



**REGULAR MEETING AGENDA  
PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT  
Meadow Room, Pajaro Dunes, 2661 Beach Road, Watsonville, CA 95076**

**Saturday, May 20, 2017 9:00 a.m.**

**A. OPEN SESSION CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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**Roll Call**

Bob Moore (P45) President  
Mary Paige, Director  
Wendy Cumming, Clerk/Accountant/Secretary

Jim Griffin (P9), Director  
Robert Allen Director, Director

**B. MEMBER COMMENTS**

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Matters under the jurisdiction of the Board and not on the posted agenda, may be addressed by members of the public before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of PDGHAD. Any person wishing to address the Board during the Member Comment period shall be permitted to be heard for up to 3 minutes, A) individuals may speak only once and B) the Board is unable to address any owner comments in depth, but may choose to direct the Clerk to follow-up on the matter for a future meeting.

**C. PRESIDENT’S REMARKS**

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The President will use this opportunity to inform the public of issues affecting the District and other items of a general nature not otherwise provided for on this agenda.

- Acknowledge David Bower’s contribution to the board
- Update on the Coastal Commission application, and Santa Cruz County interaction
- Appointment of new board member

**D. CONSENT CALENDAR**

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All matters listed on the Consent Calendar are considered to be routine by the Board of Directors and will be enacted by one motion at the appropriate time. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

1. Approval of minutes February 18, 2017, and March 11, 2017

## **E. TREASURER'S REPORT**

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2. Financial Reports
  - Ten month period ended April 30, 2017
  - Warrant listing
  - Accept reports by motion

## **F. COMMITTEE REPORTS**

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3. Finance and Budget Committee
4. Community Membership and Relations Committee (Bob Moore)
5. Seawall Application and Repair Committee (Jim Griffin)
6. Meetings attended by Directors at District expense since the last meeting of the Board (per AB1234 requirements). Such reports may be made orally or in writing.

## **G. NEW BUSINESS**

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7. ITEM – Consider adopting draft budget for the fiscal period July 1, 2017 through June 30, 2018
  - a. Board report
  - b. Public comment
  - c. Board discussion
  - d. Board action
  
8. ITEM – Consider clerk proposal's for contract services for the fiscal period July 1, 2017 to June 30, 2018
  - a. Board report
  - b. Public comment
  - c. Board discussion
  - d. Board action
  
9. ITEM – Consider accepting accountant contract renewal for the fiscal period July 1, 2017 to June 30, 2018
  - a. Board report
  - b. Public comment
  - c. Board discussion
  - d. Board action
  
10. ITEM – Nomination of Officers
  - a. Board report
  - b. Public comment
  - c. Board discussion
  - d. Board action

## **H. DIRECTORS COMMENTS AND CONCERNS**

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Members of the Board of Directors may address items of concern at this time, and may request that items be placed on future agendas in accordance with the By-laws of the Board.

## **I. ADJOURNMENT**

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The next Special Meeting of the Board of Directors is scheduled for June 17 , 2017, at 9:00 a.m. at the offices of the Pajaro Dunes Geologic Hazard Abatement District, Meadow Room, Pajaro Dunes, 2661 Beach Road, Watsonville, CA 95076. Individuals who require special accommodations are requested to contact the District Clerk by calling (831) 761-7744, no less than 72 hours prior to the meeting or in the case of a Special Meeting, as soon as possible after the Agenda is posted. Copies of the agenda will be available 72 hours prior to the meeting and may be obtained by contacting the District at (831) 761-7744. All meetings are noticed and conducted in accordance with the Ralph M. Brown Act.



**REGULAR MEETING MINUTES  
PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT  
Meadow Room, Pajaro Dunes, 2661 Beach Road, Watsonville, CA 95076**

**Saturday, February 18, 2017 9:00 a.m.**

**A. OPEN SESSION CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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**Roll Call**

Bob Moore (P45) President  
David Bower (P48) Director  
Robert Allen Director

Jim Griffin (P9) Director  
Mary Paige Director  
Wendy Cumming, Clerk/Accountant/Secretary

All Present

**B. MEMBER COMMENTS**

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Matters under the jurisdiction of the Board and not on the posted agenda, may be addressed by members of the public before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of PDGHAD. Any person wishing to address the Board during the Member Comment period shall be permitted to be heard for up to 3 minutes, A) individuals may speak only once and B) the Board is unable to address any owner comments in depth, but may choose to direct the Clerk to follow-up on the matter for a future meeting.

**C. PRESIDENT’S REMARKS**

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The President will use this opportunity to inform the public of issues affecting the District and other items of a general nature not otherwise provided for on this agenda.

