

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

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

NOVEMBER 16, 2023  
5:30 P.M.

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

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

**Members of the public** may join the meeting from their computers via Zoom Meeting by entering the following link:

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

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

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

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER AND ROLL CALL**

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

ADMINISTRATIVE STAFF:

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

DISTRICT COUNSEL:

**P/SMCSD SPECIAL BOARD MEETING AGENDA – November 16, 2023****3. ADDITIONS TO AGENDA [SUBDIVISION (b), CALIFORNIA GOVERNMENT CODE § 54954.2]**

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

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

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

**ACTION ITEMS****Consent Agenda**

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

**1. DRAFT MINUTES OF OCTOBER 26, 2023 REGULAR MEETING**

Approval of draft minutes for Regular Meeting on 10/26/2023<sup>1</sup>

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

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

Motion passed: \_\_\_\_\_ Motion Failed: \_\_\_\_\_

**Roll Call Vote:**

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

**Old Business:****1. REVIEW REVISED FORM OF PROPOSED PAJARO / SUNNY MESA COMMUNITY SERVICES DISTRICT PURCHASING ORDINANCE (DOES NOT INCLUDE PUBLIC WORKS); DIRECTION TO STAFF AND GENERAL COUNSEL TO RETURN AT DECEMBER MEETING FOR FIRST READING OF PURCHASING ORDINANCE.**

- Report from General Counsel
- Review, discussion, and direction regarding revised draft of proposed Purchasing Ordinance attached to Agenda.

-Clarifying and Technical Questions to Staff

-Public Input

-Motion/Second directing staff on changes in proposed draft ordinance and directing that revisions be made and the ordinance be returned to the Board for first reading at December Board meeting.

-Board Deliberation

-Motion directing Staff and General Counsel after Board review of proposed Pajaro / Sunny Mesa CSD Purchasing Ordinance

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

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

**P/SMCSD SPECIAL BOARD MEETING AGENDA – November 16, 2023**

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

Roll Call Vote:

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

New Business:

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

- Financial notes
- Report from Staff

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

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

Roll Call Vote:

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

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

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

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

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

**P/SMCSD SPECIAL BOARD MEETING AGENDA – November 16, 2023**

Roll Call Vote:

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

**3. 2022-2023 DRAFT FINANCIAL AUDIT PRESENTATION**

- Audit presentation by Jarrod Penner of Bianchi, Kasavan & Pope
- Finance Committee Report
- Copy of Draft Financial Statement (delivered to Directors, and available below) [click here](#)

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve 2022-2023 Audit as presented

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

Roll Call Vote:

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

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

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

1. 2023 Flood Damage Report
  - Permanent repairs/replacements to Pajaro and Sunny Mesa Water Systems estimated at \$1.3 Million.
  - District’s policy with Sedgewick through the JPIA has a \$100,000 deductible for flood.
  - Staff met with FEMA on October 19, 2023, to complete the application.
  - **JPIA requested further documentation. Staff sent requested information on Thursday November 9, 2023. District should receive finalized claim and check by mid-December. Staff will continue to request updates until such time.**
2. District Operations Report
3. Usage Comparison Report 2022/2023

**P/SMCSD SPECIAL BOARD MEETING AGENDA – November 16, 2023**

**CLOSED SESSION:**

- A. Public Employee Performance Evaluation (California Government Code § 54957)  
⇒ Title: General Counsel
  
- B. Public Employee Appointment (California Government Code § 54957)  
⇒ Title: General Counsel

**MOTION TO ADJOURN**

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

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

- Roll Call Vote:
- (11/25) President Donald Olsen \_\_\_\_\_
  - (11/25) Vice President Sanford Coplin \_\_\_\_\_
  - (11/23) Secretary Paul Anderson \_\_\_\_\_
  - (11/25) Assistant Secretary Clinton Miller \_\_\_\_\_
  - (11/23) Treasurer Donald Chesterman \_\_\_\_\_

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

# MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:32 pm on October 26, 2023.

**ROLL CALL:** President Donald Olsen  
Vice President Sanford Coplin  
Assistant Secretary Clinton Miller

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

**ABSENT DIRECTOR(S) & STAFF:** Secretary Paul Anderson  
Treasurer Donald Chesterman

**DISTRICT COUNSEL:** Attorney Alan Smith

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

**PUBLIC IN ATTENDANCE:** None

**PUBLIC COMMENTS:** None

## **Action Items**

1. Consider and approve the Minutes of the September 28, 2023, Regular Board Meeting

The motion was made by Director Miller and seconded by Director Coplin to approve the Regular Board Meeting Minutes of September 28, 2023. Motion carried.

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

**OLD BUSINESS:** None

**NEW BUSINESS:** (Action Items) None

1. Review and consider approving financial reports for September 2023

The Bookkeeper Saldate reported to the Board of Directors that the Water Revenue for September is right on budget. The District saw an increase in Small Tools-Repair & Maintenance due to a replacement ladder. The Automotive-Repair & Maintenance budget also experienced an increase due to the new paint job to the 2008 Chevy Silverado. Water Testing-Labs budget also saw an increase due to continued invoicing for the third quarter sampling. There was an increase in Other Income for Hydrant Sales from the four hydrant meter rentals in Pajaro. September's Total Income surpassed Total Expenses by \$93,805.91. September's Cash was more than August's Cash by \$48,735.05. September's Cash on Hand

**MINUTES OF REGULAR BOARD MEETING – October 26, 2023**

was \$879,102.48. The Net Income for September was \$93,805.91 due to a low expense month.

30, 60 and 90-day delinquency are lower than previous month.

In September, the District received a total of \$1,317 from LIHWAP which was applied to 3 accounts.

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

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

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

2. Review and consider approving October 2023 payments
  1. General Fund 633: Total of \$1,080.15
  2. Operating Account: Check No. 25595 through Check No. 25619 totaling \$230,931.08
  3. Reserve Account: Total of \$6,097.81
  4. Street Maintenance Account: Total of \$2,586.57
  5. Pajaro Park Account: Total of \$1,770.53
  6. COP 2010 Account: Total of \$0.00
  7. Debt Service Reserve Account: Total of \$0.00

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

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

3. ACWA-JPIA Commitment to Excellence Best Practices

A link to the Loss Reduction Focus Menus and Explanations was provided. Staff informed the Board of Directors that JPIA provides a list of Best Practices to its member in order to provide resources and encourages its member to apply the selected practices to their safety and loss programs. Director Coplin is concerned that the District could be at fault if one or any of

**MINUTES OF REGULAR BOARD MEETING – October 26, 2023**

the practices listed are not followed, he suggested the District not commit and just follow their own plan. Director Olsen had the same concern and that the Staff would not have the time to follow all the programs available. Director Miller agreed with the rest of the Directors.

Motion was made by Director Coplin and Seconded by Director Miller to approve authorizing all Directors to signing the ACWA-JPIA's Commitment to Excellence. Motion failed.

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

#### 4. Review and direct Staff Regarding Parameters of Purchasing Ordinance

The Directors were provided with two sample Purchasing Ordinances. District Counsel Smith began by explaining that a Purchasing Ordinance is necessary because it is a State requirement and a guide for Staff. This will set the parameters for bidding requirements and professional services, not for non-public works projects. The Directors are to decide the authority that staff will have to review contracts if competitive and when to bring before the Board of Directors.

Director Coplin prefers the Murieta CSD Purchasing Ordinance, they are similar size to our District and we should utilize it as our outline, and would like to consider replacing the \$25,000 with \$50,000.

The Board is to begin by setting up a workshop for a committee to meet with Staff and District Counsel Smith to bring back suggestions to the rest of the Board for next month's meeting. Director Miller volunteered to work with Staff and Legal Counsel Smith.

Directors discussed the District's history of professional services rendered and contracts that could potentially be necessary in the future.

A motion was made by Director Coplin and seconded by Director Miller to direct staff setting parameters and for possible purchasing ordinance which will return to the Board for first reading at the next Board meeting. Motion carried.

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

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

1. 2023 Flood Damage Report
  - Staff met with FEMA on October 19, 2023, to complete the application. Staff had issues submitting the application due to staffing changes but have resolved them.



**MINUTES OF REGULAR BOARD MEETING – October 26, 2023**

## 2. District Operations Report

## SRF Planning Grant Springfield

- The Financial packet is complete and is under review by the Department of Financial Assistance. The Technical, Design and Environmental packets are near completion.

## Pajaro Park

- The Pajaro Park Committee is to attend the Board of Supervisors first quarter meeting next year prior to approving the budget for fiscal year 2024-2025 to request Pajaro Park funding.

## Generator Project

- The Pajaro generator has been working properly.

## Hazard Mitigation Plan

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

## Multi Community Bottled Water Project

- Funding Agreement has been executed; Staff submitted a request for reimbursement on October 22, 2023, for \$84,600 this closed the last fiscal year. Staff will follow up next week with a reimbursement request for July through September to catch up to the current date.

## LIHWAP

- The District has received \$47,406 to date from LIHWAP.

## Pajaro Long-Term Recovery

- Staff are working with Mo. Co. Department of Emergency Management to replace Pajaro Park Field and Play area turf, also to add more benches, tables, trees, and shaded areas.

## Current Water System Repairs

## Moss Landing Harbor WS:

- Water leak repaired at Potrero and Laguna Place.
- Well #1 pump and motor have been pulled and videoed, as we suspected, the well is filled with food grade oil that leaked through over time. Staff is awaiting a quote from Maggiora to scrub and bail out the oil.

## Normco WS:

- Agee repaired the well/tank communication, successfully operating since yesterday's repair.
- Staff are working toward switching the concentration of Caustic Soda from 30 to 50 percent, Univar in California is no longer making the 30 percent and it has become a challenge, especially during the winter, receiving it in a timely manner. The Caustic Soda is used for corrosion control.

## Pajaro WS:

- The "Welcome to Pajaro" sign is broken, staff removed it for repairs, it is looking good.

