

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

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

APRIL 27, 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=aW5vRWUzNWIZaTQ3cnFwTVpOVVEydz09>
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 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.

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

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

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER AND ROLL CALL

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

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

DISTRICT COUNSEL: Attorney Alan Smith _____

P/SMCSD REGULAR BOARD MEETING AGENDA – April 27, 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 FEBRUARY 23, 2023 REGULAR MEETING

Approval of draft minutes for Regular Meeting on 2/23/2023¹

Motioned by: Director _____ Seconded by: Director _____

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

Motion passed: _____ Motion Failed: _____

Roll Call Vote:

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

2. DRAFT MINUTES OF APRIL 5, 2023 SPECIAL MEETING

Approval of draft minutes for Special Meeting on 4/5/2023¹

Motioned by: Director _____ Seconded by: Director _____

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

Motion passed: _____ Motion Failed: _____

Roll Call Vote:

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

Old Business:

¹ *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/>

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1. NONE

New Business:

1. REVIEW AND MOTION TO APPROVE DRAFT FINANCIAL REPORTS FOR FEBRUARY 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 February 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 DRAFT FINANCIAL REPORTS FOR MARCH 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 March 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 _____

3. REVIEW AND MOTION TO APPROVE MARCH & APRIL 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 \$ _____

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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 March & April payments

Motioned by: Director _____ Seconded by: Director _____

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

Motion passed: _____ Motion Failed: _____

Roll Call Vote:

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

4. RESOLUTION NO. 04-03-23 AUTHORIZING ENTERING INTO A FUNDING AGREEMENT WITH STATE WATER RESOURCES CONTROL BOARD AND AUTHORIZING AND DESIGNATING THE GENERAL MANAGER FOR THE PSMCSD MULTI-COMMUNITY BOTTLED WATER PROJECT

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 04-03-23 Authorizing for District to carry out the project

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 _____

5. RESOLUTION NO. 04-04-23 ADOPTING BYLAWS OF THE BOARD OF DIRECTORS

- Copy of current Bylaws
- Copy of proposed Bylaws

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 04-04-23 Adopting Bylaws of the Board of Directors

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 _____

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6. RESOLUTION NO. 04-05-23 RE-ADOPTING CONFLICT OF INTEREST CODE BY INCORPORATING BY REFERENCE THE CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION'S MODEL CONFLICT OF INTEREST CODE AND BY AMENDING THE TABLE OF DESIGNATED EMPLOYEES WHO SHALL BE SUBJECT TO THE CONFLICT-OF-INTEREST CODE

- Copy of current Conflict of Interest Code dated 7-17-2014

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 04-05-23 Re-adopting of the Conflict of Interest Code

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 _____

7. RESOLUTION NO. 04-06-23 ADOPTING BOARD COMPENSATION AND TRAVEL REIMBURSEMENT POLICY AND DESIGNATING GENERAL MANAGER, INTERIM GENERAL MANAGER AND MANAGER OF OPERATIONS AS LOCAL AGENCY OFFICIALS OF THE BOARD

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 04-06-23 Adoption of Compensation and Travel Reimbursement Policy

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 _____

8. RESOLUTION NO. 04-07-23 APPROVING WEB SITE SERVICES CONTRACT WITH STREAMLINE (DBA OF DIGITAL DEPLOYMENT, INC)

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 04-07-23 Subscription agreement with Streamline

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

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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 _____

9. RESOLUTION NO. 04-08-23 AUTHORIZING AND DESIGNATING THE GENERAL MANAGER OR DESIGNEE TO APPLY AND FILE WITH CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES FOR THE PURPOSE OF OBTAINING FEDERAL FINANCIAL ASSISTANCE

- Exhibit A - Designation of Applicants Agent
- Fact sheet

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 04-08-23 Authorizing General Manager or Designee to apply for Federal Financial Assistance

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 _____

10. RESOLUTION NO. 04-09-23 RESCINDING RESOLUTION NO. 11-02-22 REGARDING COUNTY OF MONTEREY TRANSFER OF PAJARO COUNTY SANITATION DISTRICT AND APPROPRIATE DIRECTION TO GENERAL MANAGER

- Email response from JPIA saying pipeline repairs are not covered by insurance
- District has submitted P/SM CSD resolution no. 11-02-22 to Monterey County Board of Supervisors which includes criteria and conditions for which District would consider acquisition of the PCSD
- P/SM CSD is awaiting a response to the resolution
- PCSD sustained major infrastructure damage due to the March 11, 2023 Flood, likely in the tens of millions of dollars
- Staff recommends that Board not consider ownership of operation of the PCSD at this time and so staff recommends the Board adopt a resolution rescinding Resolution No. 11-02-22

- Clarifying and Technical Questions to Staff
- Public Input
- Motion/Second
- Board Deliberation
- Motion to Approve Resolution No. 04-09-23 rescinding Resolution No. 11-02-22

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 _____

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- o (11/25) Assistant Secretary Clinton Miller _____
- o (11/23) Treasurer Donald Chesterman _____

11. PAJARO WATER SYSTEM BILLING – COPY OF SALES FOR MARCH 2023

- Staff has not yet sent out water billing for March 2023
 - No late fees or charges will be added to current bills
 - Pajaro customers did not have access to water services for 15 days
 - Board to consider motion for relief from water bills?
 - Water usage for March indicates unusually low usage due to approximately one-half month with no access, resulting in \$12,000 dollars in lost revenue
 - Board to consider crediting one half of monthly Service Availability Fee
- Clarifying and Technical Questions to Staff
 - Public Input
 - Motion/Second
 - Board Deliberation
 - Motion to Approve of providing relief from a portion of Pajaro Customer's Water Bill

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 _____

12. SUNNY MESA WATER SYSTEM BILLING

- [Letter from Sunny Mesa ratepayer Lori Welch Bettencourt](#)
 - Sunny Mesa Water System was placed under a "Do Not Drink" order on March 15, 2023. The order was lifted on April 10, 2023. The Order was in effect for 27 days
 - All ratepayers had water at their homes, but could not use it for drinking or cooking
 - Bottled water was available for picking up at the Pajaro Valley Golf Club, throughout the duration of the Order
 - PSMCSD contracted with a water trucking company to ensure that the storage tank was kept at an acceptable level
 - There was no "outage" of water at any time
 - There was no decline in water usage in March
 - Board to consider motion for relief from water bill?
- Clarifying and Technical Questions to Staff
 - Public Input
 - Motion/Second
 - Board Deliberation
 - Motion to Approve of providing relief from a portion of Sunny Mesa Customer's Water Bill

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 _____

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- o (11/25) Assistant Secretary Clinton Miller _____
- o (11/23) Treasurer Donald Chesterman _____

13. PROPOSED WATER RATE INCREASE

- Copy of figure 16 from Current and Proposed Water Rates, taken from 2020 Water Rate Study update
 - Rate payers were notified of the proposed 5-year increase through the prop. 218 process in 2020
 - Board of Directors must annually review and decide if the proposed increase for the upcoming fiscal year is necessary
 - Staff recommends approving rate increase of 11% for fiscal year 2023/2024 with rate increase taking effect July 1, 2023
- Clarifying and Technical Questions to Staff
 - Public Input
 - Motion/Second
 - Board Deliberation
 - Motion to Approve an 11% Water Rate increase for fiscal year 2023/2024

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

- Temporary repairs to Pajaro and Sunny Mesa systems – actual cost is \$79,000 to date
- Permanent repairs / replacements to Pajaro and Sunny Mesa systems estimated at \$430,000
- General Manager met with Sedgewick Insurance which insures the District through the JPIA to inspect all facility damage
- JPIA had indicated that the District claim is to include all expenses related to flood. The claim is in process / active
- Total loss estimated to be in excess of \$750,000
- District's policy with Sedgewick through the JPIA has a \$100,000 deductible for flood

2. On-line Bill Pay program update:

- 122 ratepayers utilized system in March
- 144 have enrolled in autopay

3. District Operations Report**4. Usage Comparison Report 2022/2023 – February and March**

CLOSED SESSION:

1. Public Employee Appointment (California Government Code § 54957)
 - Title: Interim General Manager
2. Public Employment California Government Code (§ 54957)
 - Title: Interim General Manager
3. Public Employee Performance Evaluation California Government Code (§ 54957)
 - Title: General Manager

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 _____
- (11/25) Assistant Secretary Paul Anderson _____
- (11/23) Treasurer Clinton Miller _____

Adjournment Time: _____ p.m.

MINUTES

The regular meeting of the Pajaro/Sunny Mesa Community Services District Board of Directors was called to order at 5:31 pm on February 23, 2023.

ROLL CALL:

President Donald Olsen
Vice President Sanford Coplin
Assistant Secretary Clinton Miller
Treasurer Donald Chesterman

ADMINISTRATIVE STAFF:

General Manager Donald Rosa
Bookkeeper Amy Saldade
Recorder Judy Vazquez-Varela

ABSENT DIRECTOR(S) & STAFF:

Secretary Paul Anderson

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 January 26, 2023, Regular Board Meeting

No discussion.

Motion was made by Director Chesterman and seconded by Director Coplin to approve the Regular Board Meeting Minutes of January 26, 2023. Motion carried.

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

OLD BUSINESS:

1. None

NEW BUSINESS: (Action Items)

1. Review and consider approving financial reports for January 2023

Bookkeeper Saldade informed the Board of Directors that the Water Revenue is at 78 percent of the projected monthly budget due to the storms and Pajaro evacuation. The Salaries and Wages budget was high due to Annual Sick Leave and Vacation Accruals. We also saw an increase in the Permits budget, the State regulated systems annual Water System Permits were paid. The Total Expenses were more than

MINUTES OF REGULAR MEETING – February 23, 2023

the income by \$46,841. January's Cash was less than December's Cash by \$50,978. Total January's cash on hand was \$881,818. Net income for January is negative \$46,841 due to the combined factors of low water sales and higher salary expenses.

The total 90 days balance has increased by \$205. The 90 days balance has increased by \$667 since August 2022 when we began referring customers to LIWHAP, when in the application process, applicants often cease payments during the approval process. 1 LIWHAP application has been approved and 4 others are currently under review, 4 of them are 90 days delinquent.

The motion was made by Director Miller and seconded by Director Chesterman to approve the financial reports for January 2023. Motion carried.

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

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

2. Review and consider approving February 2023 payments
 1. General Fund 633: Total of \$0.00
 2. Operating Account: Check No. 25325 through Check No. 25358 totaling \$111,606.83
 3. Reserve Account: Total of \$3,576.25
 4. Street Maintenance Account: Check No. 564 for a total of \$1,035.17
 5. Pajaro Park Account: Total of \$1,370.65
 6. COP 2010 Account: Total of \$0.00
 7. Debt Service Reserve Account: Total of \$0.00

Motion was made by Director Coplin and seconded by Director Chesterman to approve the February 2023 payments. Motion carried.

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

3. Review and consider approving proposed amendment to water rate schedule

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General Manager Rosa was advised by Attorney Smith to check agricultural rate adoption history, the agricultural rates were not included in the original ordinance rate schedule. Also found that the District formation documents do not allow for water for agricultural use. The rates first appeared on the 2004 rate schedule amendment, probably due to an agriculturally based user. General Manager Rosa recommended removing the agricultural rate from the current rate schedule. Director Miller added that the District does not provide water for agricultural purposes and supported the recommendation by General Manager Rosa.

Motion was made by Director Coplin and seconded by Director Chesterman to approve removing agricultural rates from the water rate schedule. Motion carried.

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

STAFF/COMMITTEE REPORTS: (Informational Only)

1. District Operations update: due to COVID-19

- General Manager Rosa reported no change to District operations, the office continues to be open to the public, and continues to take payments in person and by phone.
- Office is at 100 percent staffing, with physical distancing and health screening protocols in place: masks or face coverings are encouraged but not required.

2. Pajaro County Sanitation District (PCSD) Update:

- Manager Rosa did not receive the summary that was going to be provided by Monterey County Staff.
- Manager Rosa discussed the email from Debbie Cruz with ACWA JPIA where he asked Debbie if the sewer pipe is covered by the Property Program. Debbie responded that physical damage to the pipeline is not covered by the program, but the third-party damage is covered if the District is deemed liable. District Counsel Smith recommends information be presented to the Board as it becomes available for discussion once all necessary information has been discussed then presented to the Board for approval.
- Director Coplin does not want the District to be liable for any spills, the District cannot afford to put the rest of the District at risk for sewer expenses.

3. District Policies needing updating: GM Don Rosa and Attorney Alan Smith

- A copy of a schedule was provided listing policies that need an update or that are necessary. The order of the schedule can be altered based on District needs.

4. Streamline-Special District Website Engine

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- Staff met with Streamline. Streamline is a website development system that works specifically with Special Districts like ours. They ensure that the websites meet ADA compliance as well as all other government requirements and work on accomplishing transparency. They charge a one-time \$250 migration fee and a monthly \$249 fee for maintenance and support. Currently, Staff maintains the website. Board directed Staff to move forward with initiation of contract with Streamline.

5. On-line Bill Pay program Update:

- 125 ratepayers utilized the system in January.
- 122 have enrolled in autopay.
- Directors suggested we re-send the On-line Bill Pay flyer in our bills in the near future.

6. District Operations Report

SRF Planning Grant Springfield

- The Planning Commission Hearing is set for March 8, 2023, if approved, the project will be environmentally compliant.

Generator Project

- Transfer switch installation has begun and made good progress, electrician was at two (2) sites today and two (2) sites yesterday. We are still waiting for one (1) transfer switch, expecting delivery in June.

Hazard Mitigation Plan

- The plan has been reviewed by FEMA and is eligible for final approval pending on PSMCSD Board adoption. The resolution for adoption will be brought to the Board at the next regular Board Meeting. Completion of this plan will allow the District to be eligible for FEMA grant funding for projects called out in the plan.

LIHWAP

- The fourth referred customer has been approved for payment and funds have been received. Five other customers have been referred to the program and are in application or review process.

7. Usage Comparison Report 2022/2023

- All water system usage is down this month compared to this month last year by 22.3 percent.

CLOSED SESSION:

The closed session began at 6:24 p.m. and ended at 6:40 p.m.

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No final action was taken.

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday March 23, 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 6:43 pm with motion made by Director Chesterman seconded by Director Miller. Motion carried.

Respectfully submitted by:

Donald Olsen, President

Sanford Coplin, Vice President

Judith Vazquez-Varela, Recorder

MINUTES

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

ROLL CALL:

President Donald Olsen
Vice President Sanford Coplin
Secretary Paul Anderson
Treasurer Donald Chesterman joined at 5:33 pm

ADMINISTRATIVE STAFF:

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

ABSENT DIRECTOR(S) & STAFF:

Assistant Secretary Clinton Miller

DISTRICT COUNSEL:

Attorney Alan Smith

ADDITION(S) TO AGENDA: None

PUBLIC IN ATTENDANCE: Device name Shin logged in at 6:01 pm

PUBLIC COMMENTS:

Director Olsen reported he and Director Coplin met with Supervisor Lopez regarding his concern for equality for his District and will voice those concerns, but he seems to be in support of providing funding for Pajaro Park. Both Directors also met with Supervisor Alejo who is in favor of providing funding for Pajaro Park. Director Olsen met with Vanessa Acevedo, public analyst for Monterey County Supervisor Church, she will forward information regarding a project she did in college regarding crime rate drop in 2014 which is the year the Pajaro Park opened. Supervisor Alejo will also look into applying for funding to install bleachers at Pajaro Park and benches at Cayetano Park. They also had a call with Supervisor Adams, and she will consult with Supervisor Church to discuss the needs of the Pajaro Park. They have not yet met with Supervisor Root Askew. Pajaro Park has received a lot of attention from the media due to the numerous services being offered at the park.

Action Items

1. Consider and approve Resolution No. 04-02-23 finding the adoption of the 2023 Pajaro/Sunny Mesa Community Services District Local Hazardous Mitigation Plan is exempt from the provisions of the California Environmental Quality Act

No discussion.

Motion was made by Director Anderson and seconded by Director Coplin to approve the Resolution No. 04-02-23 finding the adoption of the 2023 Pajaro/Sunny Mesa Community Services District Local Hazardous Mitigation Plan is exempt from the provisions of the California Environmental Quality Act. Motion carried.

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

MINUTES OF SPECIAL MEETING – April 5, 2023

Absent: C. Miller
 Abstain: None

2. Consider and approve Resolution No. 04-01-23 approving of the Local Hazard Mitigation Plan

Attorney Smith explained that this project was authorized to conduct workshops, outreach and it is a planning document which exempts it from CEQA.

Motion was made by Director Chesterman and seconded by Director Coplin to approve the Local Hazard Mitigation Plan. Motion carried.

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

OLD BUSINESS: None

NEW BUSINESS: (Action Items) None

MONTHLY EXPENDITURES REPORT FOR REVIEW

APPROVAL OF PAYMENTS: None

STAFF/COMMITTEE REPORTS: (Informational Only)

1. Pajaro Flood 03-11-23

- Estimates for damage to equipment and property, Pajaro Water System had 3 feet of flood water did not encroach into the wells they have 4 feet pedestal as well as the tanks. Storage containers are full of mud. Sunny Mesa Water System 5 feet of flood water at the lowest part, the well head column was raised to 6 feet, removed all electrical components, nothing was salvageable or worth saving, demoed all equipment and rebuild, so will be on a temporary basis to get us back up and running.
- Sunny Mesa sustained about \$200,000 of damage to equipment and Pajaro sustained about \$230,000 of damage to electrical equipment, pump, and motor. Pajaro Park did not sustain any flood damage. Water was trucked to Sunny Mesa costing approximately \$100,000. The bottled water station labor was approximately \$9,000. The staff is working on saving tools, the loss of material and tools is about \$50,000. The cost for 4 days of hydrovac cleaning mud from meter boxes and valves was \$20,000. Total loss was approximately \$600,000. Staff met with FEMA, CalOES and Monterey County EOC and toured both Water System sites. JPIA's deductible flood insurance is \$100,000, the next step is to provide all invoices, labor, and trucked water costs.
- Operational Report- One of our meter readers quit, and an employee was injured and is out on workers' compensation. We are replacing the meter reader. The Pajaro Water System is up and running 100 percent operational. All water quality reports that have been received show normal quality, with nothing out of the ordinary.

MINUTES OF SPECIAL MEETING – April 5, 2023

- Sunny Mesa Water System has had water service under the "Do not Drink" order and has had bottled water available at Pajaro Valley Golf Club. Pajaro Water System did not have water service available from March 11th to the 24th, 2023. On March 24, 2023, Monterey County Public Works informed the District that the sewer issue had been repaired and were ready for the District to restore water service. On March 25, 2023, water service was restored to Pajaro Water System, bottled water available at Pajaro Park and Pajaro Middle School.
- The water results are looking good, no indication of contamination. When we lift the "Do not Drink" order we will go door to door.
- March billing for Pajaro Water System is currently on hold. The meters have been read but water has not been billed, all other systems have been billed. We have received calls from Sunny Mesa customers looking to get relief from their water bill since they were inconvenienced by having to go get bottled water. Pajaro Water System was completely out of water from March 11 through the 24, water was restored on March 25, 2023. There will be a lot of pushbacks from Pajaro area since they were displaced and no water available for about a half month. The Board can discuss the need for relief for the Pajaro and Sunny Mesa Water System customers in the next meeting. We will bring this item back next month as an action item.

CLOSED SESSION: None

NEXT BOARD MEETING:

The next Regular Board Meeting is to be held on Thursday April 27, 2023, at 5:30 pm at the District Office.

There being no further business, the Special Board Meeting of the Pajaro/Sunny Mesa Community Services District was adjourned at 6:19 pm with motion made by Director Anderson seconded by Director Coplin. Motion carried.

Respectfully submitted by:

Donald Olsen, President

Sanford Coplin, Vice President

Judith Vazquez-Varela, Recorder

FINANCIAL NOTES - FEBRUARY 2023

Account No:	Account Name:	Increase / Decrease	Description
Income:			
4001-4015	Total Income	-	Water Revenue: 83% of projected monthly budget
Expenses: Indirect			
5250	Legal Expenses	+	Grunsky Law Firm: January services
5255	Interest Expense	+	Debt Service Interest payment for Reorganization Loan
Expenses: Direct			
5220	Water System- Repair & Maint	+	Marine Industrial Tanks: tank diving, removal of food grade oil from Moss Landing tanks
5360	Fuel- Generator	+	Initial fuel fill for 3 generators: Sunny Mesa, District office
Other Income:			
4350	Interest Revenue	+	Interest Earned: US Bank Bonds

Income & Cash Summary

Total Income	Total Expense	Difference
\$179,992.31	\$165,011.59	\$14,980.72
January Cash	February Cash	Difference
\$881,818.73	\$952,069.68	\$70,250.95

April 12, 2023

Balance Sheet

Accrual Basis

As of February 28, 2023

	<u>Feb 28, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · SCCB - Operating Account	517,991.46
1002 · SCCB Reserve Account	434,078.22
1003 · SCCB - Sick Leave Account	11,056.92
1004 · SCCB - Street Maint Acct	267,885.31
1006 · SCCB-GF 633	120,794.83
1007 · SCCB - Debt Service Reserve	156,712.68
1032 · SCCB-COP Acct	48,494.22
1036 · PSM Pajaro Park Acct	54,717.29
1050 · Cash in County Treasury - DS	39,388.72
1051 · Cash in County Treasury - GF	108,208.64
1052 · US Bank 2021 Gen. Bond -8000	24,892.62
1054 · US Bank 2021 Gen. Bond -8002	718,086.24
1055 · US Bank 2021 Gen. Bond -8003	10.54
1056 · US Bank 2021 Gen. Bond -8004	7.37
1057 · US Bank 2021 Gen. Bond -8005	93,750.00
1066 · US Bank Vega 2303	148,948.09
1068 · US Bank Vega 2301	65,447.32
1069 · US Bank Vega-2302	543.70
1095 · US Bank Wtr Bond-Res 2204	149,605.42
2201 · US Bank-2015 Wtr Rfd Bd 2201	1,005.21
	<hr/>
Total Checking/Savings	2,961,624.80
Accounts Receivable	
1110 · Invoice Accounts Recv	2,652.59
1231 · Grants Receivable-A/R	37,418.72
	<hr/>
Total Accounts Receivable	40,071.31
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	210,266.79
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/>
Total Other Current Assets	355,934.00
Total Current Assets	<hr/> 3,357,630.11
Fixed Assets	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	314,656.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-81,264.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	163,247.47
1551 · A/D - District Office Building	-134,429.73
1555 · Office Equipment/Furniture	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	515,504.21
1571 · A/D - Equipment - Pumping Plant	-461,444.87
1580 · Distribution Mains [P]	1,487,948.01

April 12, 2023

Balance Sheet

Accrual Basis

As of February 28, 2023

	Feb 28, 23
1581 · A/D - Distribution Mains	-1,143,515.68
1590 · Meters	90,114.13
1591 · A/D - Meters	-86,770.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-5,001.72
1610 · Automotive Equipment	229,909.12
1611 · A/D - Automotive Equipment	-187,628.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-98,853.77
1622 · A/D - Moss Landing	-194,706.31
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-21,946.73
1650 · Trans & Distr Plant	248,292.08
1651 · A/D - Trans & Distr Plant	-110,827.30
1670 · Small Tools/Equipment	10,773.67
1671 · A/D - Small Tools/Equipment	-10,192.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-116,856.45
1804 · CIP-Springfield	393,244.44
1804.1 · A/D- Springfield Project	-19,662.00
1805 · CIP-Vega Imprvtmnt Project	4,599,594.33
1805.1 · A/D - Vega	-2,646,993.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	306,988.55
1807.1 · A/D - Langley/VP	-102,916.74
1808 · CIP-Normco	478,783.30
1808.1 · A/D - Normco Tank	-167,091.73
1811 · CIP-Vierra Estate	270,894.86
1811.1 · A/D - Vierra Estates	-72,373.72
1812 · CIP-Moss Landing Water System	411,251.63
1812.1 · A/D - Moss Landing Water	-105,644.55
1814 · CIP-Pajaro	2,257,277.44
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	135,672.31
1821.1 · A/D-Sunny Mesa	-444.00
1822 · CIP-Vega	101,412.34
1822.1 · A/D-Vega	-1,364.00
1823 · CIP-Blackie	46,407.55
1824 · CIP- Generator Project	68,489.00
Total Fixed Assets	11,814,804.57
Other Assets	
1120 · Due From Gen Fund	0.66
1141 · Due From SC Grant Acct	100.00
1151 · Due from Maint Account	157.19
1220 · Spl Asmnt Revc-Long Term	3,367,662.72
1950 · Deferred amount on refunding	59,901.60
1951 · Deferred Amt of Ref-Vega Bds15	75,013.09
Total Other Assets	3,502,835.26
TOTAL ASSETS	18,675,269.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Pajaro/Sunny Mesa Community Services District