- Update on the Coastal Commission application, and Santa Cruz County interaction
- District Clerk and Accountant re-organization
- Letter from member Steve Erikson
- Letter from Member Fred Hodder

President Bob Moore met with Kasunich found the original codex on the seawall. Was able to provide to Kasunich. They have expressed an interest in working with the District to get another engineer report to go out for another assessment election. He does not yet have a proposal. They expressed concern about liabilities and they feel the safest thing is to go be back to the original sheet pile wall. Pres. Moore said that was not an option. Bob told to table the repair options, but focus on the assessment election and the engineer report first. Then discuss the repair plan. Bob

explained to them that if the repair to the five homes opened up a liability GHAD would be the liable party.

Bob Moore furthered that Joe Hanna may not have been the block in the permit process. The County indicated that the Coastal Commission may be driving the requests by Mr. Hanna. The Coastal Commission has now a greater requirement regarding sand movement.

Carol Turley expressed concern that this winter is shaping up like the 82/83 winter. She asked what is the District going to do if we have a failure of the wall. She recommended that the GHAD should get a power of attorney on each home in case there is an emergency event on the wall. That way if there is an expense to repair on a home the homeowner would be responsible for the expense.

Jim Griffin commented that it would be a good idea to obtain a power of attorney.

Bob asked Michael Rodriguez to see if he could look into the agreement/power of attorney.

At one point PDA “gifted” the money to GHAD in an emergency. There was more discussion on what funds the District could use, which it was concluded that there is no money at all and the District has to do an assessment election to obtain funds for an emergency.

Mary Paige asked that the District go out to the membership and ask for funds for moving the rocks off the beach and also to obtain emergency fund.

David Bower commented that the failed assessment, could be put back to a vote. Bob Scranton asked that the District send out the failed assessment documents, with corrected language, and see if we could have the assessment pass.

Jim Griffin asked if we need a termination agreement. Bob asked Mike Rodriguez if he could contact ARUP and ask for a refund of the money paid to ARUP for the engineer’s report that was not received.

The District will need to take the appropriate steps to terminate ARUP as engineer of record. Bob commented that we would need to accept the proposal from Kasunich first.

There was much discussion on the future engineer of record.

#### **D. CONSENT CALENDAR**

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All matters listed on the Consent Calendar are considered to be routine by the Board of Directors and will be enacted by one motion at the appropriate time. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

1. Approval of minutes December 10, 2016

Motion by David Bower, second by Mary Paige. Abstained by Mary Paige and Rob Allen, approved by all.

## **E. TREASURER'S REPORT**

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### 2. Financial Reports

- Seven month period ended January 31, 2017
- Warrant listing
- Accept reports by motion

Motion by Rob Allen second by David Bower, approved by all

## **F. COMMITTEE REPORTS**

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### 3. Finance and Budget Committee

### 4. Community Membership and Relations Committee (Bob Moore)

### 5. Seawall Application and Repair Committee (Jim Griffin/David Bower)

### 6. Meetings attended by Directors at District expense since the last meeting of the Board (per AB1234 requirements). Such reports may be made orally or in writing.

Seawall application and repair committee has not yet met. David Bower requested that the District have another study session on the assessment election. At the following board meeting we have adopt a resolution to begin the timeline for conducting as election.

David Bower proposed that the District move forward with the assessment election as soon as possible to conduct the election within a few months, to make the assessment rolls by August 2017.

## **G. NEW BUSINESS**

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7. ITEM – Consider approval to renew the District's annual liability insurance for the period March 2017 to February 2018, with KBK Insurance

- a. Board report
- b. Public comment
- c. Board discussion
- d. Board action

The District's officers and liability policy is up for renewal for the period 3/12/17 to 3/11/18.

Motion by David Bower second by Jim Griffin, approved by all.

## **H. DIRECTORS COMMENTS AND CONCERNS**

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Members of the Board of Directors may address items of concern at this time, and may request that items be placed on future agendas in accordance with the By-laws of the Board.

## I. ADJOURNMENT

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Motion for adjournment by David Bower seconded by Mary Paige, approved by all.

There being no further business to come before the Board, the meeting was adjourned at 10:30 a.m.

Attest: \_\_\_\_\_

Wendy Cumming  
Clerk of the Board  
Pajaro Dunes Geologic Hazard  
Abatement District



**SPECIAL MEETING MINUTES  
STUDY SESSION FOR ASSESSMENT ELECTION  
PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT  
Meadow Room, Pajaro Dunes, 2661 Beach Road, Watsonville, CA 95076**

**Saturday, March 11, 2017 9:00 a.m.**

**A. OPEN SESSION CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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**Roll Call**

Bob Moore (P45) President  
David Bower (P48) Director  
Robert Allen Director

Jim Griffin (P9) Director  
Mary Paige Director  
Wendy Cumming, Clerk/Accountant/Secretary

**All present**

**B. MEMBER COMMENTS**

---

Matters under the jurisdiction of the Board and not on the posted agenda, may be addressed by members of the public before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of PDGHAD. Any person wishing to address the Board during the Member Comment period shall be permitted to be heard for up to 3 minutes, A) individuals may speak only once and B) the Board is unable to address any owner comments in depth, but may choose to direct the Clerk to follow-up on the matter for a future meeting.

