

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

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

NOVEMBER 17, 2022
5:30 P.M.

“Notice of Teleconferenced/Virtual Meeting”

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

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

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

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

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

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

P/SMCSD SPECIAL BOARD MEETING AGENDA – November 17, 2022**1. PLEDGE OF ALLEGIANCE****2. CALL TO ORDER AND ROLL CALL**

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

ADMINISTRATIVE STAFF:

General Manager Donald Rosa _____

Bookkeeper Amy Saldate _____

Recorder Judy Vazquez-Varela _____

DISTRICT COUNSEL:

Attorney Alan Smith _____

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 27, 2022 REGULAR MEETING

Approval of draft minutes for Regular Meeting on 10/27/2022¹

Motioned by: Director _____ Seconded by: Director _____

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

Motion passed: _____ Motion Failed: _____

Roll Call Vote:

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

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

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

P/SMCSD SPECIAL BOARD MEETING AGENDA – November 17, 2022

Old Business:

1. AB-361 CONSIDER ADOPTION TO ALLOW TELECONFERENCE AND VIRTUAL MEETING FOR DECEMBER 2022. RESOLUTION NO. 11-01-22

- **Staff Report from January 27, 2022 Regular Meeting**
- **Draft Resolution No. 11-01-22**

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

Staff recommends a teleconference and virtual meeting during December. The attached proposed Resolution 11-01-22 is substantially the same as previous months but must be adopted monthly. So attached is a proposed Resolution 11-01-22 for consideration at the November 2022 meeting that will affect the December 2022 meeting.

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion Resolution No. 11-01-22 allowing teleconference and virtual meetings, to remain in effect for the December 2022 Regular Board Meeting.

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

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

New Business:

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

- **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 2022

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

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

P/SMCSD SPECIAL BOARD MEETING AGENDA – November 17, 2022

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

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

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve November payments, and authorizing staff to sign checks

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

Roll Call Vote:

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

3. RESOLUTION OF THE PAJARO SUNNY MESA COMMUNITY SERVICES DISTRICT (PSMCSD) EXPRESSING INTEREST IN STUDYING COUNTY OF MONTEREY TRANSFER OF THE PAJARO SANITATION DISTRICT AND APPROPRIATE DIRECTION TO GENERAL MANAGER. RESOLUTION NO. 11-02-22

- **Agenda memo to Board of Directors**
- **Copy of Resolution No. 11-02-22**

- Documents related to PCSD/RFQ are available on the District website www.pajarosunnymesa.com

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 11-02-22, with direction given to General Manager

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

Roll Call Vote:

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

P/SMCSD SPECIAL BOARD MEETING AGENDA – November 17, 2022

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

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

1. District Operations Update: due to COVID-19

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

2. Pajaro Park funding update:

- President Coplin met with Mo. Co. Supervisor John Phillips
- Copy of Referral form submitted to Board of Supervisors for consideration at a January 2023 Board of Supervisors meeting

3. Agricultural Water Rate:

- Currently on rate schedule at \$476.50 per Acre Foot (since 2016)
- Rate not reviewed or considered in Water Rate Study
- If compared to domestic water rate increases SINCE 2015, Ag. Rate would likely be \$953.00 per Acre Foot
- District does not utilize rate for any customer(s)

4. On-line Bill Pay program update:

- 97 ratepayers utilized system in October
- 98 have enrolled in autopay

5. District Operations Report

6. Usage Comparison Report 2021/2022

CLOSED SESSION:

A. NONE

MOTION TO ADJOURN

Next Board meeting date: _____

Motioned by: Director _____ Seconded by: Director _____

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

Motion passed: _____ Motion Failed: _____

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

Adjournment Time: _____ p.m.

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors via Zoom Video conferencing was called to order at 5:30 pm on October 27, 2022.

ROLL CALL: President Sanford Coplin
Vice President Donald Olsen
Secretary Donald Chesterman
Treasurer Clinton Miller

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

ABSENT DIRECTOR(S) & STAFF: Assistant Secretary Paul Anderson

DISTRICT COUNSEL: Attorney Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: Jessica Costa from Pajaro Water System, Steve Snodgrass from Vega Water System, Glenn Church joined at 5:38 pm, Christine Shaw joined at 5:40 pm, Jaime joined at 5:41 pm, Henry E. joined at 5:42 pm, Resident at 27 Susan St joined at 5:43 pm, Manuel-Ines Silva joined at 5:47 pm, Gloria Lopez joined at 6:09 pm, Karen Miller joined at 6:15 pm, Mona Zarate joined at 6:18 pm, Regina joined at 6:20 pm and Ayon joined at 6:21 pm.

PUBLIC COMMENTS: None

CLOSED SESSION: None

Action Items

1. Consider and approve the Minutes of the September 22, 2022, Regular Board Meeting

No discussion.

Motion was made by Director Olsen and seconded by Director Miller to approve the Regular Board Meeting Minutes of September 22, 2022. Motion carried.

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

OLD BUSINESS:

1. Consider adoption of AB-361 to allow teleconference and virtual meetings Resolution No. 10-01-22

MINUTES OF REGULAR MEETING – October 27, 2022

The Board of Directors received the Draft Resolution 10-01-22 to allow teleconference and virtual meetings based on the Governor's Executive Order No. N-08-21 (Jun. 11, 2021) and the Legislature adopted AB-361 as an Urgency Measure. Staff recommends considering the proposed resolution to continue with virtual meetings unless the Governor rescinds the Executive Order No. N-08-21 Staff will prepare for an in-person meeting. Staff recommends virtual meeting in November 2022.

Motion was made by Director Miller and seconded by Director Olsen to approve Resolution No. 10-01-22 AB-361 to allow teleconference and virtual meeting. Motion carried.

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

NEW BUSINESS: (Action Items)

1. Pajaro Lighting Assessment Hearing at 5:45

Hearing opened at 5:45 pm. General Manager Rosa presented the sample notice that was sent out to all Pajaro Lighting constituents, the information sheet, and the yearly cost comparison, he also mentioned that the rates have not changed in three (3) years. No protest was received, approximately 400 votes are necessary for a successful protest. Assessment is successful. Hearing was closed at 5:50 pm.

Motion was made by Director Chesterman and seconded by Director Miller to approve Pajaro Lighting Assessment continuing thru 2023. Motion carried.

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

2. Review and consider approving financial reports for September 2022

Bookkeeper Saldate informed the Board of Directors that the Water Sales were 3 percent over projected monthly budgeted, similar to August. Automotive Repair and Maintenance Budget is above due to two of our trucks getting new front brakes and rotors. We saw an increase in the direct expense for the Utility-Well sites account due to a leak at the Vierra Water System main line causing extended pump run time. In Other Income we saw an increase in Interest Revenue because of the monthly interest earned in the US Bank Bonds. September's income surpassed the Total Expenses by \$74,434.15. September's Cash was more than August's Cash by \$55,385. Total September cash on hand was \$862,532. Net income for September was above projected budget by nearly \$35,000 due to expenses being under budget.

MINUTES OF REGULAR MEETING – October 27, 2022

The total 90 days balance has decreased by about \$10,000. One Pajaro WS customer owes a portion of that balance and has been approved to receive LIHWAP assistance for the entire balance. A Sunny Mesa WS customer owes a portion of the ninety (90) days balance and has reached out to United Way for payment assistance. The sixty (60) and thirty (30) day past due balances have decreased significantly from prior month by a combined total of \$20,800. Staff continues to outreach delinquent customers for payment assistance.

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

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

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

3. Review and consider approving October 2022 payments and authorization for Staff to sign checks

1. General Fund 633: Total of \$1,036.34
2. Operating Account: Check No. 25198 through Check No. 25226 totaling \$233,800.05
3. Reserve Account: Total of \$5,833.50
4. Street Maintenance Account: Check No. 560 for a total of \$1,349.26
5. Pajaro Park Account: Total of \$1,437.04
6. COP 2010 Account: Total of \$0.00
7. Debt Service Reserve Account: Total of \$0.00

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

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

4. Coastal Conservation and Research: Request for Agricultural Designation for Water Rates

The Board Members were provided with the copy of email from John Oliver, Ecologist for Coastal Conservation and Research (CCR), requesting an agricultural designation for the CCR water account. The agricultural rates were not addressed at the time of the 2020 Water Rate Study and set far behind the current schedule. Director Olsen recommended the update of the agricultural rates for future consideration.

MINUTES OF REGULAR MEETING – October 27, 2022

Motion was made by Director Chesterman to approve the Agricultural Water Rate request from CCR. Motion did not receive a second. Motion died.

