



# Sunnyslope County Water District

## BOARD OF DIRECTORS

### REGULAR MEETING

District Office Board Room



3570 Airline Hwy., Hollister, CA

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## NOTICE & AGENDA

OCTOBER 19, 2021

Regular Board Meeting - 5:15PM

**Closed Session to precede the Regular Session – 4:30PM**

AS AUTHORIZED BY THE STATE OF CALIFORNIA EXECUTIVE ORDER N-08-21 THE SSCWD UNANIMOUSLY APPROVED THE USE OF VIRTUAL MEETING ACCESS THROUGH NOVEMBER 5<sup>th</sup>, 2021. PUBLIC ACCESS TO DISTRICT MEETINGS CAN BE OBTAINED THROUGH THE FOLLOWING ACCESS POINTS:

ZOOM MEETING ACCESS LINK

<https://zoom.us/j/94351443777?pwd=bjVleGdCQVhQa1dSWldhNmt4SDIUdz09>

Passcode: SSCWD

Or Telephone: Dial + 1 (669) 900-9128 and when prompted enter Meeting ID: 943 5144 3777

Passcode: 130559

#### COVID PROTECTION GUIDELINES

Per the San Benito County meeting guidelines all attendees must comply and wear a face covering if not fully vaccinated. If providing proof of vaccination attendees will not need to wear a face covering. Virtual meeting access will continue to be provided until further determined by the District Board; All attendees must comply with any other rules of procedures/instructions announced by the Board of Directors or as directed by Staff. The meeting will be available through Zoom for those who wish to join remotely. Anyone requiring accommodations may contact the Main Office at (831) 637-4670 a minimum of 24 hrs prior to the start of the meeting.

#### ***Mission Statement:***

*“Our Mission is to provide safe, reliable, and high-quality water and wastewater services to our customers and all future generations in an environmentally and financially responsible manner.”*

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**A. CALL TO ORDER - ROLL CALL**

President Buzzetta\_\_\_\_\_, Vice-President Parker\_\_\_\_\_

Director Brown\_\_\_\_\_, Director Alcorn\_\_\_\_\_, and Vacant \_\_\_\_\_.

- B. PUBLIC COMMENT ON CLOSED SESSION MATTERS** – Members of the public may address the Board on the item or items listed on the Closed Session agenda, with a time limit of three minutes per speaker.

**CLOSED SESSION**

**C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:**

**1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):**

- a. *County of San Benito vs. SSCWD*, San Benito County Superior Court Case No. CU-20-00068

**REGULAR SESSION**

**D. PLEDGE OF ALLEGIANCE**

**E. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION**

- F. APPROVAL OF AGENDA** – Any requests to postpone consideration of an agenda item or move an item forward on the agenda will be considered at this time.

- G. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS** – The public may comment<sup>1</sup> on any District business, not on the agenda, with a time limit of three minutes per speaker. No actions may be taken by the Board during the public comment period.

- H. CONSENT AGENDA** – Members of the Board and/or members of the public may pull matters from the Consent Agenda. Any matter pulled from the Consent Agenda requiring action shall be moved to New Business and treated as a matter of new business, or for matters needing clarification shall be moved to Staff Reports and addressed by the respective staff. The public may address the Board<sup>2</sup> on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approve Minutes of the Regular Board Meeting of September 21, 2021. (Page 1)
2. Approve Minutes of the Special Board Meeting of October 5, 2021. (Page 6)
3. Receive and Accept Allowance of Claims for Disbursements from September 1, 2021 through September 30, 2021. (Page 8)
4. Receive and Accept Associate Engineer Monthly Status Report. (Page 12)
5. Receive and Accept Finance Manager Monthly Status Reports:
  - a) Narrative Report (Page 14)
  - b) Operation Summary (Page 20)
  - c) Statement of Income (Page 22)
  - d) Investment Summary (Page 24)
  - e) Board Designated Reserves. (Page 25)
6. Receive and Accept Superintendent Monthly Status Reports:
  - a) Maintenance (Page 26)
  - b) City Meter Reading (Page 31)
  - c) Groundwater Level Measurement (Page 32)
7. Receive and Accept General Manager Monthly Status Report (Page 33)

**I. NEW BUSINESS** – The Board will review and discuss agenda items and take action or direct staff to return to the Board for action at a following meeting. The public may address the Board<sup>2</sup> on these items as the Board reviews each item when directed to do so.

1. Interview Board Member Applicants, Consider Appointment, and Conduct a Swearing-In Ceremony of a New Board Member to Fill a Vacancy on the Board of Directors. (Page 35)
2. Take Appropriate Action to Update Signature Cards for the District's Heritage Bank of Commerce Bank Accounts. (Page 36)
3. Receive Oral Report and Explanation of the Intertie Water Summary Report Prepared by the Water/Wastewater Superintendent. Board is Invited to Ask Questions and Provide Direction.

**J. STATUS REPORTS**

1. Governance Committee – (Meeting Held October 6<sup>th</sup>, Presentation provided by SBCWD, Next meeting in December DTBD)

2. Water / Wastewater Committee – (No Meeting)
3. Finance Committee – (No Meeting)
4. Policy and Procedure Committee – (No Meeting)
5. Personnel Committee – (Meeting Held September 17<sup>th</sup>, Discussion of pending changes in CalPERS Health Care)
6. Water Resources Association of San Benito County – (Meeting Held, October 7<sup>th</sup>)

#### **K. BOARD and STAFF REPORTS**

1. Directors
2. District Counsel
3. General Manager – COVID 19 Update (Oral Report)

#### **L. FUTURE AGENDA ITEMS**

#### **M. ADJOURNMENT**

*Upon request, Sunnyslope County Water District (SCWD) will make a reasonable effort to provide written agenda materials in appropriate alternative formats, languages or disability-related modification or accommodation, including auxiliary aids or services, to enable all individuals to participate in public meetings. SCWD will also make a reasonable effort to provide translation services upon request. Please submit a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service as soon as possible in advance of the meeting.*

**Next Regular Board Meeting** – November 16, 2021 @ 5:15 p.m., District Office

**AGENDA DEADLINE:** November 10, 2021 @ 12:00 p.m.

## **Future Scheduled Committee Meetings**

Water Resources Agency – December 2<sup>nd</sup>, 2021 @ 4:00 PM

<sup>1</sup> The person speaking is requested to fill out a speaker card stating items on which they wish to comment to be properly recognized during communications from the public and address comments to the Board of Directors. A limit of three (3) minutes per speaker is requested to allow others an opportunity to comment. Board members may ask questions of the speaker, but no action may be taken and no discussion may be held on non-agenized items raised by the public. The General Manager may refer the matter to the proper personnel for review.

October 19, 2021  
Regular Board Meeting - 5:15PM

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<sup>2</sup> The person speaking is requested to fill out a speaker card stating their name, address, and items on which they wish to comment to be properly recognized during communications from the public and address comments to the Board of Directors. Please limit your comment to three (3) minutes. Please step up to and speak at the podium.

**MINUTES**  
**Regular Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**September 21, 2021**

**A. CALL TO ORDER:** The meeting was called to order at 4:33 p.m. by President Buzzetta, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

**ROLL CALL: Present in Person:** President Jerry Buzzetta (JB), Vice President James Parker (JP), and Director Dee Brown (DB).  
**Present via Teleconference:** Director Alcorn (MA).

**B. PUBLIC COMMENTS ON CLOSED SESSION MATTERS:** The Board welcomed members of the public and opened the meeting to public comments regarding matters identified on the Closed Session agenda. No members of the public were present in person or virtually.

**C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:**

**1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):**

a. *County of San Benito vs. SSCWD*, San Benito County Superior Court Case No. CU-20-00068

President Buzzetta retired to closed session at 4:35 p.m. and reconvened the meeting to open session at 5:18 p.m.

**D. PLEDGE OF ALLEGIANCE:** Director Parker led those in attendance in the Pledge of Allegiance.

**E. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:**

**1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):**

Attorney Michael Laredo reported, Board was given status update, direction was provided to Staff and Counsel and no reportable action taken.

**F. APPROVAL OF AGENDA:** Upon a motion made to approve the agenda by Director Parker, seconded by Director Brown, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes, and (JB), yes; the motion carried 4-0.

**G. PUBLIC COMMENTS AND AUDIENCE INTRODUCTIONS:** The Board welcomed members of the public and opened the meeting to public comments regarding matters not itemized on the agenda. No comments.

**Staff Present for Open Session: In Person:** General Manager/Secretary Drew Lander, Finance and HR Manager Barry Kelly, Water/Wastewater Superintendent Jose Rodriguez, Associate Engineer Rob Hillebrecht, Executive Assistant/Stenographer Madison Koester.

**Via Teleconference:** Attorney Michael Laredo.

**H. CONSENT AGENDA:**

1. Approval of Minutes of the Regular Board Meeting of August 17, 2021.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of August 1, 2021 through August 31, 2021, totaling \$1,546,475.20 which includes \$561.167.64 for payments to vendors, \$274,974.89 for Payroll, \$390,952.90 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$7,076.46 for customer refunds and checks returned.

| Date     | Number      | Name               | Amount     |
|----------|-------------|--------------------|------------|
| 08/13/21 | 08-01       | ADP Direct Deposit | -67,436.50 |
| 08/13/21 | 08-01       | ADP TAX            | -18,846.30 |
| 08/04/21 | RET 821-01  | RETURNED ACH       | -1,500.00  |
| 08/03/21 | 08-2        | CALPERS PENSION    | 411.51     |
| 08/09/21 | RET 821-02  | RETURNED CHECK     | -170.52    |
| 08/04/21 | 08-3        | ADP Direct Deposit | -1892.84   |
| 08/12/21 | RET 821-03  | RETURNED ACH       | -547.90    |
| 08/19/21 | RET 821-04  | RETURNED ACH       | -1,671.75  |
| 08/21/21 | RET 821-05  | RETURNED ACH       | -150.00    |
| 08/27/21 | 08-6        | ADP Direct Deposit | -67,445.60 |
| 08/27/21 | 08-6        | ADP TAX            | -19,169.04 |
| 08/25/21 | RET 821-06  | RETURNED ACH       | -371.00    |
| 08/25/21 | RET 821-07  | RETURNED CHECK     | -252.40    |
| 08/28/21 | RET 821-08  | RETURNED ACH       | -1,573.58  |
| 08/03/21 | ACH08.03.21 | Merchant Services  | -232.97    |

|          |             |  |             |
|----------|-------------|--|-------------|
| 08/05/21 | ACH08.05.21 | Principal                                  | -3,351.85   |
| 08/05/21 | ACH08.06.21 | iCloud                                     | -10,374.50  |
| 08/13/21 | ACH08.13.21 | ADP  | -2,072.40   |
| 08/18/21 | ACH08.18.21 | P G & E                                    | -102,283.70 |
| 08/27/21 | ACH08.27.21 | CalPERS - Retirement                       | -45,820.67  |
| 08/03/21 | ACH08.3.21B | Merchant Services                          | -202.97     |
| 08/30/21 | ACH08.30.21 | CalPERS - Retirement                       | -161.56     |
| 08/31/21 | ACH08.31.21 | BASIC Benefits LLC                         | -1,367.53   |
| 08/18/21 | ACH8.18.21A | P G & E                                    | -26209.60   |
| 08/27/21 | ACH8.27.21A | CalPERS - Retirement                       | -2,211.08   |
| 08/27/21 | ACH8.27.21B | CalPERS - Retirement                       | -700.00     |
| 08/27/21 | ACH8.27.21C | CalPERS - Health Insurance                 | -37,602.83  |
| 08/05/21 | ACH8.5.21A  | ADP  | -7,308.20   |
| 08/06/21 | 29368       | AT&T                                       | -588.00     |
| 08/06/21 | 29369       | Calcon System, Inc.                        | -5,195.52   |
| 08/06/21 | 29370       | CM Analytical, Inc.                        | -13,880.00  |
| 08/06/21 | 29371       | Fastenal Company                           | -11.46      |
| 08/06/21 | 29372       | Hach Company                               | -475.65     |
| 08/06/21 | 29373       | Iconix Waterworks (US) Inc.                | -833.01     |
| 08/06/21 | 29374       | Interstate Battery System of San Jose Inc  | -228.82     |
| 08/06/21 | 29375       | Konica Minolta Premier Finance             | -455.26     |
| 08/06/21 | 29376       | Mc Master-Carr                             | -498.16     |
| 08/06/21 | 29377       | Mission Uniform Service                    | -298.58     |
| 08/06/21 | 29378       | O'Reilly Auto Parts                        | -14.97      |
| 08/06/21 | 29379       | Palace Business Solutions                  | -73.38      |
| 08/06/21 | 29380       | Razzolink.com                              | -76.95      |
| 08/06/21 | 29381       | RJR Recycling                              | -1250.00    |
| 08/06/21 | 29382       | San Benito County Water District           | -312303.31  |
| 08/06/21 | 29383       | State Water Resources Control Brd-WWOPCP   | -110.00     |
| 08/06/21 | 29384       | True Value Hardware                        | -33.82      |
| 08/06/21 | 29385       | Tyler Technologies, Inc.                   | -4550.00    |
| 08/06/21 | 29386       | Underground Service Alert North 811        | -962.21     |
| 08/06/21 | 29387       | Brenntag Pacific, Inc.                     | -7955.24    |
| 08/02/21 | 29388       | SANDRA CALLAN                              | -70.87      |
| 08/02/21 | 29389       | MIKE BEATTY & DONNA HODGES                 | -189.32     |
| 08/02/21 | 29390       | GLORIA P JIMENEZ                           | -105.83     |
| 08/02/21 | 29391       | MCELVANY INC                               | -441.19     |
| 08/02/21 | 29392       | ALAN TRAVASSO                              | -32.10      |
| 08/13/21 | 29393       | A-1 Services                               | -403.00     |
| 08/13/21 | 29394       | Ace Hardware (Johnson Lumber Co.)          | -114.33     |
| 08/13/21 | 29395       | AT&T                                       | -654.67     |
| 08/13/21 | 29396       | Auto Tech Service Center, Inc.             | -2090.00    |
| 08/13/21 | 29397       | Brenntag Pacific, Inc.                     | -18420.24   |
| 08/13/21 | 29398       | Brigantino Irrigation                      | -171.24     |
| 08/13/21 | 29399       | City of Hollister-Finance Dept             | -390952.90  |
| 08/13/21 | 29400       | Edges Electrical Group, LLC                | -22.56      |
| 08/13/21 | 29401       | Employee Relations, Inc.                   | -52.19      |
| 08/13/21 | 29402       | exceedio                                   | -330.00     |
| 08/13/21 | 29403       | Grainger, Inc.                             | -42.67      |
| 08/13/21 | 29404       | Hach Company                               | -7411.78    |
| 08/13/21 | 29405       | Iconix Waterworks (US) Inc.                | -1348.90    |
| 08/13/21 | 29406       | Mandego Apparel                            | -398.79     |
| 08/13/21 | 29407       | MuniQuip, LLC                              | -12854.03   |
| 08/13/21 | 29408       | Pinnacle HealthCare                        | -160.00     |
| 08/13/21 | 29409       | Postal Graphics                            | -27.55      |
| 08/13/21 | 29410       | Primex                                     | -8568.00    |
| 08/13/21 | 29411       | San Benito County Water District           | -431.50     |
| 08/13/21 | 29412       | San Benito Tire Pros & Automotive          | -722.23     |
| 08/13/21 | 29413       | Sharp Engineering and Construction, Inc.   | -68396.00   |
| 08/13/21 | 29414       | State Water Resources Control Board-DWOPCP | 0.00        |
| 08/13/21 | 29415       | Toro Petroleum Corp.                       | -3804.49    |
| 08/13/21 | 29416       | Trans Union LLC                            | -196.06     |
| 08/13/21 | 29417       | True Value Hardware                        | -43.83      |
| 08/13/21 | 29418       | U.S. Bank Corporate Payment Systems        | -7910.36    |
| 08/13/21 | 29419       | Underground Service Alert North 811        | -714.34     |
| 08/13/21 | 29420       | USA Blue Book                              | -5363.19    |
| 08/13/21 | 29421       | Hernandez, Bazilio                         | -183.32     |
| 08/18/21 | 29422       | Tyler Technologies, Inc.                   | -1007.50    |
| 08/18/21 | 29423       | Toro Petroleum Corp.                       | -3022.20    |
| 08/18/21 | 29424       | Simplot Grower Solutions                   | -796.99     |
| 08/18/21 | 29425       | Robert Half Finance & Accounting           | -17980.00   |
| 08/18/21 | 29426       | Recology San Benito County                 | -299.75     |
| 08/18/21 | 29427       | Rain For Rent Inc                          | -4481.30    |

