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**ADMINISTRATION & FINANCE COMMITTEE MEETING**  
**PV Water “Koenig” Conference Room**  
**Tuesday, November 12, 2019, 3:00 p.m.**  
**MEETING AGENDA**

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	<b>PAGE</b>
1. Roll Call:	
Committee members: Bob Culbertson, Chair; Don Bussey, Vice-Chair; Amy Newell	
Staff: Brian Lockwood, General Manager (GM); Nancy Trevino, Financial Analyst (FA)	
2. Director Comments	
3. Public Comments	
4. Consider Approval of October 8, 2019 Administration & Finance Committee Meeting Minutes	<b>2</b>
5. Discuss Formation of an Ad Hoc Funding Committee Review	<b>3</b>
6. Receive Report on SCADA System Upgrade and Springbrook/SQL Server Upgrade	<b>4</b>
7. Review and Consider Agency Holiday Schedule	<b>5</b>
8. Review and Consider Preliminary Budget to Actual, 1 <sup>st</sup> Quarter FY 2019-20	<b>6</b>
9. Review and Consider Accepting Financial Reports	
a. Activity Report	<b>8</b>
b. Investment Report	<b>9</b>
10. Review and Consider Accepting Cash Flow Reports	
a. A/R Aging Update	<b>10</b>
b. A/P Reports	<b>11</b>
11. Discuss future agenda items and next meeting date – Tuesday, December 8, 2019, 3:00 p.m.	
12. Adjourn	



**ADMINISTRATION & FINANCE COMMITTEE  
MEETING MINUTES of  
Tuesday, October 8, 2019, 3:00 p.m.  
PV Water “Koenig” Conference Room**

The meeting was called to order at 3:00 p.m.

**1. Roll Call of Committee Members:**

Committee Members Present: Bob Culbertson Don Bussey, Amy Newell

Committee Members Absent: None

Staff Present: Brian Lockwood, General Manager (GM), Nancy Trevino, Financial Analyst (FA)

Others Present: None

**2. Director Comments:** None

**3. Public Comments:** None

**4. Consider Approval of September 10, 2019 Meeting Minutes:** Director Newell moved to approve the September 10, 2019 minutes; Director Culbertson seconded. The motion carried following voice vote.

**5. Review and Consider Accepting Quarterly Reports:** The Committee reviewed the Quarterly Reports and accepted them by consensus.

**6. Review and Consider Accepting Financial Reports:** The Committee reviewed the Financial Reports and accepted them by consensus.

**7. Review and Consider Accepting Cash Flow Reports:** The Committee reviewed the Cash Flow Reports and accepted them by consensus.

**8. Discuss Future Agenda Items:** None

**9. Next Meeting Date:** Next meeting date set for Tuesday, November 12, 2019, 3:00 p.m.

Adjournment at 4:10 p.m.

## MEMORANDUM

**DATE:** November 8, 2019  
**MEETING OF:** November 12, 2019  
**TO:** Administration & Finance Committee  
**FROM:** General Manager  
**RE:** **ITEM 5:** Discuss Formation of an Ad Hoc Funding Committee

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### **BACKGROUND**

The PV Water Board of Directors established an Ad Hoc Funding Committee twice in the last fifteen years (2008 and 2013) to provide for increased stakeholder participation in the analysis of existing and future revenue needs, as well as the rate setting effort. In June 2019, the Board approved an amendment to an agreement with Carollo Engineers to develop a new Cost of Service Study in anticipation of the implementation of the projects and programs described in the Basin Management Plan (BMP).

### **DISCUSSION**

Staff has been working with Carollo Engineers to fulfill data requests necessary to update the financial model that will be used to support the development of the Cost of Service Study. Once complete, the model will be used to evaluate the effects of various funding strategies on rates. Formation of an Ad Hoc Funding Committee will be an important part of the process as staff is working diligently to increase stakeholder participation.

### **FISCAL IMPACT**

The fiscal impact of forming an Ad Hoc Funding Committee is generally limited to staff time as the Board has already authorized Carollo Engineers \$94,500 to develop the Cost of Service Study, which includes Carollo staff participation in at least one Committee meeting.

### **STAFF RECOMMENDATION**

That the Administration & Finance Committee discuss the formation of an Ad Hoc Funding Committee and consider making a recommendation to the Board in favor of that action.

## MEMORANDUM

**DATE:** November 8, 2019  
**MEETING OF:** November 12, 2019  
**TO:** Administration & Finance Committee  
**FROM:** General Manager  
**RE:** **ITEM 6:** Receive Report on SCADA System Upgrade and Springbrook/SQL Server Upgrade

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### **BACKGROUND**

Supervisory Control and Data Acquisition (SCADA) is the computer-based instrumentation used to operate the Agency's water supply facilities. Springbrook is the software the Agency uses for financial and utility billing needs. Both SCADA and Springbrook rely on a SQL database that runs on a Microsoft Windows Server. Microsoft has provided notice that software supporting both systems will no longer be supported, i.e. reach "End of Life" in early 2020.

### **DISCUSSION**

Since receiving notification regarding the end of support for the software, staff has been planning a process to upgrade both systems. For SCADA, the recommended approach is to replace the three existing desktops running Windows 7, with three new desktops running Windows 10, and upgrading the SCADA software (Wonderware) before January 1, 2020; this work is underway and is on schedule. For Springbrook, staff need to purchase a new Microsoft SQL Server license along with a new Microsoft Server license to support the backend of the system, which will be configured as a virtual server. Once configured, the Springbrook software will be upgraded. Staff is working toward completing this task in early 2020.

### **FISCAL IMPACT**

#### **SCADA**

The fiscal impact is approximately \$22,000 for hardware and software, not including labor.

#### **Springbrook/SQL**

The fiscal impact is yet to be determined in part because staff are conducting tests to determine the number of cores necessary in the new server to adequately operate the database. The cost estimate for a SQL Server with three cores is approximately \$12,000. The cost estimate for the Springbrook Software Upgrade is approximately \$21,000.

### **STAFF RECOMMENDATION**

That Committee receive the update from staff.

## MEMORANDUM

**DATE:** November 8, 2019  
**MEETING OF:** November 12, 2019  
**TO:** Administration & Finance Committee  
**FROM:** General Manager  
**RE:** **ITEM 7:** Review and Consider Agency Holiday Schedule

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### **BACKGROUND**

The Employee Handbook states that Christmas Day, Christmas Eve, New Year's Eve, and New Year's Day are among the holidays observed by the Agency.