**MINUTES OF REGULAR BOARD MEETING – October 26, 2023**

Springfield Rd WS:

- The roof for the Well/pump shed was repaired.
- A water leak was reported at approximately 1 pm, the Emergency water leak was repaired, and water was restored at 9 pm. Staff presented the piece of pipe that was cut out and replaced during the emergency repair.

Vega WS:

- The Oakleaf altitude valve was repaired, and it is working properly.
- At the Andreas pump/tank site, booster pump #1 failed causing pressure issues to 6 customers, pump is to be replaced. Staff currently set booster pump #2 online to operate.

Vierra Estates WS:

- Water leak repair on Via Guiseppe and Melissa Lane, affecting 6 customers affected, water was restored in about 5 hours.

3. Usage Comparison Report 2022/2023-September

- Overall usage is down by 2.9 percent.

**CLOSED SESSION:** None

**NEXT BOARD MEETING:**

The next Special Board Meeting is to be held on Thursday November 16, 2023, at 5:30 pm at the District Office.

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:59 pm with motion made by Director Olsen seconded by Director Miller. Motion carried.

Respectfully submitted by:

---

Donald Olsen, President

---

Sanford Coplin, Vice President

---

Rocio Fernandez, Recorder

**P / SM CSD PURCHASING ORDINANCE \_\_\_\_\_**

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

**Contents**

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

Purpose and Authority..... 2

Section 1.00 General Provisions ..... 3

    § 1.01 Purpose: ..... 3

    § 1.02 Administration of Code:..... 3

    § 1.03 Additional Procedures:..... 3

    § 1.04 Bulk Orders:..... 3

    § 1.05 Purchases by the Department of General Services. .... 3

Section 2.00 Definitions ..... 4

    § 2.01 Bidder's List:..... 4

    § 2.02 Board: ..... 4

    § 2.03 Commodity: ..... 4

    § 2.04 Competitive Bidding: ..... 4

    § 2.05 Public Works Construction Contract: ..... 4

    § 2.06 District:..... 4

    § 2.07 Force Account:..... 4

    § 2.08 General Services: ..... 4

    § 2.09 Open Market: ..... 5

    2.10 Professional Services: ..... 5

    § 2.11 Request For Proposals (RFP) ..... 5

    § 2.12 Request For Qualifications (RFQ) ..... 5

Section 4.00 Emergency Purchases and Contracting..... 5

    §4.01 Determination of Emergency: ..... 5

    § 4.02 Board Notification and Approval of Emergency: ..... 5

Section 3.00. General Manager ..... 6

    §3.01 Powers and Duties of General Manager:..... 6

    §3.02 Delegation of Authority by General Manager:..... 6

    §3.03 Availability of Funds: ..... 6

§ 3.05 Change Orders and Contract Amendments:.....	7
Section 4.0 Public Bidding .....	7
4.## Small purchases of equipment and supplies. ....	7
4.#3 Purchase authorization.....	7
4.## Quotations—Notice of invitation—Responses. ....	7
4.## Quotations—Submission in writing—Recordkeeping.....	7
4.## Quotations—Rejection. ....	7
4.## Award of purchase. ....	8
4.## Form of contract. ....	8
Section 5.00. Commodities, General and Trade Services.....	8
§ 5.01 Competitive Bidding Required: .....	8
§ 5.02 Bidding Procedures: .....	9
§ 5.03 Forfeiture of Bid Security: .....	10
§ 5.04 Bid Protests: .....	11
§ 5.05 Rejection of Irresponsible Bidder: .....	11
§ 5.06 Not used.....	12
§ 5.07 Not used.....	12
§ 5.08 Splitting of Transactions Unlawful: .....	12
Section 6.00 Contracts for Professional Services .....	12
§ 6.01 Factors to Consider: .....	12
§ 6.02 Contracts for \$ _____,000 or Less: .....	12
§ 6.03 Contracts Exceeding \$ _____,000: .....	13
§ 6.04 Contract Amendments: .....	13
Section 7.00 Disposal of District Property .....	13
7.01 Disposal of Surplus Real Property:.....	13
7.02 Disposal of Surplus Personal Property: .....	14
Section 3. Supersede. ....	14
Section 4. Effective Date.....	14
Section 5. Severability.....	14
Section 6. PublicAtion .....	14

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

**PURPOSE AND AUTHORITY.**

**SECTION 1.00 GENERAL PROVISIONS****§ 1.01 PURPOSE:**

The purpose of this ordinance is to govern the District's practices and to establish the District's policies, procedures and bidding for purchases of supplies, materials, equipment and personal services. This ordinance is adopted pursuant to California Government Code sections 61060, 61063,

**§ 1.02 ADMINISTRATION OF CODE:**

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

**§ 1.03 ADDITIONAL PROCEDURES:**

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

Subd. (a) Procedures and regulations for inspecting deliveries of supplies, materials and equipment and for evaluating the provision of general, trade or professional services;

Subd (b) Procedures and regulations for submitting requisitions for supplies, materials, equipment, and services by District employees; and

Subd (c) Procedures and regulations for the control and safeguarding of District supplies, materials, and equipment and the maintenance of an inventory system for such supplies, materials, and equipment.

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

**§ 1.04 BULK ORDERS:**

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

**§ 1.05 PURCHASES BY THE DEPARTMENT OF GENERAL SERVICES.**

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

**SECTION 2.00 DEFINITIONS**

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

**§ 2.01 BIDDER'S LIST:**

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

**§ 2.02 BOARD:**

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

**§ 2.03 COMMODITY:**

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

**§ 2.04 COMPETITIVE BIDDING:**

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

**§ 2.05 PUBLIC WORKS CONSTRUCTION CONTRACT:**

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

**§ 2.06 DISTRICT:**

Pajaro / Sunny Mesa Community Services District. "District"

**§ 2.07 FORCE ACCOUNT:**

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

**§ 2.08 GENERAL SERVICES:**

Services that do not require any unique skill, special background, or training and involve routine, recurring, and usual work for the continued operation and maintenance of the

District. General services include the provision of telecommunication, gas, water, electric, light and power services and rentals of equipment and machinery.

**§ 2.09 OPEN MARKET:**

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

**2.10 PROFESSIONAL SERVICES:**

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

**§ 2.11 REQUEST FOR PROPOSALS (RFP)**

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

**§ 2.12 REQUEST FOR QUALIFICATIONS (RFQ)**

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

**SECTION 4.00 EMERGENCY PURCHASES AND CONTRACTING**

**§4.01 DETERMINATION OF EMERGENCY:**

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

**§ 4.02 BOARD NOTIFICATION AND APPROVAL OF EMERGENCY:**

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

## **SECTION 3.00. GENERAL MANAGER**

### **§3.01 POWERS AND DUTIES OF GENERAL MANAGER:**

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

Subd (a) Purchase or contract for all Commodities, or General, Trade and Professional Services required by the District.

Subd (b) Submit to the Board, for review and approval, contracts for the purchase of Commodities or retention of General, Trade or Professional Services. After approval by the Board by Resolution, the General Manager may sign such contracts on the District's behalf.

Subd (c) Dispose of property pursuant to Section 8.

Subd (d) In consultation with District General Counsel, develop standard forms and specifications for invitations to bid and related bid documents, purchase orders, Construction Contracts, and contracts for General, trade or Professional Services, and prescribe the use of other forms and procedures as may be required to carry out the provisions of this Chapter.

Subd (e) Supervise the inspection of all Commodities and services purchased under this Chapter to assure conformance with District specifications.

Subd (f) Maintain up-to-date Bidder's List, vendor's catalogs, files, and such other records as needed to perform these duties.

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

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

### **§3.02 DELEGATION OF AUTHORITY BY GENERAL MANAGER:**

If the General Manager is unavailable to take the actions described in Section 4.02 above, the (Operations Manager? ?? , Supervisor? may make the necessary purchases, securing competitive quotations whenever possible. That person may issue a verbal order to a vendor as necessary to resolve the immediate hazard. Such person shall notify the General Manager of their actions as soon as reasonably possible.

### **§3.03 AVAILABILITY OF FUNDS:**

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



**§ 3.05 CHANGE ORDERS AND CONTRACT AMENDMENTS:**

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

**SECTION 4.0 PUBLIC BIDDING****4.## Small purchases of equipment and supplies.**

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

**4.##3 Purchase authorization.**

Purchases of supplies, equipment estimated to cost between \$20,000.00 and \$60,000.00 and nonprofessional services estimated to cost between \$10,000.00 and \$100,000.00 shall be made pursuant to the procedures in this Article.

**4.## Quotations—Notice of invitation—Responses.**

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

**4.## Quotations—Submission in writing—Recordkeeping.**

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

**4.## Quotations—Rejection.**

Quotations or proposals may be rejected if:

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

**4.## Award of purchase.**

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

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

**4.## Form of contract.**

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

**SECTION 5.00. COMMODITIES, GENERAL AND TRADE SERVICES****§ 5.01 COMPETITIVE BIDDING REQUIRED:**

A purchase of Commodities or a contract for General Services in an amount or estimated amount exceeding \$25,000 shall be made pursuant to the Competitive Bidding requirements set forth in this Section 6, unless determined to be exempt from competitive bidding under one of the following exceptions to competitive bidding requirements:

Subd (a) An emergency under § 4.0 requires that an order be placed with the nearest available source of supply, service or equipment;

Subd (b) Reasonable attempts have been made to obtain informal bids or proposals, and less than three (3) proposals can be obtained.

Subd (c) Equipment, supplies or non-professional services are unique, available only from one (1) source, or sought to match existing equipment or supplies already in use (also known as a "sole source purchase");

Subd (d) Equipment, supplies or non-professional services have been uniformly adopted or otherwise standardized in the District. In this case, evidence for the standardization shall be documented and maintained as a public record and approved by the Purchasing Officer before the purchase and then at least once every five (5) years;

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

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

Subd (g) The purchase of used supplies or equipment;

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

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

Subd (j) Contracts to commission original works of art, and for fine art or entertainment;

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

Subd (l) Specialized seminar, training, and educational classes;

Subd (m) Contracts for election services;

Subd (n) Contracts for legal services;

Subd (o) Franchise contracts; and

Subd (p) Contracts for procuring and maintaining insurance policies.