Member Steve Erickson spoke in that he wished the Board success in the seawall repair process.

**C. STUDY SESSION FOR ASSESSMENT ELECTION**

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- The board will meet to discuss and provide direction to the District’s attorney/clerk/accountant on a potential assessment election. No formal action will be taken at this study session.

President Moore commented that Kasunich said they would not be the engineer unless the district puts in the sheet pile wall, which is a \$20-\$30 million dollar project. They were concerned about the liability they would incur, and they would require a \$20-\$30 million dollar indemnification if the District took another route.

There was much discussion on the barriers to implementing the repair project, including the removal of the rocks, relationship with the County, the challenges in working with the Coastal Commission. The District cannot move forward unless the demands of the County are met, but the County will not respond to phone calls and letters requesting their assistance to resolve the open issues.



David Bower walked through the budgets and charts provided to the board.

Mary Paige provided a draft budget of her own. The Board discussed the various budgets. David Bower explained that there were eleven versions of the budget presented, and the numbers were based on actual expenses of the District and what the expense shortcomings were.

Bob Moore said he would follow up with ARUP and provide the original benefit allocation and see if they would support the allocation. Bob asked Carol Turley to see if she could find out who other special districts are using for their engineers, who prepare the benefit allocation.

David will get together with Wendy or update the budget numbers based on current expenses. The budget will be revised to include a 200k fee estimate to pay for a one time only engineers benefit assessment, which will be used for future budgets.

Bob Moore will get together with ARUP with the original benefit assessment to see if they'll accept that report.

Mary Paige asked to have the clerk and accountant costs.

Bob asked that the clerk resumes that Wendy and Mary have been provided to the board, and have the two individuals come to the next meeting.

## **I. ADJOURNMENT**

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Motion for adjournment by seconded by David Bower, seconded by Rob Allen approved by all.

There being no further business to come before the Board, the meeting was adjourned at 10:41 a.m.

Attest: \_\_\_\_\_

Wendy Cumming  
Clerk of the Board  
Pajaro Dunes Geologic Hazard  
Abatement District

**Pajaro Dunes Geologic Hazard Abatement District**

**Balance Sheet**

As of April 30, 2017

Apr 30, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

100000 · SCCB Zone 1 - 3957	27,808
100001 · SCCB Zone 2 - 3965	56,939
100003 · SCCB LTD- 0208	63,801
100400 · Union Bank Bond Holding	<u>299,609</u>

**Total Checking/Savings** 448,157

**Accounts Receivable**

120000 · Assessments Receivable	<u>109,890</u>
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**Total Accounts Receivable** 109,890

**Other Current Assets**

121500 · Prepaid Insurance	<u>15,535</u>
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**Total Other Current Assets** 15,535

**Total Current Assets** 573,582

**Fixed Assets**

150000 · Riverwall	3,000,000
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160000 · Accumulated Depreciation	<u>-1,233,330</u>
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**Total Fixed Assets** 1,766,670

**TOTAL ASSETS** 2,340,252

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

200000 · Accounts Payable	<u>11,206</u>
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**Total Accounts Payable** 11,206

**Other Current Liabilities**

220000 · Accrued Interest	15,724
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255000 · Unearned Revenue	<u>32,059</u>
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**Total Other Current Liabilities** 47,783

**Total Current Liabilities** 58,989

**Long Term Liabilities**

260000 · NP SCCB (439k) Loan	116,525
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261000 · NP SCCB (198k) Loan	15,762
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285000 · Bonds Payable Z2	1,380,000
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286000 · Bonds Payable Discount Z2	-52,250
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286500 · Amort. Bond Discount Z2	<u>25,249</u>
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**Total Long Term Liabilities** 1,485,286

**Total Liabilities** 1,544,275

**Equity**

30000 · Opening Balance Equity	607,355
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32000 · Retained Earnings	117,867
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Net Income	<u>70,755</u>
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**Total Equity** 795,977

**TOTAL LIABILITIES & EQUITY** 2,340,252

Note: GHAD owns \$15k in rock that is held at Granite Rock for future use.