Balance Sheet

As of February 28, 2023

	Feb 28, 23
Accounts Payable	
2000 · Accounts Payable	82,325.49
Total Accounts Payable	82,325.49
Credit Cards	
2900 · Wells Fargo- 6120	138.40
2905 · Wells Fargo- 0721	317.61
2910 · Elan	560.60
Total Credit Cards	1,016.61
Other Current Liabilities	
2005 · Accrued Liabilities	3,748.00
2050 · Accrued Payroll	25,732.53
2100 · Payroll Tax Liabilities	2,658.42
2121 · Customer Security Deposits	23,278.70
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	20,050.00
2225 · Accrued Vacation Liability	59,075.46
2230 · Accrued Sick Leave Liability	44,230.90
2263 · 457b EE Plan Payable	4,585.79
2264 · Employee Insurance Payable	283.07
2265 · EE Aflac Insurance Payable	1,091.03
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.	11,385.47
Total Other Current Liabilities	264,237.06
Total Current Liabilities	347,579.16
Long Term Liabilities	
2256 · Vehicle Loan Payable	27,149.46
2257 · Reorganization Loan	150,000.00
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	-27,987.01
2401 · Unamortized Discount-2015 Vega	-11,042.72
2402 · 2021 Gen. Bond Premium	42,391.80
Total Long Term Liabilities	6,926,111.20
Total Liabilities	7,273,690.36
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	5,667,890.02
Net Income	503,971.68
Total Equity	11,401,579.58
TOTAL LIABILITIES & EQUITY	18,675,269.94

April 12, 2023

Profit & Loss

Accrual Basis

February 2023

	<u>Feb 23</u>
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	22,700.90
4002 · Route 2 - Pajaro	23,418.92
4003 · Route 3 - Commercial	23,160.96
4004 · Route 4 - Trailer Park	1,410.68
4005 · Route 5 - San Juan Rd Apts	1,074.28
4006 · Route 6 - Sunny Mesa	11,418.84
4007 · Route 7 - CSA 73	12,818.52
4008 · Route 8 - Vega	13,137.92
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	24,586.93
4012 · Route 12 - Blackie Road	3,388.09
4013 · Route 13 - Normco	27,580.04
4014 · Route 14 - Vierra	5,096.18
4015 · Route 15 - Langley/VP	2,840.34
Total Income	<u>173,482.60</u>
Gross Profit	173,482.60
Expense	
INDIRECT	
5000 · Salaries and Wages	82,143.90
5005 · Administrative Fees	512.28
5030 · Payroll Tax Expense	1,445.65
5050 · Employee Health Insurance	13,517.56
5070 · Employee Retirement	9,750.29
5090 · Other Employee Expense	105.75
5130 · Utilities - Office	437.11
5140 · Building Repair & Maint	637.93
5145 · District Wide Repair & Maint	247.24
5150 · Garbage Service	396.44
5160 · Office Equip Rental	665.16
5165 · Computer Software	708.23
5240 · Office Supplies	58.46
5245 · Postage	1,000.00
5250 · Legal Expenses	3,036.36
5255 · Interest Expense	4,856.25
5256 · Interest Exp-Financed Items	113.23
5260 · Accounting & Bookkeeping	2,000.00
5270 · Automotive - Repair & Maint	1,340.92
5280 · Conferences, Meetings, Seminars	14.99
5320 · Membership Fees and Dues	120.00
5330 · Telephone	1,898.68
5340 · Burglar Alarm Monitoring	84.00
5370 · Fuel - Trucks	2,755.80
5391 · Credit Card Transaction Fees	21.18
5XXX · Indirect Allocation	0.00
Total INDIRECT	<u>127,867.41</u>
5190 · Soil and Water Tests	1,307.00
5220 · Water System - Repair & Maint	22,964.32
5225 · Street Maintenance	191.35
5230 · Park - Repair & Maint	176.44
5231 · Pajaro Park Expense	1,279.02
5310 · Utilities - Well Site	8,298.35
5315 · Utilities - Street Lighting	2,284.10
5360 · Fuel - Generator	3,999.51
5427 · Improvement Project-Springfield	581.00
5433 · Pajaro Water Bond Interest Exp	3,920.62
6565 A · 2021 Bond Expense- Fees	575.00
Total Expense	<u>173,444.12</u>
Net Ordinary Income	38.48
Other Income/Expense	

April 12, 2023

Profit & Loss

Accrual Basis

February 2023

	Feb 23
Other Income	
4100 · Late Payment Penalties	398.40
4115 · Testing Fees	640.00
4200 · Street Maintenance-Reimb	1,132.09
4210 · Vega Bond Assessments	4,810.32
4280 · Pro-Rata Tax Collection Share	562.66
4285 · P.V.W.M.A. Collection Fee	1,895.60
4307 · Returned Check Charges	80.00
4340 · Utility Reimbursements	822.82
4345 · Customer Order Reimbursements	2,652.59
4350 · Interest Revenue	3,575.71
5424 · Springfield Bottled Wtr Gr Reimb	494.76
5794 · Water Bond Assessments	1,049.58
Total Other Income	18,114.53
Other Expense	
5438 · LHMP Project- Dist. Wide	3,576.25
Total Other Expense	3,576.25
Net Other Income	14,538.28
Net Income	14,576.76

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April 12, 2023

Accrual Basis

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

	<u>Feb 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '22 - Feb 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
4001 · Route 1 - Pajaro	22,700.90	26,916.66	84.3%	196,986.26	215,333.36	91.5%	323,000.00
4002 · Route 2 - Pajaro	23,418.92	26,500.00	88.4%	204,527.38	212,000.00	96.5%	318,000.00
4003 · Route 3 - Commercial	23,160.96	26,916.66	86.0%	220,779.78	215,333.36	102.5%	323,000.00
4004 · Route 4 - Trailer Park	1,410.68	1,416.66	99.6%	11,422.42	11,333.36	100.8%	17,000.00
4005 · Route 5 - San Juan Rd Apts	1,074.28	1,166.66	92.1%	9,350.40	9,333.36	100.2%	14,000.00
4006 · Route 6 - Sunny Mesa	11,418.84	14,000.00	81.6%	108,608.23	112,000.00	97.0%	168,000.00
4007 · Route 7 - CSA 73	12,818.52	15,833.33	81.0%	123,548.52	126,666.68	97.5%	190,000.00
4008 · Route 8 - Vega	13,137.92	16,416.66	80.0%	127,133.64	131,333.36	96.8%	197,000.00
4010 · Route 10 -Springfield	850.00	833.33	102.0%	6,800.00	6,666.68	102.0%	10,000.00
4011 · Route 11 - Moss Landing	24,586.93	29,083.33	84.5%	228,134.98	232,666.68	98.1%	349,000.00
4012 · Route 12 - Blackie Road	3,388.09	4,083.33	83.0%	32,000.75	32,666.68	98.0%	49,000.00
4013 · Route 13 - Normco	27,580.04	36,333.33	75.9%	272,831.11	290,666.68	93.9%	436,000.00
4014 · Route 14 - Vierra	5,096.18	6,000.00	84.9%	46,709.83	48,000.00	97.3%	72,000.00
4015 · Route 15 - Langley/VP	2,840.34	3,500.00	81.2%	27,786.75	28,000.00	99.2%	42,000.00
Total Income	173,482.60	208,999.95	83.0%	1,616,620.05	1,672,000.20	96.7%	2,508,000.00
Gross Profit	173,482.60	208,999.95	83.0%	1,616,620.05	1,672,000.20	96.7%	2,508,000.00
Expense							
INDIRECT							
5000 · Salaries and Wages	82,143.90	74,500.00	110.3%	625,458.50	596,000.00	104.9%	894,000.00
5005 · Administrative Fees	512.28	516.66	99.2%	4,078.14	4,133.36	98.7%	6,200.00
5030 · Payroll Tax Expense	1,445.65	1,333.33	108.4%	11,267.88	10,666.68	105.6%	16,000.00
5040 · Worker's Comp Insurance	0.00	1,208.33	0.0%	12,138.10	9,666.68	125.6%	14,500.00
5050 · Employee Health Insurance	13,517.56	15,166.66	89.1%	113,825.05	121,333.36	93.8%	182,000.00
5070 · Employee Retirement	9,750.29	11,333.33	86.0%	86,949.52	90,666.68	95.9%	136,000.00
5090 · Other Employee Expense	105.75	250.00	42.3%	2,149.50	2,000.00	107.5%	3,000.00
5120 · Property Taxes	0.00	166.66	0.0%	2,252.62	1,333.36	168.9%	2,000.00
5130 · Utilities - Office	437.11	333.33	131.1%	2,972.03	2,666.68	111.5%	4,000.00
5140 · Building Repair & Maint	637.93	583.33	109.4%	4,252.36	4,666.68	91.1%	7,000.00
5145 · District Wide Repair & Maint	247.24	1,000.00	24.7%	5,874.65	8,000.00	73.4%	12,000.00
5150 · Garbage Service	396.44	375.00	105.7%	2,974.71	3,000.00	99.2%	4,500.00
5160 · Office Equip Rental	665.16	833.33	79.8%	5,341.28	6,666.68	80.1%	10,000.00
5165 · Computer Software	708.23	1,500.00	47.2%	12,587.32	12,000.00	104.9%	18,000.00
5170 · Office Equipment Repair & Maint	0.00	300.00	0.0%	1,298.57	2,400.00	54.1%	3,600.00
5175 · Small Tools - Repair & Maint.	0.00	83.33	0.0%	307.79	666.68	46.2%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	3,500.00	0.0%	43,033.42	28,000.00	153.7%	42,000.00
5200 · Billing Supplies	0.00	325.00	0.0%	3,886.73	2,600.00	149.5%	3,900.00
5240 · Office Supplies	58.46	316.66	18.5%	2,723.23	2,533.36	107.5%	3,800.00
5245 · Postage	1,000.00	800.00	125.0%	5,500.00	6,400.00	85.9%	9,600.00
5250 · Legal Expenses	3,036.36	1,416.66	214.3%	7,890.77	11,333.36	69.6%	17,000.00

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April 12, 2023

Accrual Basis

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

	Feb 23	Budget	% of Budget	Jul '22 - Feb 23	YTD Budget	% of Budget	Annual Budget
5255 · Interest Expense	4,856.25	816.66	594.6%	9,712.50	6,533.36	148.7%	9,800.00
5256 · Interest Exp-Financed Items	113.23	333.33	34.0%	1,070.16	2,666.68	40.1%	4,000.00
5260 · Accounting & Bookkeeping	2,000.00	3,208.33	62.3%	36,050.00	25,666.68	140.5%	38,500.00
5266 · Engineering Svcs-Dist Wide	0.00	1,666.66	0.0%	8,402.75	13,333.36	63.0%	20,000.00
5270 · Automotive - Repair & Maint	1,340.92	833.33	160.9%	10,108.46	6,666.68	151.6%	10,000.00
5280 · Conferences, Meetings, Seminars	14.99	41.66	36.0%	119.92	333.36	36.0%	500.00
5290 · Travel Expenses	0.00	41.66	0.0%	0.00	333.36	0.0%	500.00
5300 · Books & Subscriptions	0.00	125.00	0.0%	0.00	1,000.00	0.0%	1,500.00
5305 · Water Conservation Program	0.00	250.00	0.0%	0.00	2,000.00	0.0%	3,000.00
5320 · Membership Fees and Dues	120.00	1,666.66	7.2%	20,962.60	13,333.36	157.2%	20,000.00
5326 · Licenses and Certifications	0.00	166.66	0.0%	1,325.00	1,333.36	99.4%	2,000.00
5330 · Telephone	1,898.68	1,416.66	134.0%	15,232.21	11,333.36	134.4%	17,000.00
5340 · Burglar Alarm Monitoring	84.00	75.00	112.0%	546.00	600.00	91.0%	900.00
5370 · Fuel - Trucks	2,755.80	3,583.33	76.9%	24,199.99	28,666.68	84.4%	43,000.00
5390 · Bank Charges	0.00	25.00	0.0%	100.00	200.00	50.0%	300.00
5391 · Credit Card Transaction Fees	21.18	50.00	42.4%	328.62	400.00	82.2%	600.00
5400 · Miscellaneous Expense	0.00	16.66	0.0%	59.46	133.36	44.6%	200.00
6577 · COP Debt Service - Interest	0.00	6,125.00	0.0%	36,647.50	49,000.00	74.8%	73,500.00
Total INDIRECT	127,867.41	136,283.21	93.8%	1,121,627.34	1,090,267.16	102.9%	1,635,400.00
5190 · Soil and Water Tests	1,307.00	2,500.00	52.3%	13,647.00	20,000.00	68.2%	30,000.00
5220 · Water System - Repair & Maint	22,964.32	18,750.00	122.5%	116,460.66	150,000.00	77.6%	225,000.00
5265 · Engineering Expenses	0.00	83.33	0.0%	0.00	666.68	0.0%	1,000.00
5310 · Utilities - Well Site	8,298.35	14,166.66	58.6%	109,081.83	113,333.36	96.2%	170,000.00
5325 · Permits	0.00	3,000.00	0.0%	8,951.82	24,000.00	37.3%	36,000.00
5360 · Fuel - Generator	3,999.51	833.33	479.9%	3,999.51	6,666.68	60.0%	10,000.00
5428 · COP Bond Expense	0.00	291.66	0.0%	4,063.47	2,333.36	174.1%	3,500.00
6565 A · 2021 Bond Expense- Fees	575.00	125.00	460.0%	4,258.97	1,000.00	425.9%	1,500.00
Total Expense	165,011.59	176,033.19	93.7%	1,382,090.60	1,408,267.24	98.1%	2,112,400.00
Net Ordinary Income	8,471.01	32,966.76	25.7%	234,529.45	263,732.96	88.9%	395,600.00
Other Income/Expense							
Other Income							
4100 · Late Payment Penalties	398.40	416.66	95.6%	3,972.38	3,333.36	119.2%	5,000.00
4101 · Billing Adjustments	0.00	16.66	0.0%	-712.40	133.36	-534.2%	200.00
4110 · Hydrant Sales	0.00	1,250.00	0.0%	12,676.46	10,000.00	126.8%	15,000.00
4115 · Testing Fees	640.00	916.66	69.8%	12,030.00	7,333.36	164.0%	11,000.00
4140 · Connection Fees	0.00	616.66	0.0%	43,797.00	4,933.36	887.8%	7,400.00
4141 · Application Fees	0.00	45.83	0.0%	650.00	366.68	177.3%	550.00
4146 · Other Fees	0.00	33.33	0.0%	0.00	266.68	0.0%	400.00
4285 · P.V.W.M.A. Collection Fee	1,895.60	2,416.66	78.4%	19,025.23	19,333.36	98.4%	29,000.00
4300 · Collection of Previous W/O Acct	0.00	20.83	0.0%	0.00	166.68	0.0%	250.00

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

	<u>Feb 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '22 - Feb 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
4305 · Miscellaneous Revenue	0.00	83.33	0.0%	306.00	666.68	45.9%	1,000.00
4341 · Lighting Admin Reimbursements	0.00	1,083.33	0.0%	6,500.00	8,666.68	75.0%	13,000.00
4346 · District 25% Overhead Fee	0.00	41.66	0.0%	0.00	333.36	0.0%	500.00
4350 · Interest Revenue	3,575.71	12.50	28,605.7%	19,061.01	100.00	19,061.0%	150.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	350.00	466.68	75.0%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	200.00	266.68	75.0%	400.00
Total Other Income	6,509.71	7,045.77	92.4%	117,855.68	56,366.92	209.1%	84,550.00
Net Other Income	6,509.71	7,045.77	92.4%	117,855.68	56,366.92	209.1%	84,550.00
Net Income	14,980.72	40,012.53	37.4%	352,385.13	320,099.88	110.1%	480,150.00

AGING REPORT: FEBRUARY 2023

ALL SYSTEMS: Aging Balance as of 3/1/23

Balance	Current	30 Days	60 Days	90 Days
\$202,031.09	\$163,951.94	\$21,268.71	\$4,129.88	\$12,925.46

Notes:

Collections for February were normal, reducing the delinquency amount by \$5,307.84 compared to previous month.

- 30 day balance reduced by \$4,125
- 60 day balance reduced by \$1,254
- 90 day balance increased by \$72

District received one payment from LIHWAP for a Vega customer who has since kept their balance current.

FINANCIAL NOTES - MARCH 2023

Account No:	Account Name:	Increase / Decrease	Description
Income:			
4001-4015	Total Income	-	Water Revenue: 78% of projected monthly budget Flood/ Evacuation impact on Pajaro & Sunny Mesa Water Systems
Expenses: Indirect			
5165	Computer Software	+	Annual Renewal for Microsoft 365 Business Services
5370	Fuel- Trucks	+	Increased work hours/ mileage due to flood
Expenses: Direct			
5190	Soil & Water Tests	+	Quarterly Regulatory Sampling: all systems Mandatory sampling for water quality due to flood: Pajaro & Sunny Mesa
5220	Water System- Repair & Maint.	+	El Gabilan: tree pruning at Normco & Vierra tank sites J Johnson Co: flood related repairs to Sunny Mesa well site Sala Bros: transport of water to Sunny Mesa tanks
5360	Fuel- Generator	+	Initial fuel fill for 7 generators: Moss Landing, Langley, Vierra, Blackie, Normco (3)
Other Income:			
4100	Late Payment Penalties	-	Late fees not assessed on March billing

Income & Cash Summary

Total Income \$167,221.21	Total Expense \$226,332.46	Difference \$59,111.25
February Cash \$952,069.68	March Cash \$930,737.75	Difference \$21,331.93

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Pajaro/Sunny Mesa Community Services District

Balance Sheet

As of March 31, 2023

April 17, 2023

Accrual Basis

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1001 · SCCB - Operating Account	485,231.84
1002 · SCCB Reserve Account	445,505.91
1003 · SCCB - Sick Leave Account	11,056.92
1004 · SCCB - Street Maint Acct	267,693.96
1006 · SCCB-GF 633	119,758.49
1007 · SCCB - Debt Service Reserve	139,056.43
1032 · SCCB-COP Acct	48,494.22
1036 · PSM Pajaro Park Acct	53,972.86
1050 · Cash in County Treasury - DS	39,949.39
1051 · Cash in County Treasury - GF	112,937.55
1052 · US Bank 2021 Gen. Bond -8000	1,267.89
1054 · US Bank 2021 Gen. Bond -8002	489,425.42
1055 · US Bank 2021 Gen. Bond -8003	10.57
1056 · US Bank 2021 Gen. Bond -8004	7.39
1057 · US Bank 2021 Gen. Bond -8005	94,032.79
1066 · US Bank Vega 2303	149,444.72
1068 · US Bank Vega 2301	1,434.59
1069 · US Bank Vega-2302	545.51
1095 · US Bank Wtr Bond-Res 2204	150,104.24
2201 · US Bank-2015 Wtr Rfd Bd 2201	1,008.56
	<hr/>
Total Checking/Savings	2,610,939.25
Accounts Receivable	
1110 · Invoice Accounts Recv	0.20
1231 · Grants Receivable-A/R	37,418.72
	<hr/>
Total Accounts Receivable	37,418.92
Other Current Assets	
1080 · Petty Cash	400.00
1100 · Water Customer Accounts Recv	209,514.42
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/>
Total Other Current Assets	355,181.63
Total Current Assets	<hr/> 3,003,539.80
Fixed Assets	
1084 · CIP-Springfield/Struve	18,967.36
1500 · Land	139,676.30
1510 · Land Improve (Non-office)	314,656.67
1520 · Land Improve (Office)	66,721.46
1521 · A/D - Land Impr (Off)	-81,264.40
1522 · Land - Parks	248,000.00
1530 · Wells	162,488.25
1540 · Pumping Plant Bldg	191,044.92
1541 · A/D - Pumping Plant Bldg	-191,045.00
1550 · District Office Building	163,247.47
1551 · A/D - District Office Building	-134,429.73
1555 · Office Equipment/Furniture	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	515,504.21
1571 · A/D - Equipment - Pumping Plant	-461,444.87
1580 · Distribution Mains [P]	1,487,948.01

Pajaro/Sunny Mesa Community Services District

Balance Sheet

As of March 31, 2023

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April 17, 2023

Accrual Basis

	Mar 31, 23
1581 · A/D - Distribution Mains	-1,143,515.68
1590 · Meters	90,114.13
1591 · A/D - Meters	-86,770.11
1600 · Hydrants	7,422.43
1601 · A/D - Hydrants	-5,001.72
1610 · Automotive Equipment	229,909.12
1611 · A/D - Automotive Equipment	-187,628.31
1620 · Utility Trans/Distr Plant	115,702.65
1621 · A/D - Utility T&D Plant	-98,853.77
1622 · A/D - Moss Landing	-194,706.31
1630 · Utility Plant	107,992.45
1631 · A/D - Utility Plant	-107,992.00
1640 · Source of Supply Plant	54,616.59
1641 · A/D - Source of Supply Plant	-21,946.73
1650 · Trans & Distr Plant	248,292.08
1651 · A/D - Trans & Distr Plant	-110,827.30
1670 · Small Tools/Equipment	10,773.67
1671 · A/D - Small Tools/Equipment	-10,192.51
1680 · ALCO Water Project	155,809.38
1681 · A/D - ALCO Water Project	-116,856.45
1804 · CIP-Springfield	393,244.44
1804.1 · A/D - Springfield Project	-19,662.00
1805 · CIP-Vega Imprvtmnt Project	4,599,594.33
1805.1 · A/D - Vega	-2,646,993.90
1806 · Moss Landing Bridge Project	251,233.09
1807 · CIP-Langley/VP	306,988.55
1807.1 · A/D - Langley/VP	-102,916.74
1808 · CIP-Normco	570,283.30
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	411,251.63
1812.1 · A/D - Moss Landing Water	-105,644.55
1814 · CIP-Pajaro	2,297,227.44
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	207,072.31
1821.1 · A/D-Sunny Mesa	-444.00
1822 · CIP-Vega	101,412.34
1822.1 · A/D-Vega	-1,364.00
1823 · CIP-Blackie	46,407.55
1824 · CIP- Generator Project	68,489.00
Total Fixed Assets	12,045,604.57
Other Assets	
1120 · Due From Gen Fund	0.66
1141 · Due From SC Grant Acct	100.00
1151 · Due from Maint Account	157.19
1220 · Spl Asmnt Revc-Long Term	3,367,662.72
1950 · Deferred amount on refunding	59,901.60
1951 · Deferred Amt of Ref-Vega Bds15	75,013.09
Total Other Assets	3,502,835.26
TOTAL ASSETS	18,551,979.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Pajaro/Sunny Mesa Community Services District