|          |       |   |           |
|----------|-------|---|-----------|
| 08/18/21 | 29428 | Procure America                           | -1515.12  |
| 08/18/21 | 29429 | O'Reilly Auto Parts                       | -32.10    |
| 08/18/21 | 29430 | Nationwide Retirements Solutions          | -15495.62 |
| 08/18/21 | 29431 | Mission Uniform Service                   | -1152.12  |
| 08/18/21 | 29432 | Mark Nicholson, Inc.                      | -12600.00 |
| 08/18/21 | 29433 | John Smith Road Landfill                  | -2659.10  |
| 08/18/21 | 29434 | John's Tree Service                       | -3800.00  |
| 08/18/21 | 29435 | J L Wingert Co.                           | -414.89   |
| 08/18/21 | 29437 | Inductive Automantion                     | -9978.11  |
| 08/18/21 | 29438 | Hach Company                              | -3145.08  |
| 08/18/21 | 29439 | Ferguson Enterprises, Inc.                | -183.48   |
| 08/18/21 | 29440 | exceedio                                  | -3683.57  |
| 08/18/21 | 29441 | EBCO Pest Control                         | -69.00    |
| 08/18/21 | 29442 | East Bay Brass Foundry, Inc.              | -6662.15  |
| 08/18/21 | 29443 | De Lay & Laredo                           | -3223.50  |
| 08/18/21 | 29444 | Central Ag Supply LLC                     | -671.42   |
| 08/18/21 | 29445 | Calcon System, Inc.                       | -8167.51  |
| 08/18/21 | 29446 | Brenntag Pacific, Inc.                    | -16179.69 |
| 08/18/21 | 29447 | B.S.K. Associates                         | -520.00   |
| 08/18/21 | 29448 | Ace Hardware (Johnson Lumber Co.)         | -186.42   |
| 08/18/21 | 29449 | Abel Septic Tank Service                  | -16917.78 |
| 08/16/21 | 29450 | ANDERSON HOMES                            | -15505.50 |
| 08/16/21 | 29451 | K HOVNANIAN HOMES                         | -14704.50 |
| 08/25/21 | 29452 | Castro, Kevin G.                          | -98.22    |
| 08/26/21 | 29453 | ACC Business                              | -2649.20  |
| 08/26/21 | 29454 | Ace Hardware (Johnson Lumber Co.)         | -331.40   |
| 08/26/21 | 29455 | Auto Tech Service Center, Inc.            | -208.97   |
| 08/26/21 | 29456 | Brenntag Pacific, Inc.                    | -5042.66  |
| 08/26/21 | 29457 | Calgon Carbon Corporation                 | -48402.00 |
| 08/26/21 | 29458 | Central Ag Supply LLC                     | -1155.45  |
| 08/26/21 | 29459 | exceedio                                  | -3213.67  |
| 08/26/21 | 29460 | Hach Company                              | -629.96   |
| 08/26/21 | 29461 | Hollister Auto Parts, Inc.                | -86.05    |
| 08/26/21 | 29462 | Iconix Waterworks (US) Inc.               | -729.83   |
| 08/26/21 | 29463 | John Smith Road Landfill                  | -95.10    |
| 08/26/21 | 29464 | Konica Minolta Premier Finance            | -416.76   |
| 08/26/21 | 29465 | Kruger                                    | -6370.51  |
| 08/26/21 | 29466 | Maggiora Bros. Drilling, Inc.             | -4012.00  |
| 08/26/21 | 29467 | MBS Business Systems                      | -1185.79  |
| 08/26/21 | 29468 | Mission Uniform Service                   | -277.48   |
| 08/26/21 | 29469 | Palace Business Solutions                 | -50.87    |
| 08/26/21 | 29470 | Staples Advantage                         | -920.02   |
| 08/26/21 | 29471 | Star Concrete                             | -783.32   |
| 08/26/21 | 29472 | State Water Resources Control Board-DWOCF | -60.00    |
| 08/26/21 | 29473 | True Value Hardware                       | -69.11    |
| 08/26/21 | 29474 | Tyler Technologies, Inc.                  | -780.00   |
| 08/26/21 | 29475 | Verizon Wireless                          | -764.83   |
| 08/31/21 | 29476 | Hernandez, Bazilio                        | -150.00   |

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-1,546,475.20

3. Receive Associate Engineer Monthly Status Report.
4. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, and c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. Receive General Manager Monthly Status Report.

President Buzzetta asked for public comment and receiving none, President Buzzetta requested a motion to approve the consent agenda. Upon a motion made by Director Brown to approve the Consent Agenda, seconded by Director Parker, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; and (JB) yes; the motion carried 4-0.

#### I. NEW BUSINESS:

1. **Consider Identifying and Approving Board Members to Attend the Association of California Water Agencies Conference (ACWA) and the ACWA/Joint Powers Insurance Authority (JPIA) Meeting November 30 – December 2, 2021, In Person or Virtual Meeting, not to exceed \$2500 per Attendee (Not a project under CEQA per Article 20, Section 15378).** General Manager Lander provided a summary of the ACWA conference meeting and identified that the in person and virtual meeting costs are identical with the cost of travel and sleeping arrangements an additional cost and he also recognized that the next conference will be in Sacramento and it is not evident if the ACWA conference would be returning to Monterey the following



year. Board discussed the ACWA conference attendance. Director Alcorn requested to attend virtually, and Director Brown requested the ability to attend in person. President Buzzetta said he would need to check his calendar but would like to attend virtually if his schedule permits.

President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Parker to authorize all board members who wish to attend for a cost not to exceed \$2500.00 per attendee, the motion was seconded by Director Brown for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; and (JB), yes; the motion carried 4-0.

2. **Authorize the Board President to Sign a Resolution of Recognition Honoring Judi Johnson for Excellent Service to the Community Through her Service to the Board of Sunnyslope County Water District (Not a project under CEQA per Article 20, Section 15378).** General Manager Lander reported that this item was prepared at the request of the Board last meeting to honor Judi Johnson for her service as a board member. The resolution will be signed, put in a frame, and mailed to her place of residence.

President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Parker to authorize the President to sign the resolution #558, the motion was seconded by Director Brown for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; and (JB), yes; the motion carried 4-0.

3. **Consider Approval and Authorize the General Manager to Pay in Full the City National Bank Loan in the Amount of \$2,540,827.74 (Not a project under CEQA per Article 20, Section 15378).** General Manager reported that the resolution for this item was not completed in time for the Board meeting and requested tabling this item until a future board meeting.

President Buzzetta solicited public comment. No public comment was provided and President Buzzetta directed staff to bring the item back at a future meeting with the completed resolution.

4. **Consider Approval and Authorize the President to Sign an Agreement for Water Facilities and Service for the Promontory at Ridgemark Development (Certified EIR).** Associate Engineer Hillebrecht provided a review of the development, including the improvements to be completed by the developer. Of consideration are the options that the developer has been provided in the agreement to install a sewer pumpstation with the need for a special assessment district, or a gravity main depending on conditions to be identified in the field.

President Buzzetta commented that he was not in favor of the special assessment district and did not feel that was a good direction. He also asked for more stringent warranties in excess of 3 to 5 years. President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Alcorn to authorize the President to sign the resolution #560, the motion was seconded by Director Parker for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; and (JB), no; the motion carried 3-1.

5. **Receive Applications Submitted by Constituents of the District Seeking Appointment to the Board of Directors and Direct the General Manager to invite Qualified Individuals to be Present at the October 19, 2021 Board Meeting for Interview by the Board (Not a project under CEQA per Article 20, Section 15378).** General Manager Lander reported that one application had been received and that individual had prior to the meeting requested that he be allowed to be interviewed at the following regular board meeting. General Manager Lander suggested that if it pleased the Board they could direct that advertising continue for the following month and that all applicants at that time could be interviewed at the next regularly scheduled meeting.

President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Brown to direct the General Manager to continue to advertise until October 13<sup>th</sup> for the vacancy and return at the next regular meeting with applicants for appointment the motion was seconded by Director Parker for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; and (JB), yes; the motion carried 4-0.

6. **Consider and Approve a Resolution Authorizing Funding the District's California Employers' Pension Prefunding Trust (CEPPT) Section 115 Plan with a transfer from General Reserves of \$1000K (Not a project under CEQA per Article 20, Section 15378).** General Manger Lander reported that this item had been discussed extensively at the Finance Committee level and at prior board meetings where there has been substantial support to fund the CEPPT at a \$1000K level. Director Alcorn commented that the Finance Committee was in strong support of this, and the committee recommends approval.

President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Alcorn to authorize the President to sign the resolution #561, the motion was seconded by Director Parker for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; and (JB), yes; the motion carried 4-0.

## J. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** Meeting scheduled for October 6<sup>th</sup> and at Director Brown's request President Buzzetta adjusted the committee assignment to include Director Alcorn and Director Parker.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** Meeting held August 30<sup>th</sup> and CEPPT funding discussion occurred.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** Meeting held August 18<sup>th</sup> to discuss health care costs.
6. **Water Resources Association of San Benito County (WRA):** Next meeting October 7<sup>th</sup> @ 4PM

**K. BOARD and STAFF REPORTS**

1. **Directors:** Director Brown commented that ACWA reported water appreciation week is in October. Director Brown also reported that she listened to the ACWA presentation on power options and the meeting sounded more like an advertisement. Director Buzzetta reviewed the director committee assignments and General Manger Lander said he would report those out to the Board members.

2. **District Counsel:** Michael Laredo reported that his office will be putting together the Ethics/Brown Act training and to let General Manager Lander if you can attend. Mr. Laredo also reported that some changes have been made by the Governor changing some of the virtual meeting guidelines. The status quo remains and if the Board wishes to continue to have virtual meetings a resolution will need to be adopted every 30 days.

3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 activities, reporting that the office remains closed as the variants still circulate in the community. Late fees are being charged.

**L. FUTURE AGENDA ITEMS:** Signature cards and the internet report discussion will be scheduled for the following regular board meeting. Also reserve policy updates should be in process.

**M. ADJOURNMENT:** President Buzzetta adjourned the meeting at 7:12 p.m.

**APPROVED BY THE BOARD:**

\_\_\_\_\_  
Jerry T. Buzzetta, President

**RESPECTFULLY SUBMITTED:**

\_\_\_\_\_  
Drew A. Lander, Secretary

**MINUTES**  
**Special Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**October 5, 2021**

**A. CALL TO ORDER:** The meeting was called to order at 5:32 p.m. by President Buzzetta, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

**ROLL CALL: Present in Person:** Vice President James Parker (JP), Director Alcorn (MA), and Director Dee Brown (DB).  
**Present via Teleconference:** President Jerry Buzzetta (JB).

**B. PLEDGE OF ALLEGIANCE:** Vice President Parker led those in attendance in the Pledge of Allegiance.

**C. APPROVAL OF AGENDA:** Upon a motion made to approve the agenda by Director Brown, seconded by Director Parker, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes, and (JB), yes; the motion carried 4-0.

**D. PUBLIC COMMENTS AND AUDIENCE INTRODUCTIONS:** Director Parker lead the meeting in the District Board room at the request of President Buzzetta. The Board welcomed members of the public and opened the meeting to public comments regarding matters not itemized on the agenda. No comments.

**Staff Present for Open Session: In Person:** General Manager/Secretary Drew Lander

**Via Teleconference:** Attorney Michael Laredo.

**E. CONSENT AGENDA:**

No items were presented.

**F. NEW BUSINESS:**

1. **Consider Approval of a Resolution of the Board of Directors of the Sunnyslope County Water District – Hollister California Proclaiming a Local Emergency, Ratifying the State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days In Accord with the Ralph M. Brown Act (Not a project under CEQA per Article 20, Section 15378).** General Manger Lander explained that this resolution will be presented every 30 days to authorize the use of teleconference attendance to Board meetings.

Vice President Parker solicited public comment. No public comment was provided and upon a motion made by Director Alcorn to authorize the President to sign Resolution #662, the motion was seconded by Director Brown for which Vice President Parker then took a roll call vote as follows: (MA), yes; (JP), yes; (DB); yes; and (JB) yes ; the motion carried 4-0.

2. **Consider Approval and Authorize the General Manager to Pay in Full the City National Bank Loan in the Amount of \$2,540,827.74 (Not a project under CEQA per Article 20, Section 15378).** General Manager reported that this item was continued from the prior board meeting so that the resolution could be prepared. The Board discussed how paying this loan off was a sure investment strategy as the interest saved was known.

Vice President Parker solicited public comment. No public comment was provided and upon a motion made by Director Alcorn to authorize the President to sign Resolution #559, the motion was seconded by Director Brown for which Vice President Parker then took a roll call vote as follows: (MA), yes; (JP), yes; (DB); yes; and (JB) yes ; the motion carried 4-0.

3. **Ratify Maintenance Expenditure Exceeding General Manager spending Authorization in an amount not to exceed \$50,000 for Storage Building Roof Replacement (CEQA Categorically Exempt 15301 (d)).** General Manager Lander presented a roof repair anticipated to cost under \$20,000 expanded significantly when the roofing was taken back and the entire roof structure had been damaged by active termites. The contractor was authorized to continue working so that the roof could be replaced prior to a rain event but the cost exceeded the GM authority this action must be ratified by the Board.

Vice President Parker solicited public comment. No public comment was provided and upon a motion made by Director Alcorn to ratify the expenditure not to exceed \$50,000 and that this is a onetime exception to the General Manager's authority, the motion was seconded by Director Brown for which Vice President Parker then took a roll call vote as follows: (MA), yes; (JP), yes; (DB); yes; and (JB) yes ; the motion carried 4-0.

4. **Authorize the General Manager to Execute a Contract Change Order with Able Septic to Hydro Clean and Video the Industrial Wastewater Transmission Pipeline for a Cost Not to Exceed \$25,000 (Not a project under CEQA per Article 20, Section 15378).** General Manager Lander reported that this change order is needed to perform work required under the IWTP contract and that the change order will be paid for by San Benito Foods. The use of the

existing contract ensures the low bid pricing and expedites the work that needs to be accomplished prior to a rain event.

Vice President Parker solicited public comment. No public comment was provided and upon a motion made by Director Brown to authorize the Change order not to exceed \$25,000, the motion was seconded by Director Alcorn for which Vice President Parker then took a roll call vote as follows: (MA), yes; (JP), yes; (DB); yes; and (JB) yes ; the motion carried 4-0.

**5. Consider and Approve a Resolution Authorizing Funding the District’s California Employers’ Pension Prefunding Trust (CEPPT) Section 115 Plan with a transfer from General Reserves of \$1000K (Not a project under CEQA per Article 20, Section 15378).** General Manger Lander reported that this item had been discussed extensively at the Finance Committee level and at prior board meetings where there has been substantial support to fund the CEPPT at a \$1000K level. Director Alcorn commented that the Finance Committee was in strong support of this, and the committee recommends approval.

President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Alcorn to authorize the President to sign the resolution #561, the motion was seconded by Director Parker for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; and (JB), yes; the motion carried 4-0.