**Pajaro Dunes Geologic Hazard Abatement District  
Profit & Loss Budget vs. Actual**

July 2016 through April 2017

	Zone 1			Zone 2		
	<u>Jul '16 - Apr 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '16 - Apr 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
410000 · Assessment Income	150,208	150,208		197,488	197,488	
410050 · Assess. Income PDA Stairs	4,704	5,485	(781)	1,969	1,881	88
<b>Total Income</b>	<u>154,912</u>	<u>155,693</u>	<u>(781)</u>	<u>199,457</u>	<u>199,369</u>	<u>88</u>
<b>Expense</b>						
610155 · Postage and Mailings	119	1,063	(944)			
615115 · Office Expense						
615140 · Audit Expense	7,500	7,750	(250)			
615415 · Accounting/Clerk Expense	19,824	25,303	(5,479)	2,470	3,250	(780)
615617 · Website Maintenance	1,250	2,690	(1,440)			
615650 · Officer Election	75	2,000	(1,925)			
615655 · Dues	159					
615656 · Board/Clerk Education	804	1,000	(196)			
616500 · Legal Fees	6,720	7,500	(780)			
620000 · Continuing Education						
628500 · Insurance Expense	10,830	10,830				
629030 · SBA Repayment to PHA Z2				77,380	77,380	
629900 · Bond Fee Expense				635		
650000 · Bank Service Charges	9			79		
750000 · Depreciation Expense Z2				83,330	83,330	
<b>Total Expense</b>	<u>47,290</u>	<u>58,136</u>	<u>(10,846)</u>	<u>163,894</u>	<u>163,960</u>	<u>(66)</u>
<b>Net Ordinary Income</b>	<u>107,622</u>	<u>97,557</u>	<u>10,065</u>	<u>35,563</u>	<u>35,409</u>	<u>154</u>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
410070 · Interest Income	170	40	130	104	120	(16)
8000 · Reimbursed Costs	800					
<b>Total Other Income</b>	<u>970</u>	<u>40</u>	<u>930</u>	<u>104</u>	<u>120</u>	<u>(16)</u>
<b>Other Expense</b>						
855000 · Interest Expense	9,443	9,443		62,320	62,320	
955500 · Interest Bond Discount				1,740	1,740	
<b>Total Other Expense</b>	<u>9,443</u>	<u>9,443</u>		<u>64,060</u>	<u>64,060</u>	
<b>Net Other Income</b>	<u>(8,473)</u>	<u>(9,403)</u>	<u>930</u>	<u>(63,956)</u>	<u>(63,940)</u>	<u>(16)</u>
<b>Net Income</b>	<u><u>99,149</u></u>	<u><u>88,154</u></u>	<u><u>10,995</u></u>	<u><u>(28,393)</u></u>	<u><u>(28,531)</u></u>	<u><u>138</u></u>

**Pajaro Dunes Geologic Hazard Abatement District  
Profit & Loss Budget vs. Actual**

July 2016 through April 2017

	TOTAL		
	<u>Jul '16 - Apr 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
410000 · Assessment Income	347,696	347,696	
410050 · Assess. Income PDA Stairs	6,673	7,366	(693)
<b>Total Income</b>	<u>354,369</u>	<u>355,062</u>	<u>(693)</u>
<b>Expense</b>			
610155 · Postage and Mailings	119	1,063	(944)
615115 · Office Expense			
615140 · Audit Expense	7,500	7,750	(250)
615415 · Accounting/Clerk Expense	22,294	28,553	(6,259)
615617 · Website Maintenance	1,250	2,690	(1,440)
615650 · Officer Election	75	2,000	(1,925)
615655 · Dues	159		159
615656 · Board/Clerk Education	804	1,000	(196)
616500 · Legal Fees	6,720	7,500	(780)
620000 · Continuing Education			
628500 · Insurance Expense	10,830	10,830	
629030 · SBA Repayment to PHA Z2	77,380	77,380	
629900 · Bond Fee Expense	635		635
650000 · Bank Service Charges	88		88
750000 · Depreciation Expense Z2	83,330	83,330	
<b>Total Expense</b>	<u>211,184</u>	<u>222,096</u>	<u>(10,912)</u>
<b>Net Ordinary Income</b>	<u>143,185</u>	<u>132,966</u>	<u>10,219</u>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
410070 · Interest Income	274	160	114
8000 · Reimbursed Costs	800		800
<b>Total Other Income</b>	<u>1,074</u>	<u>160</u>	<u>914</u>
<b>Other Expense</b>			
855000 · Interest Expense	71,763	71,763	
955500 · Interest Bond Discount	1,740	1,740	
<b>Total Other Expense</b>	<u>73,503</u>	<u>73,503</u>	
<b>Net Other Income</b>	<u>(72,429)</u>	<u>(73,343)</u>	<u>914</u>
<b>Net Income</b>	<u><u>70,756</u></u>	<u><u>59,623</u></u>	<u><u>11,133</u></u>