### **DISCUSSION**

During the October 2019 staff meeting, staff discussed the upcoming holiday schedule with respect to office coverage and Agency related obligations including operations, December billing, and newsletter distribution. In 2019, Christmas Eve falls on a Tuesday and Christmas Day falls on a Wednesday.

In previous years, the Agency has closed for the entirety of the week between Christmas Eve and New Year's Day. The recommendation by staff is to close the Agency this year on December 26, 27, & 28, in addition to the holidays. The overall impact would mean the Agency would be closed (except for essential personnel) from Tuesday, December 24, 2019 through Wednesday, January 1, 2020.

### **FISCAL IMPACT**

No fiscal impact, employees will utilize accrued paid time off to cover December 26-28, 2019.

### **STAFF RECOMMENDATION**

That the Administration & Finance Committee review the proposed holiday schedule and recommend that the Board approve the proposed holiday schedule, closing the Agency from Tuesday, December 24, 2019 through Wednesday, January 1, 2020.

**PAJARO VALLEY WATER MANAGEMENT AGENCY**

**PRELIMINARY BUDGET vs. ACTUAL**

**BY DEPARTMENT**

**2018-19FY as of 9/30/19**

#	Description	2019	2020	2020	Remaining YTD Budget	
		One Year Prior Actual	Budget	Year To Date End Balance	(Over) Under Variance	% Var
<b>Revenue</b>						
1	Management Fees	\$ 386,986	\$ 387,000	\$ 386,988	\$ 12	0.00%
2	Augmentation Charges	\$ 4,728,110	\$ 12,000,000	\$ 4,685,740	\$ 7,314,260	60.95%
3	Delivered Water Sales	\$ 885,300	\$ 1,900,000	\$ 910,776	\$ 989,224	52.06%
4	Grants & Loans	\$ 45,765	\$ 3,235,000	\$ -	\$ 3,235,000	100.00%
5	Interest Income	\$ 2,908	\$ 250,000	\$ 947	\$ 249,053	99.62%
6	Other Revenue	\$ 6,868	\$ 35,000	\$ 8,057	\$ 26,943	76.98%
	<b>Revenue Total:</b>	<b>\$ 6,055,936</b>	<b>\$ 17,807,000</b>	<b>\$ 5,992,507</b>	<b>\$ 11,814,493</b>	<b>66.35%</b>
<b>Expenditures</b>						
7	Office Administration	\$ 281,916	\$ 1,289,843	\$ 234,681	\$ 1,055,162	81.81%
8	Board Support	\$ 5,294	\$ 38,743	\$ 4,980	\$ 33,763	87.15%
9	Education & Outreach	\$ 15,633	\$ 186,647	\$ 20,147	\$ 166,500	89.21%
10	Grant Administration	\$ 16,959	\$ 161,656	\$ 15,882	\$ 145,774	90.18%
11	Conservation	\$ 28,727	\$ 376,639	\$ 34,938	\$ 341,701	90.72%
12	BMP Network Improvements	\$ 6,115	\$ 1,235,502	\$ 6,313	\$ 1,229,189	99.49%
13	HS Recharge Facilities Optimization	\$ 126,337	\$ 514,322	\$ 67,736	\$ 446,586	86.83%
14	College Lake Project	\$ 159,741	\$ 2,186,344	\$ 258,806	\$ 1,927,538	88.16%
15	Loans & Bonds	\$ 662,764	\$ 3,358,479	\$ 624,239	\$ 2,734,240	81.41%
16	Harkins Slough Facility	\$ 39,004	\$ 229,834	\$ 43,687	\$ 186,147	80.99%
17	Coastal Distribution System	\$ 375,007	\$ 1,019,053	\$ 402,691	\$ 616,362	60.48%
18	Supplemental Water (In-Basin)	\$ 107,764	\$ 376,830	\$ 93,434	\$ 283,396	75.21%
19	Recycled Water Facility	\$ 380,195	\$ 1,934,900	\$ 2,826	\$ 1,932,074	99.85%
20	Metering Program	\$ 50,066	\$ 451,560	\$ 59,671	\$ 391,889	86.79%
21	Wats Slough & North Dunes Recharge	\$ 40,007	\$ 515,395	\$ 84,608	\$ 430,787	83.58%
22	RWF Disk Filter Upgrade	\$ 186,883	\$ 2,630,878	\$ 353,180	\$ 2,277,698	86.58%
23	Recycled Water Storage Project	\$ 985	\$ 104,775	\$ 745	\$ 104,030	99.29%
24	CDS F-Line Expansion	\$ -	\$ 1,015,670	\$ 209,761	\$ 805,909	79.35%
25	Basin Modeling	\$ 11,829	\$ 293,916	\$ 12,407	\$ 281,509	95.78%
26	Basin Monitoring	\$ 30,911	\$ 222,796	\$ 25,282	\$ 197,514	88.65%
27	In-Basin Management Plan	\$ 8,257	\$ 733,063	\$ 10,712	\$ 722,351	98.54%
28	Regional Water Management Plan	\$ 2,193	\$ 63,733	\$ 1,891	\$ 61,842	97.03%
29	Out-of-Basin Funding	\$ 3,068	\$ 43,723	\$ 3,022	\$ 40,701	93.09%
30	In-Basin Funding	\$ 2,158	\$ 179,929	\$ 15,051	\$ 164,878	91.64%
	<b>Expenditures Total:</b>	<b>\$ 2,541,814</b>	<b>\$ 19,164,230</b>	<b>\$ 2,586,689</b>	<b>\$ 16,577,541</b>	<b>86.50%</b>