Balance Sheet

As of March 31, 2023

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April 17, 2023

Accrual Basis

	Mar 31, 23
Accounts Payable	
2000 · Accounts Payable	120,507.71
Total Accounts Payable	120,507.71
Credit Cards	
2900 · Wells Fargo- 6120	1,038.40
2905 · Wells Fargo- 0721	740.21
2910 · Elan	985.12
Total Credit Cards	2,763.73
Other Current Liabilities	
2005 · Accrued Liabilities	3,748.00
2050 · Accrued Payroll	41,701.70
2100 · Payroll Tax Liabilities	2,658.42
2121 · Customer Security Deposits	23,728.70
2122 · Future Water Conn. Deposits	36,600.00
2123 · Hydrant Meter Deposits	20,050.00
2225 · Accrued Vacation Liability	54,437.10
2230 · Accrued Sick Leave Liability	41,010.87
2263 · 457b EE Plan Payable	4,628.30
2264 · Employee Insurance Payable	169.55
2265 · EE Aflac Insurance Payable	1,091.03
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.	-4,123.35
Total Other Current Liabilities	257,218.01
Total Current Liabilities	380,489.45
Long Term Liabilities	
2256 · Vehicle Loan Payable	26,071.06
2257 · Reorganization Loan	150,000.00
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	-27,987.01
2401 · Unamortized Discount-2015 Vega	-11,042.72
2402 · 2021 Gen. Bond Premium	42,391.80
Total Long Term Liabilities	6,925,032.80
Total Liabilities	7,305,522.25
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	5,667,890.02
Net Income	348,849.48
Total Equity	11,246,457.38
TOTAL LIABILITIES & EQUITY	18,551,979.63

April 17, 2023

Profit & Loss

Accrual Basis

March 2023

	<u>Mar 23</u>
Ordinary Income/Expense	
Income	
4001 · Route 1 - Pajaro	18,988.76
4002 · Route 2 - Pajaro	19,371.56
4003 · Route 3 - Commercial	19,331.20
4004 · Route 4 - Trailer Park	1,291.00
4005 · Route 5 - San Juan Rd Apts	932.84
4006 · Route 6 - Sunny Mesa	12,391.38
4007 · Route 7 - CSA 73	12,611.18
4008 · Route 8 - Vega	12,403.52
4010 · Route 10 -Springfield	850.00
4011 · Route 11 - Moss Landing	25,343.09
4012 · Route 12 - Blackie Road	3,366.33
4013 · Route 13 - Normco	27,711.58
4014 · Route 14 - Vierra	4,922.10
4015 · Route 15 - Langley/VP	2,821.61
	<hr/>
Total Income	162,336.15
	<hr/>
Gross Profit	162,336.15
Expense	
INDIRECT	
5000 · Salaries and Wages	80,438.54
5005 · Administrative Fees	512.28
5030 · Payroll Tax Expense	1,138.01
5050 · Employee Health Insurance	13,517.56
5070 · Employee Retirement	10,306.00
5090 · Other Employee Expense	346.88
5130 · Utilities - Office	342.90
5140 · Building Repair & Maint	383.84
5145 · District Wide Repair & Maint	290.12
5150 · Garbage Service	396.44
5160 · Office Equip Rental	665.16
5165 · Computer Software	1,852.08
5240 · Office Supplies	539.58
5245 · Postage	1,000.00
5250 · Legal Expenses	4,631.96
5256 · Interest Exp-Financed Items	110.89
5270 · Automotive - Repair & Maint	257.08
5280 · Conferences, Meetings, Seminars	14.99
5330 · Telephone	1,622.74
5370 · Fuel - Trucks	4,108.38
5391 · Credit Card Transaction Fees	19.41
5400 · Miscellaneous Expense	145.29
5XXX · Indirect Allocation	0.00
6578 · 2021 Bond- Debt Svc. Interest	23,625.00
	<hr/>
Total INDIRECT	146,265.13
5190 · Soil and Water Tests	5,316.70
5220 · Water System - Repair & Maint	82,273.81
5225 · Street Maintenance	230.98
5230 · Park - Repair & Maint	56.74
5231 · Pajaro Park Expense	790.88
5310 · Utilities - Well Site	9,857.85
5315 · Utilities - Street Lighting	2,366.73
5360 · Fuel - Generator	6,243.97
5426 · Vega Assmnt Bond Expense	1,036.34
5427 · Improvement Project-Springfield	9,176.36
6575 · Vega Debt Service-Interest	64,017.50
	<hr/>
Total Expense	327,632.99
	<hr/>
Net Ordinary Income	-165,296.84
Other Income/Expense	
Other Income	
4100 · Late Payment Penalties	0.00

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Pajaro/Sunny Mesa Community Services District

Profit & Loss

April 17, 2023

March 2023

Accrual Basis

	<u>Mar 23</u>
4200 · Street Maintenance-Reimb	556.34
4210 · Vega Bond Assessments	2,440.47
4280 · Pro-Rata Tax Collection Share	633.05
4285 · P.V.W.M.A. Collection Fee	1,457.39
4340 · Utility Reimbursements	1,099.05
4350 · Interest Revenue	3,427.67
5794 · Water Bond Assessments	560.67
	<hr/>
Total Other Income	10,174.64
	<hr/>
Net Other Income	10,174.64
	<hr/>
Net Income	<u><u>-155,122.20</u></u>

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April 17, 2023

Accrual Basis

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

	<u>Mar 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '22 - Mar 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense							
Income							
4001 · Route 1 - Pajaro	18,988.76	26,916.66	70.5%	215,975.02	242,250.02	89.2%	323,000.00
4002 · Route 2 - Pajaro	19,371.56	26,500.00	73.1%	223,898.94	238,500.00	93.9%	318,000.00
4003 · Route 3 - Commercial	19,331.20	26,916.66	71.8%	240,110.98	242,250.02	99.1%	323,000.00
4004 · Route 4 - Trailer Park	1,291.00	1,416.66	91.1%	12,713.42	12,750.02	99.7%	17,000.00
4005 · Route 5 - San Juan Rd Apts	932.84	1,166.66	80.0%	10,283.24	10,500.02	97.9%	14,000.00
4006 · Route 6 - Sunny Mesa	12,391.38	14,000.00	88.5%	120,999.61	126,000.00	96.0%	168,000.00
4007 · Route 7 - CSA 73	12,611.18	15,833.33	79.6%	136,159.70	142,500.01	95.6%	190,000.00
4008 · Route 8 - Vega	12,403.52	16,416.66	75.6%	139,537.16	147,750.02	94.4%	197,000.00
4010 · Route 10 -Springfield	850.00	833.33	102.0%	7,650.00	7,500.01	102.0%	10,000.00
4011 · Route 11 - Moss Landing	25,343.09	29,083.33	87.1%	253,478.07	261,750.01	96.8%	349,000.00
4012 · Route 12 - Blackie Road	3,366.33	4,083.33	82.4%	35,367.08	36,750.01	96.2%	49,000.00
4013 · Route 13 - Normco	27,711.58	36,333.33	76.3%	300,542.69	327,000.01	91.9%	436,000.00
4014 · Route 14 - Vierra	4,922.10	6,000.00	82.0%	51,631.93	54,000.00	95.6%	72,000.00
4015 · Route 15 - Langley/VP	2,821.61	3,500.00	80.6%	30,608.36	31,500.00	97.2%	42,000.00
Total Income	162,336.15	208,999.95	77.7%	1,778,956.20	1,881,000.15	94.6%	2,508,000.00
Gross Profit	162,336.15	208,999.95	77.7%	1,778,956.20	1,881,000.15	94.6%	2,508,000.00
Expense							
INDIRECT							
5000 · Salaries and Wages	80,438.54	74,500.00	108.0%	705,897.04	670,500.00	105.3%	894,000.00
5005 · Administrative Fees	512.28	516.66	99.2%	4,590.42	4,650.02	98.7%	6,200.00
5030 · Payroll Tax Expense	1,138.01	1,333.33	85.4%	12,405.89	12,000.01	103.4%	16,000.00
5040 · Worker's Comp Insurance	0.00	1,208.33	0.0%	12,138.10	10,875.01	111.6%	14,500.00
5050 · Employee Health Insurance	13,517.56	15,166.66	89.1%	127,342.61	136,500.02	93.3%	182,000.00
5070 · Employee Retirement	10,306.00	11,333.33	90.9%	97,255.52	102,000.01	95.3%	136,000.00
5090 · Other Employee Expense	346.88	250.00	138.8%	2,496.38	2,250.00	111.0%	3,000.00
5120 · Property Taxes	0.00	166.66	0.0%	2,252.62	1,500.02	150.2%	2,000.00
5130 · Utilities - Office	342.90	333.33	102.9%	3,314.93	3,000.01	110.5%	4,000.00
5140 · Building Repair & Maint	383.84	583.33	65.8%	4,636.20	5,250.01	88.3%	7,000.00
5145 · District Wide Repair & Maint	290.12	1,000.00	29.0%	6,164.77	9,000.00	68.5%	12,000.00
5150 · Garbage Service	396.44	375.00	105.7%	3,371.15	3,375.00	99.9%	4,500.00
5160 · Office Equip Rental	665.16	833.33	79.8%	6,006.44	7,500.01	80.1%	10,000.00
5165 · Computer Software	1,852.08	1,500.00	123.5%	14,439.40	13,500.00	107.0%	18,000.00
5170 · Office Equipment Repair & Maint	0.00	300.00	0.0%	1,298.57	2,700.00	48.1%	3,600.00
5175 · Small Tools - Repair & Maint.	0.00	83.33	0.0%	307.79	750.01	41.0%	1,000.00
5180 · Casualty Ins/Liability Ins	0.00	3,500.00	0.0%	43,033.42	31,500.00	136.6%	42,000.00
5200 · Billing Supplies	0.00	325.00	0.0%	3,886.73	2,925.00	132.9%	3,900.00
5240 · Office Supplies	539.58	316.66	170.4%	3,262.81	2,850.02	114.5%	3,800.00
5245 · Postage	1,000.00	800.00	125.0%	6,500.00	7,200.00	90.3%	9,600.00
5250 · Legal Expenses	4,631.96	1,416.66	327.0%	12,522.73	12,750.02	98.2%	17,000.00

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

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April 17, 2023

Accrual Basis

	<u>Mar 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '22 - Mar 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
5255 · Interest Expense	0.00	816.66	0.0%	9,712.50	7,350.02	132.1%	9,800.00
5256 · Interest Exp-Financed Items	110.89	333.33	33.3%	1,181.05	3,000.01	39.4%	4,000.00
5260 · Accounting & Bookkeeping	0.00	3,208.33	0.0%	36,050.00	28,875.01	124.8%	38,500.00
5266 · Engineering Svcs-Dist Wide	0.00	1,666.66	0.0%	8,402.75	15,000.02	56.0%	20,000.00
5270 · Automotive - Repair & Maint	257.08	833.33	30.8%	10,365.54	7,500.01	138.2%	10,000.00
5280 · Conferences, Meetings, Seminars	14.99	41.66	36.0%	134.91	375.02	36.0%	500.00
5290 · Travel Expenses	0.00	41.66	0.0%	0.00	375.02	0.0%	500.00
5300 · Books & Subscriptions	0.00	125.00	0.0%	0.00	1,125.00	0.0%	1,500.00
5305 · Water Conservation Program	0.00	250.00	0.0%	0.00	2,250.00	0.0%	3,000.00
5320 · Membership Fees and Dues	0.00	1,666.66	0.0%	20,962.60	15,000.02	139.8%	20,000.00
5326 · Licenses and Certifications	0.00	166.66	0.0%	1,325.00	1,500.02	88.3%	2,000.00
5330 · Telephone	1,622.74	1,416.66	114.5%	16,854.95	12,750.02	132.2%	17,000.00
5340 · Burglar Alarm Monitoring	0.00	75.00	0.0%	546.00	675.00	80.9%	900.00
5370 · Fuel - Trucks	4,108.38	3,583.33	114.7%	28,308.37	32,250.01	87.8%	43,000.00
5390 · Bank Charges	0.00	25.00	0.0%	100.00	225.00	44.4%	300.00
5391 · Credit Card Transaction Fees	19.41	50.00	38.8%	348.03	450.00	77.3%	600.00
5400 · Miscellaneous Expense	145.29	16.66	872.1%	204.75	150.02	136.5%	200.00
6577 · COP Debt Service - Interest	0.00	6,125.00	0.0%	36,647.50	55,125.00	66.5%	73,500.00
Total INDIRECT	122,640.13	136,283.21	90.0%	1,244,267.47	1,226,550.37	101.4%	1,635,400.00
5190 · Soil and Water Tests	5,316.70	2,500.00	212.7%	18,963.70	22,500.00	84.3%	30,000.00
5220 · Water System - Repair & Maint	82,273.81	18,750.00	438.8%	198,734.47	168,750.00	117.8%	225,000.00
5265 · Engineering Expenses	0.00	83.33	0.0%	0.00	750.01	0.0%	1,000.00
5310 · Utilities - Well Site	9,857.85	14,166.66	69.6%	118,939.68	127,500.02	93.3%	170,000.00
5325 · Permits	0.00	3,000.00	0.0%	8,951.82	27,000.00	33.2%	36,000.00
5360 · Fuel - Generator	6,243.97	833.33	749.3%	10,243.48	7,500.01	136.6%	10,000.00
5428 · COP Bond Expense	0.00	291.66	0.0%	4,063.47	2,625.02	154.8%	3,500.00
6565 A · 2021 Bond Expense- Fees	0.00	125.00	0.0%	4,258.97	1,125.00	378.6%	1,500.00
Total Expense	226,332.46	176,033.19	128.6%	1,608,423.06	1,584,300.43	101.5%	2,112,400.00
Net Ordinary Income	-63,996.31	32,966.76	-194.1%	170,533.14	296,699.72	57.5%	395,600.00
Other Income/Expense							
Other Income							
4100 · Late Payment Penalties	0.00	416.66	0.0%	3,972.38	3,750.02	105.9%	5,000.00
4101 · Billing Adjustments	0.00	16.66	0.0%	-712.40	150.02	-474.9%	200.00
4110 · Hydrant Sales	0.00	1,250.00	0.0%	12,676.46	11,250.00	112.7%	15,000.00
4115 · Testing Fees	0.00	916.66	0.0%	12,030.00	8,250.02	145.8%	11,000.00
4140 · Connection Fees	0.00	616.66	0.0%	43,797.00	5,550.02	789.1%	7,400.00
4141 · Application Fees	0.00	45.83	0.0%	650.00	412.51	157.6%	550.00
4146 · Other Fees	0.00	33.33	0.0%	0.00	300.01	0.0%	400.00
4285 · P.V.W.M.A. Collection Fee	1,457.39	2,416.66	60.3%	20,482.62	21,750.02	94.2%	29,000.00
4300 · Collection of Previous W/O Acct	0.00	20.83	0.0%	0.00	187.51	0.0%	250.00

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April 17, 2023

Accrual Basis

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

	<u>Mar 23</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Jul '22 - Mar 23</u>	<u>YTD Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
4305 · Miscellaneous Revenue	0.00	83.33	0.0%	306.00	750.01	40.8%	1,000.00
4341 · Lighting Admin Reimbursements	0.00	1,083.33	0.0%	6,500.00	9,750.01	66.7%	13,000.00
4346 · District 25% Overhead Fee	0.00	41.66	0.0%	0.00	375.02	0.0%	500.00
4350 · Interest Revenue	3,427.67	12.50	27,421.4%	22,488.68	112.50	19,989.9%	150.00
4355 · Audit/Bookkeeping Reimbursement	0.00	58.33	0.0%	350.00	525.01	66.7%	700.00
4360 · Legal Counsel Reimbursement	0.00	33.33	0.0%	200.00	300.01	66.7%	400.00
Total Other Income	4,885.06	7,045.77	69.3%	122,740.74	63,412.69	193.6%	84,550.00
Net Other Income	4,885.06	7,045.77	69.3%	122,740.74	63,412.69	193.6%	84,550.00
Net Income	-59,111.25	40,012.53	-147.7%	293,273.88	360,112.41	81.4%	480,150.00

AGING REPORT: March 2023

ALL SYSTEMS: Aging Balance as of 4/1/23

Balance	Current	30 Days	60 Days	90 Days
\$187,713.68	\$138,580.45	\$28,652.57	\$6,749.85	\$13,730.31

Notes:

The Pajaro flood events adversely impacted March collections. Under the circumstances, collections were not a priority.

- 30 day balance increased by \$7,384
- 60 day balance increased by \$2,620
- 90 day balance increased by \$805

District has continued to refer customers to LIHWAP. Flyers provided by LIHWAP are available at our front desk for walk-in customers and will also be mailed with the next bill. LIHWAP payments for two customers were received and several customer applications are pending approval.

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	AP	02/27/2023	Total Merchant Services	1001 - SCCB - Operating Account		-0.50
				5391 - Credit Card Transaction Fees	-0.50	0.50
TOTAL					-0.50	0.50
Check	AP	02/28/2023	Total Merchant Services	1001 - SCCB - Operating Account		-14.95
				5391 - Credit Card Transaction Fees	-14.95	14.95
TOTAL					-14.95	14.95
Check	AP	03/06/2023	Total Merchant Services	1001 - SCCB - Operating Account		-0.25
				5391 - Credit Card Transaction Fees	-0.25	0.25
TOTAL					-0.25	0.25
Check	AP	03/06/2023	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
Bill Pmt -Check	AP	03/09/2023	Ace Hardware Prunedale- ACH	1001 - SCCB - Operating Account		-24.76
Bill	05730...	02/21/2023		5220 - Water System - Repair & Maint	-24.76	24.76
TOTAL					-24.76	24.76
Bill Pmt -Check	AP	03/09/2023	Ace Hardware Watsonville- ACH	1001 - SCCB - Operating Account		-85.15
Bill	220473	02/15/2023		5220 - Water System - Repair & Maint	-44.76	44.76
Bill	18.56	02/21/2023		5220 - Water System - Repair & Maint	-18.56	18.56
Bill	220565	02/21/2023		5140 - Building Repair & Maint	-21.83	21.83
TOTAL					-85.15	85.15
Bill Pmt -Check	AP	03/09/2023	Aramark- ACH	1001 - SCCB - Operating Account		-332.60
Bill	51101...	02/03/2023		5140 - Building Repair & Maint	-108.77	108.77
Bill	51101...	02/10/2023		5140 - Building Repair & Maint	-57.53	57.53
Bill	51101...	02/17/2023		5140 - Building Repair & Maint	-108.77	108.77
Bill	51101...	02/24/2023		5140 - Building Repair & Maint	-57.53	57.53
TOTAL					-332.60	332.60
Bill Pmt -Check	AP	03/09/2023	AT&T 2043-Online	1001 - SCCB - Operating Account		-267.34
Bill	FEB 2...	02/26/2023		5330 - Telephone	-267.34	267.34
TOTAL					-267.34	267.34
Bill Pmt -Check	AP	03/09/2023	AT&T 2486-Online	1001 - SCCB - Operating Account		-58.80
Bill	FEB 2...	02/26/2023		5310 - Utilities - Well Site	-58.80	58.80
TOTAL					-58.80	58.80
Bill Pmt -Check	AP	03/09/2023	AT&T 5283-Online	1001 - SCCB - Operating Account		-129.76
Bill	2/11/2...	02/11/2023		5310 - Utilities - Well Site	-129.76	129.76
TOTAL					-129.76	129.76
Bill Pmt -Check	AP	03/09/2023	Bianchi Alarm Systems-Online	1001 - SCCB - Operating Account		-84.00
Bill	25912	02/24/2023		5340 - Burglar Alarm Monitoring	-84.00	84.00
TOTAL					-84.00	84.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	03/09/2023	Bianchi Kasavan & Pope-Online	1001 - SCCB - Operating Account		-3,550.00
Bill	01109...	01/31/2023		5260 - Accounting & Bookkeeping	-3,550.00	3,550.00
TOTAL					-3,550.00	3,550.00
Bill Pmt -Check	AP	03/09/2023	C & N Tractors/Rentals- ACH	1001 - SCCB - Operating Account		-135.72
Bill	76544...	02/02/2023		5230 - Park - Repair & Maint	-40.89	40.89
Bill	76585...	02/03/2023		5230 - Park - Repair & Maint	-53.39	53.39
Bill	76887...	02/13/2023		5230 - Park - Repair & Maint	-41.44	41.44
TOTAL					-135.72	135.72
Bill Pmt -Check	AP	03/09/2023	Corbln Willits Systems-Online	1001 - SCCB - Operating Account		-485.17
Bill	000C...	02/15/2023		5165 - Computer Software	-485.17	485.17
TOTAL					-485.17	485.17
Bill Pmt -Check	AP	03/09/2023	Davis Auto Parts- ACH	1001 - SCCB - Operating Account		-14.75
Bill	15853...	03/01/2023		5270 - Automotive - Repair & Maint	-14.75	14.75
TOTAL					-14.75	14.75
Bill Pmt -Check	AP	03/09/2023	El Gabilan Tree Service - ACH	1001 - SCCB - Operating Account		-5,000.00
Bill	Norm...	03/02/2023		5220 - Water System - Repair & Maint	-3,850.00	3,850.00
				5220 - Water System - Repair & Maint	-1,150.00	1,150.00
TOTAL					-5,000.00	5,000.00
Bill Pmt -Check	AP	03/09/2023	Grainger- online	1001 - SCCB - Operating Account		-469.43
Bill	96126...	02/17/2023		5220 - Water System - Repair & Maint	-469.43	469.43
TOTAL					-469.43	469.43
Bill Pmt -Check	AP	03/09/2023	GreatAmerica Financial-Online	1001 - SCCB - Operating Account		-470.76
Bill	33534...	02/27/2023		5160 - Office Equip Rental	-470.76	470.76
TOTAL					-470.76	470.76
Bill Pmt -Check	AP	03/09/2023	Green Rubber Kennedy Ag- ACH	1001 - SCCB - Operating Account		-128.01
Bill	w-572...	02/07/2023	Ron Cruysen	5220 - Water System - Repair & Maint	-89.12	89.12
Bill	w-572...	02/10/2023	Ron Cruysen	5220 - Water System - Repair & Maint	-38.89	38.89
TOTAL					-128.01	128.01
Bill Pmt -Check	AP	03/09/2023	Grunsky Law Firm	1001 - SCCB - Operating Account		-3,036.36
Bill	Inv. 1...	02/14/2023		5250 - Legal Expenses	-3,036.36	3,036.36
TOTAL					-3,036.36	3,036.36
Bill Pmt -Check	AP	03/09/2023	ICONIX Waterworks (US), Inc- ACH	1001 - SCCB - Operating Account		-1,660.07
Bill	U231...	02/15/2023		5220 - Water System - Repair & Maint	-149.30	149.30
Bill	U231...	02/16/2023		5220 - Water System - Repair & Maint	-1,510.77	1,510.77
TOTAL					-1,660.07	1,660.07
Bill Pmt -Check	AP	03/09/2023	Marine Industrial Tank-ACH	1001 - SCCB - Operating Account		-12,750.00
Bill	Inv. 38	02/20/2023		5220 - Water System - Repair & Maint	-12,750.00	12,750.00
TOTAL					-12,750.00	12,750.00
Bill Pmt -Check	AP	03/09/2023	MBAS- ACH	1001 - SCCB - Operating Account		-234.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	23020...	02/13/2023		5190 · Soil and Water Tests	-93.60	93.60
Bill	23020...	02/20/2023		5190 · Soil and Water Tests	-46.80	46.80
Bill	23020...	02/20/2023		5190 · Soil and Water Tests	-93.60	93.60
TOTAL					-234.00	234.00
Bill Pmt -Check	AP	03/09/2023	Mid Valley Supply- ACH	1001 · SCCB - Operating Account		-950.97
Bill	I268327	02/07/2023		5220 · Water System - Repair & Maint	-62.29	62.29
				5220 · Water System - Repair & Maint	-124.58	124.58
				5220 · Water System - Repair & Maint	-124.58	124.58
				5220 · Water System - Repair & Maint	-124.58	124.58
				5220 · Water System - Repair & Maint	-186.91	186.91
Bill	I268441	02/14/2023		5270 · Automotive - Repair & Maint	-16.56	16.56
				5220 · Water System - Repair & Maint	-124.58	124.58
				5220 · Water System - Repair & Maint	-186.89	186.89
TOTAL					-950.97	950.97
Bill Pmt -Check	AP	03/09/2023	Monterey One Water- Online	1001 · SCCB - Operating Account		-25.73
Bill	MAR ...	02/28/2023		5130 · Utilities - Office	-25.73	25.73
TOTAL					-25.73	25.73
Bill Pmt -Check	AP	03/09/2023	Mr. Jonathan Varela	1001 · SCCB - Operating Account		-320.00
Bill	BF tes...	03/09/2023		5220 · Water System - Repair & Maint	-320.00	320.00
TOTAL					-320.00	320.00
Bill Pmt -Check	AP	03/09/2023	Orkin Pest Control- ACH	1001 · SCCB - Operating Account		-116.00
Bill	397657	02/24/2023		5140 · Building Repair & Maint	-116.00	116.00
TOTAL					-116.00	116.00
Bill Pmt -Check	AP	03/09/2023	PARS- ACH	1001 · SCCB - Operating Account		-512.28
Bill	52511	02/13/2023		5005 · Administrative Fees	-512.28	512.28
TOTAL					-512.28	512.28
Bill Pmt -Check	AP	03/09/2023	PG&E 1438-Online	1001 · SCCB - Operating Account		-1,036.60
Bill	1/25/2...	02/24/2023		5310 · Utilities - Well Site	-1,036.60	1,036.60
TOTAL					-1,036.60	1,036.60
Bill Pmt -Check	AP	03/09/2023	PG&E 1826-Online	1001 · SCCB - Operating Account		-23.83
Bill	1/18/2...	02/16/2023		5310 · Utilities - Well Site	-23.83	23.83
TOTAL					-23.83	23.83
Bill Pmt -Check	AP	03/09/2023	PG&E 6022-Online	1001 · SCCB - Operating Account		-15.79
Bill	1/20/2...	02/17/2023		5315 · Utilities - Street Lighting	-15.79	15.79
TOTAL					-15.79	15.79
Bill Pmt -Check	AP	03/09/2023	PG&E 6857-Online	1001 · SCCB - Operating Account		-4,248.98
Bill	1/26/2...	02/27/2023		5310 · Utilities - Well Site	-959.88	959.88
				5310 · Utilities - Well Site	-740.86	740.86
				5130 · Utilities - Office	-323.39	323.39
				5310 · Utilities - Well Site	-50.84	50.84
				5315 · Utilities - Street Lighting	-2,174.01	2,174.01
TOTAL					-4,248.98	4,248.98
Bill Pmt -Check	AP	03/09/2023	Santa Cruz Answering Service-ACH	1001 · SCCB - Operating Account		-142.80