**Pajaro Dunes Geologic Hazard Abatement District**  
**Bank Account Activity**

As of April 30, 2017

Type	Date	Num	Name	Debit	Credit	Balance
<b>100000 - SCCB Zone 1 - 3957</b>						<b>4,396.91</b>
Bill Pmt -Check	02/17/2017	1284	Jarvis, Fay, Doport & Gibson, LLP		220.00	4,176.91
Bill Pmt -Check	02/17/2017	1283	KBK Insurance		11,591.68	-7,414.77
Bill Pmt -Check	02/17/2017	1282	Wendy L. Cumming, CPA		1,952.44	-9,367.21
Bill Pmt -Check	02/17/2017	1285	KBK Insurance		3,188.00	-12,555.21
Deposit	02/28/2017			679.47		-11,875.74
Deposit	02/28/2017			81.62		-11,794.12
Deposit	02/28/2017			800.00		-10,994.12
Deposit	02/28/2017			40,282.14		29,288.02
Bill Pmt -Check	03/10/2017	1286	Wendy L. Cumming, CPA		1,471.84	27,816.18
Deposit	03/31/2017			0.40		27,816.58
Check	04/30/2017				9.00	27,807.58
Total 100000 - SCCB Zone 1 - 3957				41,843.63	18,432.96	27,807.58
<b>100001 - SCCB Zone 2 - 3965</b>						<b>11,847.13</b>
Bill Pmt -Check	02/17/2017	1253	Wendy L. Cumming, CPA		241.31	11,605.82
Deposit	02/28/2017			0.01		11,605.83
Deposit	02/28/2017			21.44		11,627.27
Deposit	02/28/2017			133,531.17		145,158.44
Bill Pmt -Check	03/10/2017	1254	Pajaro Dunes Geologic Abatement District		80,299.44	64,859.00
Bill Pmt -Check	03/10/2017	1255	Pelican Home Owner's Association		7,738.00	57,121.00
Bill Pmt -Check	03/10/2017	1256	Wendy L. Cumming, CPA		181.91	56,939.09
Total 100001 - SCCB Zone 2 - 3965				133,552.62	88,460.66	56,939.09
<b>100003 - SCCB LTD- 0208</b>						<b>38,842.19</b>
Deposit	02/28/2017			1,672.96		40,515.15
Deposit	02/28/2017			162.98		40,678.13
Deposit	02/28/2017			70,560.04		111,238.17
Check	02/28/2017	atm	Santa Cruz County Bank		16,258.16	94,980.01
Check	02/28/2017	atm	Santa Cruz County Bank		31,192.79	63,787.22
Deposit	02/28/2017			3.05		63,790.27
Deposit	03/31/2017			5.42		63,795.69
Deposit	04/30/2017			5.24		63,800.93
Total 100003 - SCCB LTD- 0208				72,409.69	47,450.95	63,800.93
<b>100400 - Union Bank Bond Holding</b>						<b>255,729.92</b>
Transfer	02/10/2017				36,420.00	219,309.92
Bill	03/10/2017		Pajaro Dunes Geologic Abatement District	80,299.44		299,609.36
Total 100400 - Union Bank Bond Holding				80,299.44	36,420.00	299,609.36
<b>TOTAL</b>				<b>328,105.38</b>	<b>190,764.57</b>	<b>448,156.96</b>

## BUDGET FOR FOR THE FISCAL YEAR ENDED JUNE 30, 2018

FUNDING SOURCES FOR ZONE 1	Current Year <u>Budget</u>	<u>Notes</u>	Prior Year <u>Budget</u>	Dollar <u>Change</u>
Property Assessments:	\$ 146,097		\$ 185,734	\$ (39,637)
From Members	141,783		180,249	38,467
From PDA for Stairways	4,314		5,485	1,170
Interest income	50		50	-
<b>Total Revenue for Zone 1</b>	<u>146,147</u>		<u>185,784</u>	<u>39,637</u>
<b>EXPENDITURES FOR ZONE 1</b>				
Insurance	13,391	(1)	13,000	391
Legal Consultant	9,271	(1)	9,000	271
Website maintenance/annual fee	3,183	(1)	3,090	93
Postage/shipping/office supplies	1,313	(1)	1,275	38
Officer election	2,060	(1)	2,000	60
Audit Fees	7,983	(1)	7,750	233
Assessment Administration	8,241	(1)	8,000	241
Accountant Contract	16,830	(1)(2)	22,363	(5,533)
Clerk Contract	4,200	(1)(2)	-	4,200
Board and Clerk training	1,030	(1)	1,000	30
<b>Total Administrative Costs</b>	<u>67,503</u>		<u>67,478</u>	25
<b>Debt Service:</b>			-	
Loan payments (\$198,000 to year 2017)	16,258		32,516	(16,258)
Loan payment (\$439,000 to year 2019)	62,386		62,386	-
Loan payment (\$200,000 to year 2016)	-		23,404	(23,404)
Sub Total	<u>78,644</u>		<u>118,306</u>	<u>(39,662)</u>
<b>Total Expenditures for Zone 1</b>	<u>146,147</u>		<u>185,784</u>	<u>\$ (39,637)</u>
<b>Net Change in Fund Balance</b>	<u>\$ -</u>		<u>\$ -</u>	