Motion was made by Director Olsen and seconded by Director Coplin to disapprove the Agricultural Water Rate request from CCR. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Operations update: due to COVID-19
 - No changes to COVID-19 District Operations
 - Office remains closed to public; continuing to take payments by phone or drop off
 - Office is at 100% staffing with physical distancing requirements met and health screening protocols in place: masks or face coverings to be worn at all times while indoors.
 - No vendors or members of the public are allowed into Office
2. Meter Reader/Maintenance position
 - A job flyer was included in the bills, district received 6 applications. In person interviews took place on October 20th, 2022, the position has been filled. New employee to begin working on October 31st, 2022.
3. Online Bill Pay Program update
 - 115 ratepayers utilized the Online Bill Pay system in September and 70 have enrolled in auto pay.
4. Pajaro Park Committee
 - Board President Coplin met with Supervisor Phillips to discuss the needs for the Pajaro Park. He provided Supervisor Phillips with the Pajaro Park Bank account statement and the Parks annual expenses, but it seems that no action can be taken due to budget being approved and closed for this year, but it can be revisited in June 2023. Supervisor Phillips will discuss the Pajaro Park needs with Mo. Co. Chief of Parks in the next week and Board President will follow up after their discussion.
5. AB2449 – New Brown Act remote access rules effective 01-01-2023
 - Copy of the memo from Attorney Smith was provided to the Directors. Attorney Smith explained that prior to COVID the Brown Act had many requirements to be met for legal remote meeting access by Board Members. During COVID, that changed for all

MINUTES OF REGULAR MEETING – October 27, 2022

Board Members and public to attend public meeting remotely/zoom only. Then came AB361 that causes monthly resolutions by Board to continue agreeing to meet remotely as long as the pending COVID emergency remained in effect. New law to come in effect next January for remote participation will require for just cause or emergency circumstances, just cause being need for childcare, illness, physical or mental disability or travel for the Public Agency only not private travel. This new law requires new criteria to be met for the ability of the Board Members to participate remotely. Beginning of January 2023, we will be going back to in person Board meetings. Please check with attorney Smith or Don before the need to participate remotely after December 2022.

6. Pajaro County Sanitation District

- Board President Coplin apologized that in a letter responding to Mr. Snodgrass, in his last sentence he wrote no legal basis, which sounded like it was illegal, but what was intended was to say there was no procedure available for the District to stop the bidding process.
- On the agenda General Manager Rosa briefly described the history between the District and the Pajaro County Sanitation District (PCSD). The PCSD is trying to sell its remaining Sanitation Districts they currently own, with minimal maintenance equipment. The Mo. Co. Board of Supervisors (BoS) which acts as the Board of PCSD, advertised an RFQ in 2019 with only one applicant, California American Water, they did not agree to terms and negotiations ended without a sale. The County currently has \$4.1 million of American Rescue Plan Act funds to repair and improve all systems, some improvements have been made. The BoS plans to sell all systems and approved Request for Qualifications advertising in July 2022. The District did not respond to RFQ because the District did not receive satisfactory terms in 2015, did not satisfy requirement in the RFQ, and the District currently does not have the capability to operate the PCSD. The three finalists met with County Staff in August. The District did not submit qualifications. At this point there may be two RFQs submitted. District Board President Coplin and General Manager Rosa spoke with Erich Rauber, engineer in charge of the project, he cannot provide a progress report until the project deadline.
- Steve Snodgrass who served on the District Board from 2010 to 2018 and served on the Board during the 2015 negotiations with BoS regarding the PSMC sale. He is also aware that the PCSD circumstances from 2015 are no longer the same. Mr. Snodgrass stated that it is unfortunate that the District declined to submit qualifications and believes that it will be very difficult if a New Jersey company owns the PCSD. He is aware that the time to submit a proposal has passed but would like the District to contact the BoS to tell them that they are interested in case of proposal fail. Also, District could apply for Grants due to serving communities that are disadvantaged. The District could also run the system under contract.
- Karen Miller stated that this is an opportunity to create something good for this area, which is in need of a good Sanitation District, she is aware that the rates are too low but the solution is not selling to a private entity because the rates will be too high. She proposed submitting a letter, recognizing that a rate increase is necessary, with the goal that the District, the BoS and the neighbors will work together to bring the system up to 2022 standards/Code, and work in acquiring grants. While California American Water is not a good choice, Watsonville is a better choice but not preferred. Mrs. Miller

MINUTES OF REGULAR MEETING – October 27, 2022

would like the District to consider the purchase and work as a team with the community.

- Christine Shaw seconded Mr. Snodgrass comments and ask the District to consider the purchase of the PCSD. Ms. Shaw included that this community and Sanitation District have been ignored for many years, thus the reason why the rates were never increased but the massive increased proposed by a private entity will be devastating to the community. She would like the District to open in having a conversation with BoS regarding the purchase of the PCSD.
- Glenn Church agreed with Mr. Snodgrass, Mrs. Miller and Ms. Shaw regarding the Monterey County not doing a good job with the sale of the Sanitation District and it should not be sold to a private enterprise. Mr. Church believes it is important that the community be involved and have a say in the sale of the PCSD. He asked from the District to slow down the sale process and follow Mr. Snodgrass' comments and talk to Supervisor Phillips.

7. District Operations Report

Springfield Planning Grant

- The Environmental work continues. Robert with UC Davis Law Clinic is scheduling a conference call to discuss the water agreement, no date set yet.

Hazard Mitigation Plan

- The Hazard Mitigation Plan was submitted to CalOES for review on October 5, 2022, this process will take approximately 45 days. CalOES has contact Staff with Plan revision and Consultant is handling the revisions.

LIHWAP

- Second referred customer has been approved for payment, District should receive payment by end of month.

Leak Detection Grant

- 6 systems have been completed, the remaining 3 systems to be completed on November 17, 2022.

8. Usage Comparison Report 2021/2022

- Most systems water usage is down except for Sunny Mesa and Vierra Estates, for an overall District decrease in use of 1.1% for this month compared to last year.

NEXT BOARD MEETING:

The next Special Board Meeting is to be held on Thursday November 17, 2022, at 5:30 pm via Zoom videoconferencing.

MINUTES OF REGULAR MEETING – October 27, 2022

There being no further business, the Regular Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:41 pm with motion made by Director Chesterman seconded by Director Olsen. Motion carried.

Respectfully submitted by:

Sanford Coplin, President

Donald Olsen, Vice President

Judith Vazquez-Varela, Recorder

Staff Report
January 27, 2022

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

RECOMMENDATION:

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

SUMMARY/DISCUSSION:

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

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

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

RESOLUTION NO. 11-01-22

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

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

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

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

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

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

CERTIFICATE OF SECRETARY

I, Don Rosa, as the duly elected Secretary of the Board of Directors of the Pajaro/Sunny Mesa Community Services District, Monterey County, California, do hereby certify that the above Resolution is a full, true and correct copy of said Resolution passed and adopted by the Board of Directors at a meeting held on the 17 day of November 2022, and that said Resolution is now spread upon the minutes of said Board.

Don Rosa, Secretary of the Board of Directors

FINANCIAL NOTES - OCTOBER 2022

Account No:	Account Name:	Increase / Decrease	Description
Income:			
4001-4015	Total Income	+	7.5% over projected monthly budget
Expenses: Indirect			
5120	Property Taxes	+	Annual taxes for District owned parcels (special taxes & assessments)
5180	Casualty & Liability Insurance	+	Auto/General Liability annual premium
5260	Accounting & Bookkeeping	+	Progress billing #2 for 2022 Audit
5330	Telephone	+	New cell phone for GM
Other Income:			
4115	Testing Fees	+	Backflow Assembly Testing: 23 customers billed for District services
4140	Connection Fees	+	New 1" Service Connection: Normco
4141	Application Fees	+	New 1" Service Connection: Normco

Income & Cash Summary

Total Income	Total Expense	Difference
\$242,496.13	\$178,481.52	\$64,014.61
September Cash	October Cash	Difference
\$862,532.65	\$848,181.37	\$14,351.28

Balance Sheet

As of October 31, 2022

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SCCB - Operating Account	496,851.69
1002 · SCCB Reserve Account	351,329.68
1003 · SCCB - Sick Leave Account	14,451.84
1004 · SCCB - Street Maint Acct	253,527.36
1006 · SCCB-GF 633	20,273.26
1007 · SCCB - Debt Service Reserve	91,537.68
1032 · SCCB-COP Acct	48,494.22
1036 · PSM Pajaro Park Acct	50,570.03
1050 · Cash in County Treasury - DS	16,533.70
1051 · Cash in County Treasury - GF	97,977.24
1052 · US Bank 2021 Gen. Bond -8000	0.56
1054 · US Bank 2021 Gen. Bond -8002	823,463.70
1055 · US Bank 2021 Gen. Bond -8003	10.43
1056 · US Bank 2021 Gen. Bond -8004	7.30
1057 · US Bank 2021 Gen. Bond -8005	94,014.42
1066 · US Bank Vega 2303	148,494.49
1068 · US Bank Vega 2301	89.98
1069 · US Bank Vega-2302	537.22
1095 · US Bank Wtr Bond-Res 2204	147,820.00
2201 · US Bank-2015 Wtr Rfd Bd 2201	979.76
2202 · US Bank 2015 Wtr Rfd Bd-2202	36,647.50
	<hr/>
Total Checking/Savings	2,693,612.06
Accounts Receivable	
1110 · Invoice Accounts Recv	2,195.00
1231 · Grants Receivable-A/R	35,847.88
	<hr/>
Total Accounts Receivable	38,042.88
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	274,054.33
1101 · Allowance for Doubtful Accounts	-7,108.02
1115 · Prepaid Expenses	1.31
1153 · Receivable from Monterey County	860.00
1251 · Assess. Rec. - Lighting	2,540.14
1252 · Assessments Rec. - Street Maint	4,691.00
1253 · Assessments Rec. - Water bond	192,000.00
1253.1 · Assess Rec - Water Bond - Count	1,508.43
1254 · Advanced Pay - Spec. Asses - WB	-16,561.65
	<hr/>
Total Other Current Assets	452,385.54
Total Current Assets	3,184,040.48
Fixed Assets	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	314,656.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-66,707.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	163,247.47
1551 · A/D - District Office Building	-129,997.73
1555 · Office Equipment/Furniture	30,573.05
1556 · A/D - Office Equip/Furniture	-30,572.90
1557 · Equipment - Lighting	8,980.18
1559 · A/D - Lighting and Parks	-8,980.18
1560 · Electric Power to Sheds	2,598.59
1561 · A/D - Electric Power to Sheds	-2,599.00
1570 · Equipment - Pumping Plant	510,984.21
1571 · A/D - Equipment - Pumping Plant	-452,362.87

November 10, 2022

Balance Sheet

Accrual Basis

As of October 31, 2022

	Oct 31, 22
1580 · Distribution Mains [P]	1,487,948.01
1581 · A/D - Distribution Mains	-1,116,993.68
1590 · Meters	90,114.13
1591 · A/D - Meters	-86,117.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-4,857.72
1610 · Automotive Equipment	229,909.12
1611 · A/D - Automotive Equipment	-171,078.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-96,120.77
1622 · A/D - Moss Landing	-182,144.31
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-19,839.73
1650 · Trans & Distr Plant	139,408.08
1651 · A/D - Trans & Distr Plant	-87,149.30
1670 · Small Tools/Equipment	10,773.67
1671 · A/D - Small Tools/Equipment	-9,493.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-109,066.45
1804 · CIP-Springfield	393,244.44
1805 · CIP-Vega Imprvtmnt Project	4,620,002.33
1805.1 · A/D - Vega	-2,422,897.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	303,788.55
1807.1 · A/D - Langley/VP	-90,538.74
1808 · CIP-Normco	409,231.02
1808.1 · A/D - Normco Tank	-147,216.73
1811 · CIP-Vierra Estate	262,294.86
1811.1 · A/D - Vierra Estates	-61,204.72
1812 · CIP-Moss Landing Water System	371,095.32
1812.1 · A/D - Moss Landing Water	-92,276.55
1813 · CIP-Normco Water System	4,520.00
1814 · CIP-Pajaro	2,420,621.44
1816 · Land - Pajaro Park	781,632.00
1817 · Improvements - Pajaro Park	4,717,110.00
1817.1 · A/D - Improvements -Pajaro Park	-1,501,733.63
1818 · Buildings - Pajaro Park	796,400.00
1818.1 · A/D - Buildings-Pajaro Park	-206,764.26
1819 · Equipment - Pajaro Park	43,381.00
1819.1 · A/D - Equipment-Pajaro Park	-31,812.89
1820 · Normco Treatment Facility	127,374.00
1820.1 · A/D-Normco Treatment Facility	-115,894.85
1821 · CIP-Sunny Mesa	132,972.31
1822 · CIP-Vega	101,412.34
1823 · CIP-Blackie	40,207.55
Total Fixed Assets	12,490,696.98
Other Assets	
1120 · Due From Gen Fund	0.66
1141 · Due From SC Grant Acct	100.00
1151 · Due from Maint Account	157.19
1220 · Spl Asmnt Revc-Long Term	3,502,867.72
1950 · Deferred amount on refunding	63,229.60
1951 · Deferred Amt of Ref-Vega Bds15	80,014.09
Total Other Assets	3,646,369.26
TOTAL ASSETS	19,321,106.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	52,620.72

Pajaro/Sunny Mesa Community Services District

Balance Sheet

As of October 31, 2022

	<u>Oct 31, 22</u>
Total Accounts Payable	52,620.72
Credit Cards	
2900 · Wells Fargo- 6120	128.40
2910 · Elan	1,776.80
Total Credit Cards	1,905.20
Other Current Liabilities	
2005 · Accrued Liabilities	60,186.00
2050 · Accrued Payroll	34,521.74
2100 · Payroll Tax Liabilities	2,658.42
2121 · Customer Security Deposits	22,978.70
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	20,050.00
2225 · Accrued Vacation Liability	37,368.63
2230 · Accrued Sick Leave Liability	40,804.56
2263 · 457b EE Plan Payable	4,867.09
2264 · Employee Insurance Payable	135.19
2265 · EE Aflac Insurance Payable	1,116.83
2320 · Due to 64 Original Sewer Accts	29,169.90
2324 · Payable to Customers	2,347.79
2325 · Payable to P.V.W.M.A.	1,179.07
Total Other Current Liabilities	293,983.92
Total Current Liabilities	348,509.84
Long Term Liabilities	
2256 · Vehicle Loan Payable	31,408.90
2257 · Reorganization Loan	185,000.00
2350 · Bonds Payable - Water Bond	123,000.00
2355 · Bonds Payable- 2021 Gen. Bond	1,620,000.00
2360 · Bonds Payable-2015 COP Wtr Rf	1,805,000.00
2361 · Bonds Payable-2015 Vega Wtr Rf	3,197,599.67
2400 · Unamortized Discount on 2015	-29,541.01
2401 · Unamortized Discount-2015 Vega	-11,778.72
2402 · 2021 Gen. Bond Premium	42,391.80
Total Long Term Liabilities	6,963,080.64
Total Liabilities	7,311,590.48
Equity	
3000 · Fund Balance	219,540.85
3001 · Restricted-Street Maintenance	202,911.80
3040 · Contributed Capital	248,000.00
3045 · Restricted for Debt Service	4,575,060.23
3050 · Retained Earnings	6,582,464.80
Net Income	181,538.56
Total Equity	12,009,516.24
TOTAL LIABILITIES & EQUITY	19,321,106.72

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

	Oct 22
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	26,859.24
4002 · Route 2 - Pajaro	27,415.12
4003 · Route 3 - Commercial	32,838.07
4004 · Route 4 - Trailer Park	1,530.36
4005 · Route 5 - San Juan Rd Apts	1,226.60
4006 · Route 6 - Sunny Mesa	14,672.88
4007 · Route 7 - CSA 73	17,049.18
4008 · Route 8 - Vega	17,087.36
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	32,280.07
4012 · Route 12 - Blackie Road	4,459.77
4013 · Route 13 - Normco	38,241.65
4014 · Route 14 - Vierra	6,233.14
4015 · Route 15 - Langley/VP	3,929.03
Total Income	224,672.47
Gross Profit	224,672.47
Expense	
INDIRECT	
5000 · Salaries and Wages	64,614.40
5005 · Administrative Fees	512.28
5030 · Payroll Tax Expense	1,029.25
5040 · Worker's Comp Insurance	4,231.84
5050 · Employee Health Insurance	14,860.43
5070 · Employee Retirement	9,713.83
5090 · Other Employee Expense	126.99
5120 · Property Taxes	1,965.72
5130 · Utilities - Office	248.32
5140 · Building Repair & Maint	540.16
5145 · District Wide Repair & Maint	1,035.50
5150 · Garbage Service	365.71
5160 · Office Equip Rental	665.16
5165 · Computer Software	878.56
5170 · Office Equipment Repair & Maint	138.60
5180 · Casualty Ins/Liability Ins	27,264.00
5240 · Office Supplies	221.68
5245 · Postage	1,000.00
5256 · Interest Exp-Financed Items	136.20
5260 · Accounting & Bookkeeping	18,000.00
5270 · Automotive - Repair & Maint	302.27
5280 · Conferences, Meetings, Seminars	14.99
5330 · Telephone	2,427.95
5340 · Burglar Alarm Monitoring	156.00
5370 · Fuel - Trucks	3,229.71
5391 · Credit Card Transaction Fees	23.72
5XXX · Indirect Allocation	0.00
Total INDIRECT	153,703.27
5190 · Soil and Water Tests	999.20
5220 · Water System - Repair & Maint	8,496.68
5225 · Street Maintenance	1,345.97
5230 · Park - Repair & Maint	9.83
5231 · Pajaro Park Expense	4,383.08
5310 · Utilities - Well Site	12,894.37
5315 · Utilities - Street Lighting	2,326.44
5325 · Permits	2,388.00
5385 · Bad Account Write Off	150.00
5427 · Improvement Project-Springfield	0.00
Total Expense	186,696.84
Net Ordinary Income	37,975.63
Other Income/Expense	

November 10, 2022

Profit & Loss

Accrual Basis

October 2022

	<u>Oct 22</u>
Other Income	
4100 · Late Payment Penalties	508.02
4110 · Hydrant Sales	1,483.13
4115 · Testing Fees	5,060.00
4140 · Connection Fees	5,380.00
4141 · Application Fees	650.00
4280 · Pro-Rata Tax Collection Share	64.52
4285 · P.V.W.M.A. Collection Fee	2,783.25
4307 · Returned Check Charges	60.00
4311 · Interest on Pooled Investments	371.67
4345 · Customer Order Reimbursements	0.00
4350 · Interest Revenue	1,959.26
5424 · Springfld Bottled Wtr Gr Reimb	371.07
Total Other Income	<u>18,690.92</u>
Other Expense	
5438 · LHMP Project- Dist. Wide	5,833.50
Total Other Expense	<u>5,833.50</u>
Net Other Income	<u>12,857.42</u>
Net Income	<u><u>50,833.05</u></u>

