocated at the end of the training to udate Customer application programs on the MOM server. This will be done from Customer site.

Projects that are \$2,000.00 or more require a 50% deposit before any work can be performed.

This estimate is valid for only 30 days and is subject to change if approval is not received by 05/14/22

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Judy Vazquez

From: NoReply-OutSystems <NoReply-OutSystems@hornellp.com>
Sent: Friday, April 15, 2022 9:11 AM
To: Judy Vazquez
Subject: Enrollment Confirmation: California Low Income Household Water Assistance Program (LIHWAP)



**California Department of
Community Services & Development**

Hello, Thank you for completing your enrollment application for the California Low Income Household Water Assistance Program (LIHWAP). This email indicates that your enrollment application has been confirmed. The executed Direct Payment Agreement has been uploaded to your enrollment form accessible [here](#).

In the coming weeks, you can expect to receive an email inviting you to view a pre-record orientation seminar on the next phase of LIHWAP and an invitation to a live Q&A.

Sincerely,

California LIHWAP

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DISTRICT OPERATIONS REPORT

April 28, 2022

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Grants & Loans Active	<p>IRWMP Grant Pajaro & SRF Planning Grant Springfield.</p> <ul style="list-style-type: none"> Pajaro Grant – Notice of project completion was recorded at Monterey County on May 27, 2021. Recordation confirmed July 16, 2021. Springfield Planning Grant – Staff is attending monthly progress meeting with Water Boards, Community Water Center, UC Davis Law Clinic, Sacramento State Technical Assistance teams to gage the progress of the project. 	<p>No Report</p> <p>April 2022</p>
Pajaro Park	Board and Staff are considering Operations funding.	No Report
Generator Project	6 Generac generators are up and running. The Matterhorn Generac ran flawlessly for 7 hours during a recent power outage.	No Report
Hazard Mitigation Plan	Staff is meeting with Rincon, Consultant and Tom Yeager on April 26, 2022, for the development of the draft hazard mitigation strategies.	April 2022
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen/Giberson Roads. Three more sign-ups, totaling 205 homes currently receiving bottled water.	April 2022
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
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
.71 acres Surplus Property	Board of Supervisors approved \$5,000 payment to District from surplus property sale proceeds. President Coplin signed an updated MOU. Board of Supervisors will approve distribution of funds on April 26, 2022.	April 2022
21-22 Work Plan-Sunny Mesa Well 1 Repair	Awaiting State approval to place well 1 online.	No Report
21-22 Work Plan-Vega Marlin Lane Generator	MBARD is not allowing generator to be in use. New generator has been ordered June 2021, generator has arrived in Salinas, Staff is coordinating transportation and installation. Installation completed on March 22, 2022.	Completed in March 2022
21-22 Work Plan-Normco Berta Tank #1	Tank interior rehabilitation completed on June 24, 2021, tank was disinfected per AWWA standards and now online.	Completed in July 2021
21-22 Work Plan-Vierra Celeste Tanks	The Tanks have been offline for over 17 years, property owner is requesting removal. Removal was completed on July 15, 2021.	Completed in July 2021

Usage Comparison in Gallons
2021-2022

Water Systems	Mar-19	Mar-20	Mar-21	Mar-22
Pajaro	4,803,656	5,945,852	6,197,928	6,063,288
Normco	1,253,648	1,827,364	2,065,228	1,946,296
Sunny Mesa	1,378,564	1,892,440	1,818,388	1,860,276
Moss Landing	1,909,644	1,788,468	2,208,844	2,059,244
Vega	568,480	864,688	926,772	894,608
Vierra Estates	151,844	203,456	301,444	231,880
Springfield (pumped)	406,613	448,351	477,972	460,768
Langley/Valle Pacifico	139,128	143,616	202,708	197,472
Blackie	86,020	131,648	196,724	146,608
District Total	10,697,597	13,245,883	14,396,008	13,860,440

Water Systems	Mar-21	Mar-22	Percentage
Pajaro	6,197,928	6,063,288	↓ -2.2%
Normco	2,065,228	1,946,296	↓ -5.8%
Sunny Mesa	1,818,388	1,860,276	↑ 2.3%
Moss Landing	2,208,844	2,059,244	↓ -6.8%
Vega	926,772	894,608	↓ -3.5%
Vierra Estates	301,444	231,880	↓ -23.1%
Springfield (pumped)	477,972	460,768	↓ -3.6%
Langley/Valle Pacifico	202,708	197,472	↓ -2.6%
Blackie	196,724	146,608	↓ -25.5%
District Total	14,396,008	13,860,440	↓ -3.7%