**Notes ~**

- (1) General and administrative expenses increased over 2016/2017 budget by CPI of 3.10%, using all urban consumers (San Francisco-Oakland-San Jose, CA)
- (2) Clerk and Accountant positions seperated for budget presentation. Clerk costs anticipated at \$35/per hour, averaging 10 hours per month. Accountant position, at \$165 per hour (4 hrs per month financial statements, check run, deposits + 30 hours annual audit, 5 board meetings at 2 hours per meeting, debt admin. 3 hrs annually, annual compliance reports 3 hrs, budget preparation 8 hrs. annually) Total hours = 102

**PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT**

**ANNUAL BUDGET SUMMARIZED FOR FY 2017/18**

	<u>Notes</u>	<u>Zone 1</u>	<u>Zone 2</u>
<b>Administrative and Operating Expenses:</b>			
<b>General and Administrative</b>		\$ 17,888	\$ 1,030
<b>Professional/Clerk/Accountant/Admin. Services</b>	(A)	46,525	2,640
<b>Special District Compliance Costs</b>		3,090	-
<b>Total Administrative and Operating Expenses</b>		<u>67,503</u>	<u>3,670</u>

**Costs to be allocated to each zone based on estimated proportional benefit. Based on standard cost allocation formulas for GHAD as recorded by the engineer of record July 1, 2009.**

(A) Contract for Accountant/Clerk, services to include audit support, budget preparation, administration, outreach and additional requests as required by the board.

**DRAFT PAJARO DUNES GEOLOGIC HAZARD ABATEMENT DISTRICT - ZONE 2**

**BUDGET FOR FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

	<u>Current Year budget</u>	<u>Prior Year Budget</u>	<u>Dollar Change</u>
<b>REVENUE FOR ZONE 2</b>			
Property Assessments	238,976	238,866	110
Pelican	237,093	236,985	108
Total PDA for stairway	1,882	1,881	1
			-
Interest	150	150	-
<b>Total Revenue for Zone 2</b>	<u>239,126</u>	<u>239,016</u>	<u>110</u>
<b>EXPENDITURES FOR ZONE 2</b>			
<i>Administrative Costs</i>			
Insurance	-	-	-
Legal Consultant	-	-	-
Officer Election	-	-	-
Postage/office supplies	-	-	-
Dues and subscriptions	-	-	-
Audit Fees	-	-	-
Contract for Assessment Administration	1,030	1,000	30
Accountant/Clerk Contract	2,719	2,640	79
			-
Total Administrative Costs	<u>3,750</u>	<u>3,640</u>	<u>110</u>
<i>Loan Payments</i>			
SBA Loan Payment	92,856	92,856	-
Payment on bond issue (82 members)	142,520	142,520	-
			-
Total loan payments	<u>235,376</u>	<u>235,376</u>	<u>-</u>
			-
<b>Total Expenditures for Zone 2</b>	<u>239,126</u>	<u>239,016</u>	<u>110</u>
<b>Net Change in Fund Balance</b>	<u>-</u>	<u>-</u>	<u>0</u>

Current year CPI = 3.01%



## Consumer Price Index - All Urban Consumers

### Original Data Value

Series Id: CUURA422SA0  
 Not Seasonally Adjusted  
 Area: San Francisco-Oakland-San Jose,  
 Item: All items  
 Base Period: 1982-84=100  
 Years: 2006 to 2016

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2006		207.1		208.9		209.1		210.7		211.0		210.4	209.2	207.9	210.6
2007		213.688		215.842		216.123		216.240		217.949		218.485	216.048	214.736	217.361
2008		219.612		222.074		225.181		225.411		225.824		218.528	222.767	221.730	223.804
2009		222.166		223.854		225.692		225.801		226.051		224.239	224.395	223.305	225.484
2010		226.145		227.697		228.110		227.954		228.107		227.658	227.469	226.994	227.944
2011		229.981		234.121		233.646		234.608		235.331		234.327	233.390	232.082	234.698
2012		236.880		238.985		239.806		241.170		242.834		239.533	239.650	238.099	241.201
2013		242.677		244.675		245.935		246.072		246.617		245.711	245.023	243.894	246.152
2014		248.615		251.495		253.317		253.354		254.503		252.273	251.985	250.507	253.463
2015		254.910		257.622		259.117		259.917		261.019		260.289	258.572	256.723	260.421
2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911	268.777
													Change	7.77	
													%	3.01%	

**Connie Schobert**  
P.O. Box 1331  
San Juan Bautista, CA. 95045  
(C) (408) 843-0125  
(E) csepulveda1985@gmail.com

## **Career Overview**

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Over 14 years of experience in customer service ranging from work in an educational setting, to fast-paced retail work, web development, and most recently local government. Proficient in Microsoft Word, Excel, PowerPoint, Access, and Outlook. Fluently bilingual in English and Spanish.