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

	Oct 22	Budget	% of Budget	Jul - Oct 22	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
4001 · Route 1 - Pajaro	26,859.24	26,916.66	99.8%	107,133.78	107,666.72	99.5%	323,000.00
4002 · Route 2 - Pajaro	27,415.12	26,500.00	103.5%	108,982.68	106,000.00	102.8%	318,000.00
4003 · Route 3 - Commercial	32,838.07	26,916.66	122.0%	124,873.24	107,666.72	116.0%	323,000.00
4004 · Route 4 - Trailer Park	1,530.36	1,416.66	108.0%	5,915.70	5,666.72	104.4%	17,000.00
4005 · Route 5 - San Juan Rd Apts	1,226.60	1,166.66	105.1%	4,977.12	4,666.72	106.7%	14,000.00
4006 · Route 6 - Sunny Mesa	14,672.88	14,000.00	104.8%	61,383.12	56,000.00	109.6%	168,000.00
4007 · Route 7 - CSA 73	17,049.18	15,833.33	107.7%	69,246.78	63,333.36	109.3%	190,000.00
4008 · Route 8 - Vega	17,087.36	16,416.66	104.1%	72,694.52	65,666.72	110.7%	197,000.00
4010 · Route 10 -Springfield	850.00	833.33	102.0%	3,400.00	3,333.36	102.0%	10,000.00
4011 · Route 11 - Moss Landing	32,280.07	29,083.33	111.0%	126,002.60	116,333.36	108.3%	349,000.00
4012 · Route 12 - Blackie Road	4,459.77	4,083.33	109.2%	18,073.03	16,333.36	110.7%	49,000.00
4013 · Route 13 - Normco	38,241.65	36,333.33	105.3%	157,383.25	145,333.36	108.3%	436,000.00
4014 · Route 14 - Vierra	6,233.14	6,000.00	103.9%	25,879.03	24,000.00	107.8%	72,000.00
4015 · Route 15 - Langley/VP	3,929.03	3,500.00	112.3%	15,939.16	14,000.00	113.9%	42,000.00
Total Income	224,672.47	208,999.95	107.5%	901,884.01	836,000.40	107.9%	2,508,000.00
Gross Profit	224,672.47	208,999.95	107.5%	901,884.01	836,000.40	107.9%	2,508,000.00
Expense							
INDIRECT							
5000 · Salaries and Wages	64,614.40	74,500.00	86.7%	274,687.66	298,000.00	92.2%	894,000.00
5005 · Administrative Fees	512.28	516.66	99.2%	2,029.02	2,066.72	98.2%	6,200.00
5030 · Payroll Tax Expense	1,029.25	1,333.33	77.2%	3,904.02	5,333.36	73.2%	16,000.00
5040 · Worker's Comp Insurance	4,231.84	1,208.33	350.2%	7,233.21	4,833.36	149.7%	14,500.00
5050 · Employee Health Insurance	14,860.43	15,166.66	98.0%	59,662.08	60,666.72	98.3%	182,000.00
5070 · Employee Retirement	9,713.83	11,333.33	85.7%	39,270.54	45,333.36	86.6%	136,000.00
5090 · Other Employee Expense	126.99	250.00	50.8%	730.88	1,000.00	73.1%	3,000.00
5120 · Property Taxes	1,965.72	166.66	1,179.5%	2,252.62	666.72	337.9%	2,000.00
5130 · Utilities - Office	248.32	333.33	74.5%	1,404.54	1,333.36	105.3%	4,000.00
5140 · Building Repair & Maint	540.16	583.33	92.6%	2,420.29	2,333.36	103.7%	7,000.00
5145 · District Wide Repair & Maint	1,035.50	1,000.00	103.6%	3,647.37	4,000.00	91.2%	12,000.00
5150 · Garbage Service	365.71	375.00	97.5%	1,471.99	1,500.00	98.1%	4,500.00
5160 · Office Equip Rental	665.16	833.33	79.8%	2,680.64	3,333.36	80.4%	10,000.00
5165 · Computer Software	878.56	1,500.00	58.6%	8,921.03	6,000.00	148.7%	18,000.00
5170 · Office Equipment Repair & Maint	138.60	300.00	46.2%	518.80	1,200.00	43.2%	3,600.00
5175 · Small Tools - Repair & Maint.	0.00	83.33	0.0%	307.79	333.36	92.3%	1,000.00
5180 · Casualty Ins/Liability Ins	27,264.00	3,500.00	779.0%	43,033.42	14,000.00	307.4%	42,000.00
5200 · Billing Supplies	0.00	325.00	0.0%	3,886.73	1,300.00	299.0%	3,900.00
5240 · Office Supplies	221.68	316.66	70.0%	1,849.22	1,266.72	146.0%	3,800.00
5245 · Postage	1,000.00	800.00	125.0%	3,000.00	3,200.00	93.8%	9,600.00
5250 · Legal Expenses	0.00	1,416.66	0.0%	152.91	5,666.72	2.7%	17,000.00

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

	Oct 22	Budget	% of Budget	Jul - Oct 22	YTD Budget	% of Budget	Annual Budget
5255 · Interest Expense	0.00	816.66	0.0%	4,856.25	3,266.72	148.7%	9,800.00
5256 · Interest Exp-Financed Items	136.20	333.33	40.9%	572.44	1,333.36	42.9%	4,000.00
5260 · Accounting & Bookkeeping	18,000.00	3,208.33	561.0%	20,500.00	12,833.36	159.7%	38,500.00
5266 · Engineering Svcs-Dist Wide	0.00	1,666.66	0.0%	0.00	6,666.72	0.0%	20,000.00
5270 · Automotive - Repair & Maint	302.27	833.33	36.3%	6,151.72	3,333.36	184.6%	10,000.00
5280 · Conferences, Meetings, Seminars	14.99	41.66	36.0%	59.96	166.72	36.0%	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	1,666.66	0.0%	4,334.60	6,666.72	65.0%	20,000.00
5326 · Licenses and Certifications	0.00	166.66	0.0%	325.00	666.72	48.7%	2,000.00
5330 · Telephone	2,427.95	1,416.66	171.4%	6,902.12	5,666.72	121.8%	17,000.00
5340 · Burglar Alarm Monitoring	156.00	75.00	208.0%	300.00	300.00	100.0%	900.00
5370 · Fuel - Trucks	3,229.71	3,583.33	90.1%	13,733.20	14,333.36	95.8%	43,000.00
5390 · Bank Charges	0.00	25.00	0.0%	0.00	100.00	0.0%	300.00
5391 · Credit Card Transaction Fees	23.72	50.00	47.4%	93.81	200.00	46.9%	600.00
5400 · Miscellaneous Expense	0.00	16.66	0.0%	0.00	66.72	0.0%	200.00
6577 · COP Debt Service - Interest	0.00	6,125.00	0.0%	0.00	24,500.00	0.0%	73,500.00
Total INDIRECT	153,703.27	136,283.21	112.8%	520,893.86	545,134.32	95.6%	1,635,400.00
5190 · Soil and Water Tests	999.20	2,500.00	40.0%	8,437.70	10,000.00	84.4%	30,000.00
5220 · Water System - Repair & Maint	8,496.68	18,750.00	45.3%	44,053.18	75,000.00	58.7%	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	12,894.37	14,166.66	91.0%	66,724.46	56,666.72	117.7%	170,000.00
5325 · Permits	2,388.00	3,000.00	79.6%	2,388.00	12,000.00	19.9%	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	291.66	0.0%	2,000.00	1,166.72	171.4%	3,500.00
6565 A · 2021 Bond Expense- Fees	0.00	125.00	0.0%	2,300.00	500.00	460.0%	1,500.00
Total Expense	178,481.52	176,033.19	101.4%	646,797.20	704,134.48	91.9%	2,112,400.00
Net Ordinary Income	46,190.95	32,966.76	140.1%	255,086.81	131,865.92	193.4%	395,600.00
Other Income/Expense							
Other Income							
4100 · Late Payment Penalties	508.02	416.66	121.9%	2,122.16	1,666.72	127.3%	5,000.00
4101 · Billing Adjustments	0.00	16.66	0.0%	-712.40	66.72	-1,067.7%	200.00
4110 · Hydrant Sales	1,483.13	1,250.00	118.7%	7,920.48	5,000.00	158.4%	15,000.00
4115 · Testing Fees	5,060.00	916.66	552.0%	5,760.00	3,666.72	157.1%	11,000.00
4140 · Connection Fees	5,380.00	616.66	872.4%	43,797.00	2,466.72	1,775.5%	7,400.00
4141 · Application Fees	650.00	45.83	1,418.3%	650.00	183.36	354.5%	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	2,783.25	2,416.66	115.2%	11,171.25	9,666.72	115.6%	29,000.00
4300 · Collection of Previous W/O Acct	0.00	20.83	0.0%	0.00	83.36	0.0%	250.00

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

	<u>Oct 22</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul - Oct 22</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
4305 · Miscellaneous Revenue	0.00	83.33	0.0%	306.00	333.36	91.8%	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	1,959.26	12.50	15,674.1%	6,112.25	50.00	12,224.5%	150.00
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
Total Other Income	17,823.66	7,045.77	253.0%	77,126.74	28,183.84	273.7%	84,550.00
Net Other Income	17,823.66	7,045.77	253.0%	77,126.74	28,183.84	273.7%	84,550.00
Net Income	64,014.61	40,012.53	160.0%	332,213.55	160,049.76	207.6%	480,150.00

AGING REPORT: OCTOBER 2022

ALL SYSTEMS: Aging Balance as of 11/1/22

Balance	Current	30 Days	60 Days	90 Days
\$264,297.60	\$218,653.30	\$29,108.44	\$4,342.73	\$12,193.13

Notes:

The total 90 day+ balance has increased by \$17.00

Another LIHWAP assistance payment was received, bringing one Pajaro customer's balance current. District received the United Way payment for a Sunny Mesa customer to bring them current but was not received in time to reflect in these figures. Staff has performed continued outreach to delinquent customers for payment assistance.