## **§ 5.02 BIDDING PROCEDURES:**

The bidding procedures are as follows:

Subd (a) Notice Inviting Bids: The General Manager, or their designee, shall prepare a notice inviting bids for the purchase or contract that includes a general description of the supplies, materials, equipment to be purchased (including, if appropriate, bid specifications) or the General Service or trades work to be performed, the deadline for receipt of sealed bids, and the time and place for the bid opening.

Subd (b) Publication of Notice: For Commodities, Trade and General Services, the

notice inviting bids shall be posted in three public places in the District, distributed to prospective suppliers, vendors, and contractors on the Bidder's List, and otherwise distributed as the General Manager deems appropriate.

Subd (c) Bid Security: When the General Manager deems appropriate, a bidder's security may be required for the purchase of Commodities, Trade and General Services in a form and amount as determined by the General Manager. If a bidder's security is required, the bidder security requirement shall be set forth in the notice inviting bids. Bids that are delivered without the required bid security shall not be considered by the District.

Subd (d) Bid Opening: At the time and place for the bid opening, the bids shall be opened in public. The General Manager shall tabulate all bids received and keep them open for public inspection at the District Office for a period of not less than 30 calendar days after the bid opening. At the next Board meeting following the opening of bids, the General Manager shall present the bids to the Board.

Subd (e) Lowest Responsible Bidder: The District will only consider bidders who submit a complete and fully responsive bid. The General Manager shall make a recommendation to the Board on an award to the lowest responsible responsive bidder. In its discretion, the Board may award the contract to the lowest responsible responsive bidder, reject all bids and re-advertise for bids, or reject all bids and not proceed with the purchase or contract. Additionally, for Commodities, Trade and General Services, the Board may reject all bids and direct that an Open Market purchase be made, provided the price paid on the Open Market shall not exceed the bid of the lowest responsible responsive bidder. The Board may waive any irregularity or informality in any bid.

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

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

### **§ 5.03 FORFEITURE OF BID SECURITY:**

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

**§ 5.04 BID PROTESTS:**

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

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

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

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

**§ 5.05 REJECTION OF IRRESPONSIBLE BIDDER:**

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

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

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

**§ 5.06 NOT USED**

**§ 5.07 NOT USED**

**§ 5.08 SPLITTING OF TRANSACTIONS UNLAWFUL:**

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

**SECTION 6.00 CONTRACTS FOR PROFESSIONAL SERVICES**

**§ 6.01 FACTORS TO CONSIDER:**

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

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

**§ 6.02 CONTRACTS FOR \$ \_\_\_\_\_,000 OR LESS:**

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

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

**§ 6.03 CONTRACTS EXCEEDING \$\_\_\_,000:**

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

Subd (a) RFP or RFQ Qualifications: The General Manager, or his or her designee, shall prepare either a Request For Proposals or a Request for Qualifications that describes the Professional Services needed, the required minimum qualifications, any required pre-proposal conferences, the requirement that the proposal be sealed, the deadline for submitting the proposal/qualifications, and the place and time for making the submission.

Sub (b) Selection of Consultant: The General Manager, in consultation with the department or division supervisor requiring the Professional Services, shall review all proposals received in compliance with the RFP or RFQ requirements and may conduct follow-up interviews with the most qualified consultants. The proposals need not be opened in public. At the next Board meeting following the opening of proposals, the General Manager shall present the proposals to the Board.

Subd (c) Award of Contract: The General Manager shall make a recommendation to the Board on an award to the most qualified proposal based on the factors described in Section 7.01 above. Instead of a RFP or RFQ, if the General Manager determines that the process would not be in the best interests of the District, the General Manager may recommend a sole source Professional Services contract to the Board. In its discretion, the Board may award the contract to the person or firm recommended by the General Manager or, if applicable, another proposer, reject all proposals and re-solicit proposals, reject all proposals and not proceed with the contract, or reject all proposals and direct that the General Manager solicit and negotiate a contract with a specific person or firm.

**§ 6.04 CONTRACT AMENDMENTS:**

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

**SECTION 7.00 DISPOSAL OF DISTRICT PROPERTY**

**7.01 DISPOSAL OF SURPLUS REAL PROPERTY:**

The General Manager shall dispose of real property that the Board has determined to be no longer necessary for the District's use in compliance with the requirements set forth in

Government Code sections 54220 through 54233 and as otherwise directed by the Board.

**7.02 DISPOSAL OF SURPLUS PERSONAL PROPERTY:**

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

**SECTION 3. SUPERSEDE.**

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

**SECTION 4. EFFECTIVE DATE.**

This Ordinance shall take effect 30 days after its adoption.

**SECTION 5. SEVERABILITY.**

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

**SECTION 6. PUBLICATION**

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

INTRODUCED by the Board of Directors on the \_\_\_\_ day of November 2023.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community



Services District at a regular meeting on the 19<sup>th</sup> day of \_\_\_\_\_, 2023 by the following roll call vote:

## FINANCIAL NOTES -OCTOBER 2023

Account No:	Account Name:	Increase / Decrease	Description
<b>Income:</b>			
4001-4015	Total Income	+	Water Revenue: at 8% above budget projection
<b>Expenses: Indirect</b>			
5000	Salaries & Wages	-	Due to pay period dates; catch-up will reflect in following month
5120	Property Taxes	+	Annual taxes for District owned parcels (special taxes & assessments)
5165	Computer Software	+	Purchase and install of new server
5180	Casualty/Liability Insurance	+	Annual Premium for General Liability & Auto Policies
5250	Legal Expenses	+	Grunsky Law Firm: Invoices for May-Sept. services
5260	Accounting & Bookkeeping	+	Bianchi, Kasavan & Pope: 22/23 Audit, progress billing 2 & 3
6577	COP Debt Service- Interest	+	2015 Water Rev. Bond, US Bank: Biannual interest payment
<b>Expenses: Direct</b>			
5310	Utilities- Well Site	+	Increased water usage, pumping
<b>Other Income:</b>			
4110	Hydrant Sales	+	Water usage and service fees for four (4) hydrant meter rentals in Pajaro
4350	Interest Revenue	+	Interest collected from Bond accounts at US Bank

### Income & Cash Summary

<b>Total Income</b>	<b>Total Expense</b>	<b>Difference</b>
\$258,350.69	\$224,980.89	\$33,369.80
<b>September Cash</b>	<b>October Cash</b>	<b>Difference</b>
\$879,102.48	\$837,529.90	<b>\$41,572.58</b>

November 13, 2023

**Balance Sheet**

Accrual Basis

As of October 31, 2023

	<u>Oct 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · SCCB - Operating Account	380,529.41
1002 · SCCB Reserve Account	457,000.49
1003 · SCCB - Sick Leave Account	5,501.02
1004 · SCCB - Street Maint Acct	275,283.65
1006 · SCCB-GF 633	18,431.08
1007 · SCCB - Debt Service Reserve	86,778.73
1032 · SCCB-COP Acct	146,118.72
1036 · PSM Pajaro Park Acct	138,681.88
1050 · Cash in County Treasury - DS	11,023.10
1051 · Cash in County Treasury - GF	1,359.56
1052 · US Bank 2021 Gen. Bond -8000	2,078.33
1054 · US Bank 2021 Gen. Bond -8002	386,370.83
1055 · US Bank 2021 Gen. Bond -8003	10.85
1056 · US Bank 2021 Gen. Bond -8004	10.17
1057 · US Bank 2021 Gen. Bond -8005	94,508.80
1066 · US Bank Vega 2303	152,808.30
1068 · US Bank Vega 2301	188.72
1069 · US Bank Vega-2302	561.52
1095 · US Bank Wtr Bond-Res 2204	147,820.00
2201 · US Bank-2015 Wtr Rfd Bd 2201	6,743.83
	<hr/>
<b>Total Checking/Savings</b>	2,311,808.99
<b>Accounts Receivable</b>	
1110 · Invoice Accounts Recv	3,711.80
1231 · Grants Receivable-A/R	95,028.15
	<hr/>
<b>Total Accounts Receivable</b>	98,739.95
<b>Other Current Assets</b>	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	270,826.18
1101 · Allowance for Doubtful Accounts	-8,669.02
1115 · Prepaid Expenses	1.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	2,460.14
1252 · Assessments Rec. - Street Maint	7,472.00
1253 · Assessments Rec. - Water bond	158,000.00
1253.1 · Assess Rec - Water Bond - Count	1,704.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
	<hr/>
<b>Total Other Current Assets</b>	416,493.39
	<hr/>
<b>Total Current Assets</b>	2,827,042.33
<b>Fixed Assets</b>	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	314,656.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-81,264.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	163,247.47
1551 · A/D - District Office Building	-134,429.73
1555 · Office Equipment/Furniture	36,030.86
1556 · A/D - Office Equip/Furniture	-30,572.90
1557 · Equipment - Lighting	8,980.18
1559 · A/D - Lighting and Parks	-8,980.18
1560 · Electric Power to Sheds	2,598.59
1561 · A/D - Electric Power to Sheds	-2,599.00
1570 · Equipment - Pumping Plant	515,504.21
1571 · A/D - Equipment - Pumping Plant	-461,444.87
1580 · Distribution Mains [P]	1,487,948.01