Pajaro/Sunny Mesa Community Services District Check Detail - Operating Account February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	1009 ...	02/22/2023		5330 - Telephone	-142.80	142.80
TOTAL					-142.80	142.80
Bill Pmt -Check	AP	03/09/2023	Soil Control Lab- ACH	1001 - SCCB - Operating Account		-1,073.00
Bill	30200...	02/03/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30200...	02/04/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30201...	02/08/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30201...	02/08/2023		5190 - Soil and Water Tests	-58.00	58.00
Bill	30201...	02/08/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30201...	02/08/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30201...	02/08/2023		5190 - Soil and Water Tests	-87.00	87.00
Bill	30201...	02/08/2023		5190 - Soil and Water Tests	-87.00	87.00
Bill	30202...	02/15/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30202...	02/15/2023		5190 - Soil and Water Tests	-87.00	87.00
Bill	30202...	02/15/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30202...	02/15/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30202...	02/15/2023		5190 - Soil and Water Tests	-58.00	58.00
Bill	30202...	02/15/2023		5190 - Soil and Water Tests	-58.00	58.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-58.00	58.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-58.00	58.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30203...	02/22/2023		5190 - Soil and Water Tests	-29.00	29.00
TOTAL					-1,073.00	1,073.00
Bill Pmt -Check	AP	03/09/2023	Sparling Instruments, LLC- ACH	1001 - SCCB - Operating Account		-159.90
Bill	30365...	02/15/2023		5220 - Water System - Repair & Maint	-159.90	159.90
TOTAL					-159.90	159.90
Bill Pmt -Check	AP	03/09/2023	Sturdy Oil Company- ACH	1001 - SCCB - Operating Account		-6,535.94
Bill	CL90...	02/15/2023		5370 - Fuel - Trucks	-1,205.57	1,205.57
Bill	02109...	02/23/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-1,587.10	1,587.10
Bill	02109...	02/23/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-1,565.95	1,565.95
Bill	02109...	02/23/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-846.46	846.46
Bill	CL91...	02/28/2023		5370 - Fuel - Trucks	-1,330.86	1,330.86
TOTAL					-6,535.94	6,535.94
Bill Pmt -Check	AP	03/09/2023	Tom's Site Service- ACH	1001 - SCCB - Operating Account		-208.49
Bill	77437	02/26/2023		5145 - District Wide Repair & Maint	-208.49	208.49
TOTAL					-208.49	208.49
Bill Pmt -Check	AP	03/09/2023	Townsend's Auto Parts- ACH	1001 - SCCB - Operating Account		-20.55
Bill	T-204...	02/14/2023		5270 - Automotive - Repair & Maint	-20.55	20.55
TOTAL					-20.55	20.55
Bill Pmt -Check	AP	03/09/2023	Valvoline- online	1001 - SCCB - Operating Account		-111.33
Bill	59373	02/28/2023		5270 - Automotive - Repair & Maint	-111.33	111.33
TOTAL					-111.33	111.33
Bill Pmt -Check	AP	03/09/2023	WM / Carmel Marina - Office-Online	1001 - SCCB - Operating Account		-396.44
Bill	98575...	03/01/2023		5150 - Garbage Service	-396.44	396.44

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-396.44	396.44
Check	AP	03/13/2023	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	03/19/2023	Santa Cruz County Bank	1001 · SCCB - Operating Account		-623.25
				2256 · Vehicle Loan Payable	-579.66	579.66
				5256 · Interest Exp-Financed Items	-43.59	43.59
TOTAL					-623.25	623.25
Check	AP	03/22/2023	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	03/27/2023	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	03/28/2023	ACWA-JPIA (med ins)-ACH	1001 · SCCB - Operating Account		-14,993.68
Bill	06990...	03/02/2023		5050 · Employee Health Insurance	-13,517.56	13,517.56
				2264 · Employee Insurance Payable	-1,476.12	1,476.12
TOTAL					-14,993.68	14,993.68
Bill Pmt -Check	AP	03/28/2023	AT&T 0646-Online	1001 · SCCB - Operating Account		-152.22
Bill	3/5/23...	03/05/2023		5310 · Utilities - Well Site	-152.22	152.22
TOTAL					-152.22	152.22
Bill Pmt -Check	AP	03/28/2023	AT&T 1782-Online	1001 · SCCB - Operating Account		-34.04
Bill	3/7/23...	03/07/2023		5310 · Utilities - Well Site	-34.04	34.04
TOTAL					-34.04	34.04
Bill Pmt -Check	AP	03/28/2023	AT&T 2627-Online	1001 · SCCB - Operating Account		-34.04
Bill	3/7/23...	03/07/2023		5310 · Utilities - Well Site	-34.04	34.04
TOTAL					-34.04	34.04
Bill Pmt -Check	AP	03/28/2023	AT&T 3439-Online	1001 · SCCB - Operating Account		-34.04
Bill	MAR ...	03/01/2023		5310 · Utilities - Well Site	-34.04	34.04
TOTAL					-34.04	34.04
Bill Pmt -Check	AP	03/28/2023	AT&T 3912-Online	1001 · SCCB - Operating Account		-1,170.93
Bill	MAR ...	03/01/2023		5330 · Telephone	-1,170.93	1,170.93
TOTAL					-1,170.93	1,170.93
Bill Pmt -Check	AP	03/28/2023	AT&T 5283-Online	1001 · SCCB - Operating Account		-129.76
Bill	3/11/2...	03/11/2023		5310 · Utilities - Well Site	-129.76	129.76
TOTAL					-129.76	129.76
Bill Pmt -Check	AP	03/28/2023	AT&T 6542-Online	1001 · SCCB - Operating Account		-66.65

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	3/7/22...	03/07/2023		5310 · Utilities - Well Site	-66.65	66.65
TOTAL					-66.65	66.65
Bill Pmt -Check	AP	03/28/2023	Bianchi Kasavan & Pope-Online	1001 · SCCB - Operating Account		-2,000.00
Bill	01110...	02/28/2023		5260 · Accounting & Bookkeeping	-2,000.00	2,000.00
TOTAL					-2,000.00	2,000.00
Bill Pmt -Check	AP	03/28/2023	Elan-Online	1001 · SCCB - Operating Account		-683.16
Bill	MAR ...	03/27/2023		2910 · Elan	-683.16	683.16
TOTAL					-683.16	683.16
Bill Pmt -Check	AP	03/28/2023	Grunsky Law Firm	1001 · SCCB - Operating Account		-4,631.96
Bill	Inv. 1...	03/02/2023		5250 · Legal Expenses	-4,631.96	4,631.96
TOTAL					-4,631.96	4,631.96
Bill Pmt -Check	AP	03/28/2023	PG&E 0819-Online	1001 · SCCB - Operating Account		-5,750.36
Bill	2/3/23...	03/07/2023		5310 · Utilities - Well Site	-2,423.38	2,423.38
				5310 · Utilities - Well Site	-1,947.58	1,947.58
				5310 · Utilities - Well Site	-72.42	72.42
				5310 · Utilities - Well Site	-538.85	538.85
				5310 · Utilities - Well Site	-189.66	189.66
				5315 · Utilities - Street Lighting	-94.34	94.34
				5310 · Utilities - Well Site	-484.13	484.13
TOTAL					-5,750.36	5,750.36
Bill Pmt -Check	AP	03/28/2023	Pure Water- ACH	1001 · SCCB - Operating Account		-8,104.05
Bill	412194	03/01/2023	State Water Resources Control Board	5427 · Improvement Project-Springfield	-6,442.35	6,442.35
Bill	412193	03/01/2023	State Water Resources Control Board	5427 · Improvement Project-Springfield	-1,661.70	1,661.70
TOTAL					-8,104.05	8,104.05
Bill Pmt -Check	AP	03/28/2023	Royal Oaks Auto Repair Inc.	1001 · SCCB - Operating Account		-75.00
Bill	46202	03/08/2023		5270 · Automotive - Repair & Maint	-75.00	75.00
TOTAL					-75.00	75.00
Bill Pmt -Check	AP	03/28/2023	Staples Credit Plan-Online	1001 · SCCB - Operating Account		-498.51
Bill	MAR. ...	03/09/2023		5240 · Office Supplies	-498.51	498.51
TOTAL					-498.51	498.51
Bill Pmt -Check	AP	03/28/2023	TIAA Commercial Finance, Inc.	1001 · SCCB - Operating Account		-194.40
Bill	94311...	03/08/2023		5160 · Office Equip Rental	-194.40	194.40
TOTAL					-194.40	194.40
Bill Pmt -Check	AP	03/28/2023	Wells Fargo- 6120 ONLINE	1001 · SCCB - Operating Account		-148.39
Bill		03/27/2023		2900 · Wells Fargo- 6120	-148.39	148.39
TOTAL					-148.39	148.39
Bill Pmt -Check	AP	03/28/2023	Wells Fargo 0721-Online	1001 · SCCB - Operating Account		-332.60
Bill		03/27/2023		2905 · Wells Fargo- 0721	-332.60	332.60
TOTAL					-332.60	332.60
Check	AP	03/31/2023	Total Merchant Services	1001 · SCCB - Operating Account		-15.20

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5391 - Credit Card Transaction Fees	-15.20	15.20
TOTAL					-15.20	15.20
Check	AP	04/03/2023	Total Merchant Services	1001 - SCCB - Operating Account		-0.50
				5391 - Credit Card Transaction Fees	-0.50	0.50
TOTAL					-0.50	0.50
Check	AP	04/06/2023	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	04/10/2023	A. L. Lease Company, Inc.-Online	1001 - SCCB - Operating Account		-7.27
Bill	159454	03/24/2023		5220 - Water System - Repair & Maint	-7.27	7.27
TOTAL					-7.27	7.27
Bill Pmt -Check	AP	04/10/2023	Ace Hardware Prunedale- ACH	1001 - SCCB - Operating Account		-64.14
Bill	05744...	03/09/2023		5220 - Water System - Repair & Maint	-44.15	44.15
Bill	05758...	03/28/2023		5220 - Water System - Repair & Maint	-5.15	5.15
Bill	05761...	03/30/2023		5220 - Water System - Repair & Maint	-14.84	14.84
TOTAL					-64.14	64.14
Bill Pmt -Check	AP	04/10/2023	Ace Hardware Watsonville- ACH	1001 - SCCB - Operating Account		-329.44
Bill	221154	03/16/2023		5220 - Water System - Repair & Maint	-91.75	91.75
Bill	221155	03/16/2023		5220 - Water System - Repair & Maint	-10.91	10.91
Bill	221261	03/22/2023		5220 - Water System - Repair & Maint	-52.40	52.40
Bill	221450	03/30/2023		5220 - Water System - Repair & Maint	-23.74	23.74
Bill	221449	03/30/2023		5220 - Water System - Repair & Maint	-80.78	80.78
Bill	221491	03/31/2023		5220 - Water System - Repair & Maint	-44.74	44.74
Bill	221513	03/31/2023		5220 - Water System - Repair & Maint	-25.12	25.12
TOTAL					-329.44	329.44
Bill Pmt -Check	AP	04/10/2023	Aramark- ACH	1001 - SCCB - Operating Account		-383.84
Bill	51101...	03/03/2023		5140 - Building Repair & Maint	-108.77	108.77
Bill	51101...	03/10/2023		5140 - Building Repair & Maint	-57.53	57.53
Bill	51101...	03/17/2023		5140 - Building Repair & Maint	-108.77	108.77
Bill	51101...	03/31/2023		5140 - Building Repair & Maint	-108.77	108.77
TOTAL					-383.84	383.84
Bill Pmt -Check	AP	04/10/2023	C & N Tractors/Rentals- ACH	1001 - SCCB - Operating Account		-2.54
Bill	77471...	03/01/2023		5230 - Park - Repair & Maint	-2.54	2.54
TOTAL					-2.54	2.54
Bill Pmt -Check	AP	04/10/2023	Castroville Ace Hardware-ACH	1001 - SCCB - Operating Account		-156.57
Bill	18898...	03/15/2023		5220 - Water System - Repair & Maint	-136.77	136.77
Bill	18898...	03/15/2023		5220 - Water System - Repair & Maint	-19.80	19.80
TOTAL					-156.57	156.57
Bill Pmt -Check	AP	04/10/2023	Corbin Willits Systems-Online	1001 - SCCB - Operating Account		-533.69
Bill	000C...	03/15/2023		5165 - Computer Software	-533.69	533.69
TOTAL					-533.69	533.69
Bill Pmt -Check	AP	04/10/2023	Core & Main- ACH	1001 - SCCB - Operating Account		-696.67

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	S5135...	03/15/2023		5220 · Water System - Repair & Maint	-155.16	155.16
Bill	S5158...	03/15/2023		5220 · Water System - Repair & Maint	-138.52	138.52
Bill	S4361...	03/15/2023		5220 · Water System - Repair & Maint	-402.99	402.99
TOTAL					-696.67	696.67
Bill Pmt -Check	AP	04/10/2023	Green Rubber Kennedy Ag- ACH	1001 · SCCB - Operating Account		-326.66
Bill	w-572...	03/23/2023		5220 · Water System - Repair & Maint	-326.66	326.66
TOTAL					-326.66	326.66
Bill Pmt -Check	AP	04/10/2023	ICONIX Waterworks (US), Inc- ACH	1001 · SCCB - Operating Account		-210.19
Bill	U231...	03/01/2023		5220 · Water System - Repair & Maint	-210.19	210.19
TOTAL					-210.19	210.19
Bill Pmt -Check	AP	04/10/2023	J Johnson & Company, Inc.- ACH	1001 · SCCB - Operating Account		-6,150.72
Bill	22-00...	03/29/2023		5220 · Water System - Repair & Maint	-6,150.72	6,150.72
TOTAL					-6,150.72	6,150.72
Bill Pmt -Check	AP	04/10/2023	MBAS- ACH	1001 · SCCB - Operating Account		-4,475.70
Bill	23022...	03/08/2023		5190 · Soil and Water Tests	-23.40	23.40
Bill	23031...	03/14/2023		5190 · Soil and Water Tests	-23.40	23.40
Bill	23031...	03/14/2023		5190 · Soil and Water Tests	-23.40	23.40
Bill	23031...	03/15/2023		5190 · Soil and Water Tests	-72.00	72.00
Bill	23030...	03/16/2023		5190 · Soil and Water Tests	-46.80	46.80
Bill	23030...	03/17/2023		5190 · Soil and Water Tests	-140.40	140.40
Bill	23030...	03/17/2023		5190 · Soil and Water Tests	-93.60	93.60
Bill	23031...	03/21/2023		5190 · Soil and Water Tests	-117.00	117.00
Bill	23031...	03/23/2023		5190 · Soil and Water Tests	-300.00	300.00
Bill	23032...	03/24/2023		5190 · Soil and Water Tests	-50.40	50.40
Bill	23032...	03/27/2023		5190 · Soil and Water Tests	-2,021.00	2,021.00
Bill	23031...	03/27/2023		5190 · Soil and Water Tests	-198.90	198.90
Bill	23032...	03/27/2023		5190 · Soil and Water Tests	-42.00	42.00
Bill	23032...	03/27/2023		5190 · Soil and Water Tests	-42.00	42.00
Bill	23032...	03/27/2023		5190 · Soil and Water Tests	-42.00	42.00
Bill	23032...	03/27/2023		5190 · Soil and Water Tests	-42.00	42.00
Bill	23032...	03/27/2023		5190 · Soil and Water Tests	-84.00	84.00
Bill	23032...	03/27/2023		5190 · Soil and Water Tests	-42.00	42.00
Bill	23032...	03/27/2023		5190 · Soil and Water Tests	-1,063.00	1,063.00
Bill	23032...	03/28/2023		5190 · Soil and Water Tests	-25.20	25.20
Bill	23032...	03/28/2023		5190 · Soil and Water Tests	-25.20	25.20
TOTAL					-4,475.70	4,475.70
Bill Pmt -Check	AP	04/10/2023	Mid Valley Supply- ACH	1001 · SCCB - Operating Account		-834.97
Bill	1268645	03/01/2023		5220 · Water System - Repair & Maint	-62.29	62.29
				5220 · Water System - Repair & Maint	-62.29	62.29
				5220 · Water System - Repair & Maint	-62.30	62.30
Bill	1268699	03/03/2023		5220 · Water System - Repair & Maint	-87.40	87.40
Bill	268753	03/07/2023		5220 · Water System - Repair & Maint	-124.58	124.58
				5220 · Water System - Repair & Maint	-124.58	124.58
				5220 · Water System - Repair & Maint	-124.58	124.58
				5220 · Water System - Repair & Maint	-62.29	62.29
				5220 · Water System - Repair & Maint	-62.29	62.29
				5220 · Water System - Repair & Maint	-62.37	62.37
TOTAL					-834.97	834.97
Bill Pmt -Check	AP	04/10/2023	Monterey One Water- Online	1001 · SCCB - Operating Account		-69.98
Bill	3/1/23...	03/31/2023		5310 · Utilities - Well Site	-44.25	44.25
Bill	APR 2...	03/31/2023		5130 · Utilities - Office	-25.73	25.73
TOTAL					-69.98	69.98
Bill Pmt -Check	AP	04/10/2023	PARS- ACH	1001 · SCCB - Operating Account		-512.28
Bill	52714	03/09/2023		5005 · Administrative Fees	-512.28	512.28

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Pajaro/Sunny Mesa Community Services District

Check Detail - Operating Account

February 24 through April 24, 2023

April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-512.28	512.28
Bill Pmt -Check	AP	04/10/2023	PG&E 1438-Online	1001 - SCCB - Operating Account		-1,204.93
Bill	2/24/2...	03/27/2023		5310 - Utilities - Well Site	-1,204.93	1,204.93
TOTAL					-1,204.93	1,204.93
Bill Pmt -Check	AP	04/10/2023	PG&E 6022-Online	1001 - SCCB - Operating Account		-16.11
Bill	2/18/2...	03/21/2023		5315 - Utilities - Street Lighting	-16.11	16.11
TOTAL					-16.11	16.11
Bill Pmt -Check	AP	04/10/2023	Santa Cruz Answering Service-ACH	1001 - SCCB - Operating Account		-134.20
Bill	1009 ...	03/22/2023		5330 - Telephone	-134.20	134.20
TOTAL					-134.20	134.20
Bill Pmt -Check	AP	04/10/2023	Singh Computech- ACH	1001 - SCCB - Operating Account		-270.00
Bill	9637	03/30/2023		5165 - Computer Software	-270.00	270.00
TOTAL					-270.00	270.00
Bill Pmt -Check	AP	04/10/2023	Soil Control Lab- ACH	1001 - SCCB - Operating Account		-841.00
Bill	30300...	03/02/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30301...	03/08/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30301...	03/08/2023		5190 - Soil and Water Tests	-58.00	58.00
Bill	30301...	03/08/2023		5190 - Soil and Water Tests	-58.00	58.00
Bill	30301...	03/08/2023		5190 - Soil and Water Tests	-58.00	58.00
Bill	30301...	03/08/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30301...	03/08/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30301...	03/08/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30301...	03/08/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30304...	03/21/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30304...	03/21/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30304...	03/21/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30304...	03/21/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30305...	03/28/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30305...	03/28/2023		5190 - Soil and Water Tests	-87.00	87.00
Bill	30305...	03/28/2023		5190 - Soil and Water Tests	-87.00	87.00
Bill	30305...	03/28/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30305...	03/28/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30305...	03/28/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30305...	03/28/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30305...	03/29/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30306...	03/30/2023		5190 - Soil and Water Tests	-29.00	29.00
Bill	30306...	03/30/2023		5190 - Soil and Water Tests	-58.00	58.00
TOTAL					-841.00	841.00
Bill Pmt -Check	AP	04/10/2023	Sturdy Oil Company- ACH	1001 - SCCB - Operating Account		-9,621.93
Bill	02124...	03/01/2023		5145 - District Wide Repair & Maint	-81.63	81.63
Bill	02109...	03/01/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-1,611.44	1,611.44
Bill	02109...	03/01/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-837.12	837.12
Bill	02109...	03/01/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-519.02	519.02
Bill	02109...	03/01/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-519.02	519.02
Bill	02111...	03/06/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-1,493.23	1,493.23
Bill	02111...	03/06/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-770.33	770.33
Bill	02111...	03/06/2023	Pajaro/Sunny Mesa C.S.D.	5360 - Fuel - Generator	-493.81	493.81
Bill	CL91...	03/15/2023		5370 - Fuel - Trucks	-1,477.46	1,477.46
Bill	F1833...	03/24/2023		5370 - Fuel - Trucks	-63.96	63.96
Bill	F1832...	03/28/2023		5370 - Fuel - Trucks	-62.36	62.36
Bill	F1832...	03/30/2023		5370 - Fuel - Trucks	-125.18	125.18
Bill	CL92...	03/31/2023		5370 - Fuel - Trucks	-1,567.37	1,567.37
TOTAL					-9,621.93	9,621.93
Bill Pmt -Check	AP	04/10/2023	Tom's Site Service- ACH	1001 - SCCB - Operating Account		-208.49
Bill	78219	03/26/2023		5145 - District Wide Repair & Maint	-208.49	208.49

