



Website:
www.sanbenitocountyca.gov

BOARD MEMBERS:

DISTRICT 1 - Dom Zanger
DISTRICT 2 - Kollin Kosmicki
DISTRICT 3 - Mindy Sotelo
DISTRICT 4 - Angela Curro
DISTRICT 5 - Ignacio Velazquez

COUNTY EXECUTIVE OFFICER:
Esperanza Colio Warren

COUNTY COUNSEL:
Gregory P Priamos

CLERK OF THE BOARD:
Vanessa Delgado

**Agenda Item
Regular Meeting of the
Board of Supervisors
Tuesday, August 25, 2026**

Item Number: 1.14

MEETING DATE: 08/25/2026
DEPARTMENT: TREASURER/TAX
AGENDA ITEM PREPARER: Katherine Casey
DEPT HEAD/DIRECTOR: Melinda Casillas

SUBJECT:

TREASURER/TAX COLLECTOR/PUBLIC ADMINISTRATOR - M. CASILLAS

1. Approve retroactive contract with PacWest Direct in the amount of \$45,000.00 for the period of July 1, 2026 through June 30, 2027 for the printing and mailing of secured/unsecured tax bills; and
2. Authorize a reimbursement in the amount of \$1,009.79 to Melinda Casillas for an advance payment made to cover the required advance postage costs for the unsecured tax bills on July 1, 2026; and
3. Authorize Chair, County Executive Officer, or designee to sign.
SBC FILE NUMBER: 685.2

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

The Treasurer-Tax Collector contracts annually with PacWest Direct to provide the specialized printing and mailing services required for the County's secured and unsecured property tax bills. These services are essential to meeting statutory property tax billing requirements and ensuring the timely distribution of tax bills to property owners.

For the Fiscal Year 2026–2027 agreement, quotes were solicited from four vendors to provide property tax bill printing and mailing services. Two vendors submitted responsive quotes, which are attached for the Board's review. PacWest Direct submitted the lowest-cost proposal and was selected based on its competitive pricing, demonstrated quality of service, responsiveness, and long-standing reputation as a trusted provider of property tax bill printing and mailing services for California counties. PacWest Direct

has historically provided these services to the County with reliable performance, excellent customer service, and cost-effective pricing.

The previous agreements with PacWest Direct covered the period of July 1, 2023, through June 30, 2026. Although the County enters into a separate agreement each fiscal year, the services are continuous in nature. Following is the amount paid for services in each fiscal year.

July 2023-June 2024	\$25,532.10
July 2024-June 2025	\$23,762.12
July 2025-June 2026	\$31,710.55

Under the County's current Purchasing Policy, the cumulative value of successive agreements for the same services is aggregated when determining the Board approval threshold. As the cumulative value of the County's agreements with PacWest Direct exceeds \$50,000.00, Board approval is required for the Fiscal Year 2026–2027 agreement.

The Fiscal Year 2026–2027 agreement process was initiated in April 2026 in anticipation of the July 1, 2026, start date, and the proposed agreement was submitted to County Counsel for review on May 6, 2026. During the review process, two issues were identified that required resolution before the agreement could be approved. As a result, County Counsel's review was not completed and the approved agreement was not returned to the Treasurer-Tax Collector until July 2026. Following completion of the legal review, the agreement was scheduled for consideration at the first available Board meeting in August. Due to this review and approval timeline, the agreement could not be presented to the Board prior to its intended July 1, 2026, effective date.

To prevent any interruption in the production and mailing of property tax bills, PacWest Direct continued providing services beginning July 1, 2026, while the agreement was pending Board consideration. The agreement is therefore being presented for ratification with a retroactive effective date of July 1, 2026.

PacWest Direct requires advance payment of postage costs associated with the printing and mailing of property tax bills. Because unsecured property tax bills were required to be mailed by July 31, 2026, advance payment was necessary to ensure timely production and mailing while the agreement awaited Board approval. The Auditor's Office refused to issue payment without a Board approved agreement, leaving no County payment mechanism available to meet PacWest Direct's advance postage requirement.

The Treasurer-Tax Collector's Office does not maintain a petty cash fund, and, in any event, petty cash is generally intended for smaller, cash-based expenditures and would not have been an appropriate method of payment for this invoice. Payment by credit card was also considered but would have resulted in a significant processing fee. As a result, Melinda Casillas personally paid Invoice No. 410114215, issued July 1, 2026, in the amount of \$1,009.79, to cover the required advance postage costs and avoid delaying the statutory mailing of the unsecured property tax bills.

The unsecured tax bills were subsequently printed and mailed on July 28, 2026. An additional invoice from PacWest Direct for the remaining printing and postage costs associated with that mailing is anticipated.

In addition, an invoice in the amount of \$17,683.97 for advance postage costs associated with the secured property tax bill mailing that is required to be mailed by October 31st is currently being held pending approval of the agreement. Payment of this invoice is necessary for PacWest Direct to proceed

with the secured tax bill mailing.

Approval of this item will ratify the Fiscal Year 2026–2027 agreement, authorize reimbursement of eligible expenses incurred prior to ratification, and ensure the continued provision of these essential services while maintaining compliance with the County's Purchasing Policy.

FISCAL IMPACT:

Funding for the Fiscal Year 2026–2027 agreement, including reimbursement of eligible expenses incurred between July 1, 2026, and the date of Board ratification, is included in the Tax Collector's approved Fiscal Year 2026–2027 budget Postage & Delivery fund 101.30.1160.1000.619.172.

STAFF RECOMMENDATION:

1. Approve retroactive contract with PacWest Direct in the amount of \$45,000.00 for the period of July 1, 2026 through June 30, 2027 for the printing and mailing of secured/unsecured tax bills; and
2. Authorize a reimbursement in the amount of \$1,009.79 to Melinda Casillas for an advance payment made to cover the required advance postage costs for the unsecured tax bills on July 1, 2026; and
3. Authorize Chair, County Executive Officer, or designee to sign.

BOARD ACTION RESULTS:

ATTACHMENTS:

[Agenda Fact Sheet - PACWest Direct](#)

[San Benito County-PacWest Direct Standard Contract 2026-2027](#)

[Requisition for Quotes - 2027](#)

[San Benito County-PacWest Direct Standard Contract 2023-2024](#)

[San Benito County PacWest Standard Contract 2025-2026.pdf](#)