**G. BOARD COMMITTEE and STATUS REPORTS** – No items from Committees presented.

**H. BOARD and STAFF REPORTS** – No oral Reports from Board or Staff presented.

**I. FUTURE AGENDA ITEMS**

1. Interviews of potential candidates to appointment of vacant Board Director position to fulfill the remaining term of office. *Scheduled October 19, 2021.*
2. Signature Card Update – Authorized staff and new Board members will be added to the signature card for signing checks after the full Board has been appointed. *Scheduled October 19, 2021.*
3. Intertie report discussion and explanation of use. *Scheduled October 19, 2021.*

**J. ADJOURNMENT:** President Buzzetta adjourned the meeting at 6:29 p.m.

**APPROVED BY THE BOARD:**

\_\_\_\_\_  
Jerry T. Buzzetta, President

**RESPECTFULLY SUBMITTED:**

\_\_\_\_\_  
Drew A. Lander, Secretary

# Sunnyslope County Water District

## Disbursement Summary

September 1, 2021 through September 30, 2021

| Date    | Num         | Name                              | Amount      |
|---------|-------------|-----------------------------------|-------------|
| 9/10/21 | 9-01        | ADP Payroll                       | -5141.70    |
| 9/10/21 | 9-01        | ADP Payroll                       | -58810.70   |
| 9/10/21 | 9-01        | ADP Taxes                         | -17628.95   |
| 9/13/21 | 9-01a       | ADP Payroll                       | -7539.22    |
| 9/13/21 | 9-01a       | ADP Taxes                         | -2352.06    |
| 9/21/21 | RET 921-01  | RETURNED ACH                      | -969.50     |
| 9/23/21 | 9-02        | ADP Payroll                       | -2915.46    |
| 9/23/21 | 9-02        | ADP Payroll                       | -66775.54   |
| 9/23/21 | 9-02        | ADP Taxes                         | -17919.98   |
| 9/22/21 | RET 921-02  | ADP Payroll                       | -929.60     |
| 9/1/21  | ACH9.1.21   | BASIC Benefits LLC                | -663.16     |
| 9/1/21  | ACH9.1.21A  | Merchant Services                 | -20.00      |
| 9/13/21 | ACH9.13.21  | P G & E                           | -58422.74   |
| 9/14/21 | ACH9.14.21A | CalPERS - Retirement              | -8204.16    |
| 9/14/21 | ACH9.14.21B | CalPERS - Retirement              | -6861.33    |
| 9/14/21 | ACH9.14.21C | CalPERS - Retirement              | -208.25     |
| 9/14/21 | ACH9.14.21D | CalPERS - Retirement              | -2002.83    |
| 9/14/21 | ACH9.14.21E | CalPERS - Retirement              | -400.00     |
| 9/15/21 | ACH9.15.21  | BASIC Benefits LLC                | -86.00      |
| 9/15/21 | ACH9.15.21A | CalPERS - Retirement              | -8402.59    |
| 9/15/21 | ACH9.15.21B | CalPERS - Retirement              | -7852.01    |
| 9/15/21 | ACH9.15.21C | CalPERS - Retirement              | -23.08      |
| 9/17/21 | ACH9.17.21  | ADP                               | -2072.40    |
| 9/2/21  | ACH9.2.21   | BASIC Benefits LLC                | -105.00     |
| 9/20/21 | ACH9.20.21  | BASIC Benefits LLC                | -346.00     |
| 9/21/21 | ACH9.21.21  | BASIC Benefits LLC                | -75.00      |
| 9/23/21 | ACH9.23.21  | Colonial Life                     | -1648.68    |
| 9/27/21 | ACH9.27.21  | BASIC Benefits LLC                | -46.00      |
| 9/28/21 | ACH9.28.21  | BASIC Benefits LLC                | -67.73      |
| 9/3/21  | ACH9.3.21   | Merchant Services                 | -35.00      |
| 9/30/21 | ACH9.30.21  | Colonial Life                     | -1,689.50   |
| 9/7/21  | ACH9.7.21   | Principal                         | -3,351.85   |
| 9/8/21  | ACH9.8.21   | iCloud                            | -10,420.90  |
| 9/9/21  | ACH9.9.21   | BASIC Benefits LLC                | -200.00     |
| 9/1/21  | 29477       | Ace Hardware (Johnson Lumber Co.) | -318.72     |
| 9/1/21  | 29478       | ACWA/IPIA                         | -8,987.81   |
| 9/1/21  | 29479       | AT&T                              | 0.00        |
| 9/1/21  | 29480       | Brenntag Pacific, Inc.            | -21,352.46  |
| 9/1/21  | 29481       | Brigantino Irrigation             | -136.64     |
| 9/1/21  | 29482       | City of Hollister-Finance Dept    | -392,149.31 |
| 9/1/21  | 29483       | Griswold Industries               | -2,900.06   |
| 9/1/21  | 29484       | Hach Companv                      | -796.15     |
| 9/1/21  | 29485       | Hollister Auto Parts, Inc.        | -186.17     |
| 9/1/21  | 29486       | Iudv's Gifts & Awards             | -83.35      |
| 9/1/21  | 29487       | Maggiora Bros. Drilling, Inc.     | -250.00     |
| 9/1/21  | 29488       | Mark Nicholson, Inc.              | -10640.00   |
| 9/1/21  | 29489       | Mission Uniform Service           | -298.58     |
| 9/1/21  | 29490       | Nationwide Retirements Solutions  | -7,747.81   |
| 9/1/21  | 29491       | Petty Cash                        | -57.00      |
| 9/1/21  | 29492       | Postmaster                        | -2,530.02   |
| 9/1/21  | 29493       | Primex                            | -952.00     |

# Sunnyslope County Water District

## Disbursement Summary

|         |       |   |             |
|---------|-------|---|-------------|
| 9/1/21  | 29494 | Quinn Company                             | -657.05     |
| 9/1/21  | 29495 | Razzolink.com                             | -76.95      |
| 9/1/21  | 29496 | True Value Hardware                       | -26.74      |
| 9/1/21  | 29497 | Tyler Technologies, Inc.                  | -780.00     |
| 9/1/21  | 29498 | USA Blue Book                             | -174.73     |
| 9/1/21  | 29499 | UWUA Local 820                            | -1,107.84   |
| 9/1/21  | 29500 | Postmaster                                | -41.20      |
| 9/7/21  | 29501 | IOANNE M ALLA                             | -25.47      |
| 9/7/21  | 29502 | GEORGE & MARIA CARREIRA                   | -118.48     |
| 9/7/21  | 29503 | MATTHEW & KIMBERLY CONTE                  | -64.92      |
| 9/7/21  | 29504 | LOURDES DEAN                              | -59.44      |
| 9/7/21  | 29505 | NICHOLAS & MARILYN PIELLUSCH              | -182.44     |
| 9/7/21  | 29506 | MARIE POPDAN                              | -34.56      |
| 9/7/21  | 29507 | SUSAN SUMARES                             | -87.15      |
| 9/7/21  | 29508 | ELIZABETH UNDERWOOD                       | -52.76      |
| 9/9/21  | 29509 | A-1 Services                              | -403.00     |
| 9/9/21  | 29510 | Ace Hardware (Johnson Lumber Co.)         | -117.02     |
| 9/9/21  | 29511 | AT&T                                      | 0.00        |
| 9/9/21  | 29512 | Backflow Apparatus & Valve Co. (BAVCO)    | -113.91     |
| 9/9/21  | 29513 | Brenntag Pacific, Inc.                    | -9,479.31   |
| 9/9/21  | 29514 | Community Printers, Inc.                  | -1,631.90   |
| 9/9/21  | 29515 | Hollister Landscape Supply                | -146.14     |
| 9/9/21  | 29516 | Mark Nicholson, Inc.                      | -10,758.00  |
| 9/9/21  | 29517 | Mc Master-Carr                            | -296.14     |
| 9/9/21  | 29518 | Recology San Benito County                | -326.63     |
| 9/9/21  | 29519 | San Benito County Water District          | -312,715.38 |
| 9/9/21  | 29520 | Star Concrete                             | -18.57      |
| 9/9/21  | 29521 | Toro Petroleum Corp.                      | -3,123.78   |
| 9/9/21  | 29522 | Trans Union LLC                           | -244.59     |
| 9/9/21  | 29523 | Tyler Technologies, Inc.                  | -455.00     |
| 9/9/21  | 29524 | U.S. Bank Corporate Payment Systems       | -2,854.17   |
| 9/9/21  | 29525 | USA Blue Book                             | -589.13     |
| 9/15/21 | 29526 | Ace Hardware (Johnson Lumber Co.)         | -32.91      |
| 9/15/21 | 29527 | Anne Muraski                              | -12,980.00  |
| 9/15/21 | 29528 | Auto Tech Service Center, Inc.            | -100.00     |
| 9/15/21 | 29529 | Bartel Associates, LLC                    | -1,400.00   |
| 9/15/21 | 29530 | Brenntag Pacific, Inc.                    | -1,371.47   |
| 9/15/21 | 29531 | Brigantino Irrigation                     | -342.06     |
| 9/15/21 | 29532 | Central Ag Supply LLC                     | -248.87     |
| 9/15/21 | 29533 | CWSRF Accounting Office                   | -759,974.56 |
| 9/15/21 | 29534 | EBCO Pest Control                         | -69.00      |
| 9/15/21 | 29535 | Employee Relations, Inc.                  | -52.67      |
| 9/15/21 | 29536 | Hach Company                              | -695.46     |
| 9/15/21 | 29537 | Hollister Auto Parts, Inc.                | -50.67      |
| 9/15/21 | 29538 | Hollister Landscape Supply                | -7.70       |
| 9/15/21 | 29539 | Inductive Automantion                     | -4,500.00   |
| 9/15/21 | 29540 | Maggiora Bros. Drilling, Inc.             | -4,195.45   |
| 9/15/21 | 29541 | Mission Uniform Service                   | -740.93     |
| 9/15/21 | 29542 | New SV Media, Inc. (was So. Valley News.) | -382.50     |
| 9/15/21 | 29543 | O'Reilly Auto Parts                       | -83.81      |
| 9/15/21 | 29544 | Palace Business Solutions                 | -27.74      |
| 9/15/21 | 29545 | Pinnacle HealthCare                       | -155.00     |
| 9/15/21 | 29546 | Quinn Company                             | -87.99      |
| 9/15/21 | 29547 | Rain For Rent Inc                         | -426.70     |

# Sunnyslope County Water District

## Disbursement Summary

|         |       |                                      |             |
|---------|-------|--------------------------------------|-------------|
| 9/15/21 | 29548 | San Benito Tire Pros & Automotive    | -768.29     |
| 9/15/21 | 29549 | Schaaf & Wheeler                     | -8,882.50   |
| 9/15/21 | 29550 | Simplot Grower Solutions             | -820.80     |
| 9/15/21 | 29551 | Traffic and Parking Control Co., Inc | -1,149.00   |
| 9/15/21 | 29552 | Tyler Technologies, Inc.             | -4,680.00   |
| 9/15/21 | 29553 | Wright Bros. Indust. Supply          | -109.51     |
| 9/15/21 | 29554 | Nationwide Retirements Solutions     | -7,842.96   |
| 9/20/21 | 29555 | RAFAEL OROZCO & MARIA ALVARENGA      | -218.91     |
| 9/20/21 | 29556 | JOSHUA & JACOB AN                    | -57.53      |
| 9/20/21 | 29557 | SUSANA RAMIREZ & RICARDO BATRES      | -12.47      |
| 9/20/21 | 29558 | GEORGE & MARIA CARREIRA              | -238.22     |
| 9/20/21 | 29559 | KRAIG KLAUER                         | -87.27      |
| 9/20/21 | 29560 | AMY & STANLEY MIZOTA                 | -76.30      |
| 9/20/21 | 29561 | GILBERT MORALES                      | 0.00        |
| 9/20/21 | 29562 | MARIE POPDAN                         | -38.88      |
| 9/20/21 | 29563 | ELIZABETH PULCHEON                   | -101.83     |
| 9/22/21 | 29564 | Ace Hardware (Johnson Lumber Co.)    | -201.55     |
| 9/22/21 | 29565 | Brenntag Pacific, Inc.               | -20,187.63  |
| 9/22/21 | 29566 | Calcon System, Inc.                  | -6,234.70   |
| 9/22/21 | 29567 | CM Analytical, Inc.                  | -20,173.75  |
| 9/22/21 | 29568 | De Lay & Laredo                      | -2,591.50   |
| 9/22/21 | 29569 | First Trust Alarm Company            | -698.00     |
| 9/22/21 | 29570 | Hollister Auto Parts, Inc.           | -20.81      |
| 9/22/21 | 29571 | Independent Business Forms, Inc.     | -2,057.16   |
| 9/22/21 | 29572 | Interstate All Battery Center        | -514.63     |
| 9/22/21 | 29573 | Mission Uniform Service              | -322.20     |
| 9/22/21 | 29574 | MuniQuip, LLC                        | -327.09     |
| 9/22/21 | 29575 | Palace Business Solutions            | -9.41       |
| 9/22/21 | 29576 | Star Concrete                        | -403.13     |
| 9/22/21 | 29577 | Toro Petroleum Corp.                 | -2,754.78   |
| 9/22/21 | 29578 | USA Blue Book                        | -502.40     |
| 9/23/21 | 29579 | Brenntag Pacific, Inc.               | -15,945.37  |
| 9/23/21 | 29580 | Fastenal Company                     | -54.73      |
| 9/23/21 | 29581 | Grainger, Inc.                       | -677.14     |
| 9/23/21 | 29582 | Konica Minolta Premier Finance       | -416.76     |
| 9/30/21 | 29583 | ACC Business                         | -1,324.60   |
| 9/30/21 | 29584 | Ace Hardware (Johnson Lumber Co.)    | -52.74      |
| 9/30/21 | 29585 | AT&T                                 | -464.43     |
| 9/30/21 | 29586 | Brenntag Pacific, Inc.               | -3,447.07   |
| 9/30/21 | 29587 | C & N Tractors                       | -1,185.24   |
| 9/30/21 | 29588 | City of Hollister-Finance Dept       | -391,863.41 |
| 9/30/21 | 29589 | CWEA Membership- TCP                 | -192.00     |
| 9/30/21 | 29590 | E.H. Wachs Co.                       | -108.25     |
| 9/30/21 | 29591 | Greenwood Chevrolet                  | -392.55     |
| 9/30/21 | 29592 | Mc Master-Carr                       | -583.48     |
| 9/30/21 | 29593 | Mission Uniform Service              | -636.74     |
| 9/30/21 | 29594 | Palace Business Solutions            | -328.45     |
| 9/30/21 | 29595 | Petty Cash                           | -302.82     |
| 9/30/21 | 29596 | Postmaster                           | -2,231.76   |
| 9/30/21 | 29597 | Quinn Company                        | -143.94     |
| 9/30/21 | 29598 | Ryan Herco Flow Solutions            | -1,073.85   |
| 9/30/21 | 29599 | San Benito Tire Pros & Automotive    | -1,069.45   |
| 9/30/21 | 29600 | Tyler Technologies, Inc.             | -3932.50    |

# Sunnyslope County Water District

## Disbursement Summary

|         |       |                  |                      |
|---------|-------|------------------|----------------------|
| 9/30/21 | 29601 | USA Blue Book    | -368.18              |
| 9/30/21 | 29602 | Verizon Wireless | -569.54              |
|         |       |                  | <b>-2,387,709.10</b> |

### **SUMMARY:**

Accounts Payable Paid to:

|   |           |                            |
|---|-----------|----------------------------|
| Vendors   | \$        | 219,807.12                 |
| Payroll - Employee  |           | 309,742.69                 |
| San Benito County   |           | 312,715.38                 |
| City of Hollister for City Billing Collected, Net of Fees |           | 784,012.72                 |
| Customer Refunds & Returned Checks/ACH                    |           | 1,456.63                   |
| Debt Payment  |           | 759,974.56                 |
| <b>Total Disbursements</b>                                | <b>\$</b> | <b><u>2,387,709.10</u></b> |



# Staff Report

Agenda Item: H-4

**DATE:** October 8, 2021 (October 19, 2021 Meeting)

**TO:** Board of Directors

**FROM:** Associate Engineer, Rob Hillebrecht

**SUBJECT:** Associate Engineer Monthly Status Report

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## Ignition SCADA Program Training

The Associate Engineer and Crew Chief completed a week-long training program with the Ignition SCADA software. This is the same software that the IWTP facility uses and Sunnyslope plans to begin transitioning all our SCADA from Wonderware to Ignition. The training was conducted remotely with staff logging in from Sunnyslope's office to minimize travel costs. With in-house staff trained in the design and operation of the actual SCADA programming, Sunnyslope will be able to make minor changes without having to hire outside contractors. This will be especially key as we rebuild the entire SCADA programming and logic in Ignition over the next few years.