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-208.49	208.49
Bill Pmt -Check	AP	04/10/2023	Townsend's Auto Parts- ACH	1001 - SCCB - Operating Account		-54.20
Bill	T-210...	03/31/2023		5230 - Park - Repair & Maint	-54.20	54.20
TOTAL					-54.20	54.20
Bill Pmt -Check	AP	04/10/2023	Valvoline- online	1001 - SCCB - Operating Account		-111.33
Bill	60878	03/30/2023		5270 - Automotive - Repair & Maint	-111.33	111.33
TOTAL					-111.33	111.33
Bill Pmt -Check	AP	04/10/2023	WM / Carmel Marina - Office-Online	1001 - SCCB - Operating Account		-396.44
Bill	98595...	04/01/2023		5150 - Garbage Service	-396.44	396.44
TOTAL					-396.44	396.44
Check	AP	04/10/2023	Total Merchant Services	1001 - SCCB - Operating Account		-0.50
				5391 - Credit Card Transaction Fees	-0.50	0.50
TOTAL					-0.50	0.50
Check	AP	04/17/2023	Total Merchant Services	1001 - SCCB - Operating Account		-0.50
				5391 - Credit Card Transaction Fees	-0.50	0.50
TOTAL					-0.50	0.50
Check	AP	04/19/2023	Santa Cruz County Bank	1001 - SCCB - Operating Account		-623.25
				2256 - Vehicle Loan Payable	-577.55	577.55
				5256 - Interest Exp-Financed Items	-45.70	45.70
TOTAL					-623.25	623.25
Check	AP	04/24/2023	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	04/24/2023	AT&T 1782-Online	1001 - SCCB - Operating Account		-31.43
Bill	4/7/23...	04/07/2023		5310 - Utilities - Well Site	-31.43	31.43
TOTAL					-31.43	31.43
Bill Pmt -Check	AP	04/24/2023	AT&T 2627-Online	1001 - SCCB - Operating Account		-31.43
Bill	4/7/23...	04/07/2023		5310 - Utilities - Well Site	-31.43	31.43
TOTAL					-31.43	31.43
Bill Pmt -Check	AP	04/24/2023	AT&T 3439-Online	1001 - SCCB - Operating Account		-31.43
Bill	APR 2...	04/01/2023		5310 - Utilities - Well Site	-31.43	31.43
TOTAL					-31.43	31.43
Bill Pmt -Check	AP	04/24/2023	AT&T 6542-Online	1001 - SCCB - Operating Account		-61.54
Bill	4/7/22...	04/07/2023		5310 - Utilities - Well Site	-61.54	61.54
TOTAL					-61.54	61.54
Bill Pmt -Check	AP	04/24/2023	Data Flow Business Systems-Online	1001 - SCCB - Operating Account		-12.50

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April 24, 2023

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	356148	04/11/2023		5170 · Office Equipment Repair & Maint	-12.50	12.50
TOTAL					-12.50	12.50
Bill Pmt -Check	AP	04/24/2023	Elan-Online	1001 · SCCB - Operating Account		-1,102.85
Bill	APR ...	04/05/2023		2910 · Elan	-1,102.85	1,102.85
TOTAL					-1,102.85	1,102.85
Bill Pmt -Check	AP	04/24/2023	GreatAmerica Financial-Online	1001 · SCCB - Operating Account		-470.76
Bill	33735...	03/28/2023		5160 · Office Equip Rental	-470.76	470.76
TOTAL					-470.76	470.76
Bill Pmt -Check	AP	04/24/2023	PG&E 0819-Online	1001 · SCCB - Operating Account		-6,164.92
Bill	3/7/23...	04/05/2023		5310 · Utilities - Well Site	-2,652.89	2,652.89
				5310 · Utilities - Well Site	-1,903.73	1,903.73
				5310 · Utilities - Well Site	-99.20	99.20
				5310 · Utilities - Well Site	-543.37	543.37
				5310 · Utilities - Well Site	-210.02	210.02
				5315 · Utilities - Street Lighting	-96.21	96.21
				5310 · Utilities - Well Site	-659.50	659.50
TOTAL					-6,164.92	6,164.92
Bill Pmt -Check	AP	04/24/2023	PG&E 6857-Online	1001 · SCCB - Operating Account		-4,948.97
Bill	2/27/2...	03/28/2023		5310 · Utilities - Well Site	-951.24	951.24
				5310 · Utilities - Well Site	-1,313.65	1,313.65
				5130 · Utilities - Office	-229.18	229.18
				5310 · Utilities - Well Site	-198.62	198.62
				5315 · Utilities - Street Lighting	-2,256.28	2,256.28
TOTAL					-4,948.97	4,948.97
Bill Pmt -Check	AP	04/24/2023	Staples Credit Plan-Online	1001 · SCCB - Operating Account		-108.81
Bill	APR. ...	04/07/2023		5240 · Office Supplies	-108.81	108.81
TOTAL					-108.81	108.81
Bill Pmt -Check	AP	04/24/2023	Wells Fargo- 6120 ONLINE	1001 · SCCB - Operating Account		-1,048.39
Bill	closin...	04/10/2023		2900 · Wells Fargo- 6120	-1,048.39	1,048.39
TOTAL					-1,048.39	1,048.39
Bill Pmt -Check	AP	04/24/2023	Wells Fargo 0721-Online	1001 · SCCB - Operating Account		-756.20
Bill	closin...	04/10/2023		2905 · Wells Fargo- 0721	-756.20	756.20
TOTAL					-756.20	756.20
Bill Pmt -Check	AP	04/24/2023	TIAA Commercial Finance, Inc.	1001 · SCCB - Operating Account		-195.29
Bill	94781...	04/08/2023		5160 · Office Equip Rental	-195.29	195.29
TOTAL					-195.29	195.29
Bill Pmt -Check	AP	04/24/2023	ACWA-JPIA (med ins)-ACH	1001 · SCCB - Operating Account		-16,693.66
Bill	06993...	04/04/2023		5050 · Employee Health Insurance	-15,086.11	15,086.11
				2264 · Employee Insurance Payable	-1,607.55	1,607.55
TOTAL					-16,693.66	16,693.66
Bill Pmt -Check	AP	04/24/2023	ACWA/JPIA-Workers Comp-ACH	1001 · SCCB - Operating Account		-4,723.52
Bill	1/01/2...	04/07/2023		5040 · Worker's Comp Insurance	-4,723.52	4,723.52

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April 24, 2023

Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-4,723.52	4,723.52
Bill Pmt -Check	AP	04/24/2023	Green Rubber Kennedy Ag- ACH	1001 - SCCB - Operating Account		-193.04
Bill	w-572...	03/20/2023		5220 - Water System - Repair & Maint	-92.33	92.33
Bill	w-572...	03/28/2023		5220 - Water System - Repair & Maint	-100.71	100.71
TOTAL					-193.04	193.04
Bill Pmt -Check	AP	04/24/2023	Pure Water- ACH	1001 - SCCB - Operating Account		-9,822.30
Bill	413789	04/01/2023	State Water Resources Control Board	5427 - Improvement Project-Springfield	-1,827.00	1,827.00
Bill	413790	04/01/2023	State Water Resources Control Board	5427 - Improvement Project-Springfield	-7,995.30	7,995.30
TOTAL					-9,822.30	9,822.30
Bill Pmt -Check	AP	04/24/2023	PVWMA- ACH	1001 - SCCB - Operating Account		-19,881.00
Bill	12/1/2...	03/30/2023		2325 - Payable to P.V.W.M.A.	-1,940.16	1,940.16
Bill	12/2/2...	03/30/2023		2325 - Payable to P.V.W.M.A.	-14,497.62	14,497.62
				2325 - Payable to P.V.W.M.A.	-3,443.22	3,443.22
TOTAL					-19,881.00	19,881.00
Bill Pmt -Check	AP	04/24/2023	Sala Brothers Water Trucking, Inc- ACH	1001 - SCCB - Operating Account		-72,112.50
Bill	28320	03/31/2023		5220 - Water System - Repair & Maint	-61,987.50	61,987.50
Bill	28321	04/05/2023		5220 - Water System - Repair & Maint	-10,125.00	10,125.00
TOTAL					-72,112.50	72,112.50
Bill Pmt -Check	AP	04/24/2023	Singh Computech- ACH	1001 - SCCB - Operating Account		-180.00
Bill	9649	04/11/2023		5165 - Computer Software	-180.00	180.00
TOTAL					-180.00	180.00
Bill Pmt -Check	AP	04/24/2023	Thomas E Yeager, P.E.- ACH	1001 - SCCB - Operating Account		-120.00
Bill	Invoic...	04/02/2023	State Water Resources Control Board	5427 - Improvement Project-Springfield	-111.63	1,600.00
				5265 - Engineering Expenses	-8.37	120.00
TOTAL					-120.00	1,720.00
Check	PARS	03/08/2023	US Bank - PARS #6746022400	1001 - SCCB - Operating Account		-5,173.01
				5070 - Employee Retirement	-5,173.01	5,173.01
TOTAL					-5,173.01	5,173.01
Check	PARS	03/22/2023	US Bank - PARS #6746022400	1001 - SCCB - Operating Account		-5,132.99
				5070 - Employee Retirement	-5,132.99	5,132.99
TOTAL					-5,132.99	5,132.99
Check	PARS	04/05/2023	US Bank - PARS #6746022400	1001 - SCCB - Operating Account		-5,608.58
				5070 - Employee Retirement	-5,608.58	5,608.58
TOTAL					-5,608.58	5,608.58
Check	PARS	04/19/2023	US Bank - PARS #6746022400	1001 - SCCB - Operating Account		-4,855.32
				5070 - Employee Retirement	-4,855.32	4,855.32
TOTAL					-4,855.32	4,855.32
Bill Pmt -Check	25371	03/09/2023	Santa Cruz County Bank	1001 - SCCB - Operating Account		-566.04
Bill	ACCT...	02/20/2023		2256 - Vehicle Loan Payable	-503.33	503.33

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Pajaro/Sunny Mesa Community Services District
Check Detail - Operating Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				5256 - Interest Exp-Financed Items	-62.71	62.71
TOTAL					-566.04	566.04
Bill Pmt -Check	25372	03/10/2023	David Thorpe Construction	1001 - SCCB - Operating Account		-1,500.00
Bill	#8445...	03/10/2023		5220 - Water System - Repair & Maint	-500.00	1,933.33
				5220 - Water System - Repair & Maint	-500.00	1,933.33
				5220 - Water System - Repair & Maint	-500.00	1,933.34
TOTAL					-1,500.00	5,800.00
Bill Pmt -Check	25384	03/30/2023	Petty Cash	1001 - SCCB - Operating Account		-155.64
Bill	Petty ...	03/30/2023		5240 - Office Supplies	-7.79	7.79
				5270 - Automotive - Repair & Maint	-20.00	20.00
				5090 - Other Employee Expense	-69.57	69.57
				5240 - Office Supplies	-33.28	33.28
				5270 - Automotive - Repair & Maint	-25.00	25.00
TOTAL					-155.64	155.64
Bill Pmt -Check	25397	04/07/2023	Chris Wall	1001 - SCCB - Operating Account		-960.00
Bill	Bottle...	04/07/2023		5220 - Water System - Repair & Maint	-960.00	960.00
TOTAL					-960.00	960.00
Bill Pmt -Check	25398	04/07/2023	John Russo	1001 - SCCB - Operating Account		-960.00
Bill	Bottle...	04/07/2023		5220 - Water System - Repair & Maint	-960.00	960.00
TOTAL					-960.00	960.00
Bill Pmt -Check	25399	04/10/2023	Santa Cruz County Bank	1001 - SCCB - Operating Account		-566.04
Bill	ACCT...	03/22/2023		2256 - Vehicle Loan Payable	-498.74	498.74
				5256 - Interest Exp-Financed Items	-67.30	67.30
TOTAL					-566.04	566.04
Bill Pmt -Check	25400	04/10/2023	Chris Wall	1001 - SCCB - Operating Account		-160.00
Bill	Bottle...	04/10/2023		5220 - Water System - Repair & Maint	-160.00	160.00
TOTAL					-160.00	160.00
Bill Pmt -Check	25401	04/10/2023	John Russo	1001 - SCCB - Operating Account		-160.00
Bill	Bottle...	04/10/2023		5220 - Water System - Repair & Maint	-160.00	160.00
TOTAL					-160.00	160.00
Check	25412	04/20/2023	MBWWA	1001 - SCCB - Operating Account		-40.00
				5326 - Licenses and Certifications	-40.00	40.00
TOTAL					-40.00	40.00
Bill Pmt -Check	25413	04/24/2023	The Pajaronian	1001 - SCCB - Operating Account		-75.00
Bill	annua...	04/04/2023		5300 - Books & Subscriptions	-75.00	75.00
TOTAL					-75.00	75.00

Pajaro/Sunny Mesa Community Services District
Check Detail - Reserve Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	03/28/2023	Thomas E Yeager, P.E.- ACH	1002 - SCCB Reserve Account		-1,072.31
Bill	Invoic...	03/01/2023	State Water Resources Control Board	5427 - Improvement Project-Springfield	-1,072.31	1,072.31
TOTAL					-1,072.31	1,072.31
Bill Pmt -Check	AP	04/24/2023	Darrel Varni Electric, Inc.	1002 - SCCB Reserve Account		-78,940.08
Bill	2308-01	04/10/2023		1814 - CIP-Pajaro 1821 - CIP-Sunny Mesa	-54,390.89 -24,549.19	54,390.89 24,549.19
TOTAL					-78,940.08	78,940.08
Bill Pmt -Check	AP	04/24/2023	Maggiara Bros. Drilling, Inc.- ACH	1002 - SCCB Reserve Account		-24,806.75
Bill	M23-0...	04/12/2023		1812 - CIP-Moss Landing Water System	-11,093.75	11,093.75
Bill	M23-0...	04/12/2023		1814 - CIP-Pajaro	-13,713.00	13,713.00
TOTAL					-24,806.75	24,806.75
Bill Pmt -Check	AP	04/24/2023	Thomas E Yeager, P.E.- ACH	1002 - SCCB Reserve Account		-1,600.00
Bill	Invoic...	04/02/2023	State Water Resources Control Board	5427 - Improvement Project-Springfield 5265 - Engineering Expenses	-1,488.37 -111.63	1,600.00 120.00
TOTAL					-1,600.00	1,720.00

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Pajaro/Sunny Mesa Community Services District

Check Detail - Debt Service Reserve

April 24, 2023

February 24 through April 24, 2023

Accrual Basis

Type	Date	Num	Name	Split	Amount
1007 · SCCB - Debt Service Reserve					
Transfer	02/28/2023			1052 · US Bank 2021 Gen. Bond -8000	-23,625.00
Bill Pmt -Check	03/09/2023	ACH	First Security Finance - ACH	2000 · Accounts Payable	-39,856.25
Total 1007 · SCCB - Debt Service Reserve					-63,481.25
TOTAL					-63,481.25

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Pajaro/Sunny Mesa Community Services District
Check Detail- General Fund 633
February 24 through April 24, 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Ch...	AP	03/28/2023	NBS- ACH		1006 · SCCB-GF 633		-1,036.34
Bill	20230...	03/20/2023			5426 · Vega Assmnt Bond Expense	-1,036.34	1,036.34
TOTAL						-1,036.34	1,036.34

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Pajaro/Sunny Mesa Community Services District
Check Detail - Pajaro Park Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	03/09/2023	County of Mntry Sheriff's Alarm-Online	1036 · PSM Pajaro Park Acct		-31.00
Bill	INV. 1...	02/27/2023		5231 · Pajaro Park Expense	-31.00	31.00
TOTAL					-31.00	31.00
Bill Pmt -Check	AP	03/09/2023	Mid Valley Supply- ACH	1036 · PSM Pajaro Park Acct		-221.45
Bill	I268324	02/07/2023		5231 · Pajaro Park Expense	-101.21	101.21
Bill	I268500	02/17/2023		5231 · Pajaro Park Expense	-120.24	120.24
TOTAL					-221.45	221.45
Bill Pmt -Check	AP	03/09/2023	Panther Protective Services- ACH	1036 · PSM Pajaro Park Acct		-425.00
Bill	0002-...	02/21/2023		5231 · Pajaro Park Expense	-425.00	425.00
TOTAL					-425.00	425.00
Bill Pmt -Check	AP	03/09/2023	PG&E 3540 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-141.63
Bill	1/19/2...	02/17/2023		5231 · Pajaro Park Expense	-141.63	141.63
TOTAL					-141.63	141.63
Bill Pmt -Check	AP	03/09/2023	WM / Carmel Marina - Pajaro Park-Onlin	1036 · PSM Pajaro Park Acct		-396.44
Bill	98563...	03/01/2023		5231 · Pajaro Park Expense	-396.44	396.44
TOTAL					-396.44	396.44
Bill Pmt -Check	AP	03/28/2023	AT&T- 2458 Paj Park Uverse	1036 · PSM Pajaro Park Acct		-63.50
Bill	acct 3...	03/13/2023		5231 · Pajaro Park Expense	-63.50	63.50
TOTAL					-63.50	63.50
Bill Pmt -Check	AP	03/28/2023	Bianchi Alarm Systems - Pajaro Park-...	1036 · PSM Pajaro Park Acct		-156.00
Bill	9999	03/06/2023		5231 · Pajaro Park Expense	-156.00	156.00
TOTAL					-156.00	156.00
Bill Pmt -Check	AP	04/10/2023	Bianchi Alarm Systems - Pajaro Park-...	1036 · PSM Pajaro Park Acct		-84.00
Bill	26030	03/29/2023		5231 · Pajaro Park Expense	-84.00	84.00
TOTAL					-84.00	84.00
Bill Pmt -Check	AP	04/10/2023	Mid Valley Supply- ACH	1036 · PSM Pajaro Park Acct		-255.46
Bill	I268706	03/03/2023		5231 · Pajaro Park Expense	-114.24	114.24
Bill	I269113	03/31/2023		5231 · Pajaro Park Expense	-141.22	141.22
TOTAL					-255.46	255.46
Bill Pmt -Check	AP	04/10/2023	Panther Protective Services- ACH	1036 · PSM Pajaro Park Acct		-425.00
Bill	0003-...	03/30/2023		5231 · Pajaro Park Expense	-425.00	425.00
TOTAL					-425.00	425.00
Bill Pmt -Check	AP	04/10/2023	PG&E 3540 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-101.07
Bill	2/17/2...	03/21/2023		5231 · Pajaro Park Expense	-101.07	101.07
TOTAL					-101.07	101.07
Bill Pmt -Check	AP	04/10/2023	WM / Carmel Marina - Pajaro Park-Onlin	1036 · PSM Pajaro Park Acct		-396.44
Bill	98875...	04/01/2023		5231 · Pajaro Park Expense	-396.44	396.44

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April 24, 2023

Pajaro/Sunny Mesa Community Services District
Check Detail - Pajaro Park Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
TOTAL					-396.44	396.44
Bill Pmt -Check	AP	04/24/2023	AT&T- 2458 Paj Park Uverse	1036 · PSM Pajaro Park Acct		-63.50
Bill	acct 3...	04/13/2023		5231 · Pajaro Park Expense	-63.50	63.50
TOTAL					-63.50	63.50
Bill Pmt -Check	AP	04/24/2023	AT&T 0577 Pajaro Park-Online	1036 · PSM Pajaro Park Acct		-92.70
Bill	revise...	04/14/2023		5231 · Pajaro Park Expense	-92.70	92.70
TOTAL					-92.70	92.70
Bill Pmt -Check	AP	04/24/2023	CALNET/ AT&T Paj Park 2506	1036 · PSM Pajaro Park Acct		-71.55
Bill	March...	04/01/2023		5231 · Pajaro Park Expense	-71.55	71.55
TOTAL					-71.55	71.55

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April 24, 2023

Pajaro/Sunny Mesa Community Services District
Check Detail - Street Maintenance Account
 February 24 through April 24, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	AP	03/09/2023	PG&E 9545 Street Maint-Online	1004 - SCCB - Street Maint Acct		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	AP	03/28/2023	AT&T 5203 Street Maint-Online	1004 - SCCB - Street Maint Acct		-123.73
Bill	MAR ...	03/01/2023		5225 - Street Maintenance	-123.73	123.73
TOTAL					-123.73	123.73
Bill Pmt -Check	AP	04/10/2023	PG&E 9545 Street Maint-Online	1004 - SCCB - Street Maint Acct		-78.02
Bill	2/17/2...	03/21/2023		5225 - Street Maintenance 5310 - Utilities - Well Site	-39.63 -38.39	39.63 38.39
TOTAL					-78.02	78.02
Bill Pmt -Check	AP	04/10/2023	State Farm insurance	1004 - SCCB - Street Maint Acct		-101.00
Bill	Stone ...	04/01/2023		5225 - Street Maintenance	-101.00	101.00
TOTAL					-101.00	101.00
Bill Pmt -Check	AP	04/24/2023	Oscar Ortiz	1004 - SCCB - Street Maint Acct		-760.00
Bill	INV05...	04/05/2023		5225 - Street Maintenance	-760.00	760.00
TOTAL					-760.00	760.00
Bill Pmt -Check	565	03/28/2023	Pajaro/Sunny Mesa Comm Svcs Dist	1004 - SCCB - Street Maint Acct		-67.62
Bill	FEB 2...	03/01/2023		5225 - Street Maintenance	-67.62	67.62
TOTAL					-67.62	67.62
Bill Pmt -Check	566	04/24/2023	Pajaro/Sunny Mesa Comm Svcs Dist	1004 - SCCB - Street Maint Acct		-67.62
Bill	MAR ...	04/01/2023		5225 - Street Maintenance	-67.62	67.62
TOTAL					-67.62	67.62

RESOLUTION NO. 04-03-23

A RESOLUTION OF THE BOARD OF DIRECTORS, THE GOVERNING BODY OF PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT, AUTHORIZING ENTERING INTO A FUNDING AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD AND AUTHORIZING AND DESIGNATING THE GENERAL MANAGER FOR THE PAJARO/SUNNY MESA CSD MULTI-COMMUNITY BOTTLED WATER PROJECT.

Whereas, Pajaro/Sunny Mesa Community Services District (District) has applied to the State Water Resources Control Board for funding for the Pajaro/Sunny Mesa CSD Multi-Community Bottled Water Project (Project); and

Whereas, prior to the State Water Resources Control Board's executing a funding agreement, the District is required to adopt a resolution authorizing an agent, or representative, to sign the funding agreement, amendments, and requests for disbursement on behalf of the District, and to carry out other necessary Project-related activities;

Now, therefore, be it resolved and ordered, that the District is hereby authorized to carry out the Project, enter into a funding agreement with the State Water Resources Control Board, and accept and expend State funds for the Project; and

Be it further resolved and ordered, that the General Manager, or designee, is hereby authorized and designated to sign, for and on behalf of the District, the funding agreement for the Project and any amendments thereto; and

Be it further resolved and ordered, that the General Manager, or designee, is hereby authorized and designated to represent the District in carrying out the District responsibilities under the funding agreement, including certifying invoices and disbursement requests for Project costs on behalf of District and compliance with applicable state and federal laws.

Be it further resolved and ordered, that any and all actions, whether previously or subsequently taken by the District, which are consistent with the intent and purposes of the foregoing resolution, shall be, and hereby are, in all respects, ratified, approved and confirmed.

Passed and adopted this 27th of April 2023, upon motion of Director _____, seconded by Director _____, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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 27th of April 2023, and that said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Directors

RESOLUTION NO. 04-04-23

A RESOLUTION OF THE BOARD OF DIRECTORS, THE GOVERNING BODY OF PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT, ADOPTING BYLAWS OF THE BOARD OF DIRECTORS

WHEREAS, § 61045 of the California Community Services District Law [California Government Code §§ 56036 et seq] provides, inter alia, that the board of directors of a community services district shall adopt rules or bylaws for its proceedings, and

WHEREAS, Section 61045, provides that the board of directors shall act only by ordinance, resolution, or motion, and

WHEREAS, the Board of Directors of the Pajaro/Sunny Mesa Community Services District ("Board") is the duly appointed board of directors of the Pajaro/Sunny Mesa Community Services District

WHEREAS, the Board desires to comply with § 61045 by adopting bylaws for the general operation of the Board, including, but not limited to, the designation of officers and the conduct of meetings.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED by the Board as follows:

SECTION 1. The Bylaws of the Board, a copy of which is attached hereto and incorporated herein as Exhibit A, are hereby approved.

SECTION 2. The Secretary of the Board shall certify the adoption of this resolution.

SECTION 3. A copy of these Bylaws shall be posted on the District's website.