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
November 1 - 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	11/10/2022	Ace Hardware Prunedale- ACH	1001 - SCCB - Operating Account		-239.92
Bill	05614...	10/12/2022		5145 · District Wide Repair & Maint	-8.18	8.18
Bill	05615...	10/14/2022		5220 · Water System - Repair & Maint	-81.14	81.14
Bill	05619...	10/18/2022		5220 · Water System - Repair & Maint	-42.01	42.01
Bill	05621...	10/20/2022		5145 · District Wide Repair & Maint	-10.76	10.76
Bill	05622...	10/24/2022		5220 · Water System - Repair & Maint	-34.21	34.21
Bill	05626...	10/27/2022		5220 · Water System - Repair & Maint	-63.62	63.62
TOTAL					-239.92	239.92
Bill Pmt -Check	AP	11/10/2022	Ace Hardware Watsonville- ACH	1001 - SCCB - Operating Account		-65.94
Bill	217702	10/07/2022		5220 · Water System - Repair & Maint	-51.88	51.88
Bill	218296	10/31/2022		5220 · Water System - Repair & Maint	-14.06	14.06
TOTAL					-65.94	65.94
Bill Pmt -Check	AP	11/10/2022	ACWA-JPIA (med ins)-ACH	1001 - SCCB - Operating Account		-15,007.75
Bill	06954...	11/01/2022		5050 · Employee Health Insurance	-13,592.29	13,592.29
				2264 · Employee Insurance Payable	-1,415.46	1,415.46
TOTAL					-15,007.75	15,007.75
Bill Pmt -Check	AP	11/10/2022	C & N Tractors/Rentals- ACH	1001 - SCCB - Operating Account		-182.22
Bill	73482...	10/18/2022		5230 · Park - Repair & Maint	-9.83	9.83
Bill	73768...	10/26/2022		5145 · District Wide Repair & Maint	-172.39	172.39
TOTAL					-182.22	182.22
Bill Pmt -Check	AP	11/10/2022	Castroville Ace Hardware-ACH	1001 - SCCB - Operating Account		-4.95
Bill	18688...	10/18/2022		5220 · Water System - Repair & Maint	-4.95	4.95
TOTAL					-4.95	4.95
Bill Pmt -Check	AP	11/10/2022	Core & Main- ACH	1001 - SCCB - Operating Account		-1,475.97
Bill	R758...	10/13/2022		5145 · District Wide Repair & Maint	-135.45	135.45
Bill	R862...	10/28/2022		5220 · Water System - Repair & Maint	-121.41	121.41
Bill	R819...	10/28/2022		5220 · Water System - Repair & Maint	-1,219.11	1,219.11
TOTAL					-1,475.97	1,475.97
Bill Pmt -Check	AP	11/10/2022	Davis Auto Parts- ACH	1001 - SCCB - Operating Account		-31.67
Bill	15853...	11/03/2022		5270 · Automotive - Repair & Maint	-31.67	31.67
TOTAL					-31.67	31.67
Bill Pmt -Check	AP	11/10/2022	Maggiora Bros. Drilling, Inc.- ACH	1001 - SCCB - Operating Account		-330.00
Bill	108381	10/28/2022		1807 · CIP-Langley/VP	-308.72	4,786.90
				5220 · Water System - Repair & Maint	-21.28	330.00
TOTAL					-330.00	5,116.90
Bill Pmt -Check	AP	11/10/2022	MBAS- ACH	1001 - SCCB - Operating Account		-187.20
Bill	22092...	10/17/2022		5190 · Soil and Water Tests	-46.80	46.80
Bill	22100...	10/19/2022		5190 · Soil and Water Tests	-93.60	93.60
Bill	22101...	10/31/2022		5190 · Soil and Water Tests	-46.80	46.80
TOTAL					-187.20	187.20
Bill Pmt -Check	AP	11/10/2022	Mid Valley Supply- ACH	1001 - SCCB - Operating Account		-1,390.52
Bill	l266453	10/04/2022		5220 · Water System - Repair & Maint	-55.62	55.62
				5220 · Water System - Repair & Maint	-55.62	55.62
				5220 · Water System - Repair & Maint	-166.86	166.86
Bill	l266552	10/11/2022		5220 · Water System - Repair & Maint	-166.83	166.83

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
November 1 - 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-812.00	812.00
Bill Pmt -Check	AP	11/10/2022	Sturdy Oil Company- ACH	1001 - SCCB - Operating Account		-2,950.39
Bill	CL85...	10/15/2022		5370 - Fuel - Trucks	-1,317.70	1,317.70
Bill	CL86...	10/31/2022		5370 - Fuel - Trucks	-1,632.69	1,632.69
TOTAL					-2,950.39	2,950.39
Bill Pmt -Check	AP	11/10/2022	Tom's Site Service- ACH	1001 - SCCB - Operating Account		-416.98
Bill	73169	10/09/2022		5145 - District Wide Repair & Maint	-208.49	208.49
Bill	73966	11/06/2022		5145 - District Wide Repair & Maint	-208.49	208.49
TOTAL					-416.98	416.98
Bill Pmt -Check	AP	11/10/2022	ICONIX Waterworks (US), Inc- ACH	1001 - SCCB - Operating Account		-449.84
Bill	U221...	10/27/2022		5220 - Water System - Repair & Maint	-449.84	449.84
TOTAL					-449.84	449.84
Bill Pmt -Check	AP	11/10/2022	AT&T 0646-Online	1001 - SCCB - Operating Account		-306.72
Bill	11/5/2...	11/05/2022		5310 - Utilities - Well Site	-306.72	306.72
TOTAL					-306.72	306.72
Bill Pmt -Check	AP	11/10/2022	AT&T 2043-Online	1001 - SCCB - Operating Account		-477.10
Bill	OCT ...	10/26/2022		5330 - Telephone	-477.10	477.10
TOTAL					-477.10	477.10
Bill Pmt -Check	AP	11/10/2022	AT&T 2486-Online	1001 - SCCB - Operating Account		-248.34
Bill	OCT ...	10/26/2022		5310 - Utilities - Well Site	-248.34	248.34
TOTAL					-248.34	248.34
Bill Pmt -Check	AP	11/10/2022	AT&T 3439-Online	1001 - SCCB - Operating Account		-33.97
Bill	NOV ...	11/01/2022		5310 - Utilities - Well Site	-33.97	33.97
TOTAL					-33.97	33.97
Bill Pmt -Check	AP	11/10/2022	AT&T 3912-Online	1001 - SCCB - Operating Account		-519.17
Bill	NOV ...	11/01/2022		5330 - Telephone	-519.17	519.17
TOTAL					-519.17	519.17
Bill Pmt -Check	AP	11/10/2022	AT&T 5283-Online	1001 - SCCB - Operating Account		-249.21
Bill	10/11/...	10/11/2022		5310 - Utilities - Well Site	-249.21	249.21
TOTAL					-249.21	249.21
Bill Pmt -Check	AP	11/10/2022	Bianchi Alarm Systems-Online	1001 - SCCB - Operating Account		-156.00
Bill	Inv. 2...	10/26/2022		5340 - Burglar Alarm Monitoring	-156.00	156.00
TOTAL					-156.00	156.00
Bill Pmt -Check	AP	11/10/2022	Bianchi Kasavan & Pope-Online	1001 - SCCB - Operating Account		-18,000.00
Bill	01109...	10/01/2022		5260 - Accounting & Bookkeeping	-18,000.00	18,000.00
TOTAL					-18,000.00	18,000.00
Bill Pmt -Check	AP	11/10/2022	California Tire Mobil Service- Online	1001 - SCCB - Operating Account		-900.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
November 1 - 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	57569	10/27/2022		5270 · Automotive - Repair & Maint	-40.00	40.00
Bill	57707	11/04/2022		5270 · Automotive - Repair & Maint	-860.00	860.00
TOTAL					-900.00	900.00
Bill Pmt -Check	AP	11/10/2022	Corbin Willits Systems-Online	1001 · SCCB - Operating Account		-485.17
Bill	000C...	10/15/2022		5165 · Computer Software	-485.17	485.17
TOTAL					-485.17	485.17
Bill Pmt -Check	AP	11/10/2022	Data Flow Business Systems-Online	1001 · SCCB - Operating Account		-138.60
Bill	344238	10/25/2022		5170 · Office Equipment Repair & Maint	-138.60	138.60
TOTAL					-138.60	138.60
Bill Pmt -Check	AP	11/10/2022	Grunsky Law Firm	1001 · SCCB - Operating Account		-1,400.00
Bill	Inv. 1...	11/01/2022		5250 · Legal Expenses	-125.00	125.00
Bill	Inv. 1...	11/02/2022		5250 · Legal Expenses	-1,275.00	1,275.00
TOTAL					-1,400.00	1,400.00
Bill Pmt -Check	AP	11/10/2022	PG&E 1438-Online	1001 · SCCB - Operating Account		-1,426.13
Bill	9/26/2...	10/25/2022		5310 · Utilities - Well Site	-1,426.13	1,426.13
TOTAL					-1,426.13	1,426.13
Bill Pmt -Check	AP	11/10/2022	PG&E 6022-Online	1001 · SCCB - Operating Account		-14.99
Bill	9/21/2...	10/19/2022		5315 · Utilities - Street Lighting	-14.99	14.99
TOTAL					-14.99	14.99
Bill Pmt -Check	AP	11/10/2022	PG&E 6857-Online	1001 · SCCB - Operating Account		-4,657.69
Bill	9/27/2...	10/26/2022		5310 · Utilities - Well Site	-1,312.08	1,312.08
				5310 · Utilities - Well Site	-986.41	986.41
				5130 · Utilities - Office	-135.60	135.60
				5310 · Utilities - Well Site	-4.36	4.36
				5315 · Utilities - Street Lighting	-2,219.24	2,219.24
TOTAL					-4,657.69	4,657.69
Bill Pmt -Check	AP	11/10/2022	Preferred Pump- Online	1001 · SCCB - Operating Account		-824.39
Bill	order ...	10/19/2022		5145 · District Wide Repair & Maint	-412.19	412.19
				5220 · Water System - Repair & Maint	-412.20	412.20
TOTAL					-824.39	824.39
Bill Pmt -Check	AP	11/10/2022	Royal Oaks Auto Repair Inc.	1001 · SCCB - Operating Account		-25.00
Bill	44561	10/31/2022		5270 · Automotive - Repair & Maint	-25.00	25.00
TOTAL					-25.00	25.00
Bill Pmt -Check	AP	11/10/2022	WorkWell Medical Group	1001 · SCCB - Operating Account		-180.00
Bill	EM00...	11/04/2022		5090 · Other Employee Expense	-180.00	180.00
TOTAL					-180.00	180.00
Bill Pmt -Check	AP	11/10/2022	WM / Carmel Marina - Office-Online	1001 · SCCB - Operating Account		-368.76
Bill	98222...	11/01/2022		5150 · Garbage Service	-368.76	368.76
TOTAL					-368.76	368.76
Bill Pmt -Check	AP	11/10/2022	Valvoline	1001 · SCCB - Operating Account		-195.73