## Industrial Wastewater Treatment Plant

San Benito Foods completed their canning operations for the 2021 season at the end of September. Staff have adjusted the plant operation to conserve energy as the organic matter in the water treated has significantly declined. Demobilization procedures have been started in order to transfer winter operation of the site to the City of Hollister for their stormwater. Frisch Engineering has largely completed the SCADA for the IWTP and staff have remote access to it. Several significant capital improvement items remain outstanding and must be completed.

## CCTV Inspection Project

Able Septic started hydro cleaning and videoing the IWTP transmission line from the San Benito Foods tomato cannery to the IWTP on Oct. 18<sup>th</sup>. They expect to have it completed by the end of the week. Sunnyslope, the City of Hollister, and San Benito Foods will then evaluate the condition of the transmission pipeline to determine whether repairs or maintenance is required for it. Able has also continued cleaning and videoing Sunnyslope's wastewater collection system. Most of Ridgemark and Quail Hollow has already been completed with only Oak Canyon and the western portion of Ridgemark remaining. Due to high daytime flows, much of Marks Dr. and South Ridgemark Dr. will need to be videoed at night.

## West of Fairview Phase 1B

The contractor for West of Fairview Phase 1B is close to finishing the installation of the water system for this development. After all joint trench (electrical, gas, telephone, internet, etc.) utilities are installed and final grading is complete, the water system will be tested and then connected to Sunnyslope's distribution system.

## Landscape Irrigation System Project

Staff have reviewed and provided comments on the 60% completed plans that were submitted by Schaaf & Wheeler. Fehr Engineering came to the Well 5 site to review the existing electrical controls system and to finalize the new electrical requirements and layout of the project. Staff also visited the site with representatives from Denise Duffy & Associates (our on-call environmental consultant) to determine what environmental considerations and approvals would be needed. Sunnyslope hopes to complete design and go out to bid this fall so that construction can take place over the winter and spring. Our goal is for the landscape irrigation system to be operational by next summer.

## Development Plan Reviews

Sunnyslope has reviewed and provided comments for the first round of plan checks on the Promontory Offsite Sewer Upsizing plans for Marks Dr. The plans for Santana Ranch Phase 7 were approved and signed. Additionally, staff reviewed the proposed EIR for the Ridgemark Golf Course development. Staff also worked with Gavilan College, Fairview Corners, and Lee to consider expanding our sewer service area to include them.

## Vista del Calabria Development Agreement

Staff met multiple times with the developer of the Vista del Calabria development to negotiate the special terms of their Development Agreement. Points of negotiation include capacity fee credits for: additional High Zone water piping to Sunnyslope's Well #7, replacing 300' of existing water main in Georges Dr, deep sewer manholes from Georges Dr, and cost sharing of a new sewer lift station to replace the Oak Canyon lift station.

## Annual Water Loss Audit

Staff completed the 2020 Water Loss Audit and held a validation meeting with Nobel Systems. Sunnyslope's water loss remains well within industry standards. At this time, a water loss prevention program does appear to be cost effective. The results of the audit were submitted to the DDW website as required.

# Staff Report

Agenda Item: **H – 5a**

**DATE:** October 14, 2021 (October 19, 2021 Meeting)

**TO:** Board of Directors

**FROM:** Finance & Human Resource Manager, Barry Kelly

**SUBJECT:** Statements of: a. Operations, b. Income, c. Investment, and d. Board Designated Reserves.

## OPERATION SUMMARY

(Sep 2021)

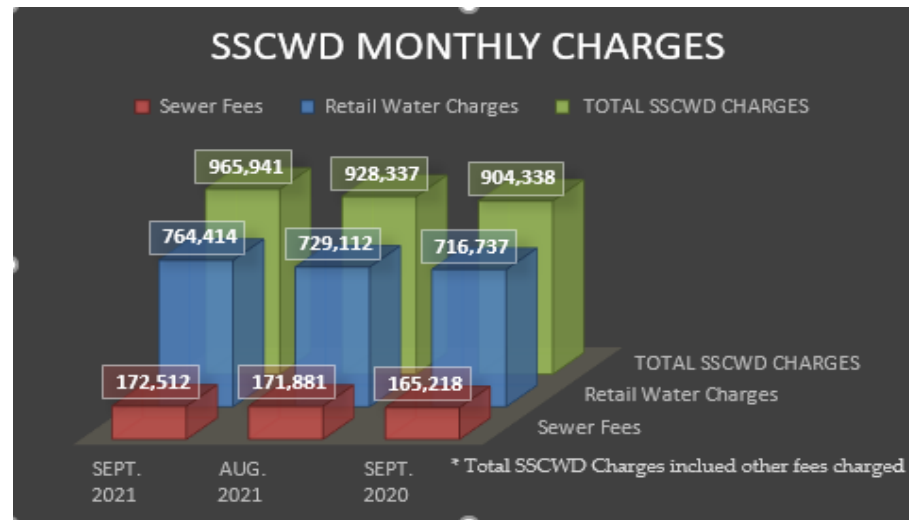
Thus far, year over year capacity added is roughly equal to last year but we expect to add over 300 new customers and collect more than 4 million in fees by year end.

| Comparison of Capacity Fees Received for the Current Month & Year to Date |               |              |               |   |   |                                       |   |
|---|---------------|--------------|---------------|---|---|---------------------------------------|---|
| Item  | SEPT.<br>2021 | AUG.<br>2021 | SEPT.<br>2020 | Increase /<br>(Decrease)<br>from Prior<br>Year (PY) | YTD<br>TOTALS<br>Current Fiscal<br>Year | YTD<br>TOTALS<br>Prior Fiscal<br>Year | Increase /<br>(Decrease)<br>from Prior<br>Year (PY) |
| NO. WATER<br>CAPACITY FEE<br>RECD   | 14            | 10           | 22            | (8)   | 42                                      | 38                                    | 4   |
| NO. WW<br>CAPACITY FEE<br>RECD  | -             | -            | -             | -   | -                                       | -                                     | -   |

Online services and electronic payments are now used by a significant majority of the District's customers. The growth in Paperless E-Bill continues to rise nearly 1% each month.

| Summary of Changes in Customer Accounts |               |              |               |  |                 |                |
|---|---------------|--------------|---------------|--|-----------------|----------------|
| Account Types                           | SEPT.<br>2021 | AUG.<br>2021 | SEPT.<br>2020 |  | Δ from<br>PM ++ | Δ from<br>PY * |
| NO. WATER ACCOUNTS                      | 6,867         | 6,843        | 6,501         |  | 24              | 366            |
| NO. SSCWD SEWER ACCTS                   | 1,240         | 1,234        | 1,237         |  | 6               | 3              |
| E PAY CUSTOMERS                         | -             | -            |               |  | -               | -              |
| WATERSMART/INVOICE CLOUD                | 5,264         | 5,056        |               |  |                 |                |
| NO. E-BILL CUST'S (Paperless)           | 1,285         | 1,231        |               |  | 54              | 1,285          |
| Percent of Customers Gone Green         | 18.7%         | 18.0%        | 0.0%          |  |                 |                |

The revenue decline is in line with the change in metered water consumption YOY, from 365 in FY20 to 352 million gallons YTD. This can be attributed to drought savings measures and a milder summer.



| SSCWD Charges Comparison |                |                |                |                  |                  |               |               |               |               |                |
|--------------------------|----------------|----------------|----------------|------------------|------------------|---------------|---------------|---------------|---------------|----------------|
| MONTHLY CHARGES          | SEPT. 2021     | AUG. 2021      | SEPT. 2020     | YTD 2021         | YTD 2020         | Δ from PM     | Δ from PY     | % increase PM | % increase PY | % increase YOY |
| Retail Water Ch          | 764,414        | 729,112        | 716,737        | 2,239,671        | 2,350,328        | 35,302        | 47,677        | 4.8%          | 6.2%          | -4.7%          |
| Sewer Fees               | 172,512        | 171,881        | 165,218        | 516,447          | 497,286          | 631           | 7,294         | 0.4%          | 4.2%          | 3.9%           |
| Installation Fees        | 5,670          | 4,050          | 8,910          | 17,485           | 24,300           | 1,620         | (3,240)       | 40.0%         | -57.1%        | -28.0%         |
| Late Fees                | 9,854          | 8,811          | -              | 27,825           | -                | 1,043         | 9,854         | 11.8%         | 100.0%        |                |
| Admin. Collectio         | -              | -              | 90             | -                | 640              | -             | (90)          |               |               | -100.0%        |
| COH Billing Fee:         | 13,311         | 13,194         | 12,438         | 39,699           | 37,134           | 117           | 873           | 0.9%          | 6.6%          | 6.9%           |
| Other Misc. Fee          | 180            | 1,289          | 944            | 1,836            | 2,967            | (1,109)       | (764)         | -86.0%        | -424.5%       | -38.1%         |
| <b>TOTAL SSCWD</b>       | <b>965,941</b> | <b>928,337</b> | <b>904,338</b> | <b>2,842,964</b> | <b>2,912,655</b> | <b>37,604</b> | <b>61,603</b> | <b>4.1%</b>   | <b>6.4%</b>   | <b>-2.4%</b>   |

The percentage of past due accounts receivable through September 2021 has increased to 11.0%

## STATEMENT OF INCOME

(Aug 31, 2021)

For Aug 2021 YTD, we show an overall Net Operating gain of \$234,983 vs a budgeted operating loss of \$207,334 and Net Income of \$602,324. The favorable results can be attributed to lower Water operating expenses than budgeted and collected capacity fees of \$362,475.

### INVESTMENT SUMMARY

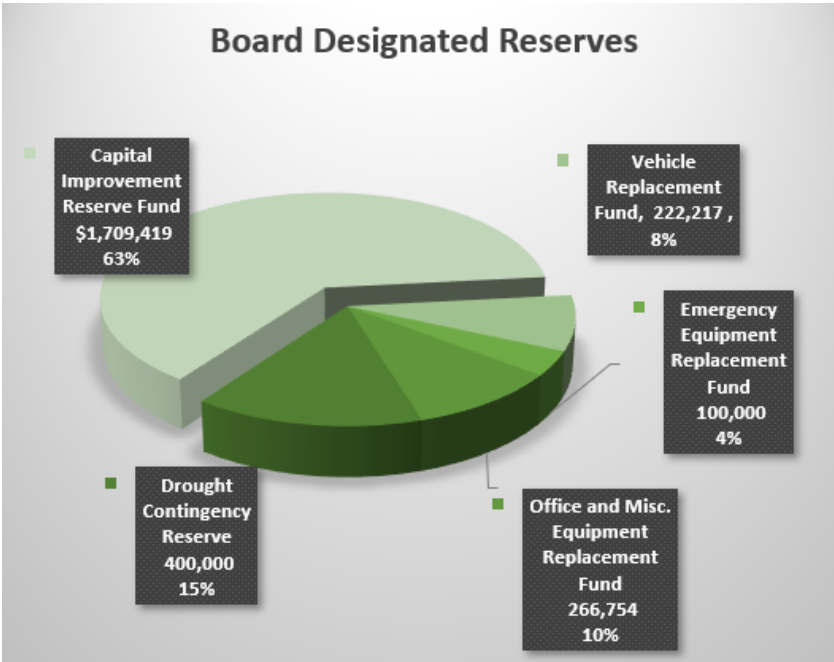
(Aug 31, 2021)

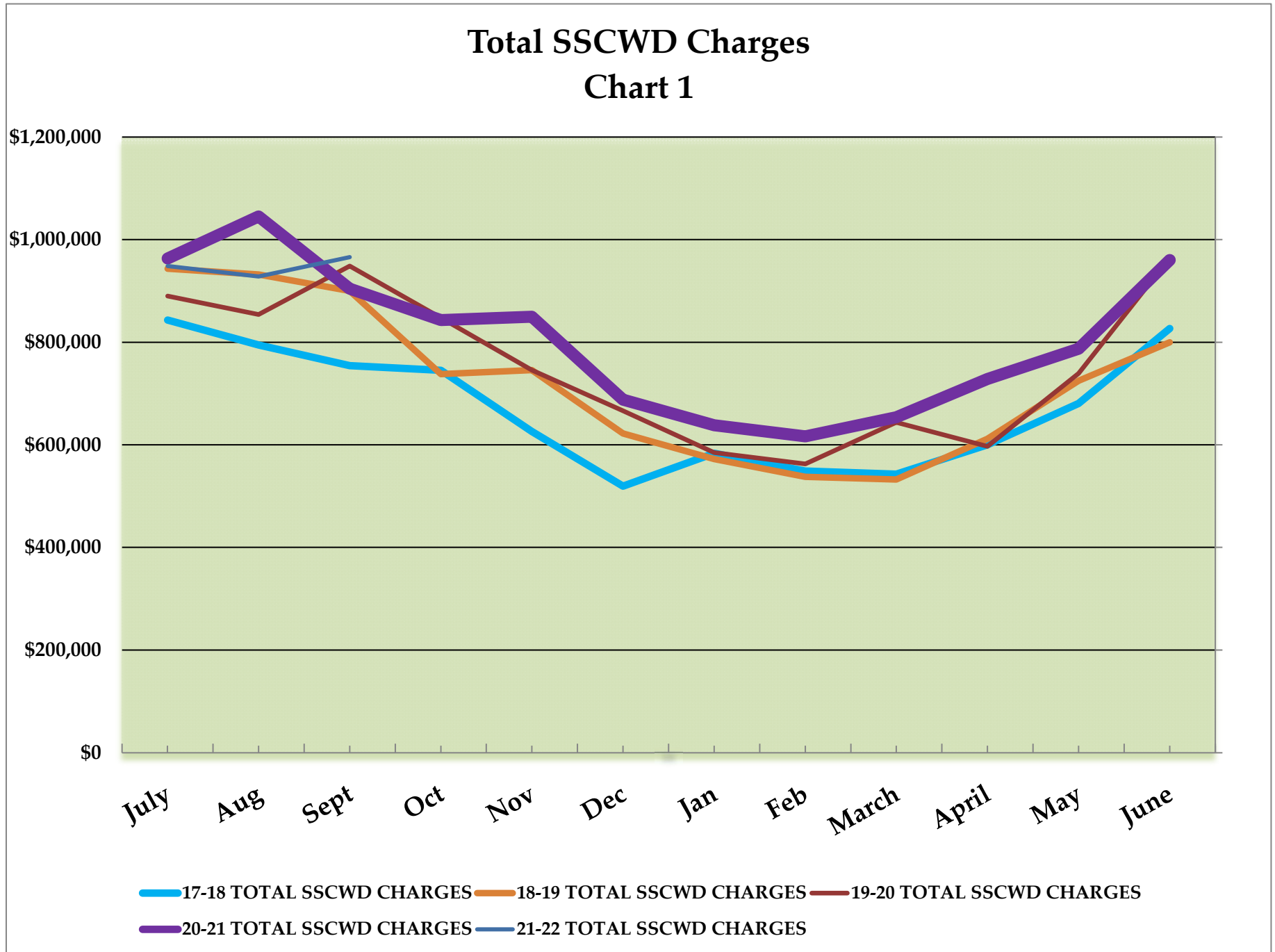
Total cash and invested funds as of Aug 31, 2021 is \$18,962,191, an increase of \$354,512 MoM. Currently approx. \$11.1m is invested in LAIF and a Heritage MMA account. In conjunction with planned changes to the District’s investment policy we anticipate paying off over \$2,000,000 in long term debt, contributing \$1,000,000 to the Calpers retirement CEPPT trust and buying FDIC insured short term CD’s. We anticipate increasing the yield on invested funds from less than .4% to over 1.5%