November 13, 2023

**Balance Sheet**

Accrual Basis

As of October 31, 2023

	<u>Oct 31, 23</u>
1581 · A/D - Distribution Mains	-1,143,515.68
1590 · Meters	90,114.13
1591 · A/D - Meters	-86,770.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-5,001.72
1610 · Automotive Equipment	229,909.12
1611 · A/D - Automotive Equipment	-187,628.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-98,853.77
1622 · A/D - Moss Landing	-194,706.31
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-21,946.73
1650 · Trans & Distr Plant	248,292.08
1651 · A/D - Trans & Distr Plant	-110,827.30
1670 · Small Tools/Equipment	10,773.67
1671 · A/D - Small Tools/Equipment	-10,192.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-116,856.45
1804 · CIP-Springfield	393,244.44
1804.1 · A/D- Springfield Project	-19,662.00
1805 · CIP-Vega Imprvtmnt Project	4,599,594.33
1805.1 · A/D - Vega	-2,646,993.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	326,356.61
1807.1 · A/D - Langley/VP	-102,916.74
1808 · CIP-Normco	587,633.30
1808.1 · A/D - Normco Tank	-167,091.73
1811 · CIP-Vierra Estate	298,844.86
1811.1 · A/D - Vierra Estates	-72,373.72
1812 · CIP-Moss Landing Water System	478,395.38
1812.1 · A/D - Moss Landing Water	-105,644.55
1814 · CIP-Pajaro	2,385,940.58
1814.1 · A/D- Pajaro	-135,655.00
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,706,515.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-234,959.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-36,150.89
1820 · Normco Treatment Facility	127,374.00
1820.1 · A/D-Normco Treatment Facility	-118,981.85
1821 · CIP-Sunny Mesa	231,621.50
1821.1 · A/D-Sunny Mesa	-444.00
1822 · CIP-Vega	121,490.24
1822.1 · A/D-Vega	-1,364.00
1823 · CIP-Blackie	71,557.55
1824 · CIP- Generator Project	68,489.00
<b>Total Fixed Assets</b>	<b>12,313,414.42</b>
<b>Other Assets</b>	
1120 · Due From Gen Fund	0.66
1141 · Due From SC Grant Acct	100.00
1151 · Due from Maint Account	157.19
1220 · Spl Asmnt Revc-Long Term	3,367,662.72
1950 · Deferred amount on refunding	59,901.60
1951 · Deferred Amt of Ref-Vega Bds15	75,013.09
<b>Total Other Assets</b>	<b>3,502,835.26</b>
<b>TOTAL ASSETS</b>	<b>18,643,292.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	

November 13, 2023

**Balance Sheet**

Accrual Basis

As of October 31, 2023

	<u>Oct 31, 23</u>
Accounts Payable	
2000 · Accounts Payable	44,816.54
<b>Total Accounts Payable</b>	<b>44,816.54</b>
Credit Cards	
2900 · Wells Fargo- 6120	149.80
2905 · Wells Fargo- 0721	359.54
2910 · Elan	157.09
<b>Total Credit Cards</b>	<b>666.43</b>
Other Current Liabilities	
2005 · Accrued Liabilities	3,748.00
2050 · Accrued Payroll	26,579.45
2100 · Payroll Tax Liabilities	2,658.42
2110 · Direct Deposit Liabilities	-27,548.01
2121 · Customer Security Deposits	19,078.70
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	25,050.00
2225 · Accrued Vacation Liability	19,444.42
2230 · Accrued Sick Leave Liability	34,786.01
2263 · 457b EE Plan Payable	3,418.60
2264 · Employee Insurance Payable	-1,885.27
2265 · EE Aflac Insurance Payable	899.68
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	2,347.79
2325 · Payable to P.V.W.M.A.	2,463.00
<b>Total Other Current Liabilities</b>	<b>176,810.69</b>
<b>Total Current Liabilities</b>	<b>222,293.66</b>
Long Term Liabilities	
2256 · Vehicle Loan Payable	18,416.61
2257 · Reorganization Loan	150,000.00
2350 · Bonds Payable - Water Bond	85,000.00
2355 · Bonds Payable- 2021 Gen. Bond	1,575,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	1,735,000.00
2361 · Bonds Payable-2015 Vega Wtr Rf	3,027,599.67
2400 · Unamortized Discount on 2015	-27,987.01
2401 · Unamortized Discount-2015 Vega	-11,042.72
2402 · 2021 Gen. Bond Premium	42,391.80
<b>Total Long Term Liabilities</b>	<b>6,594,378.35</b>
<b>Total Liabilities</b>	<b>6,816,672.01</b>
Equity	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	187,116.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	6,268,238.57
Net Income	328,663.55
<b>Total Equity</b>	<b>11,826,620.00</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,643,292.01</b>

November 13, 2023

## Profit &amp; Loss

Accrual Basis

October 2023

	<u>Oct 23</u>
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	29,584.62
4002 · Route 2 - Pajaro	31,435.18
4003 · Route 3 - Commercial	30,519.24
4004 · Route 4 - Trailer Park	1,644.74
4005 · Route 5 - San Juan Rd Apts	1,248.19
4006 · Route 6 - Sunny Mesa	17,577.45
4007 · Route 7 - CSA 73	19,221.17
4008 · Route 8 - Vega	19,671.14
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	34,350.47
4012 · Route 12 - Blackie Road	5,186.41
4013 · Route 13 - Normco	42,333.41
4014 · Route 14 - Vierra	6,302.12
4015 · Route 15 - Langley/VP	4,304.14
Total Income	<u>244,228.28</u>
Gross Profit	244,228.28
Expense	
INDIRECT	
5000 · Salaries and Wages	56,948.77
5005 · Administrative Fees	522.52
5030 · Payroll Tax Expense	965.51
5040 · Worker's Comp Insurance	4,154.68
5050 · Employee Health Insurance	14,517.55
5070 · Employee Retirement	9,727.26
5090 · Other Employee Expense	60.09
5120 · Property Taxes	1,680.62
5130 · Utilities - Office	311.35
5140 · Building Repair & Maint	425.58
5145 · District Wide Repair & Maint	295.73
5150 · Garbage Service	396.44
5160 · Office Equip Rental	668.21
5165 · Computer Software	1,908.48
5180 · Casualty Ins/Liability Ins	31,720.00
5240 · Office Supplies	199.42
5245 · Postage	1,000.00
5250 · Legal Expenses	8,603.10
5256 · Interest Exp-Financed Items	82.23
5260 · Accounting & Bookkeeping	18,000.00
5266 · Engineering Svcs-Dist Wide	500.00
5270 · Automotive - Repair & Maint	108.69
5280 · Conferences, Meetings, Seminars	55.99
5330 · Telephone	927.02
5370 · Fuel - Trucks	3,057.08
5391 · Credit Card Transaction Fees	37.60
6577 · COP Debt Service - Interest	35,562.50
Total INDIRECT	<u>192,436.42</u>
5190 · Water Testing- Labs	2,422.00
5220 · Water System - Repair & Maint	12,174.69
5225 · Street Maintenance	201.53
5230 · Park - Repair & Maint	37.28
5231 · Pajaro Park Expense	4,214.34
5310 · Utilities - Well Site	15,488.78
5315 · Utilities - Street Lighting	2,512.98
5325 · Permits	2,459.00
5392 · Returned Online Payment Fee	60.00
5427 · Improvement Project-Springfield	8,666.25
Total Expense	<u>240,673.27</u>
Net Ordinary Income	3,555.01
Other Income/Expense	

Pajaro/Sunny Mesa Community Services District

Profit & Loss

October 2023

---

	<u>Oct 23</u>
<b>Other Income</b>	
4100 · Late Payment Penalties	432.52
4110 · Hydrant Sales	6,460.90
4115 · Testing Fees	90.00
4285 · P.V.W.M.A. Collection Fee	3,094.50
4350 · Interest Revenue	4,044.49
	<hr/>
<b>Total Other Income</b>	14,122.41
<b>Other Expense</b>	
5442 · North of Moss Landing Proj- Exp	640.00
	<hr/>
<b>Total Other Expense</b>	640.00
<b>Net Other Income</b>	<hr/>
	13,482.41
<b>Net Income</b>	<hr/>
	<u>17,037.42</u>

12:43 PM

November 13, 2023

Accrual Basis

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

	Oct 23	Budget	% of Budget	Jul - Oct 23	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4001 · Route 1 - Pajaro	29,584.62	29,083.33	101.7%	110,794.02	116,333.36	95.2%	349,000.00
4002 · Route 2 - Pajaro	31,435.18	28,583.33	110.0%	121,343.60	114,333.36	106.1%	343,000.00
4003 · Route 3 - Commercial	30,519.24	29,083.33	104.9%	117,281.20	116,333.36	100.8%	349,000.00
4004 · Route 4 - Trailer Park	1,644.74	1,500.00	109.6%	6,548.76	6,000.00	109.1%	18,000.00
4005 · Route 5 - San Juan Rd Apts	1,248.19	1,250.00	99.9%	5,345.85	5,000.00	106.9%	15,000.00
4006 · Route 6 - Sunny Mesa	17,577.45	15,083.33	116.5%	72,132.69	60,333.36	119.6%	181,000.00
4007 · Route 7 - CSA 73	19,221.17	17,083.33	112.5%	76,723.44	68,333.36	112.3%	205,000.00
4008 · Route 8 - Vega	19,671.14	17,750.00	110.8%	79,669.04	71,000.00	112.2%	213,000.00
4010 · Route 10 -Springfield	850.00	833.33	102.0%	3,420.00	3,333.36	102.6%	10,000.00
4011 · Route 11 - Moss Landing	34,350.47	31,416.66	109.3%	133,677.19	125,666.72	106.4%	377,000.00
4012 · Route 12 - Blackie Road	5,186.41	4,416.66	117.4%	20,963.08	17,666.72	118.7%	53,000.00
4013 · Route 13 - Normco	42,333.41	39,250.00	107.9%	172,576.07	157,000.00	109.9%	471,000.00
4014 · Route 14 - Vierra	6,302.12	6,500.00	97.0%	26,845.15	26,000.00	103.3%	78,000.00
4015 · Route 15 - Langley/VP	4,304.14	3,750.00	114.8%	17,349.44	15,000.00	115.7%	45,000.00
<b>Total Income</b>	<b>244,228.28</b>	<b>225,583.30</b>	<b>108.3%</b>	<b>964,669.53</b>	<b>902,333.60</b>	<b>106.9%</b>	<b>2,707,000.00</b>
<b>Gross Profit</b>	<b>244,228.28</b>	<b>225,583.30</b>	<b>108.3%</b>	<b>964,669.53</b>	<b>902,333.60</b>	<b>106.9%</b>	<b>2,707,000.00</b>
<b>Expense</b>							
<b>INDIRECT</b>							
5000 · Salaries and Wages	56,948.77	77,583.33	73.4%	273,220.28	310,333.36	88.0%	931,000.00
5005 · Administrative Fees	522.52	541.66	96.5%	2,069.60	2,166.72	95.5%	6,500.00
5030 · Payroll Tax Expense	965.51	1,333.33	72.4%	4,253.15	5,333.36	79.7%	16,000.00
5040 · Worker's Comp Insurance	4,154.68	1,500.00	277.0%	8,912.48	6,000.00	148.5%	18,000.00
5050 · Employee Health Insurance	14,517.55	15,750.00	92.2%	54,509.41	63,000.00	86.5%	189,000.00
5070 · Employee Retirement	9,727.26	11,666.66	83.4%	38,250.86	46,666.72	82.0%	140,000.00
5090 · Other Employee Expense	60.09	250.00	24.0%	790.80	1,000.00	79.1%	3,000.00
5120 · Property Taxes	1,680.62	191.66	876.9%	1,976.94	766.72	257.8%	2,300.00
5130 · Utilities - Office	311.35	375.00	83.0%	1,317.49	1,500.00	87.8%	4,500.00
5140 · Building Repair & Maint	425.58	583.33	73.0%	2,077.29	2,333.36	89.0%	7,000.00
5145 · District Wide Repair & Maint	295.73	833.33	35.5%	6,087.11	3,333.36	182.6%	10,000.00
5150 · Garbage Service	396.44	416.66	95.1%	1,591.71	1,666.72	95.5%	5,000.00
5160 · Office Equip Rental	668.21	708.33	94.3%	2,672.84	2,833.36	94.3%	8,500.00
5165 · Computer Software	1,908.48	1,500.00	127.2%	8,830.25	6,000.00	147.2%	18,000.00
5170 · Office Equipment Repair & Maint	0.00	300.00	0.0%	180.61	1,200.00	15.1%	3,600.00
5175 · Small Tools - Repair & Maint.	0.00	83.33	0.0%	446.65	333.36	134.0%	1,000.00
5180 · Casualty Ins/Liability Ins	31,720.00	4,166.66	761.3%	50,965.41	16,666.72	305.8%	50,000.00
5200 · Billing Supplies	0.00	375.00	0.0%	4,252.13	1,500.00	283.5%	4,500.00
5240 · Office Supplies	199.42	333.33	59.8%	1,891.38	1,333.36	141.9%	4,000.00
5245 · Postage	1,000.00	891.66	112.2%	3,000.00	3,566.72	84.1%	10,700.00
5250 · Legal Expenses	8,603.10	1,416.66	607.3%	8,604.10	5,666.72	151.8%	17,000.00



12:43 PM

November 13, 2023

Accrual Basis

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

	Oct 23	Budget	% of Budget	Jul - Oct 23	YTD Budget	% of Budget	Annual Budget
5255 · Interest Expense	0.00	658.33	0.0%	3,937.50	2,633.36	149.5%	7,900.00
5256 · Interest Exp-Financed Items	82.23	125.00	65.8%	357.05	500.00	71.4%	1,500.00
5260 · Accounting & Bookkeeping	18,000.00	3,208.33	561.0%	20,000.00	12,833.36	155.8%	38,500.00
5266 · Engineering Svcs-Dist Wide	500.00	1,083.33	46.2%	1,500.00	4,333.36	34.6%	13,000.00
5270 · Automotive - Repair & Maint	108.69	833.33	13.0%	9,623.29	3,333.36	288.7%	10,000.00
5280 · Conferences, Meetings, Seminars	55.99	41.66	134.4%	183.96	166.72	110.3%	500.00
5290 · Travel Expenses	0.00	41.66	0.0%	0.00	166.72	0.0%	500.00
5300 · Books & Subscriptions	0.00	125.00	0.0%	0.00	500.00	0.0%	1,500.00
5305 · Water Conservation Program	0.00	250.00	0.0%	0.00	1,000.00	0.0%	3,000.00
5320 · Membership Fees and Dues	0.00	1,791.66	0.0%	5,117.64	7,166.72	71.4%	21,500.00
5326 · Licenses and Certifications	0.00	166.66	0.0%	0.00	666.72	0.0%	2,000.00
5330 · Telephone	927.02	1,500.00	61.8%	3,671.62	6,000.00	61.2%	18,000.00
5340 · Burglar Alarm Monitoring	0.00	75.00	0.0%	224.00	300.00	74.7%	900.00
5370 · Fuel - Trucks	3,057.08	3,333.33	91.7%	12,368.87	13,333.36	92.8%	40,000.00
5390 · Bank Charges	0.00	25.00	0.0%	0.00	100.00	0.0%	300.00
5391 · Credit Card Transaction Fees	37.60	41.66	90.3%	146.68	166.72	88.0%	500.00
5400 · Miscellaneous Expense	0.00	16.66	0.0%	0.00	66.72	0.0%	200.00
6577 · COP Debt Service - Interest	35,562.50	5,933.33	599.4%	35,562.50	23,733.36	149.8%	71,200.00
<b>Total INDIRECT</b>	<b>192,436.42</b>	<b>140,049.87</b>	<b>137.4%</b>	<b>568,593.60</b>	<b>560,201.04</b>	<b>101.5%</b>	<b>1,680,600.00</b>
5190 · Water Testing- Labs	2,422.00	2,916.66	83.0%	13,486.40	11,666.72	115.6%	35,000.00
5220 · Water System - Repair & Maint	12,174.69	18,750.00	64.9%	68,802.20	75,000.00	91.7%	225,000.00
5265 · Engineering Expenses	0.00	83.33	0.0%	0.00	333.36	0.0%	1,000.00
5310 · Utilities - Well Site	15,488.78	14,583.33	106.2%	63,361.02	58,333.36	108.6%	175,000.00
5325 · Permits	2,459.00	3,000.00	82.0%	2,459.00	12,000.00	20.5%	36,000.00
5360 · Fuel - Generator	0.00	833.33	0.0%	0.00	3,333.36	0.0%	10,000.00
5428 · COP Bond Expense	0.00	350.00	0.0%	2,170.00	1,400.00	155.0%	4,200.00
6565 A · 2021 Bond Expense- Fees	0.00	375.00	0.0%	2,300.00	1,500.00	153.3%	4,500.00
<b>Total Expense</b>	<b>224,980.89</b>	<b>180,941.52</b>	<b>124.3%</b>	<b>721,172.22</b>	<b>723,767.84</b>	<b>99.6%</b>	<b>2,171,300.00</b>
<b>Net Ordinary Income</b>	<b>19,247.39</b>	<b>44,641.78</b>	<b>43.1%</b>	<b>243,497.31</b>	<b>178,565.76</b>	<b>136.4%</b>	<b>535,700.00</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
4100 · Late Payment Penalties	432.52	416.66	103.8%	2,085.29	1,666.72	125.1%	5,000.00
4101 · Billing Adjustments	0.00	16.66	0.0%	0.00	66.64	0.0%	199.92
4110 · Hydrant Sales	6,460.90	1,250.00	516.9%	22,653.70	5,000.00	453.1%	15,000.00
4115 · Testing Fees	90.00	916.66	9.8%	90.00	3,666.72	2.5%	11,000.00
4140 · Connection Fees	0.00	616.66	0.0%	122,663.00	2,466.72	4,972.7%	7,400.00
4141 · Application Fees	0.00	45.83	0.0%	605.00	183.36	330.0%	550.00
4146 · Other Fees	0.00	33.33	0.0%	0.00	133.36	0.0%	400.00
4285 · P.V.W.M.A. Collection Fee	3,094.50	2,416.66	128.0%	11,917.88	9,666.72	123.3%	29,000.00
4300 · Collection of Previous W/O Acct	0.00	20.83	0.0%	0.00	83.36	0.0%	250.00

12:43 PM  
 November 13, 2023  
 Accrual Basis

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

	<u>Oct 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Oct 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
4305 · Miscellaneous Revenue	0.00	83.33	0.0%	360.00	333.36	108.0%	1,000.00
4341 · Lighting Admin Reimbursements	0.00	1,083.33	0.0%	0.00	4,333.36	0.0%	13,000.00
4346 · District 25% Overhead Fee	0.00	41.66	0.0%	0.00	166.72	0.0%	500.00
4350 · Interest Revenue	4,044.49	1,250.00	323.6%	13,870.15	5,000.00	277.4%	15,000.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	0.00	233.36	0.0%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	0.00	133.36	0.0%	400.00
<b>Total Other Income</b>	<b>14,122.41</b>	<b>8,283.27</b>	<b>170.5%</b>	<b>174,245.02</b>	<b>33,133.76</b>	<b>525.9%</b>	<b>99,399.92</b>
<b>Net Other Income</b>	<b>14,122.41</b>	<b>8,283.27</b>	<b>170.5%</b>	<b>174,245.02</b>	<b>33,133.76</b>	<b>525.9%</b>	<b>99,399.92</b>
<b>Net Income</b>	<b>33,369.80</b>	<b>52,925.05</b>	<b>63.1%</b>	<b>417,742.33</b>	<b>211,699.52</b>	<b>197.3%</b>	<b>635,099.92</b>

## AGING REPORT: October 2023

Aging Balance as of 11/1/23

Balance	Current	30 Days	60 Days	90 Days
\$263,404.03	\$234,017.97	\$23,602.60	\$5,607.32	\$176.14

Previous Month Balances				
\$244,917.97	\$211,064.49	\$28,195.15	\$4,712.13	\$946.20

Notes:

Successful collections of 90 day delinquencies brought the balance to less than \$200. Overall collections remain steady.

The District received a total of \$1,347.00 from LIHWAP that was applied to 3 accounts. The District continues to encourage customers to apply.

2:02 PM

November 8, 2023

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 October 27 through November 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check		11/03/2023	Deluxe for Business	1001 · SCCB - Operating Account		-401.97
				5240 · Office Supplies	-401.97	401.97
TOTAL					-401.97	401.97
Check	AP	10/30/2023	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Check	AP	10/31/2023	Total Merchant Services	1001 · SCCB - Operating Account		-29.95
				5391 · Credit Card Transaction Fees	-29.95	29.95
TOTAL					-29.95	29.95
Check	AP	11/06/2023	FP Mailing Solutions-Online	1001 · SCCB - Operating Account		-1,000.00
				5245 · Postage	-1,000.00	1,000.00
TOTAL					-1,000.00	1,000.00
Check	AP	11/06/2023	Total Merchant Services	1001 · SCCB - Operating Account		-0.25
				5391 · Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Bill Pmt -Check	AP	11/08/2023	Ace Hardware Watsonville- ACH	1001 · SCCB - Operating Account		-475.44
Bill	225716	10/02/2023		5220 · Water System - Repair & Maint	-29.60	29.60
Bill	225809	10/05/2023		5220 · Water System - Repair & Maint	-4.39	4.39
Bill	225920	10/10/2023		5220 · Water System - Repair & Maint	-66.87	66.87
Bill	225992	10/12/2023		5220 · Water System - Repair & Maint	-10.96	10.96
Bill	226048	10/16/2023		5230 · Park - Repair & Maint	-37.28	37.28
Bill	226109	10/18/2023		5220 · Water System - Repair & Maint	-98.75	98.75
Bill	226127	10/18/2023		5220 · Water System - Repair & Maint	-29.62	29.62
Bill	226144	10/19/2023		5220 · Water System - Repair & Maint	-126.16	126.16
Bill	226294	10/26/2023		5220 · Water System - Repair & Maint	-19.35	19.35
Bill	226318	10/27/2023		5220 · Water System - Repair & Maint	-28.36	28.36
Bill	226402	10/31/2023		5220 · Water System - Repair & Maint	-24.10	46.03
TOTAL					-475.44	497.37
Bill Pmt -Check	AP	11/08/2023	ACWA-JPIA (med ins)-ACH	1001 · SCCB - Operating Account		-16,125.10
Bill	07012...	11/03/2023		5050 · Employee Health Insurance	-14,517.55	14,517.55
				2264 · Employee Insurance Payable	-1,607.55	1,607.55
TOTAL					-16,125.10	16,125.10
Bill Pmt -Check	AP	11/08/2023	Agee Electric, Inc.- Online	1001 · SCCB - Operating Account		-1,477.39
Bill	3223	10/25/2023		5220 · Water System - Repair & Maint	-1,477.39	1,477.39
TOTAL					-1,477.39	1,477.39
Bill Pmt -Check	AP	11/08/2023	Bianchi Kasavan & Pope-Online	1001 · SCCB - Operating Account		-5,000.00
Bill	01112...	11/01/2023		5260 · Accounting & Bookkeeping	-5,000.00	5,000.00
TOTAL					-5,000.00	5,000.00
Bill Pmt -Check	AP	11/08/2023	CALNET/ AT&T 2506	1001 · SCCB - Operating Account		-570.50
Bill	OCT s...	11/01/2023		5310 · Utilities - Well Site	-23.60	29.66
				5310 · Utilities - Well Site	-23.60	29.66
				5225 · Street Maintenance	-70.82	89.05
				5310 · Utilities - Well Site	-78.23	98.36
				5231 · Pajaro Park Expense	-45.91	57.73

2:02 PM

November 8, 2023

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 October 27 through November 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5330 · Telephone	-328.34	412.82
<b>TOTAL</b>					-570.50	717.28
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Castroville Ace Hardware-ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-90.26</b>
Bill	19258...	10/19/2023		5145 · District Wide Repair & Maint	-15.06	15.06
Bill	19259...	10/20/2023		5220 · Water System - Repair & Maint	-50.44	50.44
Bill	19270...	10/26/2023		5220 · Water System - Repair & Maint	-24.76	24.76
<b>TOTAL</b>					-90.26	90.26
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Corbin Willits Systems-Online</b>	<b>1001 · SCCB - Operating Account</b>		<b>-533.69</b>
Bill	000C...	10/15/2023		5165 · Computer Software	-533.69	533.69
<b>TOTAL</b>					-533.69	533.69
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Core &amp; Main- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-594.24</b>
Bill	T7113...	10/05/2023		5220 · Water System - Repair & Maint	-77.00	77.00
Bill	T8439...	10/27/2023		5220 · Water System - Repair & Maint	-517.24	517.24
<b>TOTAL</b>					-594.24	594.24
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Green Rubber Kennedy Ag- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-390.60</b>
Bill	W-57...	10/12/2023		5220 · Water System - Repair & Maint	-25.14	25.14
Bill	S-762...	10/25/2023		5220 · Water System - Repair & Maint	-365.46	365.46
<b>TOTAL</b>					-390.60	390.60
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Grunsky Law Firm</b>	<b>1001 · SCCB - Operating Account</b>		<b>-8,603.10</b>
Bill	Inv. 1...	10/16/2023		5250 · Legal Expenses	-3,510.60	3,510.60
Bill	Inv. 1...	10/17/2023		5250 · Legal Expenses	-2,020.08	2,020.08
Bill	Inv. 1...	10/18/2023		5250 · Legal Expenses	-1,397.42	1,397.42
Bill	Inv. 1...	10/18/2023		5250 · Legal Expenses	-650.00	650.00
Bill	Inv. 1...	10/19/2023		5250 · Legal Expenses	-1,025.00	1,025.00
<b>TOTAL</b>					-8,603.10	8,603.10
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>ICONIX Waterworks (US), Inc- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-382.61</b>
Bill	U231...	10/24/2023		5220 · Water System - Repair & Maint	-382.61	519.03
<b>TOTAL</b>					-382.61	519.03
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>J Johnson &amp; Company, Inc.- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-3,391.01</b>
Bill	23-00...	10/16/2023		5220 · Water System - Repair & Maint	-3,391.01	3,391.01
<b>TOTAL</b>					-3,391.01	3,391.01
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Linde Gas &amp; Equipment Inc.</b>	<b>1001 · SCCB - Operating Account</b>		<b>-9.16</b>
Bill	38859...	10/18/2023		5220 · Water System - Repair & Maint	-9.16	9.16
<b>TOTAL</b>					-9.16	9.16
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>MBAS- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-1,349.00</b>
Bill	23092...	10/10/2023		5190 · Water Testing- Labs	-517.00	517.00
Bill	23091...	10/10/2023		5190 · Water Testing- Labs	-517.00	517.00
Bill	23092...	10/12/2023		5190 · Water Testing- Labs	-65.00	65.00
Bill	23092...	10/12/2023		5190 · Water Testing- Labs	-50.80	50.80
Bill	23100...	10/18/2023		5190 · Water Testing- Labs	-48.80	48.80
Bill	23100...	10/19/2023		5190 · Water Testing- Labs	-99.60	99.60
Bill	23101...	10/31/2023		5190 · Water Testing- Labs	-50.80	50.80
<b>TOTAL</b>					-1,349.00	1,349.00
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Mid Valley Supply- ACH</b>	<b>1001 · SCCB - Operating Account</b>		<b>-1,689.77</b>

2:02 PM

November 8, 2023

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 October 27 through November 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	1272532	10/10/2023		5220 · Water System - Repair & Maint	-62.58	62.58
				5220 · Water System - Repair & Maint	-62.58	62.58
				5220 · Water System - Repair & Maint	-125.16	125.16
				5220 · Water System - Repair & Maint	-125.16	125.16
				5220 · Water System - Repair & Maint	-125.16	125.16
				5220 · Water System - Repair & Maint	-250.37	250.37
Bill	272764	10/25/2023		5220 · Water System - Repair & Maint	-62.58	62.58
				5220 · Water System - Repair & Maint	-125.16	125.16
				5220 · Water System - Repair & Maint	-125.16	125.16
				5220 · Water System - Repair & Maint	-125.16	125.16
				5220 · Water System - Repair & Maint	-187.74	187.74
				5220 · Water System - Repair & Maint	-312.96	312.96
TOTAL					-1,689.77	1,689.77
Bill Pmt -Check	AP	11/08/2023	Monterey One Water- Online	1001 · SCCB - Operating Account		-25.73
Bill	NOV ...	10/31/2023		5130 · Utilities - Office	-25.73	25.73
TOTAL					-25.73	25.73
Bill Pmt -Check	AP	11/08/2023	Orkin Pest Control- ACH	1001 · SCCB - Operating Account		-116.00
Bill	417203	10/23/2023		5140 · Building Repair & Maint	-116.00	116.00
TOTAL					-116.00	116.00
Bill Pmt -Check	AP	11/08/2023	Palace Business Solutions-ACH	1001 · SCCB - Operating Account		-147.42
Bill	69714...	10/17/2023		5240 · Office Supplies	-147.42	147.42
TOTAL					-147.42	147.42
Bill Pmt -Check	AP	11/08/2023	PARS- ACH	1001 · SCCB - Operating Account		-522.52
Bill	54148	10/06/2023		5005 · Administrative Fees	-522.52	522.52
TOTAL					-522.52	522.52
Bill Pmt -Check	AP	11/08/2023	PG&E 1438-Online	1001 · SCCB - Operating Account		-2,251.36
Bill	9/25/2...	10/25/2023		5310 · Utilities - Well Site	-2,251.36	2,251.36
TOTAL					-2,251.36	2,251.36
Bill Pmt -Check	AP	11/08/2023	PG&E 6022-Online	1001 · SCCB - Operating Account		-17.68
Bill	9/20/2...	10/19/2023		5315 · Utilities - Street Lighting	-17.68	17.68
TOTAL					-17.68	17.68
Bill Pmt -Check	AP	11/08/2023	PG&E 6857-Online	1001 · SCCB - Operating Account		-5,306.15
Bill	9/26/2...	10/26/2023		5310 · Utilities - Well Site	-1,958.99	1,958.99
				5310 · Utilities - Well Site	-524.65	524.65
				5130 · Utilities - Office	-197.63	197.63
				5310 · Utilities - Well Site	-228.25	228.25
				5315 · Utilities - Street Lighting	-2,396.63	2,396.63
TOTAL					-5,306.15	5,306.15
Bill Pmt -Check	AP	11/08/2023	Pure Water- ACH	1001 · SCCB - Operating Account		-9,761.40
Bill	424989	11/01/2023	State Water Resources Control Board	5427 · Improvement Project-Springfield	-7,560.30	7,560.30
Bill	424988	11/01/2023	State Water Resources Control Board	5427 · Improvement Project-Springfield	-2,201.10	2,201.10
TOTAL					-9,761.40	9,761.40
Bill Pmt -Check	AP	11/08/2023	Santa Cruz Answering Service-ACH	1001 · SCCB - Operating Account		-105.44
Bill	1009 ...	10/22/2023		5330 · Telephone	-105.44	105.44