## **Core Strengths**

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- HTML and web content management knowledgeable
- Intermediate computer/technical skills
- Communication/interpersonal skills
- Bilingual (English/ Spanish)
- Customer service/ customer relations experience
- Multi-tasks
- Takes initiative
- Strong work ethic

## **Work Experience**

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### Self- Employed

#### San Juan Bautista, CA.

*Social Media/ Web Development/ Graphic Design*

*06/2014- present*

- *Freelance web developer*
- *Social Media promotion for local newspaper*
- *Mapping and designing using Wordpress, Linux*
- *File transferring using File Transfer Protocol*
- *Web and email setup/ management*
- *Specialization in search engine optimization (SEO)*

### City of San Juan Bautista

#### San Juan Bautista, CA.

*8/2012- present*

*City Clerk/ Library Technician/ Web Content Manager/ Administrative Office Asst.*

- *Oversees council meetings*
- *Agenda, minutes, and staff report preparation*
- *Reports to City Manager*
- *Preparation of meeting minutes*
- *Schedules meetings*
- *Material and book management*
- *Database maintenance and backups*
- *Material and catalog inventory*
- *Library Social Media management*
- *Computer Maintenance*
- *Web content management*

- *Utility Billing/ Accounting Assistant*
- *Library program coordinator*
- *Record-keeping and management*
- *Light tech support*
- *Business license processing*
- *Building and encroachment permit processing*

*Petsmart, Inc.*

*Gilroy, CA.*

*8/2007- 10/2012*

*Customer Service/ Lead Cashier*

- *General customer service, answering phones.*
- *Processed Return-To-Vendor products. (RTVs)*
- *Price auditing*
- *Stocking product*

**Educational Background**

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2012	<b>University of Phoenix</b> Associate of Arts in Education	San Jose, CA
2014	<b>University of Phoenix</b> Bachelor of Science in Psychology	San Jose, CA

**Volunteer Background**

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2015-present	<b>City of San Juan Bautista</b> Strategic Planning Committee member Government and Communications sub-committee Youth Commission co-adviser	San Juan Bautista, CA
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# SARAH MANSERGH

## EXPERIENCE

### 2015-present Self-employed

#### *Technology Tutor;Accounting;*

- Provide tutoring services in computer programs and technology-iPhone, Mac and PC training. Quickbooks, Quicken, Square, Hours Keeper, Wunderlist, and Office Suite management and training. Accounting and medical billing services

### 2015-present City of Gilroy

#### *Water Conservation Officer*

- Establish a water conservation program including outreach to residents, businesses and community groups and enforce local city codes and ordinances.

### 2006-present Surfrider Foundation Santa Cruz

#### *Volunteer : Chapter chair, lab manager*

- Chair-run meetings, provide agendas, present at conferences and hearings. Engage with local agencies including Santa Cruz County, City of Santa Cruz, City of Watsonville, City of Capitola, Soquel Creek Water District, CA Coastal Commission, Regional Water Quality Control Board, Monterey Bay National Marine Sanctuary and others.
- Treasurer and Lab Manager

### 2000-2010 Monterey Bay Aquarium, Monterey

#### *Applied Research Microbiologist,*

- Manage Microbiology lab
- Microbiological and water quality analysis for human and animal health

## EDUCATION

### 2014-2016 Computing and Accounting

Cabrillo College, Aptos. Ca.

### 2006-2010 Ocean Science

UC Santa Cruz. Santa Cruz. Ca.

### 2000-present Coursework

UCSC Ocean Science

Cabrillo College, Aptos. Ca

Hartnell College, Salinas, Ca

### 1994-1998 BA Marine Biology

UC Santa Cruz. Santa Cruz. Ca

Mansergh S and Zehr JP (2014)

Vibrio diversity and dynamics in the Monterey Bay upwelling region.

Front. Microbiol. 5:48. doi:

10.3389/fmicb.2014.00048

Kingsley E., S. Mansergh, J. Dreyer

and R. Phillips. *Vitamin C, An*

*Alternative to Sodium Thiosulfate for*

*Bleach Neutralization.* Drum and

Croaker vol. 35:8-12, January 2004

[http://www.colszoo.org/internal/drum\\_croaker/pdf/2004.pdf](http://www.colszoo.org/internal/drum_croaker/pdf/2004.pdf)

Bargu S, B. Marinovic, S. Mansergh

and M.W. Silver *Feeding responses*

*of krill to the toxin-producing diatom*

*Pseudo-nitzschia* Journal of

Experimental Marine Biology and

Ecology, 284 (2003) pp. 87-104

# SARAH MANSERGH

Mansergh, S., Roger Phillips, Eric Kingsley and Jennifer Dreyer.

*Monitoring of indicator bacteria in near shore waters at the Monterey Bay Aquarium.* Poster Presentation. MBNMS Currents Symposium Seaside, CA, March 12<sup>th</sup>, 2005.

Phillips, R., E. Kingsley, S. Mansergh & R. Weber. *Foam Fractionation versus Ozone Contacting: Impacts on Water Quality in a Natural Seawater System.* AQUALITY: 1<sup>st</sup> International Symposium of Water Quality and Treatment in Zoos and Aquariums. Lisbon Oceanarium, Lisbon, Portugal, April 1-6, 2004.

Roger Phillips, Eric Kingsley, Sarah Mansergh & Robin Weber. *Protein Fractionation versus Ozone Contacting: Impacts on Water Quality in a Natural Seawater System.* Aquatic Animal Life Support Operators 9<sup>th</sup> Annual Symposium, Orlando, FL, May 4-7, 2003.

## PROFESSIONAL AFFILIATIONS

American Society for Microbiology 2008-2010

National Marine Educators Association 2008-2013

American Association Life Support Operators 2003-2010

Association of Zoos and Aquariums 2004-2010

American Fisheries Society 2004-2008

Western Society of Naturalists 2004-2006

## CERTIFICATIONS/TRAINING

Green Gardener Certification 2011

CLCA Water Manager Training 2012

Monterey Bay Friendly Landscaping Rater 2014

CPR/AED 2015

## ADVISORY BODIES

Monterey Bay National Marine Sanctuary Water Quality Protection Program 2013-present

Santa Cruz Water Supply Advisory Committee 2014-2015

San Lorenzo River Alliance Water Quality Working Group 2014-present

Cowells Beach Working Group 2015-present

# WENDY L. CUMMING

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CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 1531  
California, California 95010

Office (831) 475-5550  
WendyC@CummingCPA.com

May 16, 2017

Pajaro Dunes Geologic Hazard  
Abatement District  
2661 W. Beach St.  
Watsonville, CA 95076

This letter is to confirm our understanding of the terms and objectives of this engagement and the nature and limitations of the Accountant services that will be provided.

## ACCOUNTING AND RECORDKEEPING

I will gain an understanding of the key accounting policies, principles, and procedures being followed, recordkeeping methods and data maintenance, file structures and file contents, and timeliness of reporting and reporting mechanisms. If recommendations for changes are noted, as they pertain to safeguarding of assets, weaknesses in internal controls, they will be discussed with management. I will assist with implementation of proposed changes as directed by management. This work will be done on an ongoing basis.

## FINANCIAL STATEMENTS

In connection with the monthly financial statements I will prepare financial reports to compare budget to actual, review the assumptions used in expense accruals, revenue recognition, and perform other procedures as needed. The above work will be done on a timely basis to ensure that the District meets its timetable for distribution of the financial statements.

The above procedures do not constitute an audit, review, or compilation of the financial statements in accordance with the standards established by the American Institute of Certified Public Accountants.

The work performed above will be done on an as-needed hourly basis, which limits my involvement and knowledge of the daily operations of the District. Because of this, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcation, may exist and may not be detected by us. By signing below the District acknowledges this fact and agrees to indemnify me should any of the above situations occur.

## SPECIAL PROJECTS

During the course of our engagement, I will assist with various projects of the District. These can include, but are not limited to, cash management, budget preparation, audit documentation preparation

and review, specialized management reporting, financing arrangements, liaison with vendors and customers or other professionals engaged by the District, and assistance with development of operating budgets and forecasts.

#### INDEMNITY

To the extent I am acting on behalf of the District, and at the direction of management, the District agrees to indemnify me for any damages that may result from my good faith actions.

#### CONFIDENTIALITY

During the course of this engagement I may have access to proprietary information of the District, including, without limitations, oral and written information and material concerning or pertaining to the District's trade secrets, business methods, plans and/or projects. I acknowledge that such information, regardless of its form, is confidential and proprietary to the District, and that I shall not use, copy, or disclose the information in whole or in part in any manner or to any person or entity without the express prior written consent of a duly authorized officer of the District.

#### FEES

Statements for services will be sent on a monthly basis, and are payable within 14 days. The current billing rate for services is \$165.00 per hour.

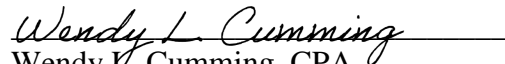
Fees do not include out-of-pocket expenses advanced on behalf of the District, such as computer charges, telephone calls, postage, photocopying, etc.; these will be billed separately.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

I appreciate the opportunity to be of service to you and believe this letter correctly expresses the significant terms of our engagement. If you have any questions please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me. This letter will continue in effect until canceled by either party.

Sincerely,

  
Wendy L. Cumming, CPA

Response:

This letter correctly sets forth the understanding of:

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Robert Moore, President  
Pajaro Dunes Geologic Hazard  
Abatement District

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Date