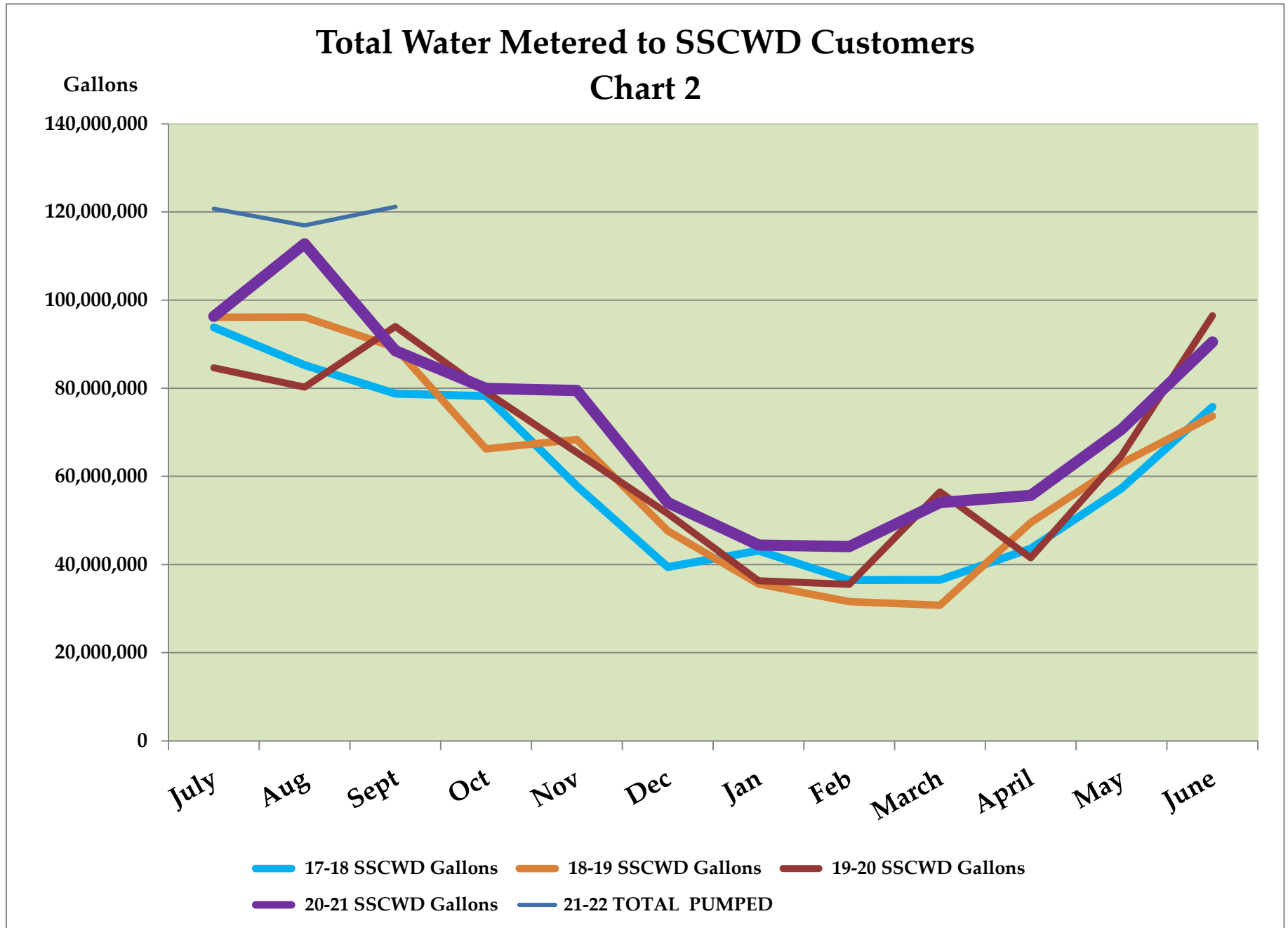
### BOARD DESIGNATED RESERVES

(Aug 31, 2021)

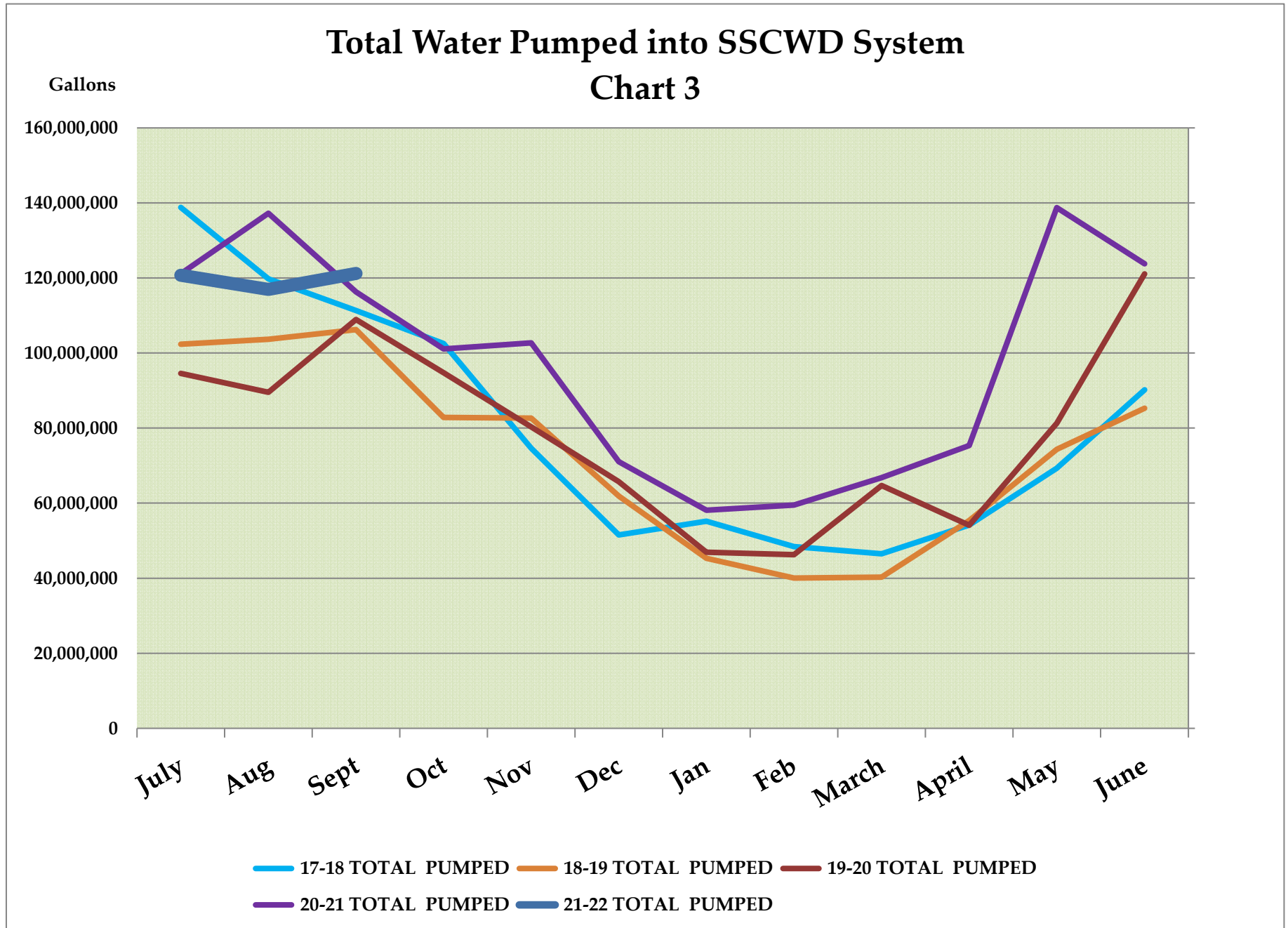
There are no material reserve balances changes to report on.













Sunnyslope County Water District

2021 / 2022  
OPERATION SUMMARY (This Year)

Agenda Item H-5b

| ITEMS                                | JULY<br>2021         | AUG.<br>2021         | SEPT.<br>2021        | OCT.<br>2021 | NOV.<br>2021 | DEC.<br>2021 | JAN.<br>2022 | FEB.<br>2022 | MARCH<br>2022 | APRIL<br>2022 | MAY<br>2022 | JUNE<br>2022 | TOTALS                 |
|--------------------------------------|----------------------|----------------------|----------------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|-------------|--------------|------------------------|
| NO. WATER CAPACITY FEE RECD          | 18                   | 10                   | 14                   |              |              |              |              |              |               |               |             |              | 42                     |
| NO. WW CAPACITY FEE RECD             | -                    | -                    |                      |              |              |              |              |              |               |               |             |              | -                      |
| NO. WATER ACCOUNTS                   | 6,852                | 6,843                | 6,867                |              |              |              |              |              |               |               |             |              |                        |
| NO. SSCWD SEWER ACCTS                | 1,238                | 1,234                | 1,240                |              |              |              |              |              |               |               |             |              |                        |
| NO. COH SEWER ACCTS                  | 4,354                | 4,370                | 4,403                |              |              |              |              |              |               |               |             |              |                        |
| <b>WaterSmart / Invoice Cloud</b>    |                      |                      |                      |              |              |              |              |              |               |               |             |              |                        |
| Auto Pay                             | 3,014                | 3,013                | 3,014                |              |              |              |              |              |               |               |             |              |                        |
| Biller Portal                        | 14                   | 6                    | 14                   |              |              |              |              |              |               |               |             |              |                        |
| Cloud Store                          | 57                   |                      | 57                   |              |              |              |              |              |               |               |             |              |                        |
| Customer Portal                      | 388                  | 361                  | 388                  |              |              |              |              |              |               |               |             |              |                        |
| Express Payments                     | 317                  | 274                  | 317                  |              |              |              |              |              |               |               |             |              |                        |
| IVR                                  | 123                  | 110                  | 123                  |              |              |              |              |              |               |               |             |              |                        |
| Mobile Express Payments              | 366                  | 323                  | 366                  |              |              |              |              |              |               |               |             |              |                        |
| Online Bank Direct                   | 647                  | 631                  | 647                  |              |              |              |              |              |               |               |             |              |                        |
| Pay By Text                          | 58                   | 44                   | 58                   |              |              |              |              |              |               |               |             |              |                        |
| Scheduled Payment                    | 25                   | 22                   | 25                   |              |              |              |              |              |               |               |             |              |                        |
| Shopping Cart                        | 255                  | 272                  | 255                  |              |              |              |              |              |               |               |             |              |                        |
| Total                                | 5,264                | 5,056                | 5,264                | -            | -            | -            | -            | -            | -             | -             | -           | -            |                        |
| NO. E-BILL Invoice Cloud (Paperless) | 1,172                | 1,231                | 1,285                |              |              |              |              |              |               |               |             |              |                        |
| <b>MONTHLY CHARGES</b>               |                      |                      |                      |              |              |              |              |              |               |               |             |              |                        |
| Retail Water Charges                 | \$ 746,145.00        | \$ 729,111.70        | \$ 764,414.16        |              |              |              |              |              |               |               |             |              | \$ 2,239,670.86        |
| Sewer Fees                           | 172,054.44           | 171,880.99           | 172,511.96           |              |              |              |              |              |               |               |             |              | 516,447.39             |
| Installation Fees                    | 7,765.00             | 4,050.00             | 5,670.00             |              |              |              |              |              |               |               |             |              | 17,485.00              |
| Late Fees                            | 9,160.00             | 8,811.00             | 9,854.14             |              |              |              |              |              |               |               |             |              | 27,825.14              |
| Admin. Collection Fees, net          |                      |                      |                      |              |              |              |              |              |               |               |             |              | -                      |
| COH Billing Fees                     | 13,194.00            | 13,194.00            | 13,311.00            |              |              |              |              |              |               |               |             |              | 39,699.00              |
| Other Misc. Fees                     | 366.95               | 1,289.36             | 180.00               |              |              |              |              |              |               |               |             |              | 1,836.31               |
| <b>TOTAL SSCWD CHARGES</b>           | <b>\$ 948,685.39</b> | <b>\$ 928,337.05</b> | <b>\$ 965,941.26</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b>   | <b>\$ -</b>   | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ 2,842,963.70</b> |
| <b>CITY OF HOLLISTER CHARGES</b>     |                      |                      |                      |              |              |              |              |              |               |               |             |              |                        |
| COH Sewer Fees                       | 393,626.99           | 394,897.00           | 394,897.00           |              |              |              |              |              |               |               |             |              | \$ 1,183,420.99        |
| COH Street Sweeping                  | 10,153.36            | 10,582.48            | 396,713.79           |              |              |              |              |              |               |               |             |              | 417,449.63             |
| COH Senior Discount                  | (1,326.60)           | (1,326.60)           | (1,319.23)           |              |              |              |              |              |               |               |             |              | (3,972.43)             |
| Total COH Charges                    | 402,453.75           | 404,152.88           | 790,291.56           | -            | -            | -            | -            | -            | -             | -             | -           | -            | 1,596,898.19           |
| Late Fees **                         | -                    | -                    | -                    | -            | -            | -            | -            | -            | -             | -             | -           | -            | -                      |
| <b>TOTAL COH CHARGES</b>             | <b>\$ 402,453.75</b> | <b>\$ 404,152.88</b> | <b>\$ 790,291.56</b> | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b>  | <b>\$ -</b>   | <b>\$ -</b>   | <b>\$ -</b> | <b>\$ -</b>  | <b>\$ 1,596,898.19</b> |
| <b>ACCOUNTS RECEIVABLE - Aged</b>    |                      |                      |                      |              |              |              |              |              |               |               |             |              |                        |
| A/R for Sunnyslope Water **          | \$ 969,933.44        | \$ 961,519.77        | \$ 1,013,793.65      |              |              |              |              |              |               |               |             |              |                        |
| A/R for City of Hollister **         | 436,867.16           | 435,540.63           | 436,628.62           |              |              |              |              |              |               |               |             |              |                        |
| Outstanding Bills Owed               | \$ 1,406,800.60      | \$ 1,397,060.40      | \$ 1,450,422.27      | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -          | \$ -          | \$ -        | \$ -         |                        |
| Past Due                             | \$ 151,515.86        | \$ 150,947.42        | \$ 159,388.89        |              |              |              |              |              |               |               |             |              |                        |
| % Past Due                           | 10.77%               | 10.80%               | 10.99%               | N/A          | N/A          | N/A          | N/A          | N/A          | N/A           | N/A           | N/A         | N/A          |                        |