2:02 PM

November 8, 2023

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 October 27 through November 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>TOTAL</b>					-105.44	105.44
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Singh Computech- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-180.00</b>
Bill	9936	11/06/2023		5165 - Computer Software	-180.00	180.00
<b>TOTAL</b>					-180.00	180.00
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Soil Control Lab- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-1,073.00</b>
Bill	31000...	10/01/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31000...	10/04/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31000...	10/04/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31000...	10/04/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31000...	10/04/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31000...	10/04/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31000...	10/04/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31002...	10/11/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31002...	10/11/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31002...	10/11/2023		5190 - Water Testing- Labs	-58.00	58.00
Bill	31002...	10/11/2023		5190 - Water Testing- Labs	-58.00	58.00
Bill	31002...	10/11/2023		5190 - Water Testing- Labs	-58.00	58.00
Bill	31002...	10/12/2023		5190 - Water Testing- Labs	-58.00	58.00
Bill	31004...	10/20/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31004...	10/20/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31004...	10/20/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31004...	10/20/2023		5190 - Water Testing- Labs	-87.00	87.00
Bill	31004...	10/20/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31004...	10/20/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31006...	10/25/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31006...	10/25/2023		5190 - Water Testing- Labs	-58.00	58.00
Bill	31006...	10/25/2023		5190 - Water Testing- Labs	-58.00	58.00
Bill	31006...	10/26/2023		5190 - Water Testing- Labs	-58.00	58.00
Bill	31006...	10/26/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31006...	10/26/2023		5190 - Water Testing- Labs	-58.00	58.00
Bill	31006...	10/27/2023		5190 - Water Testing- Labs	-29.00	29.00
Bill	31007...	10/28/2023		5190 - Water Testing- Labs	-29.00	29.00
<b>TOTAL</b>					-1,073.00	1,073.00
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Sturdy Oil Company- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-3,057.08</b>
Bill	CL00...	10/15/2023		5370 - Fuel - Trucks	-1,285.68	1,285.68
Bill	CL01...	10/31/2023		5370 - Fuel - Trucks	-1,771.40	1,771.40
<b>TOTAL</b>					-3,057.08	3,057.08
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Tom's Site Service- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-208.49</b>
Bill	85093	10/23/2023		5145 - District Wide Repair & Maint	-208.49	208.49
<b>TOTAL</b>					-208.49	208.49
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Townsend's Auto Parts- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-9.63</b>
Bill	T-232...	10/03/2023		5220 - Water System - Repair & Maint	-9.63	9.63
<b>TOTAL</b>					-9.63	9.63
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Univar-ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-3,716.92</b>
Bill	51545...	10/11/2023		5220 - Water System - Repair & Maint	-3,716.92	3,716.92
<b>TOTAL</b>					-3,716.92	3,716.92
<b>Bill Pmt -Check</b>	<b>AP</b>	<b>11/08/2023</b>	<b>Aramark- ACH</b>	<b>1001 - SCCB - Operating Account</b>		<b>-309.58</b>
Bill	51103...	10/05/2023		5140 - Building Repair & Maint	-57.53	57.53
Bill	51103...	10/12/2023		5140 - Building Repair & Maint	-116.45	116.45
Bill	51103...	10/19/2023		5140 - Building Repair & Maint	-38.34	38.34
Bill	51103...	10/26/2023		5140 - Building Repair & Maint	-97.26	97.26
<b>TOTAL</b>					-309.58	309.58

2:02 PM

November 8, 2023

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 October 27 through November 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	11/08/2023	GreatAmerica Financial-Online	1001 · SCCB - Operating Account		-472.92
Bill	35184...	10/30/2023		5160 · Office Equip Rental	-472.92	472.92
TOTAL					-472.92	472.92
Bill Pmt -Check	AP	11/08/2023	Valvoline- online	1001 · SCCB - Operating Account		-84.67
Bill	72183	10/12/2023		5270 · Automotive - Repair & Maint	-84.67	84.67
TOTAL					-84.67	84.67
Bill Pmt -Check	AP	11/08/2023	WM / Carmel Marina - Office-Online	1001 · SCCB - Operating Account		-396.44
Bill	99630...	11/01/2023		5150 · Garbage Service	-396.44	396.44
TOTAL					-396.44	396.44
Check	PARS	11/01/2023	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-5,113.10
				5070 · Employee Retirement	-5,113.10	5,113.10
TOTAL					-5,113.10	5,113.10
Bill Pmt -Check	25632	11/08/2023	Alfredo Espinoza	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	11/01/2023		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25633	11/08/2023	Matt Rader	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	11/01/2023		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25634	11/08/2023	Michael Van Brunt	1001 · SCCB - Operating Account		-150.00
Bill	Depos...	11/01/2023		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25635	11/08/2023	Monterey Bay Air Resources District	1001 · SCCB - Operating Account		-2,459.00
Bill	2824-...	10/01/2023		5325 · Permits	-387.00	387.00
				5325 · Permits	-518.00	518.00
				5325 · Permits	-518.00	518.00
				5325 · Permits	-518.00	518.00
				5325 · Permits	-518.00	518.00
TOTAL					-2,459.00	2,459.00
Bill Pmt -Check	25636	11/08/2023	Monterey County Tax Collector	1001 · SCCB - Operating Account		-1,680.62
Bill	117-1...	10/01/2023		5120 · Property Taxes	-52.10	52.10
Bill	117-2...	10/01/2023		5120 · Property Taxes	-88.32	88.32
Bill	117-2...	10/01/2023		5120 · Property Taxes	-233.04	233.04
Bill	117-3...	10/01/2023		5120 · Property Taxes	-236.68	236.68
Bill	117-2...	10/01/2023		5120 · Property Taxes	-408.92	408.92
Bill	117-1...	10/01/2023		5120 · Property Taxes	-47.72	47.72
Bill	117-1...	10/01/2023		5120 · Property Taxes	-64.98	64.98
Bill	413-0...	10/01/2023		5120 · Property Taxes	-80.94	80.94
Bill	117-1...	10/01/2023		5120 · Property Taxes	-22.86	22.86
Bill	133-2...	10/01/2023		5120 · Property Taxes	-29.88	29.88
Bill	131-0...	10/01/2023		5120 · Property Taxes	-119.58	119.58
Bill	125-1...	10/01/2023		5120 · Property Taxes	-46.88	46.88
Bill	125-1...	10/01/2023		5120 · Property Taxes	-37.00	37.00
Bill	117-3...	10/01/2023		5120 · Property Taxes	-138.06	138.06
Bill	117-2...	10/01/2023		5120 · Property Taxes	-73.66	73.66
TOTAL					-1,680.62	1,680.62
Bill Pmt -Check	25637	11/08/2023	Ms. Deborah Kruger	1001 · SCCB - Operating Account		-150.00



2:02 PM

November 8, 2023

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Operating Account**  
 October 27 through November 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	Depos...	11/08/2023		2121 - Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25638	11/08/2023	Ms. Hai Shan Owerfeldt	1001 - SCCB - Operating Account		-150.00
Bill	Depos...	11/01/2023		2121 - Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25639	11/08/2023	Pajaro Regional Flood Mgmt. Agency	1001 - SCCB - Operating Account		-332.58
Bill	2023-...	11/01/2023		5120 - Property Taxes	-15.00	15.00
Bill	2023-...	11/01/2023		5120 - Property Taxes	-167.02	234.62
				5120 - Property Taxes	-16.34	22.96
				5120 - Property Taxes	-10.68	15.00
				5231 - Pajaro Park Expense	-10.68	15.00
				5120 - Property Taxes	-10.68	15.00
				5120 - Property Taxes	-10.68	15.00
				5231 - Pajaro Park Expense	-53.95	75.78
				5231 - Pajaro Park Expense	-26.87	37.74
				5120 - Property Taxes	-10.68	15.00
TOTAL					-332.58	461.10
Bill Pmt -Check	25640	11/08/2023	Santa Cruz County Bank	1001 - SCCB - Operating Account		-566.04
Bill	ACCT...	10/22/2023		2256 - Vehicle Loan Payable	-513.56	513.56
				5256 - Interest Exp-Financed Items	-52.48	52.48
TOTAL					-566.04	566.04

2:12 PM

November 8, 2023

## Pajaro/Sunny Mesa Community Services District

## Check Detail - Reserve Account

October 27 through November 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	11/08/2023	Thomas E Yeager, P.E.- ACH	1002 · SCCB Reserve Account		-40.00
Bill	Invoic...	11/01/2023	Community Water Center	5442 · North of Moss Landing Proj- Exp	-40.00	40.00
TOTAL					-40.00	40.00