PASSED AND ADOPTED by the Board this 27th day of April 2023, by the following vote:

AYES:

NOES:

ABSTENTIONS

ABSENT

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 27th day of April 2023, and that said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Directors

**PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT
BYLAWS OF THE BOARD OF DIRECTORS**

I. ORGANIZATION AND PURPOSE

A. Purpose

Pajaro/Sunny Mesa Community Services District, hereinafter call “District”, is organized and operated pursuant to California Government Code Section 61000 and following. The District exists for the purposes set forth in Government Code Section 61600 and following.

B. Dedication

The District is dedicated to the above stated purposes, and fully empowered to receive and administer funds for the attainment of these objectives, all in accordance with the purpose and powers set forth in the Community Services District Law.

II. OFFICES

The principal office of this organization is located at 136 San Juan Road, Royal Oaks, California 95076.

III. TITLE TO PROPERTY

The title, direction, and control of all property owned by the District is vested in the Board of Directors, hereinafter called “Board”, and the signatures of the President and the Secretary as authorized, shall constitute the proper authority for the purchase or sale of property, or for the investment or other disposal of funds which are subject to the control of the District.

IV. SURPLUS OF REVENUE

A. Profit or Gain

There shall be no contemplation of profit or pecuniary gain, and no distribution of profits to any individual, under any guise whatsoever, nor shall there be any distribution of assets or surpluses to any individual on the dissolution of this District.

B. Disposition of Surplus of Revenue

Should the operation of the District result in a surplus of revenue over expenses, such surplus may be used and dealt with by the Board of Directors as they determine within the limits of Community Services District Law and these Bylaws.

V. SCOPE OF BYLAWS

A. Definition

These Bylaws shall be known as the District Bylaws, and shall govern the Pajaro/Sunny Mesa Community Services District, and its Board of Directors.

B. Delegation

The Board of Directors may delegate certain powers to the General Manager or his designee. No assignment, referral or delegation of authority by the Board of Directors shall preclude the Board of Directors from exercising the authority required to meet its responsibilities for operation of the District. The Board of Directors shall retain the right to rescind any such delegation.

VI. POWERS OF DISTRICT

The District shall have and exercise the powers set forth in Section 61610 and following of the California Government Code.

VII. DIRECTORS

A. Qualification and Number

The Board of Directors shall consist of five (5) members, each of whom shall be a registered voter residing in the District. Members shall be appointed by the Board of Supervisors of the County of Monterey, State of California, provided, however, the Members may be elected in accordance with applicable law if such method of choosing of Members is adopted by law.

Terms shall be set in accordance with the Resolution establishing the District, the Community Services District Law, and California Uniform District Election Law.

B. Duties

Duties of individual Board members include, but are not necessarily limited to:

1. Attend board meetings.
2. Attend meetings of committees to which the member is assigned.
3. Relate community input to the Board.
4. Represent the District in a positive and effective manner in public forums.
5. As appropriate, be politically active on behalf of the District and its interests and needs.
6. Learn enough details about District management and services so that the Board members can effectively question reports of managers and the professional staff and evaluate the answers.
7. Accept and fulfill reasonable assignments from the President of the Board.

C. Vacancies and Removal of Directors

If a Board member is absent from three (3) consecutive regular meetings, or from three (3) of any five (5) consecutive meetings of the Board, the Board may, by resolution, declare that a vacancy on the Board exists.

Vacancies so created or vacancies created by other means, such as resignation, death or moving out of the boundaries of the District, shall be filled by the methods provided by law.

D. Compensation

Compensation for Board members shall be set by Resolution of the Board, and shall conform to applicable law; provided, however, that each Board member shall be allowed actual and necessary travel and incidental expenses incurred in the performance of the official business of the District as approved by the Board and supported by verifiable documentation.

E. Conflict of Interest

No Board member shall realize economic gain from an action of the Board in which that Board member participated. Board members shall be required to follow the Conflict of Interest Code adopted by the Board of Directors.

VIII. MEETINGS OF DIRECTORS

A. Regular Meetings

Regular meetings of the Board shall be held monthly on the 4th Thursday of each month at 5:30 p.m. at 136 San Juan Road, Royal Oaks, California 95076. The Board may from time to time by majority vote, change the time and place of a regular meeting.

B. Special & Emergency Meetings

Special meetings of the Board may be called by the President of the Board or by any three (3) Board members. The notice of the special meeting and the conduct of the meeting shall conform to applicable law relating to special meetings and the notice thereof. If, in the opinion of the President or any three (3) Board members a condition exists which prevents the giving of the required notice of a special meeting, an emergency meeting may be called upon 24 hours notice to the Board. Any emergency meeting and the conduct of such meeting shall conform to the applicable law relating to emergency meetings.

C. Quorum

For regular and special meetings of the Board, a quorum shall be three (3) members.

D. Majority Vote

All actions of the Board shall be taken by a majority of three (3) of the Board members.

E. Public Meetings

All meetings of the Board, whether regular, special, emergency, or adjourned, shall be open to the public unless otherwise provided by law. The Board shall at all times observe the provision of the Ralph M. Brown Act (Government Code Section 54950 and following).

F. Minutes

A record of proceedings of all public meetings of the Board shall be kept on file.

IX. OFFICERS

A. Positions

The officers of the Board shall be a President, a Vice President, a Secretary, Assistant Secretary and Treasurer.

B. Election of Officers

1. The Board of Directors shall, at their December meeting, elect the officers from among its own members.
2. Officers are elected for a period of one (1) year and shall serve until a successor is elected. No Board member shall serve more than two (2) consecutive terms in the same office.

C. Duties

1. President

The President shall:

- a. Preside over all meetings of the Board of Directors.

- b. Sign as President and jointly with other officers as appropriate, and execute in the name of the District, contracts, conveyances, and other written instruments which have been authorized by the Board of Directors.
- c. Appoint the chairperson and members of board committees.

2. Vice President

The Vice President shall in the event of death, absence or other inability of the President, exercise all the powers and perform all the duties herein given to or imposed upon, the President.

3. Secretary

The Secretary shall maintain accurate and complete minutes of all meetings, call meetings on order of the President, attend to all correspondence, execute contracts and conveyances and all other instruments in writing, and perform such other duties as ordinarily pertained to the office.

4. Assistant Secretary

The Assistant Secretary shall in the absence of the Secretary assume the duties of the Secretary.

5. Treasurer

The Treasurer shall be charged with the keeping of adequate and complete records of the financial condition of the District and ensure that audits required by law are conducted. The treasurer shall also cooperate with the Monterey County treasurer or any other depository of District funds so that such funds are properly maintained, protected and managed.

6. Vacancies and Removal of Officers

- a. Vacancy in any office shall be filled by special Board election within 30 days, or as soon as is reasonably possible.

- b. Officers may be removed by vote of three (3) board members for failure to perform the duties of the office or for malfeasance in office.

X. COMMITTEES OF THE BOARD

The Board may, from time to time, establish committees, appoint the members of the committee, and establish the scope and authority of the committee. Any committee member shall serve at the pleasure of the Board. Records shall be kept of the proceedings of all committee meetings.

XI. GENERAL MANAGER & ASSISTANT GENERAL MANAGER

A. Appointment

The Board of Directors is authorized to employ a General Manager and Assistant General Manager of the District who shall be responsible for the day to day management of the District and the employment of District personnel subject to Board policy. The qualifications of the General Manager and Assistant General Manager shall meet the requirements established by the Board. The duties of the General Manager and the Assistant General Manager shall be set forth by the Board.

B. Committee Membership

The General Manager and/or Assistant General Manager shall be a member, ex-officio, of all committees of the Board except in specific cases where the Board directs otherwise.

C. Meeting Attendance

The General Manager and/or Assistant General Manager shall attend all regular and special meetings of the Board of Directors and shall be given notice of such meeting.

XII. INDEMNIFICATION

Indemnification of Directors and Officers

Directors and officers shall be indemnified to the full extent permitted by law against all claims, liabilities and expenses incurred as a result of an action by the Board, except in the instance of willful misconduct in the performance of duties as a director or officer.

XIII. GENERAL PROVISIONS

A. Execution of Contracts

The Board, except as otherwise provided in these Bylaws, may authorize any officer or officers, agent or agents, to enter into any contract to execute any contract or execute any instrument in the name of and on behalf of the District.

B. Seal

The District shall have a seal and may alter said seal at its pleasure.

C. Fiscal Year

The fiscal year of the District shall commence on the first day of July of each year and shall end on the last day of June of each year.

D. Annual Audit

The affairs and financial condition of the District shall be audited annually at the end of each fiscal year by a Certified Public Accountant selected by the Board and written report of such audit and appropriate financial statements submitted to the Board.

Additional audits may be authorized as considered necessary or desirable by the Board.

E. Review of Bylaws

The Bylaws of the Board should be reviewed at least every two (2) years and revised as necessary.

F. Amendment

These Bylaws may be amended at any properly noticed meeting of the Board by a majority of three (3) Board members.

G. Adoption

Adoption of Bylaws shall be by a majority of three (3) Board members, at any properly noticed meeting of the Board.

* * * * *

The above revised Bylaws were duly adopted at a regular meeting of the board of Directors of the Pajaro/Sunny Mesa Community Services District held on February 22, 2018 by the following vote:

AYES: P. Miller; H. Wiggins; D. Lambolely

NOES:

ABSTAIN:

ABSENT: M. Moore; S. Coplin

PRESIDENT

ATTEST:

VICE PRESIDENT

Exhibit A

BYLAWS OF THE PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

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RECITALS

WHEREAS, the Pajaro/Sunny Mesa Community Services District (hereafter "District"), was organized on or about March 3, 1992, by Resolution No. 92-83 of the Monterey County Board of Supervisors (hereafter "Resolution 92-83) upon Dissolution of County Service Area No. 73 (Bay Farms/Hillcrest), the Sunny Mesa County Water District and the Pajaro Community Services District to be effective January 1, 1992, and

WHEREAS, Resolution 92-83 provides that the District, shall be organized and operated pursuant to the California Community Services District Law, California Government Code § 61000 and following (Community Services District Law)¹.

WHEREAS, Resolution 92-83 provides that the reason for the reorganization was to provide cost-effective service delivery in the Pajaro community, including the provision of lighting service; water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation; and the operation and maintenance of public parks, playgrounds, golf courses, swimming pools, or recreation buildings, and

WHEREAS, Resolution 92-83 provides that the District’s Board of Directors shall consist of five members appointed by the Monterey County Board of Supervisors, and

WHEREAS, the District is authorized by Resolution 92-83 to exercise the following powers and all other powers incidental to the following powers:

¹ All section numbers shall be references only to the California Government Code unless specifically excepted.

- 1) To provide lighting service.
- 2) To supply the inhabitants of the District with water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation.
- 3) To purchase, own, operate, and maintain public parks, including, but not limited to, aquatic parks and recreational harbors, playgrounds, golf courses, swimming pools, or recreation buildings.

NOW THEREFORE, good cause appearing, the Board of Directors of the Pajaro/Sunny Mesa Community Services District does adopt the following bylaws

BYLAWS

1. SCOPE OF BYLAWS

This document shall be known as the District Board Bylaws, and shall, upon adoption by the Board, govern the Pajaro/Sunny Mesa Community Services District, and its Board.

2. DISTRICT CONTROL

The title, direction, and control of all District property shall be vested in the District. The District's Board of Directors ("Board") shall establish the policies for the operation of the District. The Board, by the signatures of the President and the Secretary upon authorization by Board resolution, shall be the only proper authority for the purchase or sale of property, or for the investment or other disposal of funds which are subject to the control of the District.

The General Manager shall take direction and instruction from the Board, as a body, when it is sitting in a duly convened meeting. Individual Board members should refrain from giving direct orders or instructions to the General Manager or any subordinates of the General Manager.

It is the intent of the Board to establish a system of policies adopted by resolution or ordinance. The Board shall maintain an all-inclusive list of the Board's current adopted policies. The all-inclusive list shall serve as a resource for directors, staff, and members of the public in determining the way matters of District business will be conducted.

If any policy or portion of a policy in conflict with regulations, statutes or laws governing the District, said statutes, statutes or law shall prevail.

3. DIRECTORS

3.1 QUALIFICATION AND NUMBER

The Board shall consist of five (5) members, each of whom shall be a registered voter residing in the District. Members shall be appointed by the Monterey County Board of Supervisors. Board member terms of office shall comply with Resolution 92-83 and the

Community Services District Law.

3.2 DIRECTOR DUTIES

Board of Director duties include, but are not limited to:

- a. Attending Board meetings.
- b. Attending meetings of committees to which the Board member is assigned.
- c. Fulfilling the duties of any Board office held by a member.
- d. Appointment, oversight and evaluation of the General Manager in all matters concerning the operation of the District.
- e. Approve or reject contracts as appropriate.
- f. Communicating community input to the Board.
- g. Establish goals and policies for the efficient and effective operation of the District.
- h. Representing the District accurately in public forums communicating either individually as a member of the Board or, communicating the Board's position if the Board has adopted a position by Board motion or resolution.
- i. Adopting policies for the operation of the District, including, but not limited to, administrative, fiscal, reimbursement, personnel, and purchasing policies.
- j. Appointment, oversight and evaluation of a District Counsel to handle matters concerning the legal interests of the District
- k. Monitoring the District's progress in attaining its goals and objectives.
- l. To represent the District to interested individuals in the public and to other organizations as requested.
- m. Remaining politically active on behalf of the District and its interests and needs.
- n. Learning enough details about District management and services so that the member can effectively understand and ask questions about reports of the General Manager, District administrative staff, consultants and professionals, and evaluate responses.
- o. Monitor the fiscal management of the District, including the adoption of an annual budget and oversight of expenditures to ensure that spending practices and procedures are within statutory requirements. The Board shall also investigate other revenue sources as may be appropriate.
- p. Accepting and fulfilling reasonable assignments from the Board or Board president.
- q. Periodically evaluate long-range plans for the District including evaluating land acquisition, capital improvements and major equipment purchases as may be necessary or appropriate to meet growth and/or future District obligations.

3.3 ATTENDANCE AND DUTIES

The Board has no authority to remove a member due to absences. Only the Monterey County Board of Supervisors may remove a Board member from the Board.

Directors shall attend all meetings of the Board, except for absences excused by the Board by motion for good cause. A Board member absent for good cause shall notify the President by electronic transmission, telephone communication, or letter before any meeting. The President shall notify the General Manager and the Board of all absences. The Board shall determine, and the Board meeting minutes shall indicate whether an absence was excused by the Board for good cause.

The Board by resolution may, if a Board member is absent without good cause from three (3) or more consecutive meetings or more than four (4) meetings during any calendar year, remove a Board member from their Board office. The Board may also, by resolution, declare the office of a Board member vacant for failure to perform the duties of their office or for malfeasance in office. The Board shall send a copy of such resolution to the Monterey County Board of Supervisors.

3.4 VOTING

A roll call vote shall be taken for all items considered by the Board and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest and those absent. Unless a Board member states that they are not voting on an item because of a conflict of interest, and explains the conflict, their silence or abstention shall be deemed and recorded as an affirmative vote.

3.5 BOARD OF DIRECTORS COMPENSATION

Compensation for Board members shall be set by Board Resolution, and shall conform to applicable law; provided, however, that each Board member shall be allowed actual and necessary travel and incidental expenses incurred in the performance of the official business of the District as approved by the Board and supported by verifiable documentation. Reimbursement shall be reported as required by AB1234². The Board shall adopt a reimbursement policy as required by subdivision (b) of California Government Code 53232.2

3.6 AUTHORITY OF DIRECTORS

The Board of Directors is the unit of authority within District. Apart from their normal function as a part of the Board, Board members have no individual authority. As individuals, Board members may not commit the District to any policy, act or expenditure.

At any time, the Board may appoint, employ, fix the compensation of, and prescribe, proscribe or limit or expand the authorities and duties of the officers, employees, attorneys, engineers, or independent contractors necessary for the business of the District.

3.7 CONFLICTS OF INTEREST

No Board member shall realize economic gain or incur loss from action of the Board or inaction of matters before the Board. Board members shall comply with the Board's adopted

² Chapter 700, Statutes of 2005, California Government Code § 53232 et seq

Conflict of Interest Code³; the Political Reform Act of 1974 (§§ 81000 et seq); and as required by the regulations of the Fair Political Practices Commission (Title 2, Division 6, of the California Code of Regulations, 2 CCR 18700 et seq.) The Board shall review and, by resolution, re-adopt a Conflict of Interest Code in even numbered years as required by the California Political Reform Act.

4. MEETINGS

4.1 MEETINGS SHALL BE OPEN TO THE PUBLIC

All meetings of the Board and any standing committees, whether regular, special, emergency, or adjourned, shall be open to the public unless otherwise allowed by law. The Board shall always comply with the Ralph M. Brown Act⁴.

4.2 AGENDA POSTING ON DISTRICT WEB SITE

A copy of each meeting Agenda shall be posted on the District's primary internet web site homepage and accessible through a prominent, direct link to the District's current agenda⁵.

4.3 REGULAR, SPECIAL, EMERGENCY OR ADJOURNED MEETINGS

Regular and special meetings of the Board shall be held within District boundaries except as provided in Subdivision (b) of § 54954.

1. Regular Meetings

Regular meetings are meetings occurring on the fourth Thursday of every month, unless cancelled at the District's business office at the time set annually in February by Board resolution and are subject to 72-hour Ralph M. Brown Act posting requirements⁶

2. Special Meetings

Special meetings are meetings that may be called by the Board President or majority (3) members of the Board to discuss only those items on the agenda under the notice requirements for special meetings of § 54956. The notice of the special meeting and the conduct of the meeting shall comply with § 54956.

Written notice of a special meeting shall be sent to, and received by, each member of the Board (unless waived in writing by that member) and to each local newspaper of general circulation, and radio or television station which has requested such notice in writing. The Notice shall state the time and place of the meeting, and all business to be transacted or discussed. The Notice shall be posted at least 24 hours before the special meeting in a site freely accessible to the public. Notices to media shall be delivered by personal delivery or any other means which ensures receipt, at least 24 hours before the

³ 2 CCR 18104 et seq; 2 CCR 18351 FPPC Model Conflict of Interest Code

⁴ California Government Code § 54950 et seq

⁵ Subdivision (a)(2)(A) of California Government Code § 54954.2.

⁶ Subdivision (a) of California Government Code § 54954.

time of the meeting. The Board shall only consider business in the Notice.

3. Emergency meetings

Emergency meetings are meetings held when prompt action is needed due to actual or threatened disruption of public facilities and are held on little notice. Emergency shall be only those identified in § 54956. All special meeting requirements of subdivision (b) of § 54954.2 shall apply to emergency meetings for the 24-hour notice requirement. The minutes of emergency meetings together with a list of persons who the Board President or designee notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

4. Adjourned meetings

Adjourned meetings are continuations of regular or special meetings that have not been completed and so been suspended by Board action to a later time and place or re-suspended to a later time and place specified in the order of adjournment. No new agenda shall be required for regular meetings adjourned for less than five calendar days if no additional business is transacted⁷.

4.4 QUORUM

A quorum is three (3) or more members. If a quorum does not arrive within fifteen (15) minutes of the time the meeting has been scheduled to start, it shall be determined that a quorum is not present. When there is no quorum for a meeting, the President, Vice President, or any Board member shall adjourn such meeting or, if no Board member is present, the District secretary shall adjourn the meeting.

4.5 MAJORITY VOTE

The Board shall act only by ordinance, resolution, or motion. All Board action by motion, resolution or ordinance shall require the affirmative vote of at least three (3) Board members.

4.6 AGENDAS

The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, with consent of the President and Vice President. Any director's request to place an item on the agenda must be approved by the Board President or a majority of the Board members acting in open session.

4.7 MINUTES

A record of proceedings of all public meetings of the Board shall be kept by the General manager and kept on file in the District business office.

⁷ California Government Code § 54952.2

5. BOARD OFFICERS

5.1 OFFICER DUTIES

There shall be five Board officers: President, Vice-President, Secretary, Assistant Secretary and Treasurer whose duties are as follows:

1. President

The President shall preside over all meetings of the Board and sign as President, jointly with other officers as appropriate, and execute in the name of the District, all contracts, conveyances, and other written instruments authorized by the Board. The President shall have the same rights as the other Directors in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The President shall be the primary liaison between the Board and the General Manager. Generally, the President, or in their absence the Vice President, is the designated representative of the Board of Directors to speak on Board positions or policies. The Board President shall, in writing, give the General Manager and Vice President reasonable notice whenever the President reasonably believes they will be unable to exercise the powers or perform the duties of the President.

2. Vice President

The Vice President shall in the event of death, absence, or other inability of the President, exercise the powers and perform the duties herein given to or imposed upon, the President. If the President and Vice President of the Board are both absent, the remaining directors at a meeting shall select one of themselves to act as the presiding officer of the meeting.

3. Secretary

The Secretary shall see that the General Manager keeps accurate and complete minutes of all meetings, call meetings on order of the President, attend to all correspondence, execute contracts and conveyances and all other written instruments with the President, and perform such other duties as ordinarily pertain to such office.

4. Assistant Secretary

The Assistant Secretary shall in the absence of the Secretary assume the duties of the Secretary.

5. District and Board Treasurers.

The Board shall elect a Board Treasurer. The Board Treasurer shall be charged with confirming adequate and complete records of the financial condition of the District are created and maintained and ensure that audits required by law are conducted. The Treasurer shall also see that adequate funds are properly maintained, protected, and managed. The Board Treasurer shall also be the primary Board liaison with the General Manager and the District's auditor or auditors regarding audits and the District's financial condition and reporting thereof.

5.2 ELECTION OF OFFICERS

The Board shall, at its regular annual February meeting, or at such other regular

meeting as the Board may by motion provide, elect officers from its own members. Officers are elected for a period of one (1) calendar year but shall continue to serve in such office until a successor is elected. No Board member shall serve more than two (2) consecutive one-year terms in the same office.

6. BOARD STANDING AND AD HOC COMMITTEES

No committee shall include in its membership more than two (2) Board members.

STANDING COMMITTEES: Standing committees are those that have continuing subject matter jurisdiction, regularly established meeting schedules and one Board member as chairperson. The General Manager may be an ex-officio member of all standing committees. The Board may, from time to time, establish standing committees, appoint members to a standing committee, and establish the purpose and authority of a standing committee. Any committee member shall serve at the pleasure of the Board. Agendas and records and minutes shall be kept of the proceedings of all standing committee meetings. Agendas and Minutes of Standing Committees shall be placed on the District's website.

AD HOC COMMITTEES: The President may create ad hoc committees consisting of no more than two Board members in accordance with the provisions of the Brown Act from time to time with specific focus and duration. Ad hoc committees shall meet on an as needed basis. The Board President may, from time to time, appoint ad hoc special purpose committees, provided they are limited as to time and purpose. Ad hoc committees may, but are not required, to prepare or post agendas or keep minutes. The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

7. DISTRICT GENERAL MANAGER

The Board may employ a District General Manager. The General Manager is the highest-level management appointee who is directly responsible to the Board for the implementation of the policies established by the Board⁸. The General Manager shall have all the duties set forth in §61051 of the Community District Law. The General Manager shall be responsible for the day-to-day management of the District and the employment of District personnel subject to the Pajaro/Sunny Mesa Community Services District Board Employee Handbook adopted from time to time by Board resolution. The Board shall determine the qualifications of the General Manager.

The Board may assign, refer, or delegate certain powers to the General Manager. No assignment, referral, or delegation of authority by the Board shall preclude the Board from exercising the authority required to meet its responsibilities for operation of the District. The Board shall retain the right to rescind any such delegation.

The General Manager shall be an ex officio member of all standing or ad hoc committees of the Board except where the Board by motion specifically directs otherwise.

⁸ Subdivision (f) of California Government Code § 61002

The General Manager, and any other employee or assistant of the District, if required to do so by the Board, shall each give a bond to the District conditioned for the performance of their duties as the Board may require.

7.1 MEETING ATTENDANCE

The General Manager shall be given notice of and attend all regular, special, emergency and adjourned meetings of the Board, standing and ad hoc committees, unless excused.

8. INDEMNIFICATION

Board Directors and Officers shall be defended and indemnified to the full extent permitted by law against all claims, liabilities and expenses incurred as a result of an action by the Board, except arising out of willful misconduct in the performance of their duties as a Director or Officer.

9. SURPLUS OF REVENUE

9.1 PROFIT OR GAIN

There shall be no profit or pecuniary gain, and no distribution of profits or assets to any person, under any guise whatsoever, nor shall there be any distribution of assets or surpluses to any person on the dissolution of this District.

9.2 DISPOSITION OF SURPLUS OF REVENUE

Should the operation of the District result in a surplus of revenue over expenses, such surplus may be used and dealt with by the Directors as required by the Community Services District Law and these Bylaws.

10. GENERAL PROVISIONS

10.1 PLACE OF BUSINESS

The District's principal place of business shall be 136 San Juan Road, Royal Oaks, California 95076.

10.2 EXECUTION OF CONTRACTS

All contracts for the construction of any unit of work, except as otherwise statutorily provided, shall be in accordance with State law. The Board may authorize any officer or officers, agent or agents, to enter into any contract to execute any contract or execute any instrument in the name of and on behalf of the District. All contracts shall be entered into in accordance with the District's Public Works Ordinance and its Purchasing Ordinance.

10.3 SEAL

The District shall have a seal and the Board may alter said seal at its pleasure.

10.4 FISCAL YEAR

The fiscal year of the District shall commence on the first day of July of each calendar year and shall end on the last day of June of each succeeding calendar year.

10.5 ANNUAL AUDIT

The District shall be audited annually after the end of each fiscal year by a Certified Public Accountant selected by Board resolution and a written report of such audit and appropriate financial statements submitted to the Board for approval by resolution. The selection of the District Auditor shall comply with Cal Gov Code § 12410.6.

The Board Treasurer shall be the primary Board liaison for communications with the Board Auditor and District Treasurer regarding the annual audit.

The Board may, for good cause, by resolution authorize other audits.

10.6 REVIEW AND AMENDMENT OF BYLAWS

These Bylaws shall be reviewed and revised or readopted at least every two (2) years in the second quarter of odd numbered calendar years. The Bylaws may be also be amended at any properly noticed regular meeting of the Board by a majority of three (3) Board members.

~o0o~

The above revised Bylaws were duly adopted at a regular meeting of the District Board of Directors on _____ by the following vote:

Page 11 of 12 pages

AYES:

NOES:

ABSTAIN:

ABSENT:

PRESIDENT

VICE-PRESIDENT

ATTEST:

RESOLUTION NO. 04-05-23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT (P/SMCSD) RE-ADOPTING CONFLICT OF INTEREST CODE FOR P/SM CSD BY INCORPORATING BY REFERENCE THE CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION'S MODEL CONFLICT OF INTEREST CODE AND BY AMENDING THE TABLE OF DESIGNATED EMPLOYEES WHO SHALL BE SUBJECT TO THE CONFLICT-OF-INTEREST CODE

WHEREAS the P/SMCSD) last adopted a Conflict-of-Interest Code for designated employees as required by the Political Reform Act, Government Code Section 81000, et seq. by motion on/or about July 17, 2014, and

WHEREAS, the California Fair Political Practices Commission promulgated a recommended Model Conflict of Interest Code found at Title 2, Division 6, Chapter 7. Article 2 of the California Code of Regulations, Section 18730, which may be incorporated by reference by local government, and which will be amended from time to time to conform to amendments in the Political Reform Act after public notice and hearings conducted by the Fair Political Practices Commission pursuant to the Administrative Procedure Act, Government Code Sections 11370, et seq; and

WHEREAS the positions in Table 1 below are those job titles which should be designated and the categories of financial interests which should be made reportable. Table 1 accurately identifies job classifications in the District; and

WHEREAS the attached P/SMCSD Conflict of Interest Code, *Exhibit "A,"* is the latest version of 2 CCR §18730 in effect as of the date this Resolution is adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT, AS FOLLOWS:

1. That the model conflict of interest code in 2 California Code of Regulations Section 18730 [2 CCR 18730] and any amendments to it duly adopted by the Fair Political Practices Commission is the Conflict-of-Interest Code of the P/SMCSD.

2. That the following persons are hereby instructed to file statements of economic interests (FPPC Form 700) pursuant to Section 4 of the Conflict-of-Interest Code.

Table 1.: Designated Positions	
Designated Employee	Disclosure Class
Board of Directors	A-1 and A-2, B, C, D, E
General Manager	A-1 and A-2, B, C, D, E
General Counsel	A-1 and A-2, B, C, D, E
Manager of Operations	A-1 and A-2, B, C, D, E
Consultants ¹	A-1 and A-2, B, C, D, E

¹ § 18700.3. **Consultant, Public Official Who Manages Public Investments: Definitions.**

- (a) For purposes of Sections 82019 and 82048, "consultant" means an individual who, pursuant to a contract with a state or local government agency:
- (1) Makes a governmental decision whether to:
 - (A) Approve a rate, rule, or regulation;
 - (B) Adopt or enforce a law;
 - (C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 - (D) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
 - (E) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
 - (F) Grant agency approval to a plan, design, report, study, or similar item;
 - (G) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
 - (2) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Section 87302.
- (b) For purposes of Section 87200, the following definitions apply:
- (1) "Other public officials who manage public investments" means:
 - (A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;
 - (B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and
 - (C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (b)(1)(B).
- (c) "Public investments" means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.
- (d) "Public moneys" means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in the officer's official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.
- (e) "Management of public investments" means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

3. All persons identified herein shall file a "Statement of Economic Interests"

(FPPC Form 700) for each Disclosure Category being all of:

- Schedule A-1-Investments; Stocks, Bonds and Other Interests
- Schedule A-2-Investments, Income, and Assets of Business Entities/Trusts
- Schedule B-Interests in Real Property
- Schedule C-Income, Loans, and Business Positions
- Schedule D-Income-Gifts
- Schedule E-Income-Gifts: Travel Payments, Advances, and Reimbursements

The economic interest to be disclosed for each disclosure category shall: (1) being or doing business within the geographical jurisdiction or service area of the District; and/or (2) is such a kind of economic interest which the employee foreseeably can affect in a material way through the conduct or operation of such employee's office with the District.

4. That all designated persons are hereby directed to file their statements with the County Clerk to whom this Board hereby designates authority to carry out the duties of filing officer.

5. That the Filing Officer is hereby directed to make the statements of economic interests available for public inspection and reproduction no later than the second business day following the day the request was received, pursuant to California Government Code Section 81008.

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PASS AND ADOPTED by the Board this 27th of April 2023, upon motion of Director _____, seconded by Director _____, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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 27th of April 2023, and that said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Directors

Exhibit A to Resolution 04-05-23

2 CCR § 18730 [eff. 2/17/2023]

§ 18730. Provisions of Conflict-of-Interest Codes.

- (a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict-of-interest code within the meaning of Section 87300 or the amendment of a conflict-of-interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict-of-interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.
- (b) The terms of a conflict-of-interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict-of-interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and
- (C) The filing officer is the same for both agencies. [FN1] Such persons are covered by this code for disqualification purposes only. With respect to all other designated

employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in the employee's statement of economic interests those economic interests the employee has which are of the kind described in the disclosure categories to which the employee is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which the employee foreseeably can affect materially through the conduct of the employee's office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code. [FN2]

(5) Section 5. Statements of Economic Interests: Time of Filing.

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following the person's return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that the person is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of the person's military status.
- (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided the person did not make or participate in the making of, or use the person's position to influence any decision and did not receive or become entitled to receive any form of payment as a result of the person's appointment. Such persons shall not file either an assuming or leaving office statement.

- (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
- (1) File a written resignation with the appointing power; and
 - (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation the person did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

- (A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- (B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.
- (D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

- (A) Investment and Real Property Disclosure. When an investment or an interest in real property [FN3] is required to be reported, [FN4] the statement shall contain the following:

1. A statement of the nature of the investment or interest;
 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 3. The address or other precise location of the real property;
 4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.
- (B) Personal Income Disclosure. When personal income is required to be reported, [FN5] the statement shall contain:
1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;
 3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- (C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, [FN6] the statement shall contain:
1. The name, address, and a general description of the business activity of the business entity;
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.
- (D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which the employee is a director, officer, partner, trustee, employee, or in which the employee holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on the member's or employee's statement of economic interests.
- (B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.
- (C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.
- (D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$590.

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$590 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on the member's or employee's statement of economic interests.
- (B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.
- (C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

- (A) No elected officer of a state or local government agency shall, from the date of the election to office through the date that the officer vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of the election to office through the date that the officer vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's

agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while the official holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.
2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of the officer's election to office through the date the officer vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.
2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such

person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of \$100 or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use the employee's official position to influence the making of any governmental decision which the employee knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of the official's immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$590 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent the employee's participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make the employees' participation legally required for purposes of this section.

(9.4) Section 9.4. Not used

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use the official's position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of the official's immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that the employee should not make a governmental decision because the employee has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of the duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for the employee's agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

Footnotes

[FN1] Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

[FN2] See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

[FN3] For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

[FN4] Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

[FN5] A designated employee's income includes the employee's community property interest in the income of the employee's spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

[FN6] Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In

addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Credits

NOTE: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

HISTORY

1. New section filed 4-2-80 as an emergency; effective upon filing (Register 80, No. 14).
Certificate of Compliance included.
2. Editorial correction (Register 80, No. 29).
3. Amendment of subsection (b) filed 1-9-81; effective thirtieth day thereafter (Register 81, No. 2).
4. Amendment of subsection (b)(7)(B)1. filed 1-26-83; effective thirtieth day thereafter (Register 83, No. 5).
5. Amendment of subsection (b)(7)(A) filed 11-10-83; effective thirtieth day thereafter (Register 83, No. 46).
6. Amendment filed 4-13-87; operative 5-13-87 (Register 87, No. 16).
7. Amendment of subsection (b) filed 10-21-88; operative 11-20-88 (Register 88, No. 46).
8. Amendment of subsections (b)(8)(A) and (b)(8)(B) and numerous editorial changes filed 8-28-90; operative 9-27-90 (Reg. 90, No. 42).
9. Amendment of subsections (b)(3), (b)(8) and renumbering of following subsections and amendment of NOTE filed 8-7-92; operative 9-7-92 (Register 92, No. 32).
0. Amendment of subsection (b)(5.5) and new subsections (b)(5.5)(A)-(A)(2) filed 2-4-93; operative 2-4-93 (Register 93, No. 6).
1. Change without regulatory effect adopting Conflict of Interest Code for California Mental Health Planning Council filed 11-22-93 pursuant to title 1, section 100, California Code of Regulations (Register 93, No. 48). Approved by Fair Political Practices Commission 9-21-93.
2. Change without regulatory effect redesignating Conflict of Interest Code for California Mental Health Planning Council as chapter 62, section 55100 filed 1-4-94 pursuant to title 1, section 100, California Code of Regulations (Register 94, No. 1).
3. Editorial correction adding HISTORY 11 and 12 and deleting duplicate section number (Register 94, No. 17).
4. Amendment of subsection (b)(8), designation of subsection (b)(8)(A), new subsection (b)(8)(B), and amendment of subsections (b)(8.1)-(b)(8.1)(B), (b)(9)(E) and NOTE filed 3-14-95; operative 3-14-95 pursuant to Government Code section 11343.4(d) (Register 95, No. 11).
5. Editorial correction inserting inadvertently omitted language in footnote 4 (Register 96, No. 13).
6. Amendment of subsections (b)(8)(A)-(B) and (b)(8.1)(A), repealer of subsection (b)(8.1)(B), and amendment of subsection (b)(12) filed 10-23-96; operative 10-23-96 pursuant to Government Code section 11343.4(d) (Register 96, No. 43).

7. Amendment of subsections (b)(8.1) and (9)(E) filed 4-9-97; operative 4-9-97 pursuant to Government Code section 11343.4(d) (Register 97, No. 15).
8. Amendment of subsections (b)(7)(B)5., new subsections (b)(8.2)-(b)(8.4)(C) and amendment of NOTE filed 8-24-98; operative 8-24-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 35).
9. Editorial correction of subsection (a) (Register 98, No. 47).
10. Amendment of subsections (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 5-11-99; operative 5-11-99 pursuant to Government Code section 11343.4(d) (Register 99, No. 20).
11. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-6-2000; operative 1-1-2001 pursuant to the 1974 version of Government Code section 11380.2 and Title 2, California Code of Regulations, section 18312(d) and (e) (Register 2000, No. 49).
12. Amendment of subsections (b)(3) and (b)(10) filed 1-10-2001; operative 2-1-2001. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 2).
13. Amendment of subsections (b)(7)(A)4., (b)(7)(B)1.-2., (b)(8.2)(E)3., (b)(9)(A)-(C) and footnote 4. filed 2-13-2001. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 7).
14. Amendment of subsections (b)(8.1)-(b)(8.1)(A) filed 1-16-2003; operative 1-1-2003. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2003, No. 3).
15. Editorial correction of HISTORY 24 (Register 2003, No. 12).
16. Editorial correction removing extraneous phrase in subsection (b)(9.5)(B) (Register 2004, No. 33).
17. Amendment of subsections (b)(2)-(3), (b)(3)(C), (b)(6)(C), (b)(8.1)-(b)(8.1)(A), (b)(9)(E) and (b)(11)-(12) filed 1-4-2005; operative 1-1-2005 pursuant to Government Code section 11343.4 (Register 2005, No. 1).
18. Amendment of subsection (b)(7)(A)4. filed 10-11-2005; operative 11-10-2005 (Register 2005, No. 41).
19. Amendment of subsections (a), (b)(1), (b)(3), (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 12-18-2006; operative 1-1-2007. Submitted to OAL pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2006, No. 51).
20. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 10-31-2008; operative 11-30-2008. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of

- Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2008, No. 44).
21. Amendment of section heading and section filed 11-15-2010; operative 12-15-2010. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2010, No. 47).
 22. Amendment of section heading and subsections (a)-(b)(1), (b)(3)-(4), (b)(5)(C), (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) and amendment of footnote 1 filed 1-8-2013; operative 2-7-2013. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2013, No. 2).
 23. Amendment of subsections (b)(8.1)-(b)(8.1)(A), (b)(8.2)(E)3. and (b)(9)(E) filed 12-15-2014; operative 1-1-2015 pursuant to section 18312(e)(1)(A), title 2, California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2014, No. 51).
 24. Redesignation of portions of subsection (b)(8)(A) as new subsections (b)(8)(B)-(D), amendment of subsections (b)(8.1)-(b)(8.1)(A), redesignation of portions of subsection (b)(8.1)(A) as new subsections (b)(8.1)(B)-(C) and amendment of subsection (b)(9)(E) filed 12-1-2016; operative 12-31-2016 pursuant to Cal. Code Regs. tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2016, No. 49).
 25. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-12-2018; operative 1-11-2019 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2018, No. 50).
 26. Amendment of subsections (b)(8.1)-(b)(8.1)(A) filed 12-23-2020; operative 1-1-2021 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished

decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2020, No. 52).

27. Amendment of subsections (b)(3)(C), (b)(5)(C), (b)(5.5), (b)(5.5)(A)(2), (b)(7)(D), (b)(8)(A), (b)(8.1)(A), (b)(8.2)(A), (b)(8.2)(C)-(D), (b)(8.3)(A), (b)(9), (b)(9.3), (b)(9.5), (b)(10) and (b)(11) and footnote 5 filed 5-12-2021; operative 6-11-2021 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2021, No. 20).
28. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-20-2022; operative 1-19-2023 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2022, No. 51).

This database is current through 2/17/23 Register 2023, No. 7.
Cal. Admin. Code tit. 2, § 18730, 2 CA ADC § 18730

END OF DOCUMENT

PAJARO/SUNNY MESA

COMMUNITY SERVICES DISTRICT

136 San Juan Road Royal Oaks, CA 95076

(831) 722-1389 • (831) 663-2181 • Fax (831) 722-2137

CONFLICT OF INTEREST CODE OF THE PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT

The Political Reform Act of 1974 (Government Code sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing, the Fair Political Practices Commission may amend the standard code to conform to amendments of the Political Reform Act. Therefore, the terms of section 18730 of title 2 of the California Code of Regulations and any amendments to it duly adopted by the Fair Political Practices Commission together with the attached Appendices designating positions and establishing disclosure categories are hereby incorporated by reference and together constitute the Conflict of Interest of the PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT (hereafter "Agency").

Individuals holding designated positions shall file their statement of economic interests with the BOARD OF SUPERVISORS OF THE COUNTY OF MONTEREY, which will make the statements available for public inspection and reproduction pursuant to Government Code section 81008. Upon receipt of the statements for Board of Directors and General Manager the Agency shall make and retain copies and forward the original of the statements to the code reviewing body. Statements for all other designated positions shall be retained by the Agency.

Attachments: Appendix A: Designated Positions
Appendix B: Disclosure Categories

Adopted: July 17, 2014
Amended: N/A

APPENDIX A: DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Assigned Disclosure Category</u>
Board of Directors	1
General Manager	1
Consultants ¹	1

APPENDIX B: DISCLOSURE CATEGORIES

General Provisions Applicable to All Categories

¹ Consultants are included in the list of designated positions. For purposes of this Code, "consultant" has the same meaning as set forth in 2 Cal. Code Regs., tit. 2, section 18701(a)(2), as follows:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

(A) Makes a governmental decision whether to:

1. Approve a rate, rule, or regulation;
2. Adopt or enforce a law;
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
6. Grant agency approval to a plan, design, report, study, or similar item;

7. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Consultants to DISTRICT shall be subject to disclosure under Category 1, subject to the following limitation:

The GENERAL MANAGER OF THE DISTRICT may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements of Category 1. In such cases, the GENERAL MANAGER OF THE DISTRICT may designate a different disclosure requirement. Such determination must be made in writing and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements. Such determination by the GENERAL MANAGER OF THE DISTRICT is a public record and shall be retained for public inspection in the same manner and location as the Agency's Conflict of Interest Code.

When an individual who holds a designated position is required to disclose investments and sources of income, he or she shall disclose investments in business entities and sources of income which do business in the jurisdictions, plan to do business in the jurisdictions, or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

When an individual who holds a designated position is required to disclose sources of income, he or she shall include gifts received from donors located inside as well as outside the jurisdiction.

When an individual who holds a designated position is required to disclose interests in real property, he or she shall disclose the type of real property described below if it is located within the jurisdiction, or not more than two miles outside the boundaries of the jurisdiction, or within two miles of any land owned or used by Agency.

When an individual who holds a designated position is required to disclose business position, he or she shall disclose positions in business entities that do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years.

Category 1

A designated position in this category must report all investments, business positions, interests in real property, and sources of income, including gifts, loans, and travel payments.

RESOLUTION NO. 04-06-23

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT, ADOPTING BOARD COMPENSATION AND TRAVEL REIMBURSEMENT POLICY AND DESIGNATING THE GENERAL MANAGER AS A LOCAL AGENCY OFFICIAL OF THE BOARD

WHEREAS, it is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local and state conferences associated with the interests of the District; and

WHEREAS the District has adopted Resolution 04-06-23 that sets Director compensation and allows for reimbursement of travel expenses; and

WHEREAS California Government Code §§ 53232 et seq (AB1234, Statutes of 2005) require local government agencies to establish a policy for compensation and travel expense reimbursement for elected officials; and

WHEREAS the Board now desires to establish a travel and training reimbursement policy for travel and training expense reimbursement and the manner in which Directors and the General Manager may be reimbursed for travel and training expenditures related to District business; and

NOW THEREFORE BE IT RESOLVED the Board of Directors of the Pajaro/Sunny Mesa Community Services District, County of Monterey, State of California having duly considered the same, do hereby declare and adopt the following:

1. Board members are eligible for reimbursement of all actual and necessary expenses necessary to attend conferences, educational workshops or other meetings. The following activities shall qualify for reimbursement of actual and necessary expenses:
 - Communication with local, state, or federal government representatives regarding District business.
 - Attendance at a conference or organized educational activity designed to improve employees' or Directors' skill and information levels, including but not limited to training required by the California Government Code.

P/SM CSD Travel Reimbursement Policy

- Participation in local, state, or federal organizations whose activities affect the District's interests.
 - Attendance at official events of other public agencies.
 - Attendance at meetings of outside agencies, including but not limited to:
 - California Special Districts Association (CSDA)
 - Special District and Local Government Institute
 - Association of California Water Agencies (ACWA)
 - Association of California Water Agencies Joint Powers Insurance Agency (ACWA-JPIA)
 - Monterey County Board of Supervisors
 - Monterey County Local Agency Formation Commission (LAFCO)
 - Other activities approved by the Board of Directors at a public meeting prior to incurring the expense.
2. Directors shall ensure that travel/training budgeted funds are available before commitment by verifying availability with the General Manager, and ensure costs remain within budget.
 3. Reimbursement rates for meals will be pursuant to the U.S. General Services Administration (GSA) per diem rates for the locale of the destination(s) except for meals included in the registration fees for a conference, seminar, or training activity. Meals included in the seminar/conference registration package for which the traveler has no control over meal choices or costs will be paid for as part of the seminar/conference registration fees and the traveler may not claim reimbursement for them.
 4. Reimbursement for lodging will be for a modest single-room or for accommodations in the hotel hosting the conferences, seminars or meetings not to exceed the maximum group rate published by the conference or activity sponsor, when possible. If the group rate is not available at the time of reservation, reimbursement shall be at the government rate, not to exceed the GSA per diem rate.
 5. Reimbursement for travel shall be at the standard IRS approved reimbursement mileage rate for use of a private vehicle (65.5 cents per mile on or after January 1, 2023, plus tolls and parking fees for the most direct highway route. Only the driver, regardless of passengers, is reimbursed.

P/SM CSD Travel Reimbursement Policy

6. There is no reimbursement for air, rental vehicle, or rail travel beyond the published IRS mileage reimbursement for use of a private vehicle. Directors are required to verify motor vehicle insurance coverage with the General Manager before using private vehicles on District business.
7. Reimbursement for travel expenses for "junkets" (a tour or journey for pleasure at public expense) is not permitted.
8. Directors must schedule all of their travel and training plans through District staff. The General Manager shall determine if the event meets the requirements for reimbursement. Any requested reimbursement from the training/travel general fund budget for events that do not satisfy § 1 above will be referred to the Board for approval.
9. Whenever Directors desire to be reimbursed for out-of-pocket expenses for travel, meals and lodging and training appropriately related to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.
10. Directors must prepare a written report for distribution to the Board during the next regular meeting of the Board upon returning from seminars, workshops or conferences where expenses are reimbursed by the District. The report shall describe what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.
11. The General Manager, Interim General Manager and Manager of Operations are local agency officials for the District and shall comply with the requirements of California Government Code §§ 53234 et seq for the purposes of Ethics Laws and shall be required to comply with this policy.

~o0o~

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Pajaro/Sunny Mesa Community Services District on the 27th of April 2023, by the following roll call vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

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 27th of April 2023, and that said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Directors

RESOLUTION NO. 04-07-23

A RESOLUTION OF THE BOARD OF DIRECTORS, THE GOVERNING BODY OF PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT, APPROVING WEB SITE SERVICES CONTRACT WITH STREAMLINE (DBA OF DIGITAL DEPLOYMENT, INC.)

WHEREAS, subdivision (h) of § 61060 of the California Community Services District Law [California Government Code §§ 61000 et seq] provides, inter alia, that a district shall have and may exercise all rights and powers, expressed and implied, necessary to carry out the purposes and intent of [Division 3 of Title 5 of the California Government Code] , including, but not limited to entering into and performing all contracts, and including, but not limited to, contracts pursuant to Article 43 (commencing with Section 20680) of Chapter 1 of Part 3 of the Public Contract Code, and

WHEREAS, the Board of Directors ("Board") of the Pajaro/Sunny Mesa Community Services District ("District") is the duly appointed board of directors of the District, and

WHEREAS, the District hosts and maintains a website [www.pajarosunnymesa.com] to inform the public about the District and activities of the Board in order to facilitate public participation and comply with State law, and

WHEREAS, the District's website is now and has for some time been hosted and maintained by District employees; and

WHEREAS, the website can more efficiently and economically be hosted and maintained by third parties instead of the small staff in the District offices, and

WHEREAS, staff has investigated companies that could economically and effectively host the District's website, and

WHEREAS, recommends that the Board of Directors award and delegate authority to the General Manager to execute a monthly subscription contract with Streamline (DBA of Digital Deployment, Inc.) to host and maintain the District's website.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Pajaro/Sunny Mesa Community Services District hereby contract with Streamline (DBA of Digital Deployment, Inc.) to maintain District's website.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED by the Board as follows:

SECTION 1. That the Board of Directors of the District hereby awards and delegates authority to the General Manager to execute a monthly subscription contract with Streamline (DBA of Digital Deployment, Inc.), in the form attached to this Resolution and identified as Exhibit A.

SECTION 2. The Secretary of the Board shall certify the adoption of this resolution.

PASSED AND ADOPTED by the Board this 27th day of April 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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 27th day of April 2023, and that said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Directors



STREAMLINE

(916) 900-6619
info@getstreamline.com
www.getstreamline.com

Streamline Platform - Subscription Agreement

CUSTOMER: Pajaro Sunny Mesa Community Services District

ORDER DATE: Feb 27, 2023

This Software as a Service Agreement ("Agreement") is entered into on the start date listed below, between Streamline (DBA of Digital Deployment, Inc.) with a place of business at 2321 P St, Sacramento, CA 95816 ("Company"), and the Customer listed above ("Customer"). This Agreement incorporates the [Streamline Terms of Service](#) and reflects current [Streamline Pricing](#) based on Annual Operating Revenue and partner discount applied, if applicable. [W9 is available online](#). Most customers prefer annual billing for convenience, but all subscriptions are cancellable anytime with a written 30-day notice.

DESCRIPTION OF SERVICES: See Page 2 for an overview of what Streamline Web includes, and for more information please review our [subscription-based website toolkit for local government](#).

SUBSCRIPTION ORDER (Monthly Recurring Price):

Name	Price
Streamline Web Member 1m-5m	\$249.00

One-Time Migration Costs: \$250
Invoice Frequency: Monthly
Additional Billing Details:

Order #: 11752550034
Original Order? Original
04 / 01 / 2023

Billing Start Date:

Billing Person: [Redacted]
Billing Address: [Redacted]
City, State, Zip: [Redacted]

Phone: [Redacted]
Email: [Redacted]

Streamline:

Name:
Title:
Date:
Signature:

Customer:

Name:
Title:
Date:
Signature:



(916) 900-6619
info@getstreamline.com
www.getstreamline.com

What Your Subscription Includes



Technology

- Easy-to-use website tool allows you to control your content - no more waiting on a vendor or IT.
- Built-in ADA compliance (the platform is fully accessible out of the "box").
- State-specific transparency dashboard with checkpoints for all posting requirements.
- Meeting dashboard with agenda reminders, one-click agenda and minute upload that takes seconds.
- Ongoing improvements to existing features included at no cost - your software will never be out of date.



Setup and Training

- Multiple options for initial site build and migrating existing content.
- Introduction to your state requirements so you know what needs to be posted.
- Training for anyone on your staff via remote meeting to help you learn the system.
- Free domain included (acmemud.specialdistrict.org) or connect your own custom domain / web address.
- Free SSL security certificate so that your site is served over https and visitors are protected.



Ongoing Support

- Unlimited support is included for anyone on your staff responsible for updating the website.
- Support system is built into your website - get help with the click of a button.
- Unlimited hosting of content and files so you never have to "upgrade" your account.
- Extensive knowledge base of how-to articles and getting started guides are available 24/7.
- Can't figure out how to send your question? That's ok, you'll have our technical support number, too.

And if (when) your state passes additional website mandates, Streamline Web will be updated to help you comply as effortlessly as possible.



STREAMLINE

(916) 900-6619

info@getstreamline.com

www.getstreamline.com

Your Onboarding Process

4 simple steps to get your team up and running

KICK OFF



Schedule your Kick Off call & meet your Customer Success team

LEARN



Complete your Getting Started training

BUILD



Build / migrate site content (we can assist you!)

GO LIVE!



Schedule your a Go Live call and launch your new web site!

Streamline Migration Options

	Express Activation	Standard Migration	Large Migration
Description	Baseline option, perfect for customers with no existing website or a site with less than 20 pages/documents to migrate	This onboarding includes site migration of up to 99 pages/documents and more collaboration on design changes	For customers looking to migrate anything over 100 pages
One-time fee	\$250	\$1250	Custom Pricing (~\$2500+)
Pages/Docs	<20	<100	100+
Web Design	STR Best Practices	STR Best Practices	Custom

RESOLUTION NO. 04-08-23

A RESOLUTION OF THE BOARD OF DIRECTORS, THE GOVERNING BODY OF PAJARO/SUNNY MESA COMMUNITY SERVICES DISTRICT, AUTHORIZING AND DESIGNATING THE GENERAL MANAGER OR DESIGNEE TO APPLY AND FILE WITH CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES FOR THE PURPOSE OF OBTAINING FEDERAL FINANCIAL ASSISTANCE

WHEREAS, Pajaro/Sunny Mesa Community Services District (District) will apply to the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program and

WHEREAS, the District is required to adopt a resolution authorizing the General Manager, or designee, to complete application on behalf of the District, and to carry out other necessary program-related activities.

BE IT FURTHER RESOLVED AND ORDERED, that the General Manager, or designee, is hereby authorized and designated to sign, for and on behalf of the District, the applications for the Program.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED by the Board as follows:

SECTION 1. The California Governor's Office of Emergency Services Form 130, a copy of which is attached hereto and incorporated herein as Exhibit A, is hereby approved.

PASSED AND ADOPTED by the Board of Director this 27th day of April 2023, upon motion of Director _____, seconded by Director _____, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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 27th day of April 2023, and that said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Directors



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Pajaro/Sunny Mesa Community Services District
 (Governing Body) (Name of Applicant)

THAT General Manager, OR
 (Title of Authorized Agent)
Operatations Manager, OR
 (Title of Authorized Agent)

 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Pajaro/Sunny Mesa Community Services District,
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Pajaro/Sunny Mesa Community Services District, a public entity established under the
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this 27 day of April, 2023

Director

 (Name and Title of Governing Body Representative)

Director

 (Name and Title of Governing Body Representative)

Director

 (Name and Title of Governing Body Representative)

CERTIFICATION

I, Donald Olsen, duly appointed and Chairman of the Board of

 (Name) (Title)

Pajaro/Sunny Mesa Community Services District, do hereby certify that the above is a true and

 (Name of Applicant)

correct copy of a resolution passed and approved by the Board of Directors

 (Governing Body)

of the Pajaro/Sunny Mesa Community Services District on the _____ day of _____, 20____.

 (Name of Applicant)

Chairman of the Board

 (Signature)

 (Title)

Fact Sheet

FEMA-4699-DR-CA: California Severe Winter Storms, Straight-line Winds, Flooding, Landslides, and Mudslides



On April 3, 2023, President Joseph R. Biden, Jr. declared a major disaster making federal disaster aid available to Calaveras, Los Angeles, Monterey, and Tulare Counties for the California Severe Winter Storms, Straight-line Winds, Flooding, Landslides, and Mudslides, and on April 14, 2023, amended to include Alpine, Fresno, Kern, Kings, Mariposa, Merced, San Benito, Sierra, Trinity, and Tuolumne Counties. This Fact Sheet contains information regarding the affected counties, available assistance, and Request for Public Assistance (RPA) application information.

Important Disaster Information

Declaration Name: California Severe Winter Storms, Straight-line Winds, Flooding, Landslides, and Mudslides

Declaration Number: FEMA-4699-DR-CA

Incident Period: February 21, 2023, and continuing

Applicants Eligible for Assistance

The following entities and select private nonprofit organizations may be eligible for disaster assistance under this Presidential Declaration:

- State Agencies
- Tribal Governments
- Counties
- Cities
- Special Districts (including School Districts and Community College Districts)
- Certain Private Non-Profit Organizations

Applicant's Briefing

Applicants' Briefings provide potential applicants with basic information to assist them in their efforts to understand the requirements associated with applying for Public Assistance. The Applicants' Briefing schedule can be found:

Applicants' Briefing webpage

(www.caloes.ca.gov/RecoveryApplicantsBriefings)

Important Documents

In addition to the RPA (submitted via Grants Portal), the following documents must be submitted to Cal OES in order for payments to be processed:

- **OES-FPD-089, Project Assurances**
- **OES-FPD-130 /130SA, Resolution***

*Must be submitted unless, within the last three years, a Universal form identifying Agent by Title was submitted.

Download Forms: Public Assistance Forms

(www.caloes.ca.gov/PADocs)

Submit forms to: RecoveryPayments@caloes.ca.gov

Available Assistance – Public Assistance (PA) Program

Under the PA program, FEMA to cost share at 75 percent of the eligible costs of either Emergency Work or Permanent Work as illustrated below. The State cost shares at 75 percent of the Non-Federal share.

EMERGENCY WORK

- Debris Removal (**Category A**)
- Emergency Response and Protective Measures (**Category B**)

Note:

1. Category A "Only" - Force Account Labor overtime eligible and regular time may be eligible.
2. Category B Force Account Labor for Emergency Work - Only overtime eligible.

PERMANENT WORK

- Roads and Bridges (**Category C**)
- Water Control Facilities (**Category D**)
- Buildings and Equipment (**Category E**)
- Utilities (**Category F**)
- Parks, Recreational Facilities, Other Items (**Category G**)

Note:

Force Account Labor Permanent Work - Regular and overtime eligible.

Important Work Eligibility Information

FEMA-4699-DR-CA makes available federal funding for **Categories A - G**.

RPA's must be received by the Public Assistance Division via Grants Portal no later than:

May 3, 2023 - Calaveras, Los Angeles, Monterey, and Tulare Counties

May 14, 2023 - Alpine, Fresno, Kern, Kings, Mariposa, Merced, San Benito, Sierra, Trinity, and Tuolumne Counties

Grants Portal and Request for Public Assistance

Requests for Public Assistance (RPA) must be submitted via FEMA's Grants Portal (grantee.fema.gov).

To submit an RPA from an **existing** Grants Portal Account, please review FEMA's "RPA Submission" YouTube tutorial.

To **register for a new** Grants Portal Account and submit an RPA for your organization, please review FEMA's YouTube tutorial "First Time Users - Org Creation and RPA submission" Contact DisasterRecovery@CalOES.ca.gov for assistance.



RESOLUTION 04-09-23

**RESOLUTION OF THE PAJARO SUNNY MESA COMMUNITY SERVICES DISTRICT
(P/SMCSD) RESCINDING RESOLUTION 11-02-22 REGARDING 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, in the fall of 2022. Certain members of the public expressed an interest in P/SMCSD acquiring and operating the PCSD system due to the desire for local control and the experience of P/SMCSD operating the PCSD between 2007 and 2015 using equipment provided by the County of Monterey, and,

WHEREAS on or about November 17, 2022, the Board there adopted Resolution 11-02-22 regarding exploring the possibility of acquiring the PCSD if ten conditions [(a) through (j)] inclusive and could be satisfied and provided direction to the General Manager to send out the Resolution, and

WHEREAS, since adoption of Resolution 11-02-22 the P/SMCSD has incurred catastrophic damage to two of its water systems due to the breach of the Pajaro River levee and flooding, and

WHEREAS, expenses for temporary repairs to P/SMCSD's Pajaro and Sunny Mesa water systems caused by flooding are \$79,000 to date, and

WHEREAS, permanent repairs and or replacement of portions of the Pajaro and Sunny Mesa systems caused by flooding are estimated to cost no less than \$430,000, and

WHEREAS, the total loss to the P/SMCSD from flooding is expected to be more than \$650,000, and

WHEREAS, the insurance available the P/SMCSD for the loss has a \$100,000 deductible, and

WHEREAS, damage to the PCSD caused by the March 11, 2023, flood in Pajaro is expected to be in the tens of millions of dollars, and

WHEREAS, there is a burden on the limited staff of the P/SMCSD to manage the repairs and replacements to the P/SMCSD and the limited staff of the P/SMCSD are not capable of managing the acquisition of the PCSD at this time.

WHEREAS, it is therefore in the best interests of the Board of Directors of the P/SMCSD to rescind Resolution 11-02-22.

Now therefore the Board of Directors of the P/SMCSD hereby directs P/SMCSD's General Manager to immediately communicate the contents of this resolution to J. Erich Rauber, P.E., District Engineer and Monterey County Supervisor Glenn Church.

PASSED AND ADOPTED this 27th of April 2023, upon motion of Director _____, seconded by Director _____, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald Olsen, 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 27th of April 2023, and that said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Directors

Don Rosa

From: Debbie Cruz <dcruz@acwajpia.com>
Sent: Tuesday, February 21, 2023 2:02 PM
To: Don Rosa
Subject: RE: Sanitation District Aquisition

Hi Don,

It is difficult to answer hypothetical scenarios; decisions regarding the disposition of a claim are based upon the merits of that claim, including the legal liabilities involved, the nature and extent of damage, and the coverage afforded by and/or through the JPIA. It is the policy of the JPIA to pay only those claims for which the Member has legal liability.

Having said this, the Liability Program covers bodily injury and/or property damage to third parties resulting from a pipeline break, however caused. **The pipeline repairs are NOT covered.**



Debbie Cruz, AINS, AIS
ACWA JPIA
Lead Member Services Representative
(916) 786-5742 (Office)
(916) 774-7050 x3117 (Direct)
dcruz@acwajpia.com | acwajpia.com

From: Don Rosa <donrosa@pajarosunnymesa.com>
Sent: Tuesday, February 21, 2023 11:22 AM
To: Debbie Cruz <dcruz@acwajpia.com>
Subject: Sanitation District Aquisition

Hi Debbie,

I have a specific question from the Board of Directors.
In the event of "earth-movement", "earthquake", "flood", wildland fire" and the like, would JPIA cover costs of sewage spills associated with these types events ?

Thank you,

Don Rosa
General Manager
Pajaro/Sunny Mesa CSD
136 San Juan Rd.
Royal Oaks, Ca.
831-722-1389

WATER SALES FOR: MARCH 2023

(Water sales) (Svc avail fee)

SYSTEM NAME	ROUTE #	Total Sales	USAGE	USE AMOUNT	SERVICE	FIRE SERVICE	LATE FEE**	P.V.W.M.A.	ONLINE RET. CK FEE	RETURNED CHECK FEE	ADJUST (+/-)	WRITE-OFF BAD ACCTS	TOTAL BILLING
Pajaro	RTE 1	18,988.76	1,671	9,073.92	9,035.95	878.89		1,351.08					20,339.84
Pajaro	RTE 2	19,371.56	1,660	9,024.96	9,429.27	917.33		1,343.79					20,715.35
Pajaro	RTE 3	19,331.20	1,144	6,223.36	11,348.47	1,759.37		926.64					20,257.84
Pajaro	RTE 4	1,291.00	86	467.84	823.16			69.66					1,360.66
Pajaro	RTE 5	932.84	90	489.60	443.24			72.90					1,005.74
TOTAL PAJARO*		59,915.36	4,651	25,279.68	31,080.09	3,555.59	0.00	3,764.07	0.00	0.00	0.00	0.00	
Sunny Mesa	RTE 6	12,391.38	1,007	5,478.08	6,913.30	-		815.67					13,207.05
Sunny Mesa	RTE 7	12,611.18	831	4,520.64	7,912.61	177.93		673.11					13,284.29
TOTAL SUNNY MESA		25,002.56	1,838	9,998.72	14,825.91	177.93	0.00	1,488.78	0.00	0.00	0.00	0.00	
Vega	RTE 8	12,403.52	713	3,878.72	8,524.80			576.72					12,980.24
Springfield	RTE 10	850.00			850.00								850.00
Moss Landing	RTE 11	25,343.09	2,421	13,094.08	11,632.81	616.20							25,343.09
Blackie	RTE 12	3,366.33	111	603.84	2,762.49								3,366.33
Normco	RTE 13	27,711.58	1,746	9,242.56	18,288.85	180.17							27,711.58
Vierra Estates	RTE 14	4,922.10	209	1,136.96	3,785.14								4,922.10
Langley	RTE 15	2,821.61	176	957.44	1,864.17					-			2,821.61
TOTAL OTHER		77,418.23	5,376	28,913.60	47,708.26	796.37	-	576.72	-	-	-	-	

* regular billing w/o flood relief adjustments

** no late fees District wide due to office evacuation/displacement

TOTAL BILLING 168,165.72

April 13, 2023

Lori Welch Bettencourt
12975 Rose Court
Watsonville, CA 95076

Dear Pajaro/Sunny Mesa CSD officials and office workers,

This letter is to alert your office and officials of the lack of communication provided to customers of the Pajaro/Sunny Mesa CSD pertaining to the March 11, 2023 flooding and contaminated water that resulted from the levee breach.

In the afternoon after the levee breach, there was a press briefing by the Monterey County Sheriff and other officials. This event was live streamed on KSBW. There it was mentioned water in Pajaro was not safe and if we had any questions to contact the water district for more information. It was unclear whether other neighborhoods in the Pajaro/Sunny Mesa CSD were also affected.

On March 12, your water district's website posted that water was unsafe for use in Pajaro and the water district office would be closed until further notice. The telephone number provided was not in service when I called. It was still unclear whether or not our neighborhood's water was safe and there was nobody available to answer questions.

In light of that news, I knocked on neighbors' doors to ask if they had knowledge or received communication from Pajaro/Sunny Mesa CSD regarding the safety of our water. **NOBODY** knew of any water issue; I shared with neighbors the links to your website and the KSBW news briefing. Then we waited for any communication from your office....

On your website today a memo dated April 10, 2023 inaccurately states, "*On March 12, 2023, you were notified not to drink your water and to use bottled water for drinking and cooking purposes.*" Our Sunny Mesa community was contacted about contaminated water by your office when a robo-call was received on March 25... **TWO WEEKS** after the water supply had been compromised. (There is a second memo posted on your website dated April 7, 2023 with the accurate communication date.)

In addition to no direct communication until March 25, your website was not updated between March 25 and April 5, 2023. Over the last few years dealing with Covid protocols and remote working, there is no excuse for a website to be neglected for weeks on end. Posting a note stating, "As of (this date) we have no new updates" would have been helpful.

I completely understand the severity of crisis found in Pajaro and other lower lying areas from the levee breaches and substantial flooding. They rightfully should be your top priority. However, you also have an obligation to all customers in your district.

On Monday, April 10, I received a notice taped to my front door from your office stating the water supply was now safe for consumption after testing and retesting. (The memo posted on your website with the same date.) Why couldn't someone from your staff have posted some information on doors when it was first discovered the water was contaminated along with instructions on where to find resources until this crisis had ended?

To add Insult to injury, this week I received my water bill for the March water cycle. Your office claims my household used less than \$12.00 worth of water for the month. Our bill is \$80.12 due to the +\$60.00 service fee charged monthly. If you had staff available to read my meter, why didn't we have anyone providing updates to the water safety?

My sincere hope is for the customers to not be held liable for costs accrued from this water crisis, equipment repairs/replacement, and testing. This expense should be paid through Pajaro/Sunny Mesa CSD insurance policy monies or perhaps FEMA and not from the customers who were poorly serviced during this crisis.

Sincerely,


Lori Welch Bettencourt

CC: KSBW-TV 8

E. Current vs. Proposed Water Rates

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

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

Figure 16. Current and Proposed Water Rates

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

1. Fixed charges shown are for inside District customers only, without additional charges for additional units/rooms/spaces.

2. Volumetric charges shown are for inside District customers only with standard service charges.

3. Per District staff, the fixed charges for Springfield customers will remain the same.

F. Comparison of Current and Proposed Monthly Water Bills

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

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

DISTRICT OPERATIONS REPORT
April 27, 2023

TOPIC	STATUS	DATE OF PLANNED RESPONSE
Grants & Loans Active	SRF Planning Grant Springfield: Springfield Planning Grant – Updated financial District information has been submitted to the State to update the Construction Funding Application.	April 2023
Pajaro Park	The Board and Staff are considering Operations funding.	No Report
Generator Project	Transfer switch installation and start up continues. Start up has been put on hold to focus on the repair and restoration of the 2 flood affected generators.	April 2023
Hazard Mitigation Plan	The Local Hazard Mitigation Plan has been officially adopted by FEMA on April 5, 2023.	April 2023
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 Springfield WS and all neighboring areas. Request for time extension and additional funds is in progress via a new funding source. A Resolution is necessary for authorizing entering into a new funding agreement with the State and authorizing and designating the General Manager.	On Agenda
LIHWAP	Five referred customers have been approved for payment; District should receive payment early next month.	April 2023
Small Community Drought Relief Grant	Grant application has been submitted and received by Department of Water Resources Small Community Drought Relief Staff.	No Report
Sunny Mesa Sewer	The 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

Usage Comparison in Gallons
2022-2023

Water Systems	Feb-20	Feb-21	Feb-22	Feb-23
Pajaro	5,612,244	5,158,956	7,039,428	5,099,116
Normco	2,087,668	1,599,224	2,201,364	1,255,144
Sunny Mesa	1,774,256	1,432,420	1,617,924	1,276,836
Moss Landing	2,241,008	1,807,916	2,386,120	1,720,400
Vega	1,009,800	670,208	935,000	634,304
Vierra Estates	256,564	228,140	300,696	180,268
Springfield (pumped)	430,998	415,140	379,236	327,624
Langley/Valle Pacifico	187,748	166,804	207,196	137,632
Blackie	156,332	121,176	251,328	86,020
District Total	13,756,618	11,599,984	15,318,292	10,717,344

Water Systems	Feb-22	Feb-23	Percentage
Pajaro	7,039,428	5,099,116	↓ -27.6%
Normco	2,201,364	1,255,144	↓ -43.0%
Sunny Mesa	1,617,924	1,276,836	↓ -21.1%
Moss Landing	2,386,120	1,720,400	↓ -27.9%
Vega	935,000	634,304	↓ -32.2%
Vierra Estates	300,696	180,268	↓ -40.0%
Springfield (pumped)	379,236	327,624	↓ -13.6%
Langley/Valle Pacifico	207,196	137,632	↓ -33.6%
Blackie	251,328	86,020	↓ -65.8%
District Total	15,318,292	10,717,344	↓ -30.0%

Usage Comparison in Gallons 2022-2023

Water Systems	Mar-20	Mar-21	Mar-22	Mar-23
Pajaro	5,945,852	6,197,928	6,063,288	3,478,948
Normco	1,827,364	2,065,228	1,946,296	1,306,008
Sunny Mesa	1,892,440	1,818,388	1,860,276	1,374,824
Moss Landing	1,788,468	2,208,844	2,059,244	1,810,908
Vega	864,688	926,772	894,608	533,324
Vierra Estates	203,456	301,444	231,880	156,332
Springfield (pumped)	448,351	477,972	460,768	362,780
Langley/Valle Pacifico	143,616	202,708	197,472	131,648
Blackie	131,648	196,724	146,608	83,028
District Total	13,245,883	14,396,008	13,860,440	9,237,800

Water Systems	Mar-22	Mar-23	Percentage
Pajaro	6,063,288	3,478,948	↓ -42.6%
Normco	1,946,296	1,306,008	↓ -32.9%
Sunny Mesa	1,860,276	1,374,824	↓ -26.1%
Moss Landing	2,059,244	1,810,908	↓ -12.1%
Vega	894,608	533,324	↓ -40.4%
Vierra Estates	231,880	156,332	↓ -32.6%
Springfield (pumped)	460,768	362,780	↓ -21.3%
Langley/Valle Pacifico	197,472	131,648	↓ -33.3%
Blackie	146,608	83,028	↓ -43.4%
District Total	13,860,440	9,237,800	↓ -33.4%