Sunnyslope County Water District

2021 / 2022

OPERATION SUMMARY (This Year)

| ITEMS                              | JULY<br>2021       | AUG.<br>2021       | SEPT.<br>2021      | OCT.<br>2021 | NOV.<br>2021 | DEC.<br>2021 | JAN.<br>2022 | FEB.<br>2022 | MARCH<br>2022 | APRIL<br>2022 | MAY<br>2022 | JUNE<br>2022 | TOTALS             |
|------------------------------------|--------------------|--------------------|--------------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|-------------|--------------|--------------------|
| <b><u>WATER METERED</u></b>        |                    |                    |                    |              |              |              |              |              |               |               |             |              |                    |
| Cubic Feet                         | 11,875,200         | 11,828,700         | 12,492,400         |              |              |              |              |              |               |               |             |              | 36,196,300         |
| SSCWD Gallons                      | 88,826,496         | 88,478,676         | 93,443,152         | -            | -            | -            | -            | -            | -             | -             | -           | -            | 270,748,324        |
| Well Flow to COH Gallons           | 17,817,100         | 22,242,500         | 22,239,700         |              |              |              |              |              |               |               |             |              | 62,299,300         |
| Surface Flow to COH Gallons        | 7,458,200          | 7,869,976          | 4,431,661          |              |              |              |              |              |               |               |             |              | 19,759,837         |
| <b>TOTAL METERED</b>               | <b>114,101,796</b> | <b>118,591,152</b> | <b>120,114,513</b> | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>      | <b>-</b>      | <b>-</b>    | <b>-</b>     | <b>352,807,461</b> |
| <b><u>WATER SOURCE</u></b>         |                    |                    |                    |              |              |              |              |              |               |               |             |              |                    |
| Well #2 (Southside Road)           | 9,282,000          | 8,489,000          | 14,176,000         | -            | -            | -            | -            | -            | -             | -             | -           | -            | 31,947,000         |
| Well #5 (Ray Cir/Enterprise)       | 4,461,642          | 5,877,229          | 5,753,409          | -            | -            | -            | -            | -            | -             | -             | -           | -            | 16,092,280         |
| Well #7 (Enterprise Rd)            | 7,427,108          | 13,727,233         | 21,183,110         | -            | -            | -            | -            | -            | -             | -             | -           | -            | 42,337,451         |
| Well #8 (Ridgemark)                | 15,266,000         | 16,844,000         | 16,278,000         | -            | -            | -            | -            | -            | -             | -             | -           | -            | 48,388,000         |
| Well #11 (Southside Road)          | 30,074,000         | 32,038,000         | 43,438,000         | -            | -            | -            | -            | -            | -             | -             | -           | -            | 105,550,000        |
| <b>TOTAL from Wells</b>            | <b>66,510,750</b>  | <b>76,975,462</b>  | <b>100,828,519</b> | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>      | <b>-</b>      | <b>-</b>    | <b>-</b>     | <b>244,314,731</b> |
| Lessalt W.T.P. I (High Zone)       | 11,498,000         | 3,226,000          | 838,000            | -            | -            | -            | -            | -            | -             | -             | -           | -            | 15,562,000         |
| Lessalt W.T.P. I (Middle Zone)     | 6,744,000          | 2,168,000          | 570,000            | -            | -            | -            | -            | -            | -             | -             | -           | -            | 9,482,000          |
| West Hills W.T.P. (@ Well #2)      | 14,521,000         | 14,294,000         | 13,887,000         | -            | -            | -            | -            | -            | -             | -             | -           | -            | 42,702,000         |
| West Hills W.T.P. (@ Well #11)     | 20,308,000         | 18,071,000         | 1,860,000          | -            | -            | -            | -            | -            | -             | -             | -           | -            | 40,239,000         |
| <b>TOTAL from Surface Water</b>    | <b>53,071,000</b>  | <b>37,759,000</b>  | <b>17,155,000</b>  | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>      | <b>-</b>      | <b>-</b>    | <b>-</b>     | <b>107,985,000</b> |
| City Well Flow to SSCWD Gallons    | 806,200            | 1,653,500          | 2,639,480          |              |              |              |              |              |               |               |             |              | 5,099,180          |
| City Surface Flow to SSCWD Gallons | 324,000            | 597,000            | 580,080            |              |              |              |              |              |               |               |             |              | 1,501,080          |
| <b>TOTAL from City Interties</b>   | <b>1,130,200</b>   | <b>2,250,500</b>   | <b>3,219,560</b>   | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>      | <b>-</b>      | <b>-</b>    | <b>-</b>     | <b>6,600,260</b>   |
| <b>TOTAL PUMPED</b>                | <b>120,711,950</b> | <b>116,984,962</b> | <b>121,203,079</b> | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>     | <b>-</b>      | <b>-</b>      | <b>-</b>    | <b>-</b>     | <b>358,899,991</b> |
| Estimated Water Loss               | 6,610,154          | -                  | 1,088,566          | -            | -            | -            | -            | -            | -             | -             | -           | -            | 7,698,720          |
| Water Loss %                       | 5.476%             | 0.000%             | 0.898%             | 0.000%       | 0.000%       | 0.000%       | 0.000%       | 0.000%       | 0.000%        | 0.000%        | 0.000%      | 0.000%       | 2.145%             |
| Estimated Water Gain               | -                  | 1,606,190          | -                  | -            | -            | -            | -            | -            | -             | -             | -           | -            | 1,606,190          |
| Water Gain %                       | 0.000%             | 1.354%             | 0.000%             | 0.000%       | 0.000%       | 0.000%       | 0.000%       | 0.000%       | 0.000%        | 0.000%        | 0.000%      | 0.000%       | 0.455%             |
| <b>Total Net Water Loss</b>        |                    |                    |                    |              |              |              |              |              |               |               |             |              | <b>6,092,530</b>   |

# Sunnyslope County Water District

STATEMENT OF INCOME  
FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)  
UN-AUDITED 10/14/2021

| *** WATER ***  | Jul-21            | Aug-21            | Variance Over /<br>(Under) Prior<br>Month | Aug-20            | Variance Over /<br>(Under) Prior<br>Year | YEAR-<br>TO-DATE   | PROJECTED<br>ACTUAL | FY 21/22<br>BUDGET    |
|--|-------------------|-------------------|---|-------------------|--|--------------------|---------------------|-----------------------|
| <b>OPERATING REVENUES</b>  |                   |                   |   |                   |  |                    |                     |                       |
| Water Sales  | 746,145           | 729,112           | (5,195)                                   | 854,643           | (125,531)                                | 1,475,257          | 8,851,540           | 6,700,000             |
| Contracted Services  | 228,312           | 228,312           | 7,359                                     | 220,953           | 7,359                                    | 456,624            | 2,739,743           | 2,792,736             |
| Installation Fees  | 7,765             | 4,050             | (21,870)                                  | 7,290             | (3,240)                                  | 11,815             | 70,890              |                       |
| Late Fees  | 7,328             | 7,049             | 7,328                                     | -                 | 7,049                                    | 14,377             | 86,262              |                       |
| Other Revenue  | 10,851            | 11,606            | (427)                                     | 10,912            | 694                                      | 22,457             | 119,490             | 4,000                 |
| <b>TOTAL OPERATING REVENUES</b>                                    | <b>1,000,400</b>  | <b>980,129</b>    | <b>(12,805)</b>                           | <b>1,093,798</b>  | <b>(113,669)</b>                         | <b>1,980,530</b>   | <b>11,867,925</b>   | <b>9,496,736</b>      |
| <b>OPERATING EXPENSES</b>  |                   |                   |   |                   |  |                    |                     |                       |
| Salaries and Benefits  | (190,276)         | (146,885)         | 28,640                                    | (155,333)         | 8,448                                    | (337,162)          | (2,022,970)         | (3,121,845)           |
| Operating Expenses   | (761,007)         | (784,042)         | (88,069)                                  | (742,052)         | (41,990)                                 | (1,545,049)        | (9,270,292)         | (8,279,560)           |
| <b>TOTAL OPERATING EXPENSES</b>                                    | <b>(951,283)</b>  | <b>(930,927)</b>  | <b>(59,428)</b>                           | <b>(897,385)</b>  | <b>(33,542)</b>                          | <b>(1,882,210)</b> | <b>(11,293,262)</b> | <b>(11,401,405)</b>   |
| <b>NET OPERATING INCOME</b>  | <b>49,117</b>     | <b>49,202</b>     | <b>(72,234)</b>                           | <b>196,413</b>    | <b>(147,210)</b>                         | <b>98,319</b>      | <b>574,663</b>      | <b>(1,904,669)</b>    |
| <b>NON OPERATING INCOME &amp; (EXPENSES)</b>                       |                   |                   |   |                   |  |                    |                     |                       |
| Capacity Fees  | 242,475           | 120,000           | (623,750)                                 | 210,600           | (90,600)                                 | 362,475            | 362,475             | -                     |
| Donated Asset  |                   |                   | -   |                   | -  | -                  | -                   | -                     |
| Miscellaneous Income (Farm Labor Camp)                             |                   |                   | -   |                   | -  | -                  | -                   | -                     |
| Adjust LAIF Investment to Fair Value                               |                   |                   | -   | -                 | -  | -                  | -                   | -                     |
| Interest Income  |                   | 3,580             | (6,361)                                   | -                 | 3,580                                    | 3,580              | 21,480              | -                     |
| Allocated from G & A (Interest & Sale of Assets)                   |                   | (318)             | (3,486)                                   | 576               | (894)                                    | (318)              | (1,908)             | -                     |
| Debt Service (Loan Expense) & Disposal of Assets                   |                   |                   | 14,952                                    | (1,081)           | 1,081                                    | -                  | -                   | (61,753)              |
| <b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>                 | <b>242,475</b>    | <b>123,262</b>    | <b>(618,646)</b>                          | <b>210,095</b>    | <b>(86,833)</b>                          | <b>365,737</b>     | <b>382,047</b>      | <b>(61,753)</b>       |
| <b>NET WATER INCOME (LOSS)</b>                                     | <b>\$ 291,592</b> | <b>\$ 172,464</b> | <b>\$ (690,879)</b>                       | <b>\$ 406,507</b> | <b>\$ (234,043)</b>                      | <b>\$ 464,056</b>  | <b>\$ 956,710</b>   | <b>\$ (1,966,422)</b> |
| <b>NET WATER INCOME (LOSS) Adjusted for<br/>Non Budgeted Items</b> |                   |                   |   |                   |  |                    |                     |                       |
|  | <b>\$ 49,117</b>  | <b>\$ 49,202</b>  | <b>\$ (57,282)</b>                        | <b>\$ 195,331</b> | <b>\$ (146,129)</b>                      | <b>\$ 98,319</b>   | <b>\$ 574,663</b>   | <b>\$ (1,966,422)</b> |

# Sunnyslope County Water District

STATEMENT OF INCOME  
FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)  
UN-AUDITED 10/14/2021

| *** WASTEWATER ***  | Jul-21           | Aug-21           | Variance Over /<br>(Under) Prior<br>Month | Aug-20          | Variance Over /<br>(Under) Prior<br>Year | YEAR-<br>TO-DATE | PROJECTED<br>ACTUAL | FY 21/22<br>BUDGET |
|---|------------------|------------------|---|-----------------|--|------------------|---------------------|--------------------|
| <b>OPERATING REVENUES</b>   |                  |                  |   |                 |  |                  |                     |                    |
| Sewer Sales   | 172,054          | 171,881          | (365)                                     | 166,607         | 5,274                                    | 343,935          | 2,063,613           | 2,016,000          |
| Contracted Services   | 165,181          | 16,504           | 165,181                                   | -               | 16,504                                   | 181,685          | -                   | 393,852            |
| Installation Fees   | -                | -                | -   | -               | -  | -                | -                   | -                  |
| Late Fees   | 1,832            | 1,762            | 1,832                                     | -               | 1,762                                    | 3,594            | 21,564              | -                  |
| Other Revenue   | 2,710            | 2,877            | (127)                                     | 2,568           | 309                                      | 5,587            | 33,523              | 2,000              |
| <b>TOTAL OPERATING REVENUES</b>   | <b>341,778</b>   | <b>193,024</b>   | <b>166,521</b>                            | <b>169,175</b>  | <b>23,849</b>                            | <b>534,802</b>   | <b>2,118,700</b>    | <b>2,411,852</b>   |
| <b>OPERATING EXPENSES</b>   |                  |                  |   |                 |  |                  |                     |                    |
| Salaries and Benefits   | (37,727)         | (31,077)         | 11,923                                    | (42,599)        | 11,522                                   | (68,803)         | (412,820)           | (575,843)          |
| Operating Expenses  | (247,037)        | (82,298)         | (182,535)                                 | (57,054)        | (25,244)                                 | (329,335)        | (1,976,012)         | (903,519)          |
| <b>TOTAL OPERATING EXPENSES</b>   | <b>(284,764)</b> | <b>(113,375)</b> | <b>(170,613)</b>                          | <b>(99,653)</b> | <b>(13,721)</b>                          | <b>(398,139)</b> | <b>(2,388,832)</b>  | <b>(1,479,362)</b> |
| <b>NET OPERATING INCOME</b>   | <b>57,014</b>    | <b>79,649</b>    | <b>(4,092)</b>                            | <b>69,522</b>   | <b>10,128</b>                            | <b>136,663</b>   | <b>(270,132)</b>    | <b>932,490</b>     |
| <b>NON OPERATING INCOME &amp; (EXPENSES)</b>                            |                  |                  |   |                 |  |                  |                     |                    |
| Capacity Fees   | -                | -                | -   | -               | -  | -                | -                   | -                  |
| Miscellaneous Income  | -                | -                | -   | -               | -  | -                | -                   | -                  |
| Adjust LAIF Investment to Fair Value                                    | -                | -                | -   | -               | -  | -                | -                   | -                  |
| Interest Income   | -                | 1,685            | -   | -               | 1,685                                    | 1,685            | 10,108              | -                  |
| Allocated from G & A (Interest & Sale of Assets)                        | -                | (80)             | (872)                                     | (126)           | 46                                       | (80)             | (480)               | -                  |
| Debt Service (Loan Expense) & Southside Rd. Slide                       | -                | -                | 20,885                                    | (20,856)        | 20,856                                   | -                | -                   | (210,073)          |
| <b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>                      | <b>-</b>         | <b>1,605</b>     | <b>20,013</b>                             | <b>(20,982)</b> | <b>22,587</b>                            | <b>1,605</b>     | <b>9,628</b>        | <b>(210,073)</b>   |
| <b>NET WASTEWATER INCOME (LOSS)</b>                                     | <b>57,014</b>    | <b>81,254</b>    | <b>15,922</b>                             | <b>48,540</b>   | <b>32,715</b>                            | <b>138,268</b>   | <b>(260,504)</b>    | <b>722,417</b>     |
| <b>NET WASTEWATER INCOME (LOSS)<br/>Adjusted for Non Budgeted Items</b> |                  |                  |   |                 |  |                  |                     |                    |
|   | \$ 57,014        | \$ 79,649        | \$ 15,922                                 | \$ 48,666       | \$ 30,984                                | \$ 136,663       | \$ (270,132)        | \$ 722,417         |

| *** WATER & WASTEWATER ***   | Jul-21         | Aug-21         | Variance Over /<br>(Under) Prior<br>Year | Aug-20         | Variance Over /<br>(Under) Prior<br>Year | YEAR-<br>TO-DATE | PROJECTED<br>ACTUAL | FY 20/21<br>BUDGET |
|--|----------------|----------------|--|----------------|--|------------------|---------------------|--------------------|
| <b>*** COMBINED INCOME (LOSS) WATER &amp; WASTEWATER***</b>                                    | <b>348,606</b> | <b>253,718</b> | <b>(674,958)</b>                         | <b>455,047</b> | <b>(201,328)</b>                         | <b>602,324</b>   | <b>696,206</b>      | <b>(1,244,005)</b> |
| <b>*** COMBINED INCOME (LOSS) WATER &amp; WASTEWATER<br/>Adjusted for Non - Budgeted Items</b> |                |                |  |                |  |                  |                     |                    |
|  | \$ 106,131     | \$ 128,852     | \$ (41,360)                              | \$ 243,997     | \$ (115,146)                             | \$ 234,983       | \$ 304,531          | \$ (1,244,005)     |