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
November 1 - 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	52974	10/26/2022		5270 · Automolive - Repair & Maint	-111.33	111.33
Bill	53364	11/03/2022		5270 · Automolive - Repair & Maint	-84.40	84.40
TOTAL					-195.73	195.73
Bill Pmt -Check	AP	11/10/2022	Aramark- ACH	1001 · SCCB - Operating Account		-241.70
Bill	51100...	09/30/2022		5140 · Building Repair & Maint	-48.34	48.34
Bill	51100...	10/07/2022		5140 · Building Repair & Maint	-48.34	48.34
Bill	51100...	10/14/2022		5140 · Building Repair & Maint	-48.34	48.34
Bill	51100...	10/21/2022		5140 · Building Repair & Maint	-48.34	48.34
Bill	51101...	10/28/2022		5140 · Building Repair & Maint	-48.34	48.34
TOTAL					-241.70	241.70
Bill Pmt -Check	AP	11/10/2022	Mission Uniform Service-Online	1001 · SCCB - Operating Account		-365.79
Bill	51788...	10/03/2022		5140 · Building Repair & Maint	-47.76	47.76
Bill	51794...	10/10/2022		5140 · Building Repair & Maint	-47.76	47.76
				5090 · Other Employee Expense	-126.99	126.99
Bill	51799...	10/17/2022		5140 · Building Repair & Maint	-47.76	47.76
Bill	51803...	10/24/2022		5140 · Building Repair & Maint	-47.76	47.76
Bill	51808...	10/31/2022		5140 · Building Repair & Maint	-47.76	47.76
TOTAL					-365.79	365.79
Bill Pmt -Check	AP	11/10/2022	GreatAmerica Financial-Online	1001 · SCCB - Operating Account		-470.76
Bill	32722...	10/28/2022		5160 · Office Equip Rental	-470.76	470.76
TOTAL					-470.76	470.76
Bill Pmt -Check	AP	11/10/2022	Green Rubber Kennedy Ag- ACH	1001 · SCCB - Operating Account		-25.48
Bill	w-570...	10/06/2022		5145 · District Wide Repair & Maint	-25.48	25.48
TOTAL					-25.48	25.48
Bill Pmt -Check	AP	11/10/2022	Monterey One Water- Online	1001 · SCCB - Operating Account		-25.73
Bill	NOV ...	10/31/2022		5130 · Utilities - Office	-25.73	25.73
TOTAL					-25.73	25.73
Check	PARS	11/02/2022	US Bank - PARS #6746022400	1001 · SCCB - Operating Account		-4,898.78
				5070 · Employee Retirement	-4,898.78	4,898.78
TOTAL					-4,898.78	4,898.78
Bill Pmt -Check	25238	11/04/2022	Petty Cash	1001 · SCCB - Operating Account		-117.65
Bill	Petty ...	10/26/2022		5220 · Water System - Repair & Maint	-117.65	117.65
TOTAL					-117.65	117.65
Bill Pmt -Check	25239	11/10/2022	Avila Construction	1001 · SCCB - Operating Account		-150.00
Bill	Water...	11/01/2022		2121 · Customer Security Deposits	-150.00	150.00
TOTAL					-150.00	150.00
Bill Pmt -Check	25240	11/10/2022	Mike Wolf	1001 · SCCB - Operating Account		-1,000.00
Bill	11/14/...	11/10/2022		5326 · Licenses and Certifications	-1,000.00	1,000.00
TOTAL					-1,000.00	1,000.00
Bill Pmt -Check	25241	11/10/2022	Monterey Bay Air Resources District	1001 · SCCB - Operating Account		-2,388.00
Bill	2824-...	10/01/2022		5325 · Permits	-376.00	376.00
				5325 · Permits	-503.00	503.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
November 1 - 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5325 · Permits	-503.00	503.00
				5325 · Permits	-503.00	503.00
				5325 · Permits	-503.00	503.00
TOTAL					-2,388.00	2,388.00
Bill Pmt -Check	25242	11/10/2022	Monterey County Tax Collector	1001 · SCCB - Operating Account		-1,642.94
Bill	117-2...	10/01/2022		5120 · Property Taxes	-389.98	389.98
Bill	117-3...	10/01/2022		5120 · Property Taxes	-226.88	226.88
Bill	117-2...	10/01/2022		5120 · Property Taxes	-222.96	222.96
Bill	117-2...	10/01/2022		5120 · Property Taxes	-85.54	85.54
Bill	117-1...	10/01/2022		5120 · Property Taxes	-51.16	51.16
Bill	117-1...	10/01/2022		5120 · Property Taxes	-46.32	46.32
Bill	117-1...	10/01/2022		5120 · Property Taxes	-62.60	62.60
Bill	413-0...	10/01/2022		5120 · Property Taxes	-80.56	80.56
Bill	117-1...	10/01/2022		5120 · Property Taxes	-22.78	22.78
Bill	133-2...	10/01/2022		5120 · Property Taxes	-34.50	34.50
Bill	117-2...	10/01/2022		5120 · Property Taxes	-71.62	71.62
Bill	131-0...	10/01/2022		5120 · Property Taxes	-121.90	121.90
Bill	125-1...	10/01/2022		5120 · Property Taxes	-51.64	51.64
Bill	125-1...	10/01/2022		5120 · Property Taxes	-41.82	41.82
Bill	117-3...	10/01/2022		5120 · Property Taxes	-132.68	132.68
TOTAL					-1,642.94	1,642.94
Bill Pmt -Check	25243	11/10/2022	Pajaro Regional Flood Mgmt. Agency	1001 · SCCB - Operating Account		-322.78
Bill	2022-...	10/01/2022		5120 · Property Taxes	-15.00	15.00
Bill	2022-...	10/01/2022		5120 · Property Taxes	-160.79	225.68
				5120 · Property Taxes	-15.75	22.10
				5120 · Property Taxes	-10.69	15.00
				5231 · Pajaro Park Expense	-10.69	15.00
				5120 · Property Taxes	-10.69	15.00
				5120 · Property Taxes	-10.69	15.00
				5231 · Pajaro Park Expense	-51.93	72.88
				5231 · Pajaro Park Expense	-25.86	36.30
				5120 · Property Taxes	-10.69	15.00
TOTAL					-322.78	446.96
Bill Pmt -Check	25244	11/10/2022	Santa Cruz County Bank	1001 · SCCB - Operating Account		-566.04
Bill	ACCT...	10/23/2022		2256 · Vehicle Loan Payable	-488.05	488.05
				5256 · Interest Exp-Financed Items	-77.99	77.99
TOTAL					-566.04	566.04

Pajaro/Sunny Mesa Community Services District
Check Detail - Reserve Account
November 1 - 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	11/10/2022	J Johnson & Company, Inc.- ACH	1002 · SCCB Reserve Account		-13,995.98
Bill	22-13...	11/05/2022		1808 · CIP-Normco	-13,995.98	13,995.98
TOTAL					-13,995.98	13,995.98
Bill Pmt -Check	AP	11/10/2022	Maggiora Bros. Drilling, Inc.- ACH	1002 · SCCB Reserve Account		-4,786.90
Bill	108381	10/28/2022		1807 · CIP-Langley/VP 5220 · Water System - Repair & Maint	-4,478.18 -308.72	4,786.90 330.00
TOTAL					-4,786.90	5,116.90
Bill Pmt -Check	AP	11/10/2022	Thomas E Yeager, P.E.- ACH	1002 · SCCB Reserve Account		-1,320.00
Bill	Invoic...	11/01/2022	State Water Resources Control Board OGALS	5427 · Improvement Project-Springfield 5444 · OGALS Per Capita Grant	-1,160.00 -160.00	1,160.00 160.00
TOTAL					-1,320.00	1,320.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Pajaro Park Account
November 1 - 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	11/03/2022	AT&T- 2458 Paj Park Uverse	1036 · PSM Pajaro Park Acct		-63.50
Bill	acct 3...	10/13/2022		5231 · Pajaro Park Expense	-63.50	63.50
TOTAL					-63.50	63.50
Bill Pmt -Check	AP	11/10/2022	Ace Hardware Watsonville- ACH	1036 · PSM Pajaro Park Acct		-63.97
Bill	217590	10/04/2022		5231 · Pajaro Park Expense	-63.97	63.97
TOTAL					-63.97	63.97
Bill Pmt -Check	AP	11/10/2022	Mid Valley Supply- ACH	1036 · PSM Pajaro Park Acct		-324.26
Bill	l266598	10/13/2022		5231 · Pajaro Park Expense	-277.09	277.09
Bill	l266842	10/27/2022		5231 · Pajaro Park Expense	-47.17	47.17
TOTAL					-324.26	324.26
Bill Pmt -Check	AP	11/10/2022	Panther Protective Services- ACH	1036 · PSM Pajaro Park Acct		-425.00
Bill	0010-...	10/26/2022		5231 · Pajaro Park Expense	-425.00	425.00
TOTAL					-425.00	425.00
Bill Pmt -Check	AP	11/10/2022	PG&E 3540 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-37.59
Bill	9/20/2...	10/19/2022		5231 · Pajaro Park Expense	-37.59	37.59
TOTAL					-37.59	37.59
Bill Pmt -Check	AP	11/10/2022	WM / Carmel Marina - Pajaro Park-Onlin	1036 · PSM Pajaro Park Acct		-368.76
Bill	98231...	11/01/2022		5231 · Pajaro Park Expense	-368.76	368.76
TOTAL					-368.76	368.76
Bill Pmt -Check	852	11/10/2022	Monterey County Tax Collector	1036 · PSM Pajaro Park Acct		-2,891.82
Bill	117-3...	10/01/2022		5231 · Pajaro Park Expense	-1,094.26	1,094.26
Bill	117-3...	10/01/2022		5231 · Pajaro Park Expense	-1,664.90	1,664.90
Bill	117-3...	10/01/2022		5231 · Pajaro Park Expense	-132.66	132.66
TOTAL					-2,891.82	2,891.82
Bill Pmt -Check	853	11/10/2022	Pajaro Regional Flood Mgmt. Agency	1036 · PSM Pajaro Park Acct		-124.18
Bill	2022-...	10/01/2022		5120 · Property Taxes	-64.89	225.68
				5120 · Property Taxes	-6.35	22.10
				5120 · Property Taxes	-4.31	15.00
				5231 · Pajaro Park Expense	-4.31	15.00
				5120 · Property Taxes	-4.31	15.00
				5120 · Property Taxes	-4.31	15.00
				5231 · Pajaro Park Expense	-20.95	72.88
				5231 · Pajaro Park Expense	-10.44	36.30
				5120 · Property Taxes	-4.31	15.00
TOTAL					-124.18	431.96

Pajaro/Sunny Mesa Community Services District
Check Detail - Street Maintenance Account
November 1 - 14, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	11/10/2022	AT&T 5203 Street Maint-Online	1004 · SCCB - Street Maint Acct		-229.28
Bill	NOV ...	11/01/2022		5225 · Street Maintenance	-229.28	229.28
TOTAL					-229.28	229.28
Bill Pmt -Check	AP	11/10/2022	PG&E 9545 Street Maint-Online	1004 · SCCB - Street Maint Acct		-14.30
Bill	9/20/2...	10/19/2022		5225 · Street Maintenance 5310 · Utilities - Well Site	-3.96 -10.34	3.96 10.34
TOTAL					-14.30	14.30
Bill Pmt -Check	561	11/10/2022	Pajaro/Sunny Mesa Comm Svcs Dist	1004 · SCCB - Street Maint Acct		-73.81
Bill	OCT ...	11/01/2022		5225 · Street Maintenance	-73.81	73.81
TOTAL					-73.81	73.81

Agenda Memo to Board of Directors, Pajaro Sunny Mesa Community Services District
From GM Don Rosa
Subject: Monterey County RFQ for Pajaro County Sanitation District
Dated: November 8, 2022
For: November 17, 2022, PSMCSD Board Meeting

The Pajaro County Sanitation District (PCSD) is a special district under the Sanitary District Act of 1923. The Monterey County Board of Supervisors (BoS) is its Board of Directors. PSMCSD operated the PCSD for eight years between 2007 and 2015 with the intent on ownership but PSMCSD and the PCSD could not agree on terms, so PSMCSD returned operations to the Monterey County Public Works Department in 2015. The Monterey County Public Works Department has operated the PCSD since 2015.

In 2019, the County entered into an exclusive negotiating agreement to sell the PCSD system and its assets to California-America Water System, a subsidiary of American Water (NYSE: AWK), an investor-owned regulated utility headquartered in Camden NJ which operates hundreds and hundreds of water and wastewater systems. Again, there was no agreement on terms and negotiations ended without a sale.

The BoS publicly reported that it intends to sell the PCSD system and assets. Also, approved a Request for Qualifications and advertised in July 2022. Staff posted a copy of the RFQ on the PSMCSD website on November 9th. The RFQ included descriptions of proposed maintenance and repairs to be done with the American Rescue Plan Act funds in Exhibit 5 to the RFQ. This appears to primarily consist of work on six PCSD lift stations. The County reports it recently awarded contracts worth around \$2,000,000 to repair and improve the PCSD system.

PSMCSD did not reply to the RFQ because PSMCSD (a) could not agree with the County on sale terms in 2015, (b) could not satisfy the qualification requirements in the RFQ to submit a proposal, and (c) (based on operating experience between 2007 and 2015) does not currently have the capability to operate the PCSD.

Three entities met with County staff on or about August 16, 2022. PSMCSD did not submit and did not meet. It is unclear whether any, or all, of the three entities attending the August 16 meeting will respond to the RFQ.

Members of the public have called to say PSMCSD should either purchase the PCSD or replace Monterey County Public Works Department again and operate it again under contract with PCSD or Monterey County. The Board deliberated and discussed an email from Steve Snodgrass, a response from President Coplin and a letter from Christine Shaw at its regular September Board meeting. President Coplin and G.M. Rosa met with J. Erich Rauber who is a Monterey County Engineer since the September PSMCSD Board meeting to receive a progress update.

The Monterey County RFQ was not in the September agenda packet. The RFQ is before the Board now at the request of President Coplin. President Coplin and Staff seek Board direction in the form of a Board motion either (a) directing District staff to investigate further or (b) directing staff to take no further action.

RESOLUTION 11-02-22

RESOLUTION OF THE PAJARO SUNNY MESA COMMUNITY SERVICES DISTRICT (PSMCSD) EXPRESSING INTEREST IN STUDYING COUNTY OF MONTEREY TRANSFER OF PAJARO COUNTY SANITATION DISTRICT AND APPROPRIATE DIRECTION TO GENERAL MANAGER

WHEREAS, the Pajaro County Sanitation District (PCSD) provides sanitary sewer collection services to the communities of Pajaro, Las Lomas, Bay Farms and Sunny Mesa, and

WHEREAS, The PCSD system has approximately 1,047 service connections; about 87,000 feet of gravity sewer pipe, six pump stations, and about 12,800 feet of force main.

WHEREAS, PCSD receives wastewater from its customers and pumps that wastewater to the City of Watsonville wastewater treatment plant for treatment pursuant to a contract with the City of Watsonville, and

WHEREAS, in 2014, payments to the City of Watsonville were \$40,000 per month (\$ 480,000 per year) which equates to \$38.20 per customer, and

WHEREAS, The County of Monterey on or about July 20, 2022, issued a Request for Qualifications (RFQ) to solicit and evaluate potential transfer of ownership and operation for the assets of PCSD and other systems described in the RFQ, and

Whereas RFQ requests proposals to purchase the PCSD system "as is," and

WHEREAS, Monterey County reports that it will spend \$2,000,000 to improve the PSCD system which includes cleaning and repairing sewer lines and repairing manholes and pump stations. Monterey County reports that this \$2,000,000 project is expected to be completed by mid-2023 before transfer of the PCSD system assets, and

WHEREAS, members of the public have recently expressed an interest in PSMCSD operating the PCSD system due to its local control and experience operating

the PCSD between 2007 and 2015 using equipment provided by the County of Monterey, and,

WHEREAS, in 2014, the County paid PSMCSD \$14,000 per month (\$168,000 per year) which equates to \$13.37/customer, and

WHEREAS, PSMCSD terminated its operation of the PCSD system because inter alia, vehicles provided by the County of Monterey did not work, major repairs to the PCSD system were needed and there were no funds to pay for repair and/or replacement, and the County of Monterey did not provide PSMCSD information about deficiencies in the system, and

WHEREAS, it is in the best interests of the public for PSMCSD to operate the PCSD, but, due to existing obligations PSMCSD has to its potable water, street lighting and public park customers, operation of the PCSD should be pursued only if certain conditions are met, to wit.

- a) PSMCSD operates but does not purchase PCSD for a period of time while certain conditions are satisfied,
- b) PSMCSD and the County of Monterey enter into an indemnity contract where the County of Monterey indemnifies PSMCSD for liability and damages arising out of the present condition of the PCSD system,
- c) PSMCSD secures adequate liability insurance for operation of the PCSD,
- d) The County of Monterey deposit of the funds with the PSMCSD sufficient for insurance and short term necessary or recommended repairs and improvements
- e) PSMCSD is furnished a comprehensive current engineer's report describing the present condition of the PCSD system and what repairs

have been completed with the \$2,000,000 of work by the County and what yet needs to be done and how much that will cost,

- f) A grant writer is hired or retained at no expense to PSMCSD, reporting to the County of Monterey and the PSMCSD to apply for a grant or grants to pay to bring the PCSD system up to commercially reasonable condition and acquire reasonably necessary equipment to operate maintain and repair the system,
- g) An engineer's report and a rate study are approved by PCSD rate payers adequate to pay to operate the PCSD system and pay for necessary or recommended repairs and improvements
- h) The City of Watsonville approves the assignment of the "Wastewater Services Agreement between the City of Watsonville and the Pajaro County Sanitation District" dated on or about May 1, 2001, as provided in section 7 of that Agreement
- i) Reach agreement on the form of a contract that incorporates the terms and conditions set forth in this Resolution
- j) Only after and until such conditions are satisfied would PSMCSD take control of PCSD

Now therefore the Board of Directors of the PSMCSD hereby directs PSMCSD's General Manager to immediately communicate the contents of this resolution to J. Erich Rauber, P.E., District Engineer who has been designated the primary contact for responses to the RFQ, and Monterey County Supervisor John Phillips.

PSMCSD's General Manager shall report back at the Board's December meeting or such other time as appropriate with the status of the District's expression of interest if any.

PASSED AND ADOPTED this 17th of November 2022, upon motion of Director _____, seconded by Director _____, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sanford Coplin, President of the Board of Directors

CERTIFICATE OF SECRETARY

I, Don Rosa, as the duly elected Secretary of the Board of Directors of the Pajaro/Sunny Mesa Community Services District, Monterey County, California, do hereby certify that the above resolution is a full, true and correct copy of said Resolution passed and adopted by the Board of Directors at a meeting held on the 17th of November 2022, and that said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Directors

**Monterey County Board of Supervisors
Referral Submittal Form**

Referral No. 2022.23
Assignment Date: 11/22/2022
(Completed by CAO's Office)

SUBMITTAL - Completed by referring Board office and returned to CAO no later than noon on Thursday prior to Board meeting:

Date: November 2, 2022	Submitted By: Supervisor Phillips	District #: 2
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Referral Title: Long-Range Funding Source for Pajaro Park

Referral Purpose: To seek a long-range funding source for Pajaro Park to ensure long term park access to residents of the Pajaro Valley which will enhance the overall health and well-being of residents of this disadvantaged community who need it the most.

Brief Referral Description:

The purpose of this referral is to request the County find an immediate funding source for the \$40k shortfall and develop a long-range funding source for the Pajaro Park in future fiscal years.

Pajaro Park was developed in large part through grants & private donations. It opened for operations in 2014. It is the only recreational facility for our youth in the northern reaches of our county – Pajaro/Los Lomas, etc. This park & especially the artificial turf soccer fields are the most intensely used sports fields in our county.

The Pajaro Park, unlike the other parks in our county, is not managed by our parks department. But instead, it was agreed the park would be managed by Pajaro Sunny Mesa water district. So far Pajaro Sunny Mesa receives only \$25,000 a year County funds to manage and maintain the park.

It costs at least \$85,000 a year to maintain the park. Pajaro Sunny Mesa cannot legally subsidize the park through its rate payers. P/SM needs an immediate infusion of \$60,000 to continue to operate and maintain the park. The alternative is for the county parks department to assume operations and control of the park – which I can only assume would be much more costly.

In addition, because of the extensive use, the soccer field will soon need to be replaced. I ask the County to find an immediate funding source for the \$40,000 shortfall this year and develop a long-range funding source for the park in future fiscal years.

Long-range funding will ensure long term park access to residents of the Pajaro Valley which will enhance the overall health and well-being of residents of this disadvantaged community who need it the most.

Classification - Implication	Mode of Response
<input type="checkbox"/> Ministerial / Minor <input type="checkbox"/> Land Use Policy <input type="checkbox"/> Social Policy <input checked="" type="checkbox"/> Budget Policy <input type="checkbox"/> Other:	<input type="checkbox"/> Memo <input checked="" type="checkbox"/> Board Report <input type="checkbox"/> Presentation
	Requested Response Timeline
	<input checked="" type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> Status reports until completed <input type="checkbox"/> Other: <input type="checkbox"/> Specific Date:

ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO's Office :

Department(s): PWFP and CAO	Referral Lead: Randy Ishii and Ezequiel Vega	Board Date: 11/22/22
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REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:

Department(s):	Referral Lead:	Date:
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ANALYSIS - Completed by Department and copied to Board Offices and CAO:

DISTRICT OPERATIONS REPORT
November 17, 2022

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Grants & Loans Active	IRWMP Grant Pajaro & SRF Planning Grant Springfield. <ul style="list-style-type: none"> • Springfield Planning Grant – Denisse Duffy and Associates continues Environmental work. PSMCSD Staff has reviewed and approved draft agreement with Mobile Home Park Owner and new connections. Received reimbursement for Fish and Wildlife Permit. 	November 2022
Pajaro Park	Board and Staff are considering Operations funding.	On Agenda
Generator Project	2 generators have yet to be installed, we are currently waiting on the 11 transfer switches to be delivered.	No Report
Hazard Mitigation Plan	The Hazard Mitigation Plan was submitted to CalOES for review on October 5, 2022, this will process will take approximately 45 days. Initial CalOES review has been complete, a list of revision has been provided to Staff and Consultant.	November 2022
Multi Community Bottled Water Project	Springfield Water System, Moss Landing Mobile Home Park, Springfield/Bluff/Jensen and Giberson Roads. Staff submitted a request for time extension and additional funds to continue providing bottled water to the Springfield WS and all neighboring areas. Request for time extension and additional funds is in progress via a new funding source.	November 2022
Sunny Mesa Sewer	District is holding monies that is to be refunded to the original Sunny Mesa Sewer customers. Balance Sheet Account #2320-Amount \$29,169.90. Staff is currently reviewing, and has spoken to Bianchi, Kasavan, and Pope for their opinion and assistance if needed.	No Report
Small Community Drought Relief Grant	Grant application has been submitted and received by Department of Water Resources Small Community Drought Relief Staff.	No Report
LIHWAP	Second referred customer has been approved for payment, District should receive payment by end of month.	No Report
Leak Detection Grant	The remaining 3 systems to be completed on December 7 and 8, 2022.	November 2022

Usage Comparison in Gallons 2021-2022

Water Systems	Oct-19	Oct-20	Oct-21	Oct-22
Pajaro	7,147,888	6,957,896	6,533,780	7,666,252
Normco	2,894,012	2,830,432	2,549,932	2,691,304
Sunny Mesa	3,085,500	2,282,148	2,244,000	2,344,980
Moss Landing	2,003,144	2,078,692	2,077,196	2,788,544
Vega	1,365,100	1,568,556	1,184,832	1,178,100
Vierra Estates	378,488	320,892	343,332	336,600
Springfield (pumped)	455,158	699,455	598,400	429,352
Langley/Valle Pacifico	326,876	234,872	263,296	293,216
Blackie	207,196	233,376	174,284	233,376
District Total	17,863,362	17,206,319	15,969,052	17,961,724

Water Systems	Oct-21	Oct-22	Percentage	
Pajaro	6,533,780	7,666,252	↑	17.3%
Normco	2,549,932	2,691,304	↑	5.5%
Sunny Mesa	2,244,000	2,344,980	↑	4.5%
Moss Landing	2,077,196	2,788,544	↑	34.2%
Vega	1,184,832	1,178,100	↓	-0.6%
Vierra Estates	343,332	336,600	↓	-2.0%
Springfield (pumped)	598,400	429,352	↓	-28.3%
Langley/Valle Pacifico	263,296	293,216	↑	11.4%
Blackie	174,284	233,376	↑	33.9%
District Total	15,969,052	17,961,724	↑	12.5%