REVENUES LESS EXPENDITURES                    \$    3,514,123    **(\$1,357,230)**    \$    3,405,818

**PAJARO VALLEY WATER MANAGEMENT AGENCY**

**PRELIMINARY BUDGET vs. ACTUAL**

**BY EXPENSE TYPE**

2019-20FY as of 9/30/19

#	Description	2019	2020	2020	Remaining YTD Budget	
		One Year Prior Actual	Budget	Year to Date End Balance	(Over) Under Variance	% Var
<b>Revenue</b>						
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4	Grants & Loans	\$ 45,765	\$ 3,235,000	\$ -	\$ 3,235,000	100.00%
5	Interest Income	\$ 2,908	\$ 250,000	\$ 947	\$ 249,053	99.62%
6	Other Revenue	\$ 6,868	\$ 35,000	\$ 8,057	\$ 26,943	76.98%
	<b>Revenue Total:</b>	<b>\$ 6,055,936</b>	<b>\$ 17,807,000</b>	<b>\$ 5,992,507</b>	<b>\$ 11,814,493</b>	<b>66.35%</b>
<b>Expenditures</b>						
7	Salaries, Wages and Benefits	\$ 463,131	\$ 2,333,231	\$ 442,203	\$ 1,891,028	81.05%
8	Conferences and Training	\$ 3,642	\$ 20,250	\$ 1,860	\$ 18,390	90.82%
9	Travel/Meals	\$ 1,745	\$ 34,250	\$ 3,273	\$ 30,977	90.44%
10	Bank Charges	\$ 17,655	\$ 63,500	\$ 13,465	\$ 50,035	78.79%
11	Insurance	\$ 9,753	\$ 33,500	\$ 8,954	\$ 24,547	73.27%
12	Taxes & Fees	\$ -	\$ 50,700	\$ 44	\$ 50,656	99.91%
13	Legal Notices & Ads	\$ -	\$ 10,750	\$ -	\$ 10,750	100.00%
14	Dues & Subscription	\$ 6,376	\$ 50,650	\$ 6,415	\$ 44,235	87.33%
15	Office Expense	\$ 5,447	\$ 44,000	\$ 6,240	\$ 37,760	85.82%
16	Postage	\$ 5,171	\$ 22,000	\$ 5,050	\$ 16,950	77.05%
17	Printing	\$ 1,954	\$ 39,500	\$ 3,240	\$ 36,260	91.80%
18	Utilities	\$ 106,047	\$ 197,200	\$ 100,088	\$ 97,112	49.25%
19	Telephone	\$ 4,241	\$ 26,200	\$ 4,673	\$ 21,527	82.16%
20	Office Equipment Leases	\$ 3,594	\$ 19,300	\$ 3,141	\$ 16,159	83.73%
21	Project Well Lease	\$ 3,750	\$ 90,000	\$ 3,750	\$ 86,250	95.83%
22	Field Supplies-Equipment	\$ 16,535	\$ 100,000	\$ 1,906	\$ 98,094	98.09%
23	Elections	\$ 15,935	\$ 376,500	\$ 54,624	\$ 321,876	85.49%
24	Legal Services	\$ 514,519	\$ 4,822,000	\$ 663,209	\$ 4,158,791	86.25%
25	Professional Services	\$ 16,482	\$ 17,000	\$ 3,887	\$ 13,113	77.14%
26	LAFCO District Fees	\$ -	\$ 70,000	\$ (2,201)	\$ 72,201	103.14%
27	Bad Debt	\$ 3,431	\$ 3,500	\$ 3,976	\$ (476)	-13.60%
28	Collection Fee	\$ -	\$ 25,000	\$ 1,165	\$ 23,835	95.34%
29	Special Projects Outreach	\$ 6,531	\$ 64,500	\$ 9,917	\$ 54,583	84.63%
30	Building Maintenance	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	100.00%
31	Information Technology	\$ 16,290	\$ 100,270	\$ 17,540	\$ 82,730	82.51%
32	Licensed Contractors	\$ 7,516	\$ 3,595,000	\$ 289,628	\$ 3,305,372	91.94%
33	Vehicle Maintenance	\$ 2,825	\$ 49,950	\$ 3,345	\$ 46,605	93.30%
34	Meters	\$ 265	\$ 60,000	\$ -	\$ 60,000	100.00%
35	COW Reimb RWF O&M	\$ 377,640	\$ 1,920,000	\$ -	\$ 1,920,000	100.00%
36	Rebates-ReNeM	\$ -	\$ 30,000	\$ -	\$ 30,000	100.00%
37	City Connection Water Charges	\$ 253,464	\$ 450,000	\$ 299,867	\$ 150,133	33.36%
38	Water Sampling	\$ 15,108	\$ 87,000	\$ 13,191	\$ 73,809	84.84%
39	DWR Loan Pmt-CDSProp13	\$ 125,708	\$ 251,416	\$ 125,708	\$ 125,708	50.00%
40	2015 Water Bond	\$ 342,350	\$ 2,305,100	\$ 310,050	\$ 1,995,050	86.55%
41	2016 Water Bond	\$ 194,706	\$ 801,963	\$ 188,481	\$ 613,482	76.50%
	<b>Expenditures Total:</b>	<b>\$ 2,541,814</b>	<b>\$ 19,164,230</b>	<b>\$ 2,586,689</b>	<b>\$ 16,577,541</b>	<b>86.50%</b>

REVENUES LESS EXPENDITURES

\$3,514,123

(\$1,357,230)

\$3,405,818

PAJARO VALLEY WATER MANAGEMENT AGENCY  
Account Activity Report per Bank Statement

	Date	Deposits	Withdrawals	Balance
<u>CLEARING ACCOUNT - Rabobank</u>				
Beginning Balance	9/1/2019			\$226,748
Cash Receipts				
Disbursements			708,456	
Transfers		580,683		
Bank Fees				
Ending Balance	9/30/2019			\$98,975
<u>GENERAL FUND10-MMA RABOBANK</u>				
Beginning Balance	9/1/2019			\$714,653
Cash Receipts				
Transfers			8,852	
Interest Earned		121		
Ending Balance	9/30/2019			\$705,921
<u>GENERAL FUND 10 - LAIF</u>				
Beginning Balance	9/1/2019			\$2,130,013
Transfers				
Interest Earned				
Ending Balance	9/30/2019			\$2,130,013
<u>GENERAL FUND 20 - LAIF</u>				
Beginning Balance	9/1/2019			\$10,273,420
Transfers				
Interest Earned				
Ending Balance	9/30/2019			\$10,273,420
<u>SPECIAL REVENUE FUND 20-Operating RABOBANK</u>				
Beginning Balance	9/1/2019			\$42,415
Cash Receipts		86,714		
Transfers			96,831	
Bank Fees			5,945	
Interest Earned				
Ending Balance	9/30/2019			\$26,354
<u>SPECIAL REVENUE Fund 20 Cash Mgmt-FUND20MMN RABOBANK</u>				
Beginning Balance	9/1/2019			\$1,379,286
Transfers			475,000	
Bank Fees				
Interest Earned		193		
Ending Balance	9/30/2019			\$904,478
<u>Certificate of Deposit - DWR Loan Reserve Rabobank Fund 40</u>				
Beginning Balance	9/1/2019			\$253,810
Interest Earned				
Ending Balance	9/30/2019			\$253,810
Prior Month Ending Cash Balance: Total Deposits: Total Withdrawals: Month End Cash Balance:				
	\$15,020,344	\$667,711	\$1,295,084	\$14,392,970
	Cash Transfers	580,683	580,683	-
Actual Cash Receipts/Disbursements	87,028	714,401		

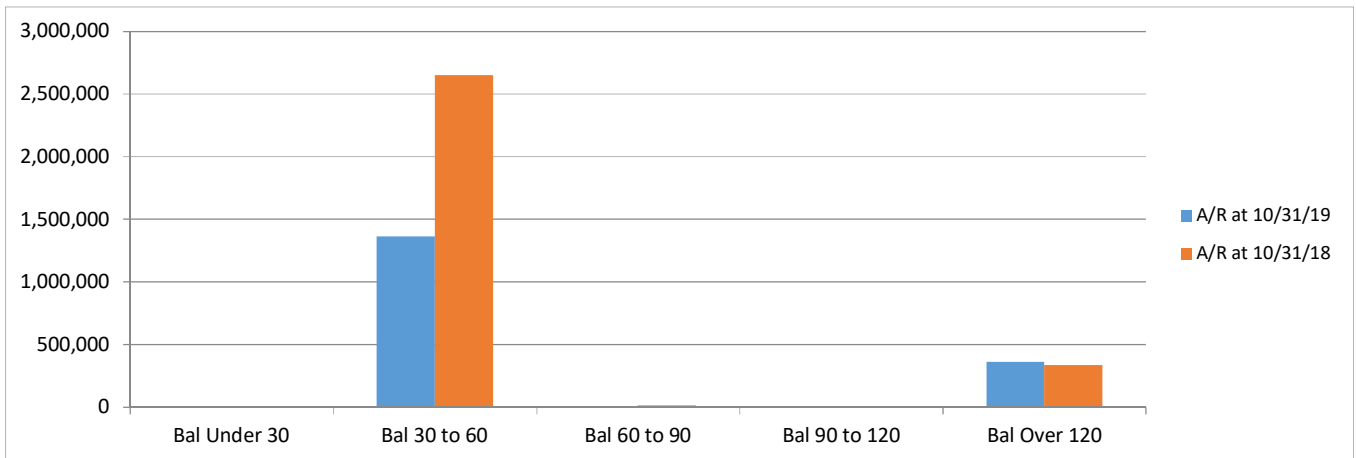


**PAJARO VALLEY WATER MANAGEMENT AGENCY**  
**INVESTMENT REPORT**  
**ALL FUNDS**  
**September 30, 2019**

Description	Current Yield	Investment	% of Total Portfolio	Weighted Yield
Rabobank Clearing Account	0.00%	<u>\$98,975</u>	0.69%	0.00%
<b><u>General Fund 10</u></b>				
Rabobank General Fund 10 Money Market Account	0.20%	705,922	4.90%	0.01%
Local Agency Investment Fund	2.57%	2,130,013	14.80%	0.38%
		<u>\$2,835,934</u>		
<b><u>Special Revenue Fund 20</u></b>				
Rabobank Special Revenue Fund 20 Operating Account	0.00%	26,354	0.18%	0.00%
Rabobank Special Revenue Fund 20 Money Market Account	0.20%	904,478	6.28%	0.01%
Local Agency Investment Fund	2.57%	10,273,420	71.38%	1.83%
		<u>\$11,204,252</u>		
<b><u>Long Term Debt Fund 40</u></b>				
Rabobank Certificate of Deposit DWR Loan Reserve	0.50%	<u>\$253,810</u>	1.76%	0.01%
			<b>Total:</b>	
		<u>\$14,392,970</u>	<b>100.0%</b>	
Total Funds Reserved (DWR Fund 40)		253,810		
Total Funds Invested		14,013,833		
Total Funds Non-interest Bearing		125,328		
Total Funds		<u>\$14,392,970</u>		
Total Available Funds		14,139,161		
Cash Reserve Policy Requirements (PV Water)		5,420,000		
Surplus (Deficit) of Funds		<u>\$8,719,161</u>		

**PV Water**  
**Accounts Receivable Aging 3 Month Trend**  
**As of 10/31/2019**

	Balance Forward	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Accounts Receivable before credits	1,717,940	-18,205	1,363,619	9,546	153	362,826
Credits	<u>(6,875)</u>					
Total Accounts Receivable at 10/31/19	1,711,065					
Accounts Receivable before credits	2,999,064	2,190	2,648,826	11,753	0	336,294
Credits	<u>(3,254)</u>					
Total Accounts Receivable at 10/31/18	2,995,810					
Accounts Receivable before credits	5,971,932	5,575,045	9,881	153	99,424	287,429
Credits	<u>(2,215)</u>					
Total Accounts Receivable at 9/30/19	5,969,717					
Accounts Receivable before credits	486,015	14,156	9,291	138,786	6,890	316,892
Credits	<u>(13,485)</u>					
Total Accounts Receivable at 8/30/19	472,530					



# Accounts Payable

## Checks by Date - Detail By Check Date



User: nancy  
 Printed: 11/4/2019 - 4:23 PM

				Check
Check	35674	Check	10/10/2019	
Vendor:	A190	ACE HARDWARE		
188743		Field Supplies for 9/17/19		21.83
				21.83
Check	35675	Check	10/10/2019	
Vendor:	A351	ACWA/JPIA		
P025		Premium Policy Yr. for 10/1/19 to10/1/20		36,465.00
				36,465.00
Check	35676	Check	10/10/2019	
Vendor:	A1230	ADP-AUTOMATIC DATA PROCESSING		
543268321		Agency Payroll Processing Charges PE for 9/21/19		43.73
543268321		Agency Payroll Processing Charges PE for 9/21/19		131.17
				174.90
Check	35677	Check	10/10/2019	
Vendor:	A403	AILEEN PARRA		
BILLIG SUPPORT		Billing Support for 10/1/9		84.00
				84.00
Check	35678	Check	10/10/2019	
Vendor:	a910	ATCHINSON,BARISONE,CONDOTTI		
33357		Professional Services General Matters for 9/1-9/31/19		6,253.32
33358		Professional Services General Matters for 9/1-9/31/19		824.66
				7,077.98
Check	35679	Check	10/10/2019	
Vendor:	A850	AVAYA FINANCIAL SERVICES.		
34099585		Phone/VM Lease Agreement for 10/28-11/28/19		388.24
				388.24
Check	35680	Check	10/10/2019	
Vendor:	R40	CARDMEMBER SERVICE		
SEPT2019		Office Sentinel Newspaper		34.15
SEPT2019		Office Supplies		294.67
SEPT2019		Travel/Meals		153.44
SEPT2019		Water Education Registration		737.38
SEPT2019		Board Members Hotel Reservations		498.85
SEPT2019		Elkhorn Slough Science Symposium		16.00
SEPT2019		Staff Mtg		30.75
SEPT2019		Facebook fee		12.72
SEPT2019		Southwest to Conference		304.42
SEPT2019		Assoc. Of CA registration		50.00
SEPT2019		Amazon Annually membership		130.01
SEPT2019		Travel/Meals to conference		263.84
SEPT2019		3 Hanna Combo		420.00
SEPT2019		Credit		-155.37

				<b>Check</b>
				2,790.86
Check	35681	Check	10/10/2019	
Vendor:	C1099	CAROLLO ENGINEERS		
180612		BMP Program Management CL Services for 8/1-8/31/19		104,965.41
				104,965.41
Check	35682	Check	10/10/2019	
Vendor:	R999	CASH		
SEPT2019		Billing Support Lunch		24.58
SEPT2019		Office Supplies		42.16
SEPT2019		Durango Car wash		30.00
SEPT2019		Elkhorn Slough Science Symposium		9.00
SEPT2019		Gas vehicle #8		23.00
				128.74
Check	35683	Check	10/10/2019	
Vendor:	F199	FEDAK & BROWN LLP		
190929		Progress Billing on Audit FS for 9/19		7,000.00
				7,000.00
Check	35684	Check	10/10/2019	
Vendor:	F360	FIRST ALARM, INC		
498540		Battery Replaced & Service Labor 9/19		223.00
				223.00
Check	35685	Check	10/10/2019	
Vendor:	G330	GUTIERREZ CONSULTANTS, INC.		
1408		SWRCB SRF/Prop 1 Phase II Support Services for 8/1-8/31/19		477.50
				477.50
Check	35686	Check	10/10/2019	
Vendor:	J301	JACOBS ENGINEERING GROUP INC.		
W8Y00200-005		F-Line Final Design Professional Services for 8/31 to 9/27/19		37,215.75
				37,215.75
Check	35687	Check	10/10/2019	
Vendor:	K89	KARAS TECHNICAL SERVICES		
14658		2550 Fall Newsletters for 10/19		874.00
				874.00
Check	35688	Check	10/10/2019	
Vendor:	P1160	MIKE PODLECH		
2131		CL Fisheries Support Professional Services for 9/03 to 9/30/19		3,940.00
				3,940.00
Check	35689	Check	10/10/2019	
Vendor:	M1175	MONTEREY BAY ANALYTICAL SERVIC		
190912-7		Water Samples CDS for 9/12/19		1,530.00
				1,530.00
Check	35690	Check	10/10/2019	
Vendor:	M1714	MONTEREY COUNTY HEALTH DEPT. LABORATORY		
22605		Water Samples for 7/09- 7/23/19		406.00
				406.00
Check	35691	Check	10/10/2019	
Vendor:	O411	O'REILLY AUTO PARTS		
2912213601		Vehicle Maint. & Repairs for 2011 Ford Ranger#2 9/23/19		7.22

				<b>Check</b>
				7.22
Check	35692	Check	10/10/2019	
Vendor:	P510	PAJARO VALLEY PRINTING		
		CL Final EIR 360 Impressions 10/19		852.15
				852.15
Check	35693	Check	10/10/2019	
Vendor:	P180	PENINSULA MESSENGER LLC		
189726		Monthly RaboBank Courier for 9/19		14.25
189726		Monthly RaboBank Courier for 9/19		42.75
				57.00
Check	35694	Check	10/10/2019	
Vendor:	P800	PG & E		
1787734656-3		Service at 1859 Beach rd for 8/12 to 9/10/19		18,827.45
2926809320-9		Service at 36 B Brennan St for 8/23 to 9/22/19		95.08
2926809320-9		Service at 36 B Brennan St for 8/23 to 9/22/19		31.69
3771390038-1		Service at Jensen Rd #3 for 8/21 to 9/19/19		41.99
4291054495-8		Service at 475 San Andreas Rd for 8/22 to 9/22/19		2,317.98
5290624576-7		Service at 2240 Beach Rd for 8/21 to 9/19/19		18.98
5916054391-0		Service at 187C San Andreas Rd for 8/22 to 9/22/19		4,791.27
				26,124.44
Check	35695	Check	10/10/2019	
Vendor:	P1000	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC		
3103447684		Postage Equipment Leasing Fee for 10/30-1/29/20		65.35
				65.35
Check	35696	Check	10/10/2019	
Vendor:	P950	PITNEY BOWES PURCHASE POWER, INC.		
8000-9000-0396-4453		Postage Machine stamp purchase for 9/23/19		5,050.00
				5,050.00
Check	35697	Check	10/10/2019	
Vendor:	S1405	SC FUELS		
0155144		Agency Vehicles Fuel for 9/23-9/24/19		345.86
				345.86
Check	35698	Check	10/10/2019	
Vendor:	S1681	SHAMROCK OFFICE SOLUTIONS		
433446		Printer Installation and Delivery fees for 10/1/19		195.00
				195.00
Check	35699	Check	10/10/2019	
Vendor:	C1580	SPECTRUM BUSINESS COMMUNICATIONS		
8203110070495564		LandLine services for 9/23 to 10/22/19		633.43
				633.43
Check	35700	Check	10/10/2019	
Vendor:	T100	TAYLOR'S OFFICE CITY, INC.		
319426		Office Supplies for 9/25/19		170.41
				170.41
Check	35701	Check	10/10/2019	
Vendor:	Z100	ZAG TECHNICAL SERVICES, INC.		
104892		IT-Agreement Support 8x5 for 9/16/19-9/30/19		609.38
104940		IT-Agreement Support 8x5 for 10/19		341.25
104970		IT-Agreement RMM, Manage Computer for 10/19		1,253.50
104986		IT-Agreement Support 8x5 for 10/19		390.00

				<b>Check</b>
Check	35702	Check	10/10/2019	2,594.13
Vendor:	Z151	ZOOM IMAGING SOLUTIONS, INC		
2124401		Monthly Maint. Contract base for 7/25 to 8/29/19		290.47
				290.47
			Date Totals:	240,148.67
Check	0	Check	10/11/2019	
Vendor:	A1250	AFLAC- FLEX ONE		
EE Deferrals		EE PR Defferals		515.50
				515.50
Check	0	Check	10/11/2019	
Vendor:	E830	DEPT. OF CHILD SUPORT SERVICES		
EE Deferrals		EE PR Defferals		174.46
				174.46
Check	0	Check	10/11/2019	
Vendor:	N125	NATIONWIDE RETIREMENT SOLUTION		
EE Deferrals		EE PR Defferals		1,950.00
				1,950.00
Check	0	Check	10/11/2019	
Vendor:	P1300	PERS-Fiscal Services Division Cashier Unit		
EE Deferrals		EE PR Defferals		1,548.43
EE Deferrals				7,013.88
				8,562.31
Check	0	Check	10/11/2019	
Vendor:	P555	PVWMA-Cafeteria Account		
EE Deferrals		EE PR Defferals		1,262.31
				1,262.31
Check	35672	Check	10/11/2019	
Vendor:	A300	ACWA/JPIA		
EE Deferrals		EE PR Defferals		27,099.84
				27,099.84
Check	35673	Check	10/11/2019	
Vendor:	A400	ACWA/JPIA WORKERS COMP		
070119-093019Preams		070119-093019 WrkCompPreams		4,188.77
				4,188.77
			Date Totals:	43,753.19
Check	35703	Check	10/14/2019	
Vendor:	T274	TOSHIBA FINANCIAL SERVICES		
500-0401760-000		Final Billing Invoice-Toshiba Copier Serial # C7JC28175B/W		636.93
				636.93
Check	35704	Check	10/14/2019	
Vendor:	S301	SANTA CRUZ COUNTY CLERK RECORDER'S		
FILING FEES		Filing Fees for CA. Dept. of Fish & Wildlife Notice of Determina		3,271.00
				3,271.00
Check	35705	Check	10/14/2019	
Vendor:	S1700	SHINEHAH BIGHAM		

				<b>Check</b>
REIMB.WELLNESS		Reimb. of 10/14/19	Wellness Event Lunch Ingredients	105.37
				105.37
			Date Totals:	4,013.30
Check	35706	Check	10/24/2019	
Vendor:	A1230	ADP-AUTOMATIC DATA PROCESSING		
544073982		Agency Payroll PE for 10/5/19		41.30
544073982		Agency Payroll PE for 10/5/19		123.90
				165.20
Check	35707	Check	10/24/2019	
Vendor:	A909	AT&T WIRELES & MOBILITY CIMIS		
287019856199X10172019		Cimis Station Inter. for 9/10 to 10/9/19		43.73
				43.73
Check	35708	Check	10/24/2019	
Vendor:	B195	BALANCE HYDROLOGICS, INC		
219177-0819		Data Post-processing & Archiving thru 8/17/19		5,269.76
				5,269.76
Check	35709	Check	10/24/2019	
Vendor:	F475	BEATRIZ VASQUEZ-FLORES		
768		English/Spanish News Letter for 9/19		115.00
				115.00
Check	35710	Check	10/24/2019	
Vendor:	L563	BRIAN LOCKWOOD		
CELLREIMBSEPT		Cell Reimb. for 9/19		40.00
CELLREIMBSEPT		Cell Reimb. for 9/19		40.00
CL-EIR-FILLING		Reimb. Filling Fees for EIR Notice of Determination 10/19		50.00
				130.00
Check	35711	Check	10/24/2019	
Vendor:	C1099	CAROLLO ENGINEERS		
0181210		Disk Filter Design ESDC for 9/19		14,386.05
				14,386.05
Check	35712	Check	10/24/2019	
Vendor:	C103	CBEC, INC		
17-1003-3-8		CL Hydrologic Monitor for 9/ 1/ to 9/30/19		791.55
19-1024-5		CL Fish Passage Design 9/1-9/30/19		557.50
				1,349.05
Check	35713	Check	10/24/2019	
Vendor:	W506	CITY OF WATSONVILLE CLERK'S		
327		Board of Directors Mtg at Council Chamber for 9/18/19 & 10/3/19		130.00
				130.00
Check	35714	Check	10/24/2019	
Vendor:	W400	CITY OF WATSONVILLE UTILITIES		
JUL-SEPT 2019		CD's Portable City Connection Usage for 7/19 to 9/19 Portable		299,867.05
				299,867.05
Check	35715	Check	10/24/2019	
Vendor:	E355	EKI ENVIRONMENT & WATER		
B90103.00-01		HSR. Professional Services for 8/24 to 9/20/19		3,906.50
				3,906.50

				<b>Check</b>
Check	35716	Check	10/24/2019	
Vendor:	G190	GREEN RUBBER KENNEDY AG		
W-544204		CD's Ball valves field supplies for 10/19		290.61
				290.61
Check	35717	Check	10/24/2019	
Vendor:	G330	GUTIERREZ CONSULTANTS, INC.		
1406		IRWM Drought Grant Support Service for 8/1-9/30/19		920.00
1418		State Water Resources Control for 9/19		2,070.00
				2,990.00
Check	35718	Check	10/24/2019	
Vendor:	I220	IN-SITU INC.		
00129869		Rugged Baro Troll field supplies for 10/19		6,313.16
				6,313.16
Check	35719	Check	10/24/2019	
Vendor:	K310	KITTLESON ENVIRONMENTAL CONSULTING		
025.21		Waterfowl Surveys-11 Field Days for 6/11-10/15/19		9,177.70
				9,177.70
Check	35720	Check	10/24/2019	
Vendor:	M1872	MICROSOFT		
E040091H4Z		Power BI pro Annually Membership for 9/10/19-9/10/2020		120.00
E04009BE1C		IT-Online Hydrology 365 Support for 9/17-10/16/19		12.50
				132.50
Check	35721	Check	10/24/2019	
Vendor:	F600	MID BAY FORD-LINCON		
134987		Vehicle #8 Maintenance for 2011 Ford Ranger 10/21/19		360.84
				360.84
Check	35722	Check	10/24/2019	
Vendor:	M1175	MONTEREY BAY ANALYTICAL SERVIC		
190923-32		Water Samples CDS for 9/23/19		850.00
190925-35		Water Samples CDS for 9/25/19		1,420.00
190930-25		Water Samples CDS for 9/30/19		170.00
190930-26		Water Samples CDS for 9/30/19		530.00
191002-51		Water Samples CDS for 10/2/19		1,440.00
191003-24		Water Samples CDS for 10/3/19		340.00
191007-35		Water Samples CDS for 10/7/19		950.00
				5,700.00
Check	35723	Check	10/24/2019	
Vendor:	M1425	MONTEREY BAY PROFESSIONAL LANDSCAPE		
34344		Building Mo. Landscape Maint. For 10/19		190.00
				190.00
Check	35724	Check	10/24/2019	
Vendor:	P210	PACIFIC INFRASTRUCTURE		
1128-01		PV Water Filter Upgrade for 9/19		274,633.00
				274,633.00
Check	35725	Check	10/24/2019	
Vendor:	P800	PG & E		
1787734656-3		Service at 1859 Beach rd for 9/11 to 10/09/19		12,872.37
9214983032-2		Service at 1931 Beach rd for 9/11 to 10/09/19		6,137.16
9218085363-9		Service at 162 San Andreas Rd for 9/11 to 10/09/19		235.88
9968544374-1		Service at 36 Brennan St for 9/11 to 10/09/19		309.24



				<b>Check</b>
9968544374-1		Service at 36 Brennan St for 9/11 to 10/09/19		103.08
				19,657.73
Check	35726	Check	10/24/2019	
Vendor:	S800	SANTA CRUZ COUNTY TAX COLLECTOR		
PROPERTYTAX		36 Brennan St. Property Tax for 2019-2020		12,741.06
				12,741.06
Check	35727	Check	10/24/2019	
Vendor:	S1405	SC FUELS		
0160971		Agency Vehicles Fuel for 10/2-10/15/19		421.21
				421.21
Check	35728	Check	10/24/2019	
Vendor:	S2865	SWCA ENVIRONMENTAL CONSULTANTS		
100646		CDS F-Line Expansion Planning Support for 9/1-9/30/19		13,641.25
100699		Recycled Water Facility Compliance Support for 9/1-9/30/19		555.85
				14,197.10
Check	35729	Check	10/24/2019	
Vendor:	T345	THE HOME DEPOT CREDIT SERVICES		
6522219/1610162		Facilities Supplies for 9/19		131.03
6522219/1610162		Late fee Refund for 9/19		-35.00
6522219/1610162		Facilities Supplies for 9/19		32.75
				128.78
Check	35730	Check	10/24/2019	
Vendor:	T359	THE STANDARD INSURANCE COMPANY		
00-649299-0087		Long Term Disability Benefits for 10/19		463.42
				463.42
Check	35731	Check	10/24/2019	
Vendor:	U185	U.S. BANK EQUIPMENT FINANCE		
397604406		RICOH Office Copier for 10/19		41.52
397604406		RICOH Office Copier for 10/19		41.52
397604406		RICOH Office Copier for 10/19		41.53
397604406		RICOH Office Copier for 10/19		41.52
397604406		RICOH Office Copier for 10/19		41.52
				207.61
Check	35732	Check	10/24/2019	
Vendor:	U422	UNITED BUSINESS BANK		
1128-01R		PV Water Filter Upgrade Retention Fee for 9/19		14,454.00
				14,454.00
Check	35733	Check	10/24/2019	
Vendor:	V369	VERIZON WIRELESS		
9839131604		Agency Personnel Cell Phones for 9/2 to 10/1/19		848.79
				848.79
Check	35734	Check	10/24/2019	
Vendor:	Z100	ZAG TECHNICAL SERVICES, INC.		
105027		IT-Monthly Subscription Agreement-Datto for 10/19		815.00
105094		IT-Agreement Support 8x5 for 10/19		341.25
105137		IT-Monthly Subscription MS-CSP for 10/19		176.00
				1,332.25
				689,602.10
		Date Totals:		689,602.10

				<b>Check</b>
Check	0	Check	10/25/2019	
Vendor:	A1250	AFLAC- FLEX ONE		
EE Deferrals		EE PR Defferals		515.50
				515.50
Check	0	Check	10/25/2019	
Vendor:	E830	DEPT. OF CHILD SUPORT SERVICES		
EE Deferrals		EE PR Defferals		174.46
				174.46
Check	0	Check	10/25/2019	
Vendor:	N125	NATIONWIDE RETIREMENT SOLUTION		
EE Deferrals		EE PR Defferals		2,950.00
				2,950.00
Check	0	Check	10/25/2019	
Vendor:	P1300	PERS-Fiscal Services Division Cashier Unit		
15818402&412		Unfunded Accrued Liability		8,870.48
EE Deferrals		EE PR Defferals		1,548.44
EE Deferrals		EE PR Defferals		7,013.88
				17,432.80
Check	0	Check	10/25/2019	
Vendor:	P555	PVWMA-Cafeteria Account		
EE Deferrals		EE PR Defferals		1,262.31
				1,262.31
				22,335.07
			Date Totals:	
			Report	999,852.33

# Bank Reconciliation

## Checks by Date

User: nancy  
 Printed: 11/04/2019 - 4:23PM



Cleared and Not Cleared Checks

Check	Check	Name	Module	Clear	Amount
35674	10/10/2019	ACE HARDWARE	AP		21.83
35675	10/10/2019	ACWA/JPIA	AP		36,465.00
35676	10/10/2019	ADP-AUTOMATIC DATA PROCESSING	AP		174.90
35677	10/10/2019	AILEEN PARRA	AP		84.00
35678	10/10/2019	ATCHINSON,BARISONE,CONDOTTI	AP		7,077.98
35679	10/10/2019	AVAYA FINANCIAL SERVICES.	AP		388.24
35680	10/10/2019	CARDMEMBER SERVICE	AP		2,790.86
35681	10/10/2019	CAROLLO ENGINEERS	AP		104,965.41
35682	10/10/2019	CASH	AP		128.74
35683	10/10/2019	FEDAK & BROWN LLP	AP		7,000.00
35684	10/10/2019	FIRST ALARM, INC	AP		223.00
35685	10/10/2019	GUTIERREZ CONSULTANTS, INC.	AP		477.50
35686	10/10/2019	JACOBS ENGINEERING GROUP INC.	AP		37,215.75
35687	10/10/2019	KARAS TECHNICAL SERVICES	AP		874.00
35688	10/10/2019	MIKE PODLECH	AP		3,940.00
35689	10/10/2019	MONTEREY BAY ANALYTICAL SERVIC	AP		1,530.00
35690	10/10/2019	MONTEREY COUNTY HEALTH DEPT. LABORATORY	AP		406.00
35691	10/10/2019	O'REILLY AUTO PARTS	AP		7.22
35692	10/10/2019	PAJARO VALLEY PRINTING	AP		852.15
35693	10/10/2019	PENINSULA MESSENGER LLC	AP		57.00
35694	10/10/2019	PG & E	AP		26,124.44
35695	10/10/2019	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	AP		65.35
35696	10/10/2019	PITNEY BOWES PURCHASE POWER, INC.	AP		5,050.00
35697	10/10/2019	SC FUELS	AP		345.86
35698	10/10/2019	SHAMROCK OFFICE SOLUTIONS	AP		195.00
35699	10/10/2019	SPECTRUM BUSINESS COMMUNICATIONS	AP		633.43
35700	10/10/2019	TAYLOR'S OFFICE CITY, INC.	AP		170.41
35701	10/10/2019	ZAG TECHNICAL SERVICES, INC.	AP		2,594.13
35702	10/10/2019	ZOOM IMAGING SOLUTIONS, INC	AP		290.47
0	10/11/2019	AFLAC- FLEX ONE	AP	10/10/2019	515.50
0	10/11/2019	DEPT. OF CHILD SUPORT SERVICES	AP	10/10/2019	174.46
0	10/11/2019	NATIONWIDE RETIREMENT SOLUTION	AP	10/10/2019	1,950.00
0	10/11/2019	PERS-Fiscal Services Division Cashier Unit	AP	10/10/2019	8,562.31
0	10/11/2019	PVWMA-Cafeteria Account	AP	10/10/2019	1,262.31
35672	10/11/2019	ACWA/JPIA	AP		27,099.84
35673	10/11/2019	ACWA/JPIA WORKERS COMP	AP		4,188.77
35703	10/14/2019	TOSHIBA FINANCIAL SERVICES	AP		636.93
35704	10/14/2019	SANTA CRUZ COUNTY CLERK RECORDER'S	AP		3,271.00
35705	10/14/2019	SHINEHAH BIGHAM	AP		105.37
35706	10/24/2019	ADP-AUTOMATIC DATA PROCESSING	AP		165.20
35707	10/24/2019	AT&T WIRELES & MOBILITY CIMIS	AP		43.73
35708	10/24/2019	BALANCE HYDROLOGICS, INC	AP		5,269.76
35709	10/24/2019	BEATRIZ VASQUEZ-FLORES	AP		115.00
35710	10/24/2019	BRIAN LOCKWOOD	AP		130.00
35711	10/24/2019	CAROLLO ENGINEERS	AP		14,386.05
35712	10/24/2019	CBEC, INC	AP		1,349.05
35713	10/24/2019	CITY OF WATSONVILLE CLERK'S	AP		130.00

Check	Check	Name	Module	Clear	Amount
35714	10/24/2019	CITY OF WATSONVILLE UTILITIES	AP		299,867.05
35715	10/24/2019	EKI ENVIRONMENT & WATER	AP		3,906.50
35716	10/24/2019	GREEN RUBBER KENNEDY AG	AP		290.61
35717	10/24/2019	GUTIERREZ CONSULTANTS, INC.	AP		2,990.00
35718	10/24/2019	IN-SITU INC.	AP		6,313.16
35719	10/24/2019	KITTLESON ENVIRONMENTAL CONSULTING	AP		9,177.70
35720	10/24/2019	MICROSOFT	AP		132.50
35721	10/24/2019	MID BAY FORD-LINCON	AP		360.84
35722	10/24/2019	MONTEREY BAY ANALYTICAL SERVIC	AP		5,700.00
35723	10/24/2019	MONTEREY BAY PROFESSIONAL LANDSCAPE	AP		190.00
35724	10/24/2019	PACIFIC INFRASTRUCTURE	AP		274,633.00
35725	10/24/2019	PG & E	AP		19,657.73
35726	10/24/2019	SANTA CRUZ COUNTY TAX COLLECTOR	AP		12,741.06
35727	10/24/2019	SC FUELS	AP		421.21
35728	10/24/2019	SWCA ENVIRONMENTAL CONSULTANTS	AP		14,197.10
35729	10/24/2019	THE HOME DEPOT CREDIT SERVICES	AP		128.78
35730	10/24/2019	THE STANDARD INSURANCE COMPANY	AP		463.42
35731	10/24/2019	U.S. BANK EQUIPMENT FINANCE	AP		207.61
35732	10/24/2019	UNITED BUSINESS BANK	AP		14,454.00
35733	10/24/2019	VERIZON WIRELESS	AP		848.79
35734	10/24/2019	ZAG TECHNICAL SERVICES, INC.	AP		1,332.25
0	10/25/2019	AFLAC- FLEX ONE	AP	10/23/2019	515.50
0	10/25/2019	DEPT. OF CHILD SUPORT SERVICES	AP	10/23/2019	174.46
0	10/25/2019	NATIONWIDE RETIREMENT SOLUTION	AP	10/23/2019	2,950.00
0	10/25/2019	PERS-Fiscal Services Division Cashier Unit	AP	10/23/2019	17,432.80
0	10/25/2019	PVWMA-Cafeteria Account	AP	10/23/2019	1,262.31
				Total	999,852.33