# Sunnyslope County Water District

## Investment Summary 2020 / 2021 (This Year)

| BANK ACCOUNT                                       | INTEREST RATE      | JULY<br>2021            | AUGUST<br>2021          |
|--|--------------------|-------------------------|-------------------------|
| <b><u>Heritage Bank of Commerce</u></b>            |                    |                         |                         |
| CHECKING ACCOUNT<br>Operating - General Fund       | 0.000%             | \$ 7,514,057.96         | \$ 7,863,305.12         |
| <b>CHECKING SUBTOTAL</b>                           |                    | <b>\$ 7,514,057.96</b>  | <b>\$ 7,863,305.12</b>  |
| MONEY MARKET ACCT (MMA)<br>Invested - General Fund | 0.400%             | 4,067,597.25            | 4,070,361.91            |
| <b>MMA SUBTOTAL</b>                                |                    | <b>\$ 4,067,597.25</b>  | <b>\$ 4,070,361.91</b>  |
| <b><u>L. A. I. F.</u></b>                          |                    |                         |                         |
| <b>(Local Agency Investment Fund)</b>              | As of: July, 2021  |                         |                         |
| General Fund                                       | 0.221%             | (3,422,817.51)          | (3,363,043.52)          |
| Water Connect. Fee                                 | 0.221%             | 6,981,661.04            | 6,911,253.38            |
| Sewer Connect. Fee                                 | 0.221%             | 21,125.00               | 21,925.00               |
| SRF Loan Reserve                                   | 0.221%             | 760,000.00              | 760,000.00              |
| Board Designated Reserves                          | 0.221%             | 2,686,055.67            | 2,698,389.34            |
| <b>L.A.I.F. SUBTOTAL</b>                           |                    | <b>\$ 7,026,024.20</b>  | <b>\$ 7,028,524.20</b>  |
| <b>GRAND TOTAL</b>                                 |                    | <b>\$ 18,607,679.41</b> | <b>\$ 18,962,191.23</b> |
| <b>GENERAL FUND</b>                                |                    | <b>\$ 8,158,837.70</b>  | <b>\$ 8,570,623.51</b>  |
| <b>BOARD DESIGNATED RESERVES</b>                   |                    | <b>\$ 2,686,055.67</b>  | <b>\$ 2,698,389.34</b>  |
| <b>WATER CONN. FEE FUNDS</b>                       |                    | <b>\$ 6,981,661.04</b>  | <b>\$ 6,911,253.38</b>  |
| <b>S. C. FEE FUNDS</b>                             |                    | <b>\$ 21,125.00</b>     | <b>\$ 21,925.00</b>     |
| <b>SRF Loan Reserves</b>                           |                    | <b>\$ 760,000.00</b>    | <b>\$ 760,000.00</b>    |
| <b>* TOTAL INTEREST RECORDED</b>                   | <b>\$ 5,264.66</b> | <b>\$ -</b>             | <b>\$ 5,264.66</b>      |

**Sunnyslope County Water District**  
**Board Designated Reserves**  
**As of August 31, 2021**  
 (Policy #8600)

|   |   |                            | <b>Acct. 115.11</b>        |                         |                     | <b>Acct. 115.11</b>        |                           |                      |
|---|---|----------------------------|----------------------------|-------------------------|---------------------|----------------------------|---------------------------|----------------------|
|   | <u>8/31/2021</u>                            | <u>6/30/2021</u>           | <u>Incr (Decr)</u>         | <u>% Incr (Decr)</u>    | <u>6/30/2020</u>    | <u>Incr (Decr)</u>         | <u>% Incr (Decr)</u>      |                      |
| 1 | Capital Improvement Reserve Fund            | \$ 1,709,419               | \$ 1,709,419               | \$ -                    | 0.0%                | \$ 1,775,906               | \$ (66,487)               | -3.7%                |
| 2 | Vehicle Replacement Fund                    | 222,217                    | 197,549                    | 24,667 <sup>1</sup>     | 12.5%               | 148,634                    | 48,916 <sup>1</sup>       | 32.9%                |
| 3 | Emergency Equipment Replacement Fund        | 100,000                    | 100,000                    | -                       | 0.0%                | 100,000                    | -                         | 0.0%                 |
| 4 | Office and Misc. Equipment Replacement Fund | 266,754                    | 266,754                    | 0 <sup>2</sup>          | 0.0%                | 292,735                    | (25,981) <sup>2</sup>     | -8.9%                |
| 5 | Drought Contingency Reserve                 | <u>400,000</u>             | <u>400,000</u>             | <u>-</u>                | <u>0.0%</u>         | <u>400,000</u>             | <u>-</u>                  | <u>0.0%</u>          |
|   | <b>TOTAL</b>                                | <b><u>\$ 2,698,389</u></b> | <b><u>\$ 2,673,722</u></b> | <b><u>\$ 24,668</u></b> | <b><u>0.92%</u></b> | <b><u>\$ 2,717,275</u></b> | <b><u>\$ (43,553)</u></b> | <b><u>-1.60%</u></b> |

Depr. Expense FY 21 - Acct #163.05 Vehicles  
 Vehicles Purchased FY 21

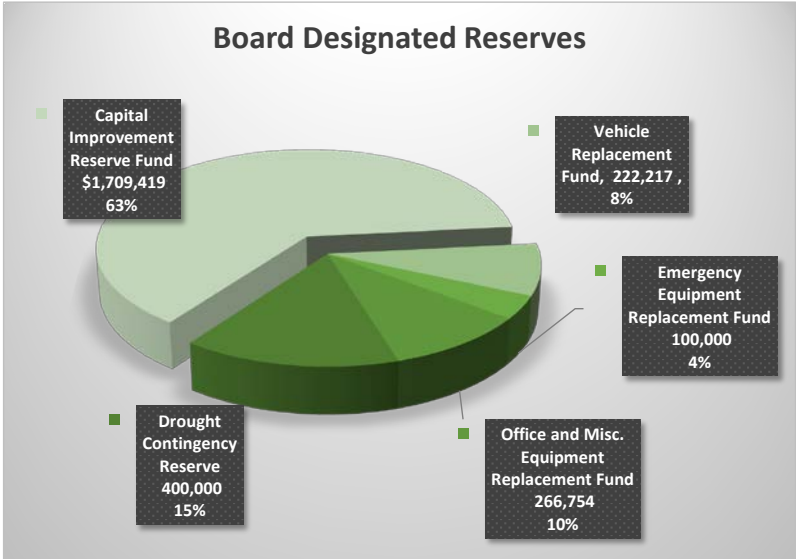
|                         |                         |
|-------------------------|-------------------------|
| \$ 24,667               | \$ 48,916               |
| <b><u>\$ 24,667</u></b> | <b><u>\$ 48,916</u></b> |

Depr. Expense FY 21 - Acct #163.03 Shop / Field Equipment  
 Depr. Expense FY 21 - Acct #163.04 Office Furn. / Equip.  
 Server Room Improvement - (Approved 8/18/20)  
 Tyler System Upgrade - (Approved 8/18/20)

|  |                           |
|--|---------------------------|
|  | \$ 12,384                 |
|  | 2,941                     |
|  | \$ (26,002)               |
|  | \$ (15,305)               |
|  | <b><u>\$ (10,677)</u></b> |
|  | <b><u>\$ 38,239</u></b>   |

|         |  |                            |
|---------|--|----------------------------|
| Acct. # |  |                            |
| 115.11  | LAI - Board Design. Reserves             | <u>2,698,389</u>           |
| 7/31/21 | <b>Balance Board Designated Reserves</b> | <b><u>\$ 2,698,389</u></b> |

| <b>Capital Improvement Reserve Summary</b> |                            |
|--|----------------------------|
| Beginning Balance                          | \$ 1,709,419               |
|  |                            |
|  |                            |
|  |                            |
| Ending Balance                             | <b><u>\$ 1,709,419</u></b> |



# Staff Report

Agenda Item: H-5

**DATE:** October 8, 2021 (October 19, 2021, Meeting)

**TO:** Board of Directors

**FROM:** Water/Wastewater Superintendent, Jose J. Rodriguez

**SUBJECT:** Superintendent Monthly Status Report: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.

---

## Narrative

1. All 3 water reports have been completed on time by September 10, 2021.
2. Staff repaired 9 different service leaks this month. Staff worked diligently to minimize service interruptions.
3. Lessalt Water Treatment Facility was not in operation for the month of September due to water restrictions. All water production was thru the West Hills Water Treatment Facility. Some water quality issues were observed and corrected promptly. All efforts are being made to conserve water.
4. Some water quality issues were observed in the city of Hollister's distribution system. Staff made process changes and increased water monitored sampling. The water quality issues where secondary contaminants, which are established as guidelines to assist public water systems in managing their drinking water for aesthetic considerations, such as taste, color, and odor. These contaminants are not considered to present a risk to human health at the SMCL.
5. Semi-Annual Total Organic Carbon (TOC) analyzers maintenance was performed at both surface water treatment facilities by Suez. This maintenance is required to maintain equipment warranty and to verify analyzer accuracy for process control purposes. Although the Lessalt Facility is offline, staff is still performing routine maintenance.
6. Hydrants where not flushed this month due primarily to the need for water conservation at this time. The goal will remain at 33% percent of the district's hydrants being flushed over the next physical year.
7. The Industrial Wastewater Treatment Facility operated in the month of September as scheduled. All samples collected as required by permit. Some mechanical equipment continues to be repaired and worked on to improve reliability.
8. The Industrial Wastewater SCADA is accessible by management and staff now has the capability to control equipment remotely. Frisch Engineering still has some minor items to clean up.

**In addition to the daily, weekly & monthly work schedule, our maintenance personnel also performed these additional special work projects.**

### **Water (13)**

1. Replaced leaking service line at 405 Donna's Lane.
2. Replaced leaking service line at 42 Lois Court.
3. Repaired leaking service line at 1541 Hillcrest Road.
4. Replaced leaking water service line at 1272 Ridgemark Drive.
5. Replaced leaf spring on dump trailer.
6. Replaced leaking service line at 1280 & 1300 Meridian Road.
7. Started hauling asphalt and concrete from Well #6 to Don Chapin.
8. Repaired leaking service line at 1251 Bonnie view Road.
9. Installed supports for new front counter glass.
10. Replaced curb stop at 1910 Memorial Drive.
11. Replaced curb stop at 270 Prater Way.
12. Replaced leaf spring brackets on sewer jetting trailer.
13. Replaced leaking service line at 1561 Las Brisas Drive.

### **LESSALT Water Treatment Plant (4)**

1. Dave from ELC Consulting installed Network Attachment Storage (NAS) backup to free up space on SCADA computers.
2. Installed new mixing chamber on Green Sand Filter chlorine analyzer.
3. Suez came for biannual TOC (Total Organic Carbon) analyzer PM service.
4. Called AT&T to repair phone lines after vehicle struck pole on Sunnyslope Road. Communication reestablished.

### **West Hills Water Treatment Plant (9)**

1. Repaired relief valve on fire system backflow device.
2. Cleaned lamellas.
3. Replaced mixing chamber on CL 17 for conditioned water.
4. Received PAC (Powder Activated Carbon) delivery.
5. Replaced decant pump #2.
6. Replaced belts on sand pump #1.
7. Wired up new Chlorine pump #1.
8. Replaced site glass on hydro cyclone #1.
9. Removed sludge from drying beds, RJR hauled to John Smith Landfill.





|                         |  |
|-------------------------|--|
| <b>Project Location</b> | <b>: West Hills</b>  |
| <b>Project</b>          | <b>: Installed and wired up a RAW Station Chlorine Pump</b>  |
| <b>Department</b>       | <b>: West Hills Water Treatment Facility</b>   |
| <b>Description</b>      | <b>: In addition to adding Sodium Permanganate for Manganese removal, Chlorine can be used for additional removal. The facility was designed to have this capability, but no pump was actually installed. New pump was purchased and fitted in proper location and is now being used to assist as an additional oxidant for Manganese removal.</b> |
| <b>Equipment used</b>   | <b>: New DDA pump purchased, J M Electric wired the pump to SCADA. Facility wiring diagram was used to trace electrical components to ladder logic system.</b>   |

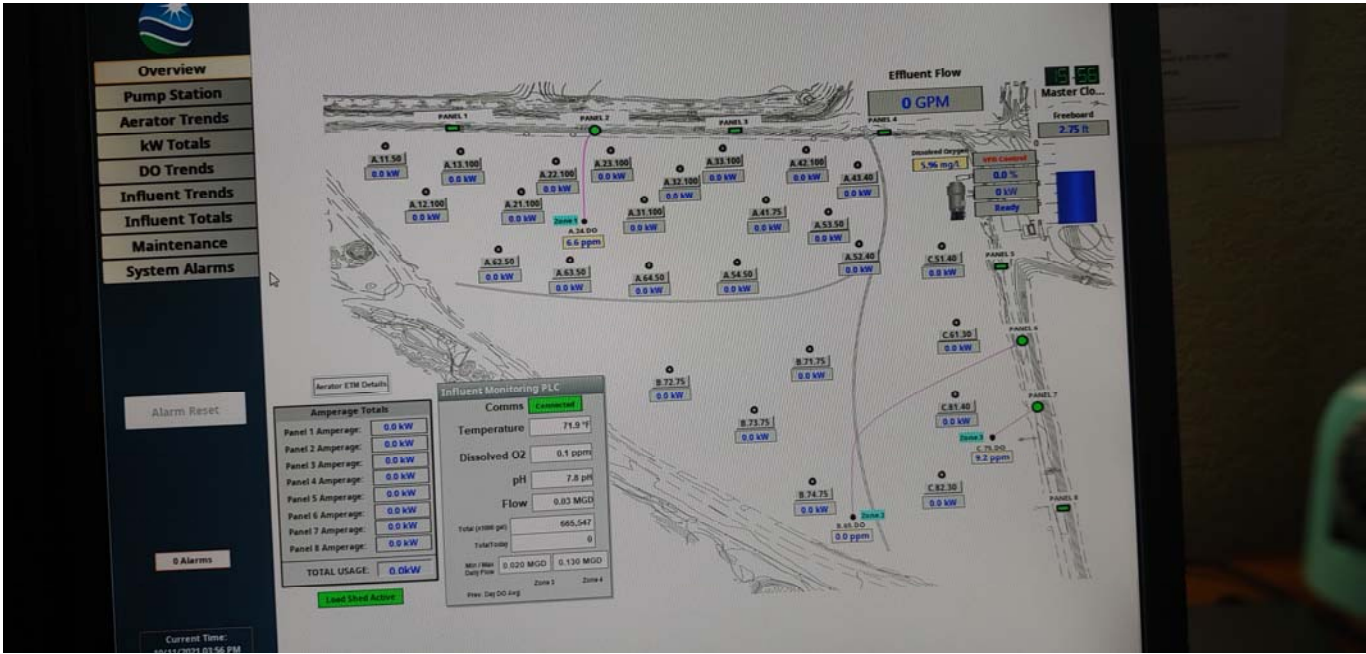
### Wastewater (4)

1. Hauled dried sludge from SBR to John Smith Landfill.
2. Pulled pump #2 at Paullus Lift station, debris stuck in pump.
3. Continued sewer jetting collection system.
4. Video inspected sewer lateral at 62 Lois Court after water service line repair.

### Industrial Wastewater Treatment Facility (3)

1. Supervisory Control and Data Acquisition (SCADA) is accessible by staff. Frisch Engineering has a few more items to clean up before it is complete.
2. Frisch Eng. on site to identify aerator location, power sources, telemetry, and communication to their SCADA system.
3. Composite sampler pad was poured, storage shed was assembled, and new composite sampler was installed and used for monthly compliance sampling.
4. Return Activate Sludge (RAS) pump was installed with a 6-inch flow meter to better track actual flow being returned to the process and how much is going to the percolation ponds.