1:09 PM

November 8, 2023

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Pajaro Park Account**  
 October 27 through November 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	11/08/2023	Ace Hardware Watsonville- ACH	1036 - PSM Pajaro Park Acct		-29.60
Bill	225745	10/03/2023		5231 - Pajaro Park Expense	-29.60	29.60
TOTAL					-29.60	29.60
Bill Pmt -Check	AP	11/08/2023	CALNET/ AT&T 2506	1036 - PSM Pajaro Park Acct		-57.73
Bill	OCT s...	11/01/2023		5310 - Utilities - Well Site	-2.38	29.66
				5310 - Utilities - Well Site	-2.38	29.66
				5225 - Street Maintenance	-7.17	89.05
				5310 - Utilities - Well Site	-7.92	98.36
				5231 - Pajaro Park Expense	-4.65	57.73
				5330 - Telephone	-33.23	412.82
TOTAL					-57.73	717.28
Bill Pmt -Check	AP	11/08/2023	Mid Valley Supply- ACH	1036 - PSM Pajaro Park Acct		-140.48
Bill	1272653	10/18/2023		5231 - Pajaro Park Expense	-140.48	140.48
TOTAL					-140.48	140.48
Bill Pmt -Check	AP	11/08/2023	Panther Protective Services- ACH	1036 - PSM Pajaro Park Acct		-425.00
Bill	00010...	10/23/2023		5231 - Pajaro Park Expense	-425.00	425.00
TOTAL					-425.00	425.00
Bill Pmt -Check	AP	11/08/2023	PG&E 3540 Pajaro Park-Online	1036 - PSM Pajaro Park Acct		-102.01
Bill	9/19/2...	10/19/2023		5231 - Pajaro Park Expense	-102.01	102.01
TOTAL					-102.01	102.01
Bill Pmt -Check	AP	11/08/2023	WM / Carmel Marina - Pajaro Park-Onlin	1036 - PSM Pajaro Park Acct		-396.44
Bill	99638...	11/01/2023		5231 - Pajaro Park Expense	-396.44	396.44
TOTAL					-396.44	396.44
Bill Pmt -Check	854	11/08/2023	Monterey County Tax Collector	1036 - PSM Pajaro Park Acct		-2,997.60
Bill	117-3...	10/01/2023		5231 - Pajaro Park Expense	-1,129.34	1,129.34
Bill	117-3...	10/01/2023		5231 - Pajaro Park Expense	-1,730.22	1,730.22
Bill	117-3...	10/01/2023		5231 - Pajaro Park Expense	-138.04	138.04
TOTAL					-2,997.60	2,997.60
Bill Pmt -Check	855	11/08/2023	Pajaro Regional Flood Mgmt. Agency	1036 - PSM Pajaro Park Acct		-128.52
Bill	2023-...	11/01/2023		5120 - Property Taxes	-67.60	234.62
				5120 - Property Taxes	-6.62	22.96
				5120 - Property Taxes	-4.32	15.00
				5231 - Pajaro Park Expense	-4.32	15.00
				5120 - Property Taxes	-4.32	15.00
				5120 - Property Taxes	-4.32	15.00
				5231 - Pajaro Park Expense	-21.83	75.78
				5231 - Pajaro Park Expense	-10.87	37.74
				5120 - Property Taxes	-4.32	15.00
TOTAL					-128.52	446.10

1:13 PM

November 8, 2023

**Pajaro/Sunny Mesa Community Services District**  
**Check Detail - Street Maintenance Account**  
 October 27 through November 16, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	11/08/2023	CALNET/ AT&T 2506	1004 · SCCB - Street Maint Acct		-89.05
Bill	OCT s...	11/01/2023		5310 · Utilities - Well Site	-3.68	29.66
				5310 · Utilities - Well Site	-3.68	29.66
				5225 · Street Maintenance	-11.06	89.05
				5310 · Utilities - Well Site	-12.21	98.36
				5231 · Pajaro Park Expense	-7.17	57.73
				5330 · Telephone	-51.25	412.82
TOTAL					-89.05	717.28
Bill Pmt -Check	AP	11/08/2023	Darrel Varni Electric, Inc.	1004 · SCCB - Street Maint Acct		-3,530.00
Bill	inv # ...	11/03/2023		5225 · Street Maintenance	-3,530.00	3,530.00
TOTAL					-3,530.00	3,530.00
Bill Pmt -Check	AP	11/08/2023	Pajaro/Sunny Mesa Comm Svcs Dist	1004 · SCCB - Street Maint Acct		-137.16
Bill	OCT ...	11/01/2023		5225 · Street Maintenance	-137.16	137.16
TOTAL					-137.16	137.16
Bill Pmt -Check	AP	11/08/2023	PG&E 9545 Street Maint-Online	1004 · SCCB - Street Maint Acct		-5.33
Bill	9/19/2...	10/23/2023		5225 · Street Maintenance	-5.33	5.83
TOTAL					-5.33	5.83

**DISTRICT OPERATIONS REPORT**  
**November 16, 2023**

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Grants & Loans Active	SRF Planning Grant Springfield: Springfield Planning Grant – The California Department of Fish and Wildlife, Incidental Take Permit Application has been deemed complete. The Financial Packet is complete and under review by Division of Financial Assistance (DFA). Technical, Design and Environmental packets are close to completion.	No Report
Pajaro Park	The Board and Staff are considering Operations funding. Staff have contacted Monterey County for cash disbursement of \$59,000. <b>The District received the requested \$59,000.</b>	November 2023
Generator Project	Quinn Staff are working with District staff in ensuring all generators are exercising and running properly. A problem was discovered with the Pajaro generator, most likely flood related. The Pajaro generator has been working properly.	No Report
Hazard Mitigation Plan	The Local Hazard Mitigation Plan has been officially adopted by FEMA on April 5, 2023. Final invoice has been reimbursed. Close-out documentation has been submitted to CalOES for review.	No Report
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen and Giberson Roads. Funding agreement has been executed; staff submitted request for reimbursement October 2022-June 2023 \$84,600. <b>On November 13, 2023 the Staff received a notice of approval for reimbursement request of \$84,600, check should arrive soon.</b>	November 2023
ACWA JPIA 2023 Wellness Grant	Staff have been awarded a \$360 Grant from ACWA JPIA towards an employee wellness awareness meeting or standing desk converter.	No Report
LIHWAP	<b>The District has received \$48,4486 to date from LIHWAP.</b>	November 2023
Tank Replacement/Rehab Grant Project	Presented the District needs to State Water Boards-Division of Financial Assistance (DFA). DFA will review needs and direct us to the correct funding programs, State Revolving Fund or Urgent Water Needs Funding Program.	No Report
Pajaro Long-term Recovery	Working with Monterey County Department of Emergency Management to replace Pajaro Park field and play area turf. Also, to add more benches, tables and shaded areas. <b>Staff will attend the informational meeting at the Pajaro Park on November 15, 2023.</b>	November 2023

**DISTRICT OPERATIONS REPORT**  
**November 16, 2023**

Current Water System Repairs	<p>Blackie Road #18 WS:</p> <p>Moss Landing Harbor WS:</p> <ul style="list-style-type: none"> <li>• <b>The VFD was successfully installed at the tank site.</b></li> <li>• <b>Waiting on Maggiora to schedule scrubbing, bailing and video.</b></li> </ul> <p>Normco WS:</p> <ul style="list-style-type: none"> <li>• <b>Agee successfully repaired well/tank communication; system has been running flawlessly.</b></li> <li>• <b>Hydrant was replaced at Coker Road.</b></li> </ul> <p>Pajaro WS:</p> <ul style="list-style-type: none"> <li>• <b>Pajaro #1 well was pulled and videoed for the purpose of the North of Moss Landing project, confirming a reliable backup well source.</b></li> <li>• <b>Pajaro Generator inspection by Monterey Bay Air Resources District on November 13, 2023</b></li> <li>• <b>Pajaro Park light replacement, switched to LED lights.</b></li> <li>• <b>Hydrant was replaced at San Juan Road and Gonda Street.</b></li> </ul> <p>Springfield Road WS:</p> <ul style="list-style-type: none"> <li>• <b>Awaiting patch/pave for completed repair.</b></li> </ul> <p>Sunny Mesa WS:</p> <ul style="list-style-type: none"> <li>• <b>Fairway open space light replacement, switched to LED lights.</b></li> </ul> <p>Vega #01 WS:</p> <ul style="list-style-type: none"> <li>• <b>Andreas faulty booster pump to be replaced, replacement in order.</b></li> </ul> <p>Vierra Estates WS:</p> <ul style="list-style-type: none"> <li>• <b>Awaiting patch/pave for completed repair.</b></li> </ul>	November 2023
Sunny Mesa Sewer	The district is holding monies that are to be refunded to the original Sunny Mesa Sewer customers. Balance Sheet Account #2320-Amount \$29,169.90. Staff is currently reviewing, and has spoken to Bianchi, Kasavan, and Pope for their opinion and assistance if needed.	No Report

Usage Comparison in Gallons  
2022-2023

Water Systems	Oct-20	Oct-21	Oct-22	Oct-23
Pajaro	6,957,896	6,533,780	7,666,252	7,041,672
Normco	2,830,432	2,549,932	2,691,304	2,715,988
Sunny Mesa	2,971,056	2,328,524	2,401,828	2,539,460
Moss Landing	2,078,692	2,077,196	2,788,544	2,643,432
Vega	1,568,556	1,184,832	1,178,100	1,264,868
Vierra Estates	320,892	343,332	336,600	278,256
Springfield (pumped)	699,455	598,400	429,352	406,912
Langley/Valle Pacifico	234,872	263,296	293,216	276,760
Blackie	233,376	174,284	233,376	262,548
District Total	17,895,227	16,053,576	18,018,572	17,429,896

Water Systems	Oct-22	Oct-23	Percentage	
Pajaro	7,666,252	7,041,672	↓	-8.1%
Normco	2,691,304	2,715,988	↑	0.9%
Sunny Mesa	2,401,828	2,539,460	↑	5.7%
Moss Landing	2,788,544	2,643,432	↓	-5.2%
Vega	1,178,100	1,264,868	↑	7.4%
Vierra Estates	336,600	278,256	↓	-17.3%
Springfield (pumped)	429,352	406,912	↓	-5.2%
Langley/Valle Pacifico	293,216	276,760	↓	-5.6%
Blackie	233,376	262,548	↑	12.5%
District Total	18,018,572	17,429,896	↓	-3.3%