- 5. Neal Jones completed their cannery season on September 25, 2021. Neal Jones washdown procedures continued thru the following week which sent minimal wash water into the Industrial Wastewater Treatment facility.



|                         |   |
|-------------------------|---|
| <b>Project Location</b> | <b>: Industrial Wastewater Treatment Facility/ Neil Jones Food</b>  |
| <b>Project</b>          | <b>: Wastewater Treatment Plant SCADA</b>   |
| <b>Department</b>       | <b>: Water/Wastewater Utilities Maintenance</b>   |
| <b>Description</b>      | <b>: Industrial Wastewater Treatment Plant SCADA screen as seen on computer monitor. This gives management and staff a visual of incoming and outgoing flows, equipment status and any alarm that may be present at any given time.</b> |
| <b>Equipment used</b>   | <b>: Laptop and On-Call iPad</b>  |

| Completed This Month | Job Descriptions  | Completed YTD 2021 – 2022 July 1 to June 30 | Completed 2020 – 2021 July 1 to June 30 | Completed 2019 – 2020 July 1 to June 30 | Completed 2018 – 2019 July 1 to June 30 |
|----------------------|---|---|---|---|---|
| 225                  | Work Orders   | 595   | 2469                                    | 2715                                    | 2642                                    |
| 14                   | Temporary Manual Read Water Meters Installed in New Construction Accounts   | 42  | 368                                     | 256                                     | 146                                     |
| 0                    | Radio Read Meters & ERTs Installed in New Construction Accounts   | 0   | 21                                      | 0                                       | 1                                       |
| 9                    | Total:<br>Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts | 38<br>(Total = 6663)                        | 282                                     | 191                                     | 246                                     |
| 21                   | Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs  | 60  | 322                                     | 304                                     | 350                                     |
| 15                   | Valves Exercised (Approx. 2674 in SSCWD System 3/2021)  | 47  | 721                                     | 319                                     | 410                                     |
| 0                    | Fire Hydrants Flushed (Approx. 938 in SSCWD System 3/2021)  | 2   | 749                                     | 281                                     | 757                                     |
| 21                   | Meters on Repair List   | 61  | 326                                     | 449                                     | 1147                                    |
| 13                   | Emergency Calls   | 52  | 174                                     | 156                                     | 204                                     |
| 168                  | Locates on our Water/Sewer Lines  | 517   | 1732                                    | 1037                                    | 454                                     |
| 1                    | Sewer Inspections   | 1   | 0                                       | 0                                       | 2                                       |
| 0                    | Shutoff Notices   | 0   | 0                                       | 112                                     | 182                                     |
| 6                    | Water Services Replaced   | 13<br>(Total = 908)                         | 12                                      | 15                                      | 18                                      |

(8/2016 Update Valve and Fire Hydrant Count, Includes Santana Ranch pH 1, Villages, Tyler Knoll, Walnut Park, Creekside)



## Hollister/Sunnyslope Intertie Water Balance

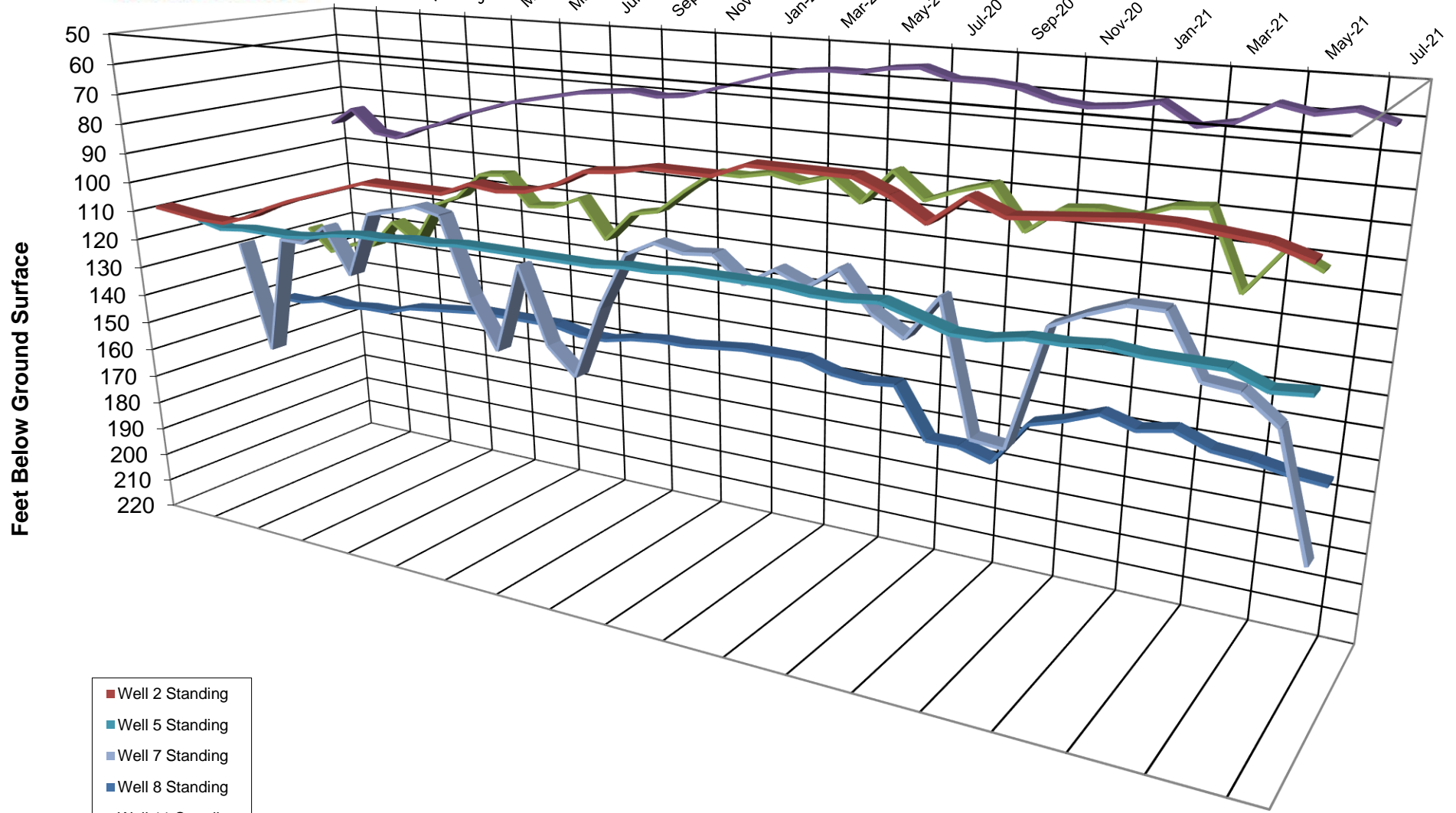
| Report Date: October 1, 2021   |  | to                  |                   | September 15, 2021           |                                    |                    |
|--|--|---------------------|-------------------|------------------------------|------------------------------------|--------------------|
| Current Consumption Period: August 13, 2021  |  | to                  |                   | September 15, 2021           |                                    |                    |
| Intertie Location  | Groundwater Flow<br>to COH   | Surface Flow<br>COH | to                | Groundwater Flow<br>to SSCWD | Surface Flow<br>SSCWD              |                    |
|  | i n G a l l o n s  |                     |                   |                              |                                    |                    |
| Southside Road Intertie Water Total Flow   | 0  | 1,168,666           |                   |                              |                                    |                    |
| Sunset & Memorial Water Total Flow   | 9,491,080  | 1,701,660           |                   | 0                            | 100                                |                    |
| Sunnyslope & Memorial Water Total Flow   | 14,023,460   | 1,752,280           |                   | 0                            | 0                                  |                    |
| Hillcrest and Memorial Water Total Flow  | 254,620  | 14,700              |                   | 2,639,480                    | 579,980                            |                    |
| Santa Ana & La Baig Water Total Flow   | 1,480,260  | 244,160             |                   |                              |                                    |                    |
| <b>Intertie Sub-Total Water Flow</b>   | <b>25,249,420</b>  | <b>4,881,466</b>    |                   | <b>2,639,480</b>             | <b>580,080</b>                     |                    |
| <i>Total Combined Surface and Ground Water Intertie Flow</i>   |  | <b>30,130,886</b>   |                   | <b>3,219,560</b>             |                                    |                    |
| City of Hollister Well 2 Surface Water Total Flow (West Hills)   |  |                     | 1,857,000         |                              |                                    |                    |
| City of Hollister Well 4 Surface Water Total Flow (West Hills)   |  |                     | 23,464,000        |                              |                                    |                    |
| City of Hollister Well 5 Surface Water Total Flow (West Hills)   |  |                     | 20,039,000        |                              |                                    |                    |
| Sunnyslope Well 2 Surface Water Total Flow (West Hills)  |  |                     |                   |                              | 13,887,000                         |                    |
| Sunnyslope Well 11 Surface Water Total Flow (West Hills)   |  |                     |                   |                              | 1,860,000                          |                    |
| Sunnyslope Surface Water Total Flow (LESSALT)  |  |                     |                   |                              | 1,408,000                          |                    |
| <b>Surface Water Flow Sub-Totals</b>   |  |                     | <b>45,360,000</b> |                              | <b>17,155,000</b>                  |                    |
| <b>Ground Water and Surface Water Flow Totals</b>  | <b>25,249,420</b>  | <b>50,241,466</b>   |                   | <b>2,639,480</b>             | <b>17,735,080</b>                  |                    |
| Current Period:  | <i>COH half of Surface Water Flow to Distribution (LESSALT &amp; WH)</i> |                     | 31,257,500        |                              |                                    |                    |
|  | <i>Net Ground/Surface Water Balance Owed to SSCWD (to COH)</i>           |                     | 22,609,940        | 18,403,886                   |                                    |                    |
|  | <i>Beginning Water Balance Owed to SSCWD (to COH)</i>                    |                     | 634,147,235       | -397,046,378                 |                                    |                    |
|  | <i>Gallons Billed to COH thru Report Date September 1, 2021</i>          |                     | 0                 |                              | Informational Last Month Net Total | 237,100,856        |
|  | <i>Sub-total Ending Water Balance Owed to SSCWD (to COH)</i>             |                     | 656,757,175       | -378,642,492                 | Net Sub Total                      | 278,114,683        |
| <i>Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period</i> |  |                     |                   | -                            |                                    |                    |
| <i>Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4</i>                    |  |                     |                   |                              | -                                  |                    |
| <i>Ending Water Balance Owed to SSCWD (to COH)</i>   |  | 656,757,175         | -378,642,492      | <b>Net Total</b>             | <b>278,114,683</b>                 |                    |
| From April 1, 2021 to Present  |  |                     |                   |                              |                                    |                    |
| YTD  | <i>LESSALT WTP Total Flow to Distribution</i>                            |                     |                   | 129,596,000                  |                                    |                    |
|  | <i>West Hills WTP Total Flow to Distribution</i>                         |                     |                   | 470,577,000                  |                                    |                    |
|  | <i>Surface WTPs Total Flow to Distribution</i>                           |                     |                   | 600,173,000                  |                                    |                    |
|  | <b>Total YTD Surface Flow to COH/SSCWD</b>                               |                     | <b>COH</b>        | <b>304,499,360</b>           | <b>SSCWD</b>                       | <b>295,673,640</b> |
|  | <i>Percent of Surface Water Received</i>                                 |                     | <b>COH</b>        | <b>50.7%</b>                 | <b>SSCWD</b>                       | <b>49.3%</b>       |



**Sunnyslope County  
Water District**

**Depth to Standing Water Level Below Ground Surface**

Month/Year



- Well 2 Standing
- Well 5 Standing
- Well 7 Standing
- Well 8 Standing
- Well 11 Standing
- Test Well # 12

Ground Elevation in Feet Above Sea Level  
 Well 2 = 325      Well 5 = 438  
 Well 7 = 361      Well 8 = 481

Well 11 = 330  
 Test Well 12 = 308

# Staff Report

Agenda Item: H-7

**DATE:** October 11, 2021 (October 19, 2021 Meeting)

**TO:** Board of Directors

**FROM:** General Manager, Drew Lander P.E.

**SUBJECT:** General Manager Monthly Status Report

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## ACTIVE TASKS:

1. **CalPERS Health Open Enrollment Period Completed** – With the help of Building Blocks for Business, our Keenan service representatives, open enrollment was completed within the anticipated time period.
2. **Office Technology and Public Access** – Tyler implementation has been rescheduled to commence again in January 2022. Conversion of the electronic meter reading software is now a priority as the current software is expiring this year and will not be supported by Itron. The new software will take the District into the next phase of automatic meter reading. Staff will plan to bring this proposal to the Board in November for review and approval.
3. **SCADA Upgrade** – The new SCADA servers are now in use. Staff will be working with an integrator to convert existing screen interfaces into Ignition®.
4. **IWTP Update** – The cleaning of the city storm drain line between the tomato processing plant and the industrial wastewater treatment plant has been scheduled with Able Septic Services to be completed prior to November 1<sup>st</sup> as required in the lease agreement between the City and SBF. Winterizing of the pond equipment is the next step for this season.
5. **Drought Update** – As the drought continues, we will continue to pull all surface water from storage in San Justo Reservoir. The Water/Wastewater Superintendent has been working diligently with all of the Water Operators to ensure the highest quality water is produced at the Westhills Treatment Facility. Frequently changing water quality and low dissolved oxygen values have been challenging obstacles for all of the operators. Although the presence of the element Manganese is not a constituent of water quality concern in the water system there is a break point at which Manganese will precipitate out

and cause a yellow discoloration of the water. Staff is aware of the possibility this may occur and monitors for this daily.

6. **Interagency Coordination** – The city, SBCWD and Sunnyslope have been working together to move the water master planning effort forward. The first meeting of the Governance committee was held the first week of October.  
The Hazard mitigation meetings have continued, and the first draft has been distributed by San Benito County.
7. **Permit Compliance** – Monthly water reports have been completed on time.

# Staff Report

Agenda Item: I-1

**DATE:** October 11, 2021 (October 19, 2021 Meeting)

**TO:** Board of Directors

**FROM:** General Manager, Drew Lander P.E.

**SUBJECT:** Interview Board Member Applicants, Consider Appointment, and Conduct a Swearing-In Ceremony of a New Board Member to Fill a Vacancy on the Board of Directors.

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## BACKGROUND:

On August 17, 2021, the Board of Directors accepted the resignation of Director Judi Johnson effective August 31, 2021 and directed staff to advertise and solicit applications to fill a vacancy on the Board of Directors per California Government Code Section 1780 and Board Policy 7080. Notices were posted within the District, advertised in a local publication, and applications were received through 5 p.m. on October 13, 2021. A single application was received was forwarded to each Board Member for review.

The Board of Directors may fill the vacancy by appointment within 60 days of the vacancy, or no later than October 31, 2021. The Board should conduct an interview of the applicant and consider appointment. If an applicant is appointed, the Secretary will conduct the Swearing-In Ceremony and the appointed Board Member will be seated for the remainder of the meeting.

## FINANCIAL IMPACT:

There is no fiscal impact of appointing a Board Member and filling the vacancy on the Board of Directors.

## ENVIRONMENTAL IMPACT:

The proposed action is not a project as defined by the California Environmental Quality Act per Article 20, Section 15378.



**RECOMMENDATION:**

The General Manager/Secretary recommends the Board interview Board Member applicants, make a motion, and approve an appointment directing the Secretary to conduct a Swearing-In Ceremony of the new Board Member to fill a Vacancy on the Board of Directors.

# Staff Report

Agenda Item: I-2

DATE: October 11, 2020 (October 19, 2020 Meeting)

TO: Board of Directors

FROM: Barry Kelly, Finance & Human Resource Manager

SUBJECT: Take Appropriate Action to Update Signature Cards for the District's Heritage Bank of Commerce Bank Accounts.

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## RECOMMENDATION:

Staff recommends approval of the updated signer's list and that the Board adopt the Resolution of Association for the bank accounts with Heritage Bank of Commerce.

## BACKGROUND:

Due to recent turnover of both staff and members of the Board, an update to the District's bank signature card is needed. Before Heritage Bank of Commerce can accept any account signatory card changes to District accounts, the Board of Directors need to take formal action and document their approval.

The following actions are requested:

**Update Signers List** – Approve removal of outgoing Finance Manager, Travis Foster, as authorized signer, and add new Finance Manager, Barry Kelly, as authorized signer on the District's signature card for all Heritage Bank of Commerce accounts.

**Approve Resolution** - The Board is requested to review and approve the attached "Resolution of Lodge, Association, or Other Similar Organization". The resolution indicates the updated authorized signers list to be:

- A. Drew A. Lander (Both Powers "A" & "B" Granted),
- B. Barry Kelly (Both Powers "A" & "B" Granted),
- C. Michael H. Alcorn (Powers "A" Granted),
- D. Dorthy "Dee" Brown (Powers "A" Granted),
- E. James F. Parker (Powers "A" Granted),
- F. Jerry Buzzetta (Powers "A" Granted) and also
- G. Vacant Director to be identified prior to approval of resolution (Powers "A" Granted).

## FISCAL IMPACT:

No fiscal impact identified. Updated signature cards help ensure authorized access to all District bank accounts.

**ENVIRONMENTAL IMPACT:**

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines).