



# Sunnyslope County Water District

## BOARD OF DIRECTORS

### REGULAR MEETING

District Office Board Room/Teleconference



3570 Airline Hwy., Hollister, CA

## NOTICE & AGENDA

MARCH 21, 2023

Regularly Scheduled Board Meeting - 5:15PM

**Closed Session to Precede the Regular Session – 4:15**

**IN PERSON PUBLIC ACCESS TO DISTRICT MEETINGS IS AVAILABLE AND REMOTE ACCESS CAN BE OBTAINED THROUGH THE FOLLOWING ACCESS POINTS:**

ZOOM MEETING ACCESS LINK

<https://us06web.zoom.us/j/89028286111?pwd=a1diNzBjc3BRYWdjSUtsZGZpU2gyQT09>

Zoom Link Passcode: SSCWD

Or Telephone: Dial + 1 (669) 444-9171 and when prompted enter Meeting ID: 890 2828 6111

Dial in Passcode: 866864

### HEALTH AND SAFETY GUIDELINES

Public access to this meeting is provided both in person and through electronic viewing. Virtual meeting access will continue to be provided as a public convenience until further notice by the District Board. Remote viewing interruptions due to internet quality, power outages or other factors may occur and will not stop the meeting while a quorum is present in the Board Room; To ensure the health, safety, and welfare of those in attendance, all attendees must comply with any procedures/instructions announced by the Board of Directors or as directed by Staff prior to commencement of the meeting. Face coverings will be provided if health concerns dictate and will be made available upon request. 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.”*

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

President Brown \_\_\_\_\_, Vice-President Mauro \_\_\_\_\_,

Director Parker \_\_\_\_\_, Director Alcorn \_\_\_\_\_, and Director Buzzetta \_\_\_\_\_.

- 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** @ 4:15PM

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

1. **Conference with Legal Counsel – Potential Litigation (§ 54956.9(b))**

CVRA Demand Letter – *Shenkman & Hughes, PC*

(page 1)

**REGULAR SESSION** @ 5:15PM

**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:
  - Regular Board Meeting of February 21, 2023 (page 5)
  - Special Board Meeting of February 28, 2023 (page 12)
2. Receive and Accept Allowance of Claims for Disbursements from February 1, 2023 Through February 28, 2023. (page 14)
3. Associate Engineer Monthly Status Report (page 17)
4. Receive and Accept Finance Manager Monthly Status Reports:
  - a) Narrative Report (page 20)
  - b) Operation Summary (page 27)
  - c) Statement of Income (page 30)
  - d) Investment Summary (page 32)
  - e) Board Designated Reserves (page 33)
5. Receive and Accept Superintendent Monthly Status Reports:
  - a) Maintenance (page 34)
  - b) City Meter Reading (page 39)
  - c) Groundwater Level Measurement (page 40)
6. Receive and Accept General Manager Monthly Status Report. (page 41)

**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.

- a. Approve And Authorize The Board President To Sign Resolution No. 588 Creating A Lead Account Technician Position And Modifying Salary Step J (Not A Project Under CEQA Per Article 20, Section 15378). (page 43)
- b. Due To Recent Reports And National Attention To PFOS And PFAS Chemicals, Staff Will Present Applicable Data And Impacts Relating To Potential Federal Regulations. This Is An Information Item Only To Allow For Open Discussion On This Matter (Not A Project Under CEQA Per Article 20, Section 15378). (page N/A)

**J. STATUS REPORT**

1. Governance Committee (JP, JB) – (No Meeting)
2. Water / Wastewater Committee (JP, JB) – (No Meeting)
3. Finance Committee (EM, MA) – (No Meeting)
4. Policy and Procedure Committee (JP, JB)– (No Meeting)
5. Personnel Committee (DB, EM) – (No Meeting)
6. Water Resources Association of San Benito County (MA, Alt. JP) – (No Meeting)

**K. BOARD and STAFF REPORTS**

1. Directors
2. District Counsel
3. General Manager – General Manager Report, (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** – April 18, 2023 @ 5:15 p.m., District Office

**AGENDA DEADLINE:** April 12, 2023 @ 12:00 p.m.

## **Future Scheduled Committee Meetings**

Water Resources Association of San Benito County – April 6<sup>th</sup>, 2023 @ 4pm

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<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.

<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.



**SHENKMAN & HUGHES, PC**

Attorneys

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VIA CERTIFIED MAIL

February 17, 2023

Dorothy Brown – Board President  
Drew Lander – General Manager  
Sunnyslope Water District  
3570 Airline Hwy.  
Hollister, CA 95023

*Re: Violation of California Voting Rights Act*

I write on behalf of our clients, Southwest Voter Registration Education Project and its members residing within the Sunnyslope Water District (“SWD” or “District”). SWD relies upon an at-large election system for electing candidates to its Board of Directors. Moreover, voting within the District is racially polarized, resulting in minority vote dilution, and, therefore, the District’s at-large elections violate the California Voting Rights Act of 2001 (“CVRA”).

The CVRA disfavors the use of so-called “at-large” voting – an election method that permits voters of an entire jurisdiction to elect candidates to each open seat. *See generally Sanchez v. City of Modesto* (2006) 145 Cal.App.4<sup>th</sup> 660, 667 (“*Sanchez*”). For example, if the U.S. Congress were elected through a nationwide at-large election, rather than through typical single-member districts, each voter could cast up to 435 votes and vote for any candidate in the country, not just the bare candidates in the voter's district, and the 435 candidates receiving the most nationwide votes would be elected. At-large elections thus allow a majority of voters to control *every* seat, not just the seats in a particular district or a proportional majority of seats.

Voting rights advocates have targeted “at-large” election schemes for decades, because they often result in “vote dilution,” or the impairment of minority groups’ ability to elect their preferred candidates or influence the outcome of elections, which occurs when the electorate votes in a racially polarized manner. *See Thornburg v. Gingles*, 478 U.S. 30, 46 (1986) (“*Gingles*”). The U.S. Supreme Court “has long recognized that multi-member districts and at-large voting schemes may operate to minimize or cancel out the voting strength” of minorities. *Id.* at 47; *see also id.* at 48, fn. 14 (at-large elections may also cause elected officials to “ignore [minority] interests without fear of political



consequences”), citing *Rogers v. Lodge*, 458 U.S. 613, 623 (1982); *White v. Register*, 412 U.S. 755, 769 (1973). “[T]he majority, by virtue of its numerical superiority, will regularly defeat the choices of minority voters.” *Gingles*, at 47. When racially polarized voting occurs, dividing the political unit into single-member districts, or some other appropriate remedy, may facilitate a minority group's ability to elect its preferred representatives. *Rogers*, at 616.

Section 2 of the federal Voting Rights Act (“FVRA”), 42 U.S.C. § 1973, which Congress enacted in 1965 and amended in 1982, targets, among other things, at-large election schemes. *Gingles* at 37; see also Boyd & Markman, *The 1982 Amendments to the Voting Rights Act: A Legislative History* (1983) 40 Wash. & Lee L. Rev. 1347, 1402. Although enforcement of the FVRA was successful in many states, California was an exception. By enacting the CVRA, “[t]he Legislature intended to expand protections against vote dilution over those provided by the federal Voting Rights Act of 1965.” *Jauregui v. City of Palmdale* (2014) 226 Cal. App. 4<sup>th</sup> 781, 808. Thus, while the CVRA is similar to the FVRA in several respects, it is also different in several key respects, as the Legislature sought to remedy what it considered “restrictive interpretations given to the federal act.” Assem. Com. on Judiciary, Analysis of Sen. Bill No. 976 (2001-2002 Reg. Sess.) as amended Apr. 9, 2002, p. 2.

The California Legislature dispensed with the requirement in *Gingles* that a minority group demonstrate that it is sufficiently large and geographically compact to constitute a “majority-minority district.” *Sanchez*, at 669. Rather, the CVRA requires only that a plaintiff show the existence of racially polarized voting to establish that an at-large method of election violates the CVRA, not the desirability of any particular remedy. See Cal. Elec. Code § 14028 (“A violation of Section 14027 *is established* if it is shown that racially polarized voting occurs ...”) (emphasis added); also see Assem. Com. on Judiciary, Analysis of Sen. Bill No. 976 (2001–2002 Reg. Sess.) as amended Apr. 9, 2002, p. 3 (“Thus, this bill puts the voting rights horse (the discrimination issue) back where it sensibly belongs in front of the cart (what type of remedy is appropriate once racially polarized voting has been shown).”)

To establish a violation of the CVRA, a plaintiff must generally show that “racially polarized voting occurs in elections for members of the governing body of the political subdivision or in elections incorporating other electoral choices by the voters of the political subdivision.” Elec. Code § 14028(a). The CVRA specifies the elections that are most probative: “elections in which at least one candidate is a member of a protected class or elections involving ballot measures, or other electoral choices that affect the rights and privileges of members of a protected class.” Elec. Code § 14028(a). The CVRA also makes clear that “[e]lections conducted prior to the filing of an action ... are more probative to establish the existence of racially polarized voting than elections conducted after the filing of the action.” *Id.*



Factors other than “racially polarized voting” that are required to make out a claim under the FVRA – under the “totality of the circumstances” test – “are probative, but not necessary factors to establish a violation of” the CVRA. Elec. Code § 14028(e). These “other factors” include “the history of discrimination, the use of electoral devices or other voting practices or procedures that may enhance the dilutive effects of at-large elections, denial of access to those processes determining which groups of candidates will receive financial or other support in a given election, the extent to which members of a protected class bear the effects of past discrimination in areas such as education, employment, and health, which hinder their ability to participate effectively in the political process, and the use of overt or subtle racial appeals in political campaigns.” *Id.*

Based on the most recent data from the U.S. Census Department, Latinos comprise approximately 54.7% of the District’s population of 19,715 residents, and Latinos comprise approximately 48.9% of the District’s eligible voters.

SWD’s at-large system dilutes the ability of Latinos (a “protected class”) – to elect candidates of their choice or otherwise influence the outcome of the District’s elections. The District’s election history is illustrative. Despite the significant portion of the District’s eligible voters being Latino, recent and historical elections have included a paucity of Latino candidates. While opponents of voting rights may claim that indicates an apathy among the Latino community, the courts have held that is an indicator of vote dilution. (See *Westwego Citizens for Better Government v. City of Westwego*, 872 F.2d 1201, 1208-1209, n. 9 (5th Cir. 1989).) The fact that there were no challengers at all in several recent elections for the District’s governing board, and thus those elections were cancelled, demonstrates that the at-large election system is daunting to potential candidates.

Moreover, when candidates have stepped forward to seek a seat on the District’s governing board, the results demonstrate racially polarized voting. For example, the most recent contested election – in 2020 – exhibited racially polarized voting. In 2020, despite significant support from the Latino community, Andres Builes lost due to a lack of support from non-Latinos. This election, among others, evidences vote dilution which is directly attributable to the District’s unlawful at-large election system.

As you may be aware, in 2012, we sued the City of Palmdale for violating the CVRA. After an eight-day trial, we prevailed. After spending millions of dollars, a district-based remedy was ultimately imposed upon the Palmdale city council.

Given the racially polarized elections for SWD’s Board, we urge the District to voluntarily change its at-large system of electing its Board Members. Otherwise, on behalf of residents within the jurisdiction, we will be forced to seek judicial relief. Please



advise us no later than April 9, 2023 as to whether you would like to discuss a voluntary change to your current at-large system.

We look forward to your response.

Very truly yours,

A handwritten signature in black ink, appearing to be 'KS', written in a cursive style.

Kevin I. Shenkman

**MINUTES**  
**Regular Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**February 21, 2023**

**A. CALL TO ORDER:** The meeting was called to order at 4:21 p.m. by President Brown, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California. Virtual meeting access was provided using a Zoom access code for public participation.

**ROLL CALL: Present in Person:** President Dee Brown (DB), Vice President Edward Mauro (EM), Director Jerry Buzzetta (JB), Director James Parker (JP), Director Mike Alcorn (MA) arrived at 4:50 p.m. during closed session.

**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 identified in attendance present or virtually at the commencement of the closed session proceedings.

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

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

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

\*\*Director Alcorn arrived and joined the closed session at 4:50 p.m.

President Brown retired to closed session at 4:22 p.m. and upon returning to the regular session, moved to take a brief recess at 4:58 p.m. until 5:15. The meeting was reconvened to open session at 5:16 p.m.

**D. PLEDGE OF ALLEGIANCE:** Director Mauro 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)**

District Counsel, Micheal Laredo provided closed session summary noting a general status update was provided to the Board and no reportable actions taken.

- **APPROVAL OF AGENDA:** President Brown asked the board members for a motion to approve the agenda. Director Buzzetta asked that page 58 be edited to match the agenda item G-6, in place of the incorrect G-7 identified. Director Mauro asked that the agenda reflect that the Finance committee met February 10<sup>th</sup> for a meeting. General Manager Lander noted that Item G-4 had a typo on the word "contract". Upon a motion made by Director Mauro to approve the agenda as amended, seconded by Director Alcorn, for which President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB), yes; (EM), yes; (DB), yes; the motion carried 5-0.

- **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.

Audience member Marty Miller identified himself and requested the Board consider agenizing a future discussion to review and reconsider the cost of connection fees as they apply to the Twin Oaks subdivision, a local development. He shared the water usage

estimates and landscaping needs for the retirement community and asked the board to acknowledge that this type of community development has less water demand needs and therefore should benefit from reduced connection fees. Following Mr. Miller, audience member Bob Huenemann raised his hand on the virtual platform and when allowed to speak he asked that the audio quality be improved as he cannot hear all speakers clearly.

**Staff Present for Open Session: In Person:** General Manager/Secretary Drew Lander, Water/Wastewater Superintendent Jose Rodriguez, Finance and HR Manager Barry Kelly.

**F. CONSENT AGENDA:**

1. Approval of Minutes of the Special Board Meeting of February 21<sup>st</sup>, 2023.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of February 1, 2023 through February 28, 2022, totaling \$1,195,845.09 which includes \$207,799.01 for payments to vendors, \$248,680.21 for Payroll, \$409,198.11 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$1,489.65 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
02/02/2023	50972	Ace Hardware (Johnson Lumber Co.)	\$23.13
02/02/2023	50973	Brenntag Pacific, Inc.	\$1,149.89
02/02/2023	50974	CWEA Membership- TCP	\$200.00
02/02/2023	50975	EBCO Pest Control	\$69.00
02/02/2023	50976	Hach Company	\$2,471.33
02/02/2023	50977	Mission Uniform Service	\$415.75
02/02/2023	50978	O'Reilly Auto Parts	\$29.49
02/02/2023	50979	Razzolink.com	\$76.95
02/02/2023	50980	San Benito County Water District	\$750.75
02/02/2023	50981	San Benito Tire Pros & Automotive	\$25.00
02/02/2023	50982	Star Concrete	\$1,496.73
02/02/2023	50983	Transene Company Inc (Shape Products)	\$152.36
02/02/2023	50984	USA Blue Book	\$828.34
02/02/2023	50985	UWUA Local 820	\$738.56
02/02/2023	ACH 2489	Sterling Administration Health	\$75.00
02/03/2023	ACH 2490	Intuit, Inc.	\$110.38
02/03/2023	ACH 2491	Intuit, Inc.	\$12.73
02/03/2023	ACH 2492	Sterling Administration Health	\$41.32
02/03/2023	ACH 2493	ADP	\$67.26
02/06/2023	ACH 2494	Principal	\$3,714.32
02/08/2023	50986	AT&T	\$445.45
02/08/2023	50987	AT&T	\$534.12
02/08/2023	50988	AT&T	\$500.00
02/08/2023	50989	City of Hollister-Finance Dept	\$409,198.11
02/08/2023	50990	Ferguson Enterprises, Inc.	\$326.29
02/08/2023	50991	Frisch Engineering Inc.	\$720.00
02/08/2023	50992	Hach Company	\$894.32
02/08/2023	50993	Iconix Waterworks (US) Inc.	\$2,542.43
02/08/2023	50994	Maggiora Bros. Drilling, Inc.	\$1,400.00
02/08/2023	50995	Mission Uniform Service	\$403.37
02/08/2023	50996	MNS Engineers, Inc.	\$215.00
02/08/2023	50997	Postal Graphics	\$1,666.51
02/08/2023	50998	Procure America	\$305.74
02/08/2023	50999	Recology San Benito County	\$326.68
02/08/2023	51000	San Benito Tire Pros & Automotive	\$730.07
02/08/2023	51001	Simplot Grower Solutions	\$1,473.78
02/08/2023	51002	Star Concrete	\$226.15
02/08/2023	51003	Toro Petroleum Corp.	\$2,315.92



02/08/2023	ACH 2495	Sterling Administration Health	\$150.00
02/08/2023	ACH 2496	iCloud	\$11,395.20
02/09/2023	JN00346	Net Pay	\$67,982.48
02/09/2023	JN00346	Total Tax	\$16,843.35
02/10/2023	ACH 2497	CalPERS - Retirement	\$23.08
02/10/2023	ACH 2498	CalPERS - Retirement	\$7,013.56
02/10/2023	ACH 2499	CalPERS - Retirement	\$7,918.50
02/10/2023	ACH 2500	CalPERS - Retirement	\$200.00
02/10/2023	ACH 2501	CalPERS - Retirement	\$1,010.96
02/10/2023	ACH 2502	CalPERS - Retirement	\$240.17
02/10/2023	ACH 2503	CalPERS - Retirement	\$3,997.58
02/10/2023	ACH 2504	ADP	\$2,146.41
02/13/2023	ACH 2505	Sterling Administration Health	\$140.00
02/14/2023	ACH 2506	Nationwide Retirements Solutions	\$8,908.81
02/15/2023	51004	ACC Business	\$1,323.29
02/15/2023	51005	Ace Hardware (Johnson Lumber Co.)	\$32.08
02/15/2023	51006	Adan Cervantes	\$65.00
02/15/2023	51007	Backflow Apparatus & Valve Co. (BAVCO)	\$649.53
02/15/2023	51008	CM Analytical, Inc.	\$10,943.75
02/15/2023	51009	De Lay & Laredo	\$2,300.00
02/15/2023	51010	Green Line	\$2,760.00
02/15/2023	51011	Green Valley Farm Supply, Inc	\$4,858.98
02/15/2023	51012	Mc Gilloway, Ray, Brown & Kaufman	\$6,980.00
02/15/2023	51013	Mission Uniform Service	\$415.75
02/15/2023	51014	MNS Engineers, Inc.	\$10,827.00
02/15/2023	51015	San Benito County Water District	\$327,927.36
02/15/2023	51017	Trans Union LLC	\$219.10
02/15/2023	51018	U.S. Bank Corporate Payment Systems	\$4,052.17
02/15/2023	51020	USA Blue Book	\$164.10
02/15/2023	51021	Wallace Group	\$357.00
02/15/2023	ACH 2507	Sterling Administration Health	\$113.00
02/16/2023	51022	CWEA Membership- TCP	\$200.00
02/17/2023	ACH 2508	Sterling Administration Health	\$160.00
02/22/2023	ACH 2509	Sterling Administration Health	\$5.00
02/22/2023	ACH 2510	ADP	\$264.10
02/23/2023	51023	A-1 Services	\$403.00
02/23/2023	51024	Ace Hardware (Johnson Lumber Co.)	\$630.26
02/23/2023	51025	Brenntag Pacific, Inc.	\$1,312.83
02/23/2023	51026	Brigantino Irrigation	\$19.99
02/23/2023	51027	Buckles-Smith	\$13,841.94
02/23/2023	51028	CA Dept. of Tax & Fee Administration	\$1,099.00
02/23/2023	51029	Central Ag Supply LLC	\$262.08
02/23/2023	51030	Eva Green Power	\$7,800.00
02/23/2023	51031	Exceedio	\$3,204.87
02/23/2023	51032	Green Line	\$1,410.00
02/23/2023	51033	Konica Minolta Premier Finance	\$416.76
02/23/2023	51034	Meter, Valve & Control	\$43,842.74
02/23/2023	51035	Mission Uniform Service	\$403.37
02/23/2023	51036	O'Reilly Auto Parts	\$219.22
02/23/2023	51037	Palace Business Solutions	\$453.34
02/23/2023	51038	Petty Cash	\$210.42
02/23/2023	51039	Postal Graphics	\$40.92
02/23/2023	51040	Raftelis Financial Consultants, Inc.	\$4,257.50
02/23/2023	51041	Regional Government Services	\$89.50
02/23/2023	51042	Toro Petroleum Corp.	\$1,983.82

02/23/2023	51043	Tyler Technologies, Inc.	\$4,339.12
02/23/2023	51044	USA Blue Book	\$1,203.24
02/23/2023	51045	UWUA Local 820	\$738.56
02/23/2023	JN00347	Net Pay	\$66,586.24
02/23/2023	JN00347	Total Tax	\$16,534.83
02/24/2023	ACH 2511	Sterling Administration Health	\$15.00
02/24/2023	ACH 2512	CalPERS - Retirement	\$23.08
02/24/2023	ACH 2513	CalPERS - Retirement	\$7,043.62
02/24/2023	ACH 2514	CalPERS - Retirement	\$7,918.50
02/24/2023	ACH 2515	Nationwide Retirements Solutions	\$8,908.81
02/24/2023	ACH 2516	CalPERS - Health Insurance	\$23,108.00
02/27/2023	ACH 2517	Sterling Administration Health	\$5.00
02/28/2023	51046	SERENA & THEADORE RICO	\$18.83
02/28/2023	51047	GLORIA POPOWSKI	\$163.88
02/28/2023	51048	OPENDOOR LABS INC.,	\$85.92
02/28/2023	51049	YOSHIFUMI R & NANCY M TAMAKI	\$167.53
02/28/2023	51050	HECTOR PEREZ	\$25.76
02/28/2023	51051	DUSTIN TEIBEL	\$193.65
02/28/2023	51052	NINA SWENDING	\$444.62
02/28/2023	51053	ROBERT POSTIGO	\$31.62
02/28/2023	51054	LULU MICHELOTTI IRREVOCABLE TRUST,	\$148.28
02/28/2023	51055	ANITA LUCKETTI	\$29.55
02/28/2023	51056	ROGGIE TRUJILLO	\$69.40
02/28/2023	51057	TAMMY & JEFFREY CASALEGNO	\$84.09
02/28/2023	51059	MERITAGE HOMES OF CALIFORNIA,	\$26.52
02/28/2023	ACH 2518	P G & E	\$36,770.34
			Total- \$1,195,845.09

3. Receive Associate Engineer Monthly Status Report.
4. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, 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 Brown asked for public comment and upon receiving none, President Brown requested a motion to approve the consent agenda. Upon a motion made by Director Alcorn to approve the Consent Agenda, seconded by Director Mauro, for which President Brown then took a roll call vote as follows: (EM), yes; (JB), yes; (JP), yes; (MA) yes; and (DB) yes; the motion carried 5-0.

**G. NEW BUSINESS:**

1. **Approve And Authorize A Capacity Fee Credit In The Amount Of \$33,996.09 To Anderson Homes For The Installation Of A Pressure Reducing Station In The Santana Ranch Development. (EIR Certified By San Benito County Resolutions 2010-10 And 2010-11 Complying With CEQA.**

General Manager Lander explained the basis of the fee credit is a needed improvement on the future irrigation system that solely benefits the district. The Developer has requested a full reimbursement of \$43,267.76 however the staff recommendation includes cost plus overhead of 10% and does not include other soft costs. Vice President, Regina Waldren spoke on behalf of Anderson Homes and provided additional supporting information to the board regarding the relevancy of the reimbursement request. President Brown invited board discussion and all board members provided comment on this matter and inquired about past project costs, precedent of

past project reimbursements and why staff required these improvements at this time. Mr. Lander responded to these questions and President Brown returned discussion to the board and asked for a motion.

Director Parker made a motion to approve as written and reimburse the project as recommended in the staff report. Director Mauro seconded the motion and President Brown called for a vote by roll call. Director Alcorn requested to abstain from the vote as he did not feel he had enough background. Directors JP and EM voted Yes and Buzzetta and Brown voted no. This resulted in a tie 2-2-1 and President Brown asked for a new motion. Director JB asked for additional background pertaining to what president would be set by using a 15% overhead reimbursement. GM Lander responded that 15% is not a significant cost change if the board wished to make a new motion to approve.

Director Alcorn presented a new motion changing the reimbursement of overhead to 15% of the hard costs at \$35,541.37 because the overhead was not specified by staff earlier in the process. President Brown seconded this motion for which President Buzzetta then took a roll call vote as follows: (EM), no; (JB), no; (JP) no; (MA) yes; and (DB) yes. The motion failed 2-3.

GM Lander informed the Board that another motion is required, or the Board will need to provide staff with direction to proceed. Director Alcorn presented the original motion made by Director Parker to approve as written and reimburse the project as recommended in the staff report. This motion was seconded by Director Parker for which President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; (EM) yes; and (JB) yes; the motion carried 5-0.

**2. Receive And Discuss Six-Month Budget Review Of District's Financial Performance From July 1, 2022 Thru December 31, 2022. (Not A Project Under CEQA Per Article 20, Section 15378).**

President Brown asked staff member Barry Kelly to summarize the six-month budget review. Mr. Kelly said that currently the budget appears to be tracking well. Revenue is within \$25,000 of projections. Some cost pressures associated with increased electricity use due to pumping at the well heads increased expenses, but labor is tracking lower so the difference is on track. He drew attention to the MBS investments income which has increased income by \$100,000 so far.

Director Mauro noted that it appears our rates are little low because we appear to be short as predicted in the budget and our new connections are carrying the budget income. Barry confirmed this. Director Alcorn pointed out that several variances in the written report presentation are related to our conversion to the Tyler finance system and do not reflect errors in the current budgeting. Barry confirmed that for this year we must look at the overall budget numbers and next year we will have apples to apples comparisons. Barry indicated page 46 of the board packet helps to explain some of that.

President Brown asked for additional board comments, then invited public comments and hearing no public comments she thanked staff for the presentation and moved to the next time.

**3. Approve Resolution #585 Ratifying Emergency Expenditure Per District Policy 8100.1 Subsection D And Action Taken By The General Manager To Prevent Sanitary Sewer Overflow On Fred's Lane. (Categorically Exempt From CEQA Under Article 19, Section 15301 B) And D), And Article 19, Section 15302 C))**

General Manager explained the emergency nature of the Fred's Lane sewer repair. Directors Buzzetta and Alcorn asked questions regarding risk and liability and then President Brown asked for a board motion. Director Buzzetta made a motion to approve, and this motion was seconded by Director Parker for which President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB) yes; (EM) yes; and (DB) yes; the motion carried 5-0.



**4. Authorize The General Manager To Cancel Amendment 1 Approved By The Board On December 15, 2022 And Approve General Manager To Execute A Revised Contact Amendment #2 For Professional Services With Raftelis Financial Consultants For The Development Of Water And Sewer Rates As Needed To Include The Best Road Mutual Water Company Into The District For An Amount Not To Exceed \$18,000. (Not A Project Under CEQA Per Article 20, Section 15378).**

General Manager Lander explained that this item is a revision to a prior contract amendment. The cost has increased due to expanded scope and requires an additional memo from the consultant to expedite work with Best Road Mutual Water Company and keep the project on schedule. President Brown asked for public comment and receiving none requested a motion from the Board members. A motion to authorize the general manager to execute amendment #2 was made by Director Alcorn. This motion was seconded by Director Mauro for which President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB) yes; (EM) yes; and (DB) yes; the motion carried 5-0.

Prior to continuing with the agenda General Manager Lander excused the remaining Sunnyslope staff in the meeting due to the late hour of the meeting.

**5. Authorize The Sale Of Surplus Office Equipment Per District Policy 8510. (Not A Project Under CEQA Per Article 20, Section 15378).**

General Manager Lander summarized the staff report requesting to surplus equipment. President Brown asked for public comment and receiving none requested a motion from the Board members. A motion to approve Resolution no. 586 to surplus excess equipment was made by Director Parker. This motion was seconded by Director Mauro for which President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB) yes; (EM) yes; and (DB) yes; the motion carried 5-0.

**6. Provide The General Manager Direction For Topics To Be Included In The Summer News Letter (Not A Project Under CEQA Per Article 20, Section 15378).**

The Board discussed and provided the General Manager with additional ideas for the Summer Newsletter. Water quality and aquifer recover topics were discussed. Director Buzzetta asked for some discussion about Sunnyslope's reaction to residential growth in the community and an explanation that Sunnyslope does not set community growth goals. No public comment was received.

**7. General Manager To Provide Oral Update Regarding EVA Green Power Progress For Ridgemark WWTP Solar Design And Receive Direction From The Board.**

General Manager Lander shared progress and asked the Board to schedule a special meeting for the following Tuesday if possible to review and approve the solar projects that are being worked on by staff. Board agreed that a meeting at 6 p.m. could work and the GM will send out an invitation to all board members to confirm.

**H. BOARD COMMITTEE and STATUS REPORTS**

1. **Governance Committee:** (No meeting)
2. **Water/Wastewater Committee:** (Meeting held on February 7<sup>th</sup>, Directors JP and JB in attendance)
3. **Finance Committee:** (Meeting held on February 10<sup>th</sup>, Directors EM and MA in attendance)
4. **Policy and Procedure Committee:** (Meeting held February 7<sup>th</sup>, Directors JP and JB in attendance)

5. **Personnel Committee:** (Meeting held February 17<sup>th</sup>, Directors DB and EM in attendance)
6. **Water Resources Association of San Benito County (WRA):** (Meeting held February 2<sup>nd</sup> and Director MA was in attendance)

**I. BOARD and STAFF REPORTS**

1. **Directors:** No Report.
2. **District Counsel:** Attorney Michael Laredo informed the board that there have been some Brown Act rule changes that affect the Covid Pandemic changes. The District is currently compliant.
3. **General Manager:** General Manager/Secretary Lander gave an update on the website performance and confirmed that there is significant public traffic. He also provided and update on the Best Road Mutual Water Company water annexation progress.

**J. FUTURE AGENDA ITEMS:** None identified.

**K. ADJOURNMENT:** President Brown adjourned the meeting at 7:05 p.m.

**APPROVED BY THE BOARD:**

\_\_\_\_\_  
Dorothy J. L. Brown, President

**RESPECTFULLY SUBMITTED:**

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

**MINUTES**  
**Special Meeting of the Board of Directors of**  
**the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**February 28, 2023**

**A. CALL TO ORDER:** The meeting was called to order at 6:00 p.m. by President Brown, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California. Virtual meeting access was provided using a Zoom access code for public participation.

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

Vice President Edward Mauro, absent.

District Counsel Michael Laredo joined the meeting via remote access.

**B. PLEDGE OF ALLEGIANCE:** Director Buzzetta led those in attendance in the Pledge of Allegiance.

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

**D. 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 public attendees were present.

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

**E. CONSENT AGENDA – No Items Presented For Consent**

**F. NEW BUSINESS:**

1. **Authorize The General Manager To Execute A Contract With EVA Green Power Inc. For The Design And Construction Of A 497kwdc Solar System At The Ridgemark WWTP For A Price Not To Exceed \$1,300,000. (Project Is Exempt Per CEQA Guidelines Per Section 15301: Class 1 And Section 15311 – Class 11 For Existing Facilities Because The Project Would Involve No Expansion Of Use To Existing Facilities.)**

General Manager Lander presented the EVA contract to purchase and construct a solar field at the Ridgemark Treatment plant. Additionally, GM Lander explained the financial incentives for constructing a solar field as a 20% annual return on our investment. Several Directors inquired about this investment and expressed support in the green initiative. Director Alcorn made a motion to approve the Resolution No. 587 as written and seconded by Director Buzzetta for which President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB) yes; and (DB) yes; the motion carried 4-0.

2. **Approve And Authorize The General Manager To Execute A Contract For Professional Services With EVA Green Power Inc. For The Development And Design Of A Roof Mounted Solar Array In An Amount Not To Exceed \$39,581. (Not A Project Under CEQA Per Article 20, Section 15378).**

General Manager Lander explained there is a District benefit to analyzing the solar potential for the Lessalt Treatment plant. If it is possible then these costs would be reimbursed to the District



by SBCWD. President Brown asked for a board motion. Director Parker made a motion to approve, and this motion was seconded by Director Alcorn for which President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB) yes; and (DB) yes; the motion carried 4-0.

**G. ADJOURNMENT:** President Brown adjourned the meeting at 6:49 p.m.

**APPROVED BY THE BOARD:**

\_\_\_\_\_  
Dorothy J. L. Brown, President

**RESPECTFULLY SUBMITTED:**

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

# Sunnyslope County Water District

## Disbursement Summary

February 1, 2023 through February 28, 2023

Date	Num	Name	Amount
02/02/2023	50972	Ace Hardware (Johnson Lumber Co.)	\$23.13
02/02/2023	50973	Brenntag Pacific, Inc.	\$1,149.89
02/02/2023	50974	CWEA Membership- TCP	\$200.00
02/02/2023	50975	EBCO Pest Control	\$69.00
02/02/2023	50976	Hach Company	\$2,471.33
02/02/2023	50977	Mission Uniform Service	\$415.75
02/02/2023	50978	O'Reilly Auto Parts	\$29.49
02/02/2023	50979	Razzolink.com	\$76.95
02/02/2023	50980	San Benito County Water District	\$750.75
02/02/2023	50981	San Benito Tire Pros & Automotive	\$25.00
02/02/2023	50982	Star Concrete	\$1,496.73
02/02/2023	50983	Transene Company Inc (Shape Products)	\$152.36
02/02/2023	50984	USA Blue Book	\$828.34
02/02/2023	50985	UWUA Local 820	\$738.56
02/02/2023	ACH 2489	Sterling Administration Health	\$75.00
02/03/2023	ACH 2490	Intuit, Inc.	\$110.38
02/03/2023	ACH 2491	Intuit, Inc.	\$12.73
02/03/2023	ACH 2492	Sterling Administration Health	\$41.32
02/03/2023	ACH 2493	ADP	\$67.26
02/06/2023	ACH 2494	Principal	\$3,714.32
02/08/2023	50986	AT&T	\$445.45
02/08/2023	50987	AT&T	\$534.12
02/08/2023	50988	AT&T	\$500.00
02/08/2023	50989	City of Hollister-Finance Dept	\$409,198.11
02/08/2023	50990	Ferguson Enterprises, Inc.	\$326.29
02/08/2023	50991	Frisch Engineering Inc.	\$720.00
02/08/2023	50992	Hach Company	\$894.32
02/08/2023	50993	Iconix Waterworks (US) Inc.	\$2,542.43
02/08/2023	50994	Maggiora Bros. Drilling, Inc.	\$1,400.00
02/08/2023	50995	Mission Uniform Service	\$403.37
02/08/2023	50996	MNS Engineers, Inc.	\$215.00
02/08/2023	50997	Postal Graphics	\$1,666.51
02/08/2023	50998	Procure America	\$305.74
02/08/2023	50999	Recology San Benito County	\$326.68
02/08/2023	51000	San Benito Tire Pros & Automotive	\$730.07
02/08/2023	51001	Simplot Grower Solutions	\$1,473.78
02/08/2023	51002	Star Concrete	\$226.15
02/08/2023	51003	Toro Petroleum Corp.	\$2,315.92
02/08/2023	ACH 2495	Sterling Administration Health	\$150.00
02/08/2023	ACH 2496	iCloud	\$11,395.20
02/09/2023	JN00346	Net Pay	\$67,982.48
02/09/2023	JN00346	Total Tax	\$16,843.35
02/10/2023	ACH 2497	CalPERS - Retirement	\$23.08
02/10/2023	ACH 2498	CalPERS - Retirement	\$7,013.56

# Sunnyslope County Water District

## Disbursement Summary

02/10/2023	ACH 2499	CalPERS - Retirement	\$7,918.50
02/10/2023	ACH 2500	CalPERS - Retirement	\$200.00
02/10/2023	ACH 2501	CalPERS - Retirement	\$1,010.96
02/10/2023	ACH 2502	CalPERS - Retirement	\$240.17
02/10/2023	ACH 2503	CalPERS - Retirement	\$3,997.58
02/10/2023	ACH 2504	ADP	\$2,146.41
02/13/2023	ACH 2505	Sterling Administration Health	\$140.00
02/14/2023	ACH 2506	Nationwide Retirements Solutions	\$8,908.81
02/15/2023	51004	ACC Business	\$1,323.29
02/15/2023	51005	Ace Hardware (Johnson Lumber Co.)	\$32.08
02/15/2023	51006	Adan Cervantes	\$65.00
02/15/2023	51007	Backflow Apparatus & Valve Co. (BAVCO)	\$649.53
02/15/2023	51008	CM Analytical, Inc.	\$10,943.75
02/15/2023	51009	De Lay & Laredo	\$2,300.00
02/15/2023	51010	Green Line	\$2,760.00
02/15/2023	51011	Green Valley Farm Supply, Inc	\$4,858.98
02/15/2023	51012	Mc Gilloway, Ray, Brown & Kaufman	\$6,980.00
02/15/2023	51013	Mission Uniform Service	\$415.75
02/15/2023	51014	MNS Engineers, Inc.	\$10,827.00
02/15/2023	51015	San Benito County Water District	\$327,927.36
02/15/2023	51017	Trans Union LLC	\$219.10
02/15/2023	51018	U.S. Bank Corporate Payment Systems	\$4,052.17
02/15/2023	51020	USA Blue Book	\$164.10
02/15/2023	51021	Wallace Group	\$357.00
02/15/2023	ACH 2507	Sterling Administration Health	\$113.00
02/16/2023	51022	CWEA Membership- TCP	\$200.00
02/17/2023	ACH 2508	Sterling Administration Health	\$160.00
02/22/2023	ACH 2509	Sterling Administration Health	\$5.00
02/22/2023	ACH 2510	ADP	\$264.10
02/23/2023	51023	A-1 Services	\$403.00
02/23/2023	51024	Ace Hardware (Johnson Lumber Co.)	\$630.26
02/23/2023	51025	Brenntag Pacific, Inc.	\$1,312.83
02/23/2023	51026	Brigantino Irrigation	\$19.99
02/23/2023	51027	Buckles-Smith	\$13,841.94
02/23/2023	51028	CA Dept. of Tax & Fee Administration	\$1,099.00
02/23/2023	51029	Central Ag Supply LLC	\$262.08
02/23/2023	51030	Eva Green Power	\$7,800.00
02/23/2023	51031	exceedio	\$3,204.87
02/23/2023	51032	Green Line	\$1,410.00
02/23/2023	51033	Konica Minolta Premier Finance	\$416.76
02/23/2023	51034	Meter, Valve & Control	\$43,842.74
02/23/2023	51035	Mission Uniform Service	\$403.37
02/23/2023	51036	O'Reilly Auto Parts	\$219.22
02/23/2023	51037	Palace Business Solutions	\$453.34
02/23/2023	51038	Petty Cash	\$210.42
02/23/2023	51039	Postal Graphics	\$40.92



# Sunnyslope County Water District

## Disbursement Summary

02/23/2023	51040	Raftelis Financial Consultants, Inc.	\$4,257.50
02/23/2023	51041	Regional Government Services	\$89.50
02/23/2023	51042	Toro Petroleum Corp.	\$1,983.82
02/23/2023	51043	Tyler Technologies, Inc.	\$4,339.12
02/23/2023	51044	USA Blue Book	\$1,203.24
02/23/2023	51045	UWUA Local 820	\$738.56
02/23/2023	JN00347	Net Pay	\$66,586.24
02/23/2023	JN00347	Total Tax	\$16,534.83
02/24/2023	ACH 2511	Sterling Administration Health	\$15.00
02/24/2023	ACH 2512	CalPERS - Retirement	\$23.08
02/24/2023	ACH 2513	CalPERS - Retirement	\$7,043.62
02/24/2023	ACH 2514	CalPERS - Retirement	\$7,918.50
02/24/2023	ACH 2515	Nationwide Retirements Solutions	\$8,908.81
02/24/2023	ACH 2516	CalPERS - Health Insurance	\$23,108.00
02/27/2023	ACH 2517	Sterling Administration Health	\$5.00
02/28/2023	51046	SERENA & THEADORE RICO	\$18.83
02/28/2023	51047	GLORIA POPOWSKI	\$163.88
02/28/2023	51048	OPENDOOR LABS INC.,	\$85.92
02/28/2023	51049	YOSHIFUMI R & NANCY M TAMAKI	\$167.53
02/28/2023	51050	HECTOR PEREZ	\$25.76
02/28/2023	51051	DUSTIN TEIBEL	\$193.65
02/28/2023	51052	NINA SWENDING	\$444.62
02/28/2023	51053	ROBERT POSTIGO	\$31.62
02/28/2023	51054	LULU MICHELOTTI IRREVOCABLE TRUST	\$148.28
02/28/2023	51055	ANITA LUCKETTI	\$29.55
02/28/2023	51056	ROGGIE TRUJILLO	\$69.40
02/28/2023	51057	TAMMY & JEFFREY CASALEGNO	\$84.09
02/28/2023	51059	MERITAGE HOMES OF CALIFORNIA,	\$26.52
02/28/2023	ACH 2518	P G & E	\$36,770.34
			<b>\$1,195,845.09</b>

**SUMMARY:**

Accounts Payable Paid to:

Vendors	\$207,799.01
Payroll - Employee	\$248,680.21
San Benito County	\$328,678.11
City of Hollister for City Billing Collected, Net of Fees	\$409,198.11
Customer Refunds & Returned Checks/ACH	\$1,489.65
Debt & Finance	\$0.00

**Total Disbursements**

**\$1,195,845.09**

# Staff Report

Agenda Item: **H-3**

**DATE:** March 16, 2023 (March 21, 2023 Meeting)

**TO:** Board of Directors

**SUBJECT:** Associate Engineer Monthly Status Report

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## **Marks Drive Sewer Replacement**

On March 2<sup>nd</sup> and 3<sup>rd</sup>, Marks Drive was fully repaved with a 2-inch grind overlay and in the areas impacted by the sewer main replacement project. Sunnyslope and Century Homes reviewed the exact limits of the paving with the Ridgemark Home Owners Association which owns and maintains the streets within Ridgemark. Teichert gave notices and set up signage warning residents of the work. Sunnyslope received grindings at Well 8, the Ridgemark WWTP, and the Industrial WWTP which will help stabilize dirt roads for better all-weather access. Teichert also has “raised iron” on the new manholes and valves to ensure access to them. Only some minor striping work remains for Marks Dr. Some residents have alleged that minor damages occurred to their properties from the sewer replacement work, but official claims have not been submitted. Teichert still has several final punch list items that must be addressed. Various change orders will need to be negotiated once final costs are calculated and submitted by Teichert.

## **West Hills WTP Expansion Tour and Meeting**

Sunnyslope’s Water Treatment Operators and management staff hosted a team from HDR and SBCWD at the West Hills WTP to discuss the start of design for the West Hills Expansion to 6.75MGD. This expansion is in conjunction with the Aquafer Storage & Recovery (ASR) pilot project which has now been renamed the Accelerated Drought Emergency Response Project (ADRoP) to identify that some items to be improved at this time are accelerated from the prior planning documents. SBWD has applied for grant funding for the project. Sunnyslope staff explained the normal operation of the plant, identified issues and difficulties that have arisen during operation, and noted equipment or procedural changes from the original design. Due to the aggressive timeline for the grant funding, the expansion and ASR design will begin soon.

## **Annual Emergency Response Training and Maps Update**

Annual Emergency Response Training was conducted for the Water Treatment Operators. Staff reviewed emergency procedures relating to power outages, earthquakes, sewer overflows, water main breaks, water contaminations, and other general emergencies. The emergency books were updated with amended procedures, current employee lists and contact information, and other

revisions. Staff also updated their System Maps Books by replacing old pages with new revised pages showing new developments, system changes, and correcting inaccuracies.

## **Best Road Mutual Consolidation**

Sunnyslope is working with Raftelis to determine the capacity fees and water rates for Best Road Mutual. Once those rates are determined, Best Road Mutual will vote to formally pursue consolidation and will transfer their consolidation grant to Sunnyslope. Sunnyslope will then be responsible for the design, construction, and implementation of the consolidation.

## **Future High School Water & Sewer Concepts**

Sunnyslope met with the San Benito High School superintendent to further clarify what would be required for Sunnyslope to provide water and sewer service for a new high school at the corner of Hwy 25 and Best Road. Staff explained what offsite infrastructure would need to be constructed, capacity fee costs, necessary coordination with the City, County, and private land owners, and other alternative sites. Sunnyslope will remain actively engaged in the planning of the new high school.

## **Active Developments**

1. Fairview Corners met with Sunnyslope, the City of Hollister, and San Benito County to discuss opportunities for providing sewer service. The best option appears to be for Sunnyslope to be the sewer provider for Cielo Vista, Fairview Corners, and Gavilan College. However, sewer would be sent to the City's wastewater treatment plant through the City's collection system under a contract between Sunnyslope and the City.
2. Promontory at Ridgemark was given a punch list of outstanding issues that must be corrected before Sunnyslope accepts the water and sewer system. Significant negotiation of change orders is expected once Teichert finalizes costs.
3. Vista del Calabria is installing water mains and services in their development when the site is dry enough for safe and clean access. Frisch Engineering has been hired to design the SCADA hardware and software for the new Enterprise lift station.
4. West of Fairview Phase 2 installed the water mains and service laterals for the western half of the project. The IRR main in Fairview was tied in to the existing IRR pipe from Santana Ranch, connecting Santana Ranch irrigation with the rest of the IRR system. A new fire hydrant was installed on the IRR system there for flushing and water trucks.
5. Santana Ranch Apartments Phase 2 has installed the water system. They are preparing for the pressure and bacteriological testing. Once satisfactory test results are achieved, they may tie into Sunnyslope's system.
6. Bray development near Well 12 at the end of Mojave and Fulton installed the majority of the water system but has not yet conducted pressure or bacteriological testing.
7. West of Fairview 1B completed all their punch list corrections for the water system. Sunnyslope issued the Notice of Acceptance and Completion for that development.

8. Annotti Landing was given a draft Agreement for Water Facilities and Service for their review and input. Staff expect this agreement will be brought to the Board for approval in April.
9. Willow Landing submitted revised Improvement Plans to Sunnyslope for review and comment concerning the water system. Staff evaluated the proposed water system for the development and identified changes that must be implemented before approval of the plans.



# Staff Report

Agenda Item: H - 4a

**DATE:** March 10, 2023 (March 21, 2023 Meeting)

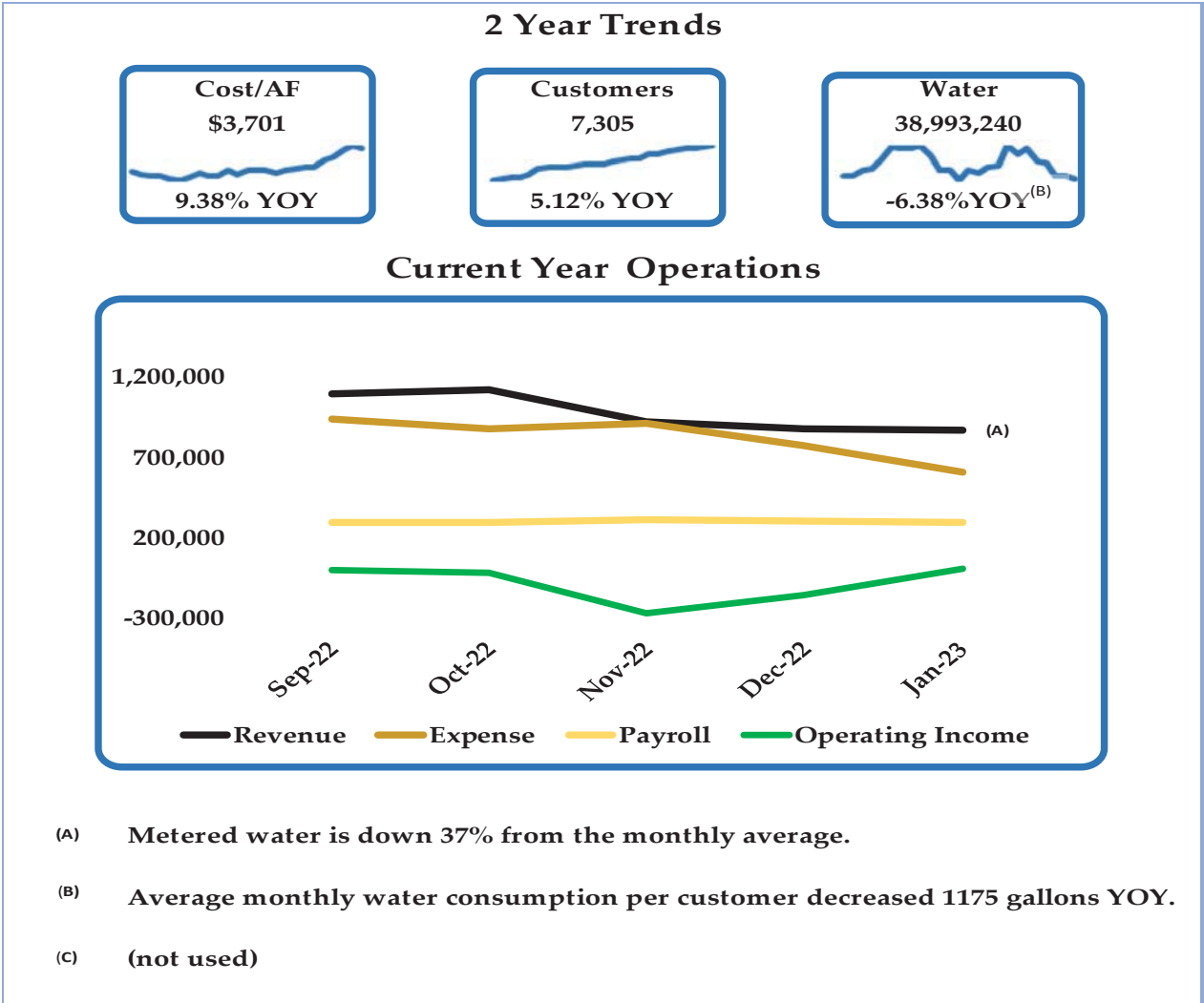
**TO:** Board of Directors

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

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

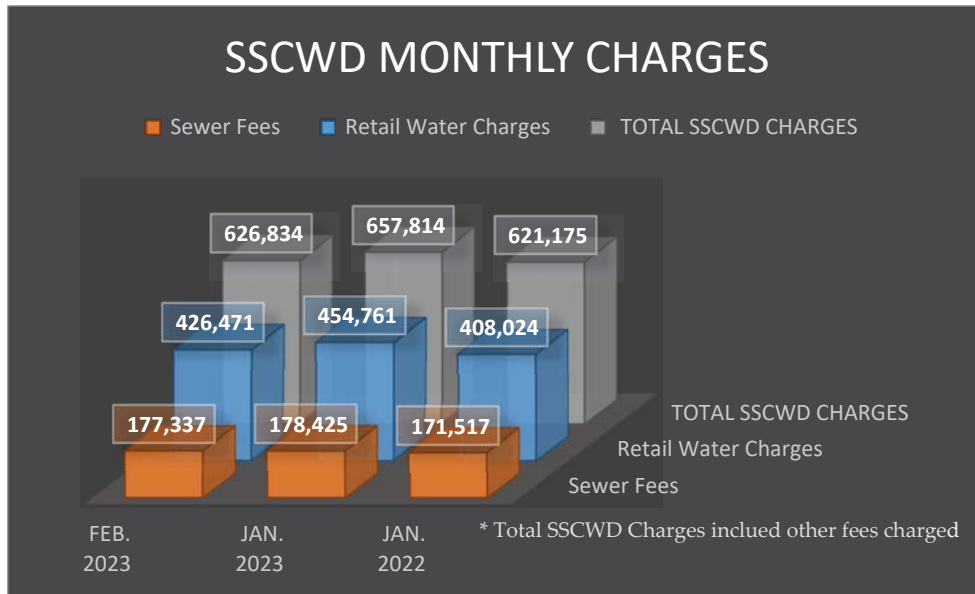
## OPERATION SUMMARY

(February 2023)



Connections increased by 34 accounts in FY23 thus far. Due to the high number of prepaid connection fees made in June, the total for the current year is estimated to be 150. We now serve 7,305 customers and 5,402 accounts utilized online services and electronic payments.

YTD Revenue for FY 23 has decreased 6.5% YOY but is projected to be within 4% of the budget. The budget assumes that water conservation efforts will equal growth in accounts. Actual water consumption per customer is down 14% which explains the revenue shortfall. Billed Metered water YTD through February was 607.9 MM gallons vs 659.7 MM in the prior year.



The percentage of past due accounts receivable through February 23 decreased to 14.22%.

**STATEMENT OF INCOME**

(January 23)

YTD, we show an overall Net Operating loss of \$(491k) vs a gain of \$262k in the prior year. The variance is attributed to a 7% decrease in revenue and a 4.8% increase in costs. The projected FY2023 result exceeds the budget by 4.3%. The cost per Acre Foot of SSCWD water in January was \$4324. The 12 month average is 3668 which is up 9.38% annually over the last two years. Most of this increase is attributed to a 7.9% decrease in metered water. The increase in payroll benefits is the second largest contributing factor.

## INVESTMENT SUMMARY

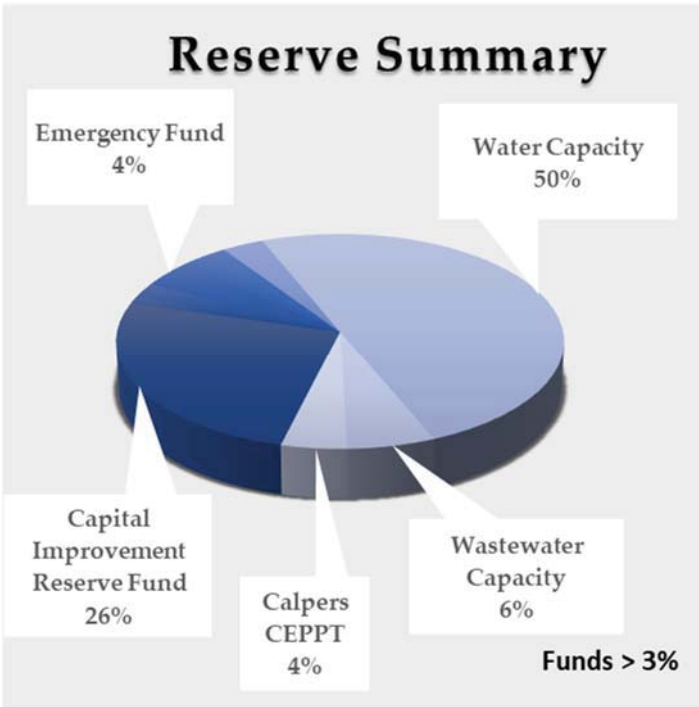
(January 2023)

Cash and invested funds total \$23.5 million, a decrease of 641k for the month. Reserved funds invested at MBS now total 16.5 million. The CD's purchased yield between 2.5% and 4.5% By FY24 income from investments is projected to be 593k.

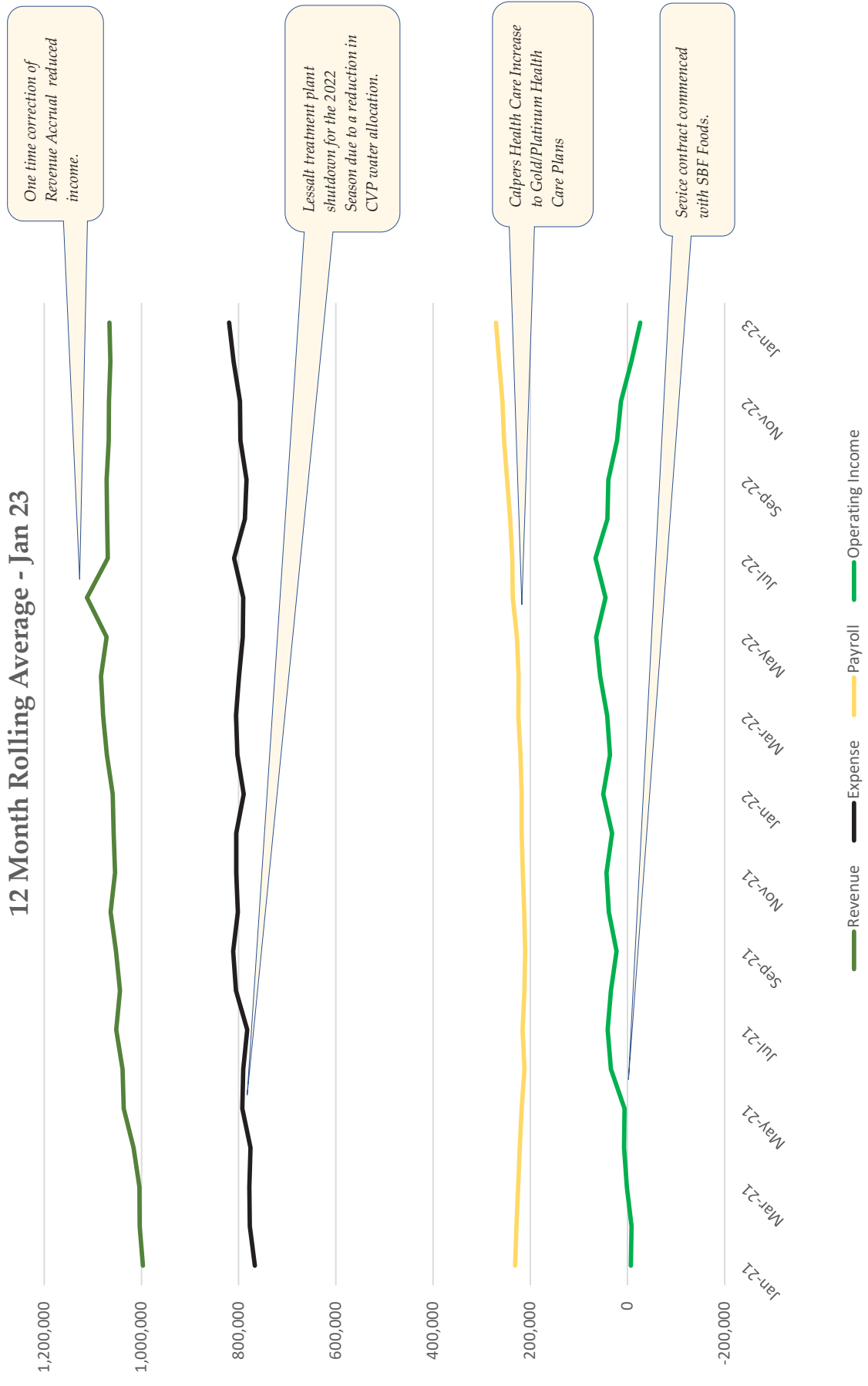
## RESERVES

(January 2023)

Reserves in October total \$22.9 million which equals 46% of capitalized assets. See the Board Designated Reserve report for a summary of the transactions and the status of actual expenditures per Board authorized expenditures.

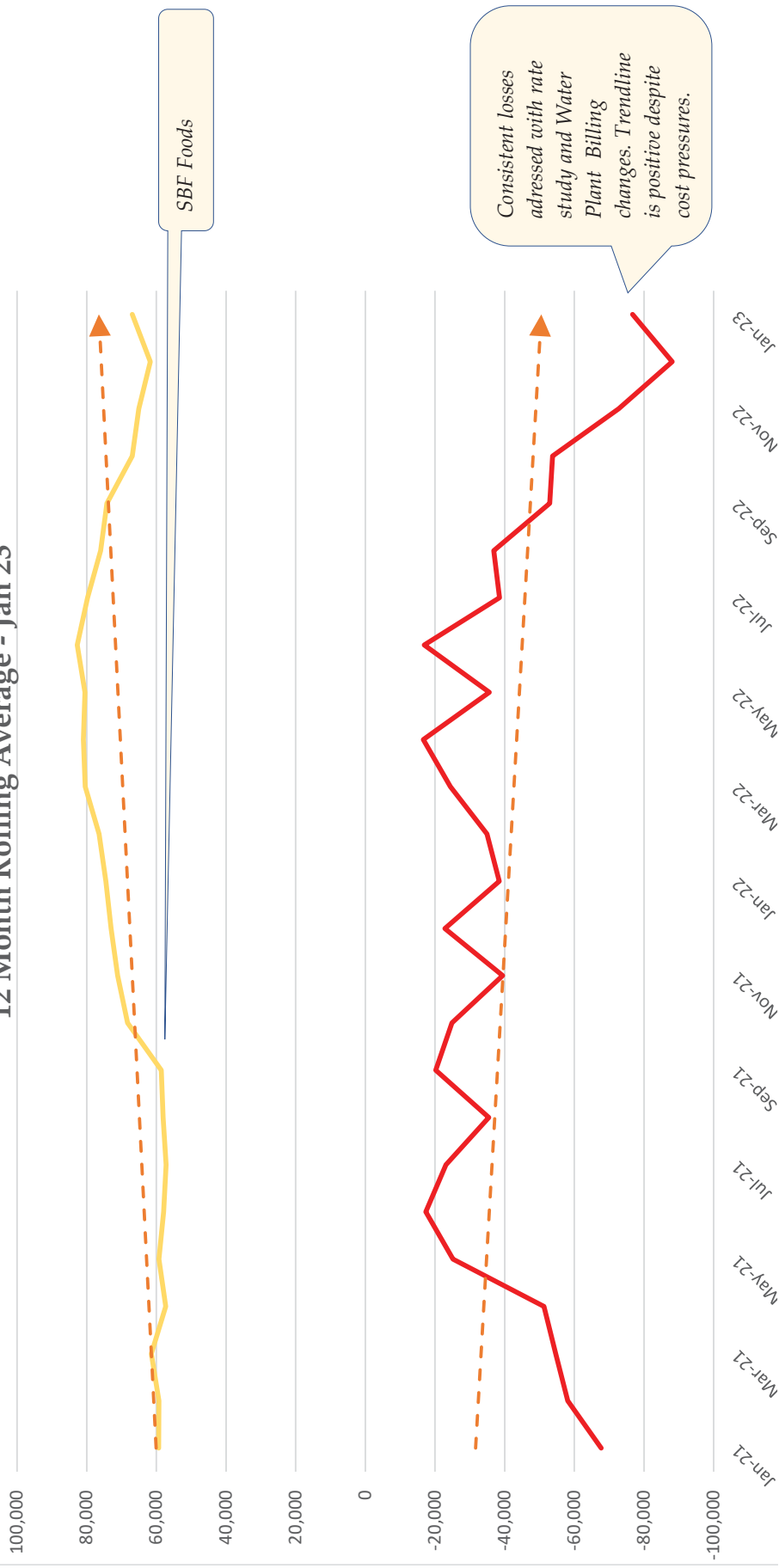


### Statement of Operating Income 12 Month Rolling Average - Jan 23

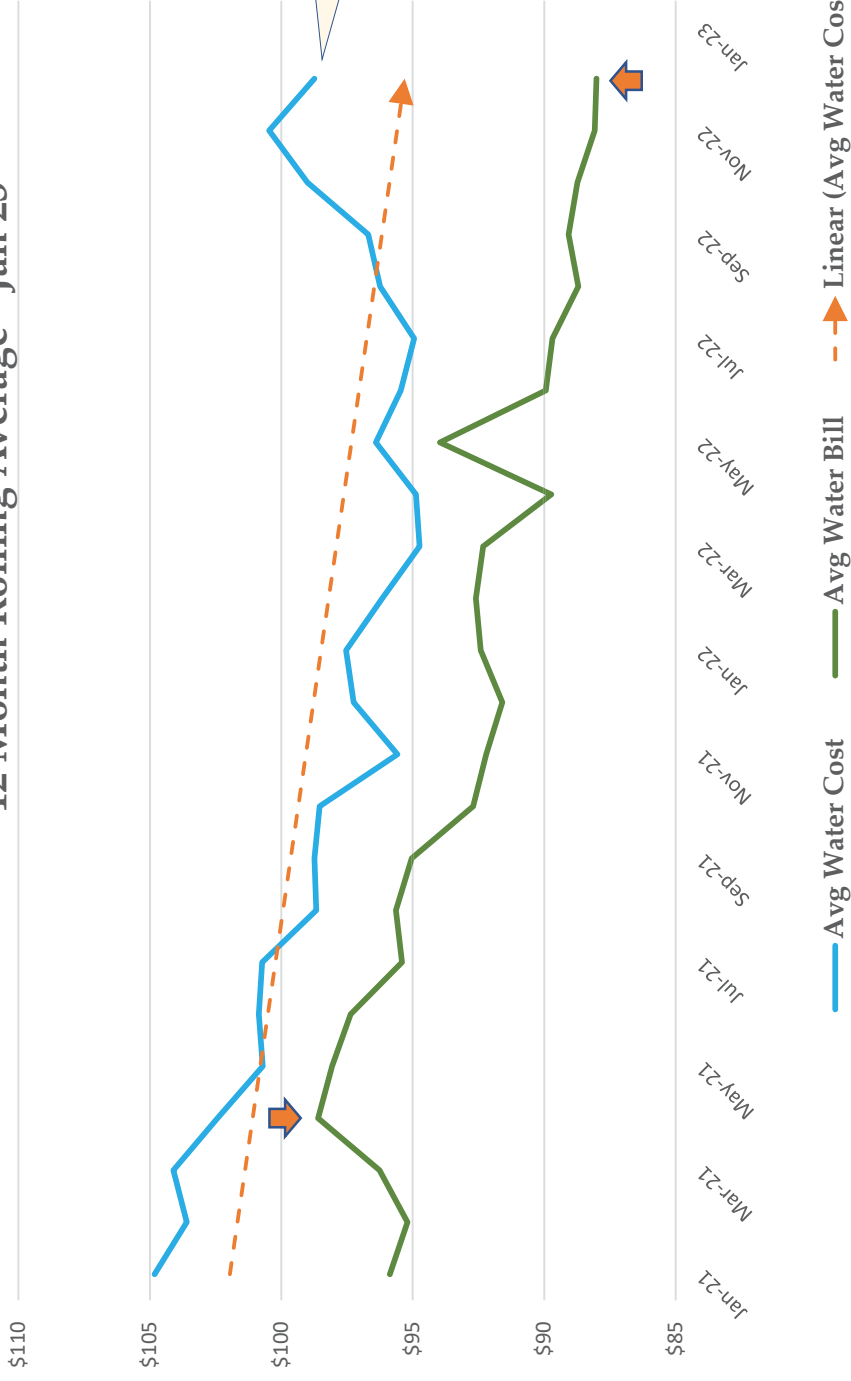




### Operating Income by Segment 12 Month Rolling Average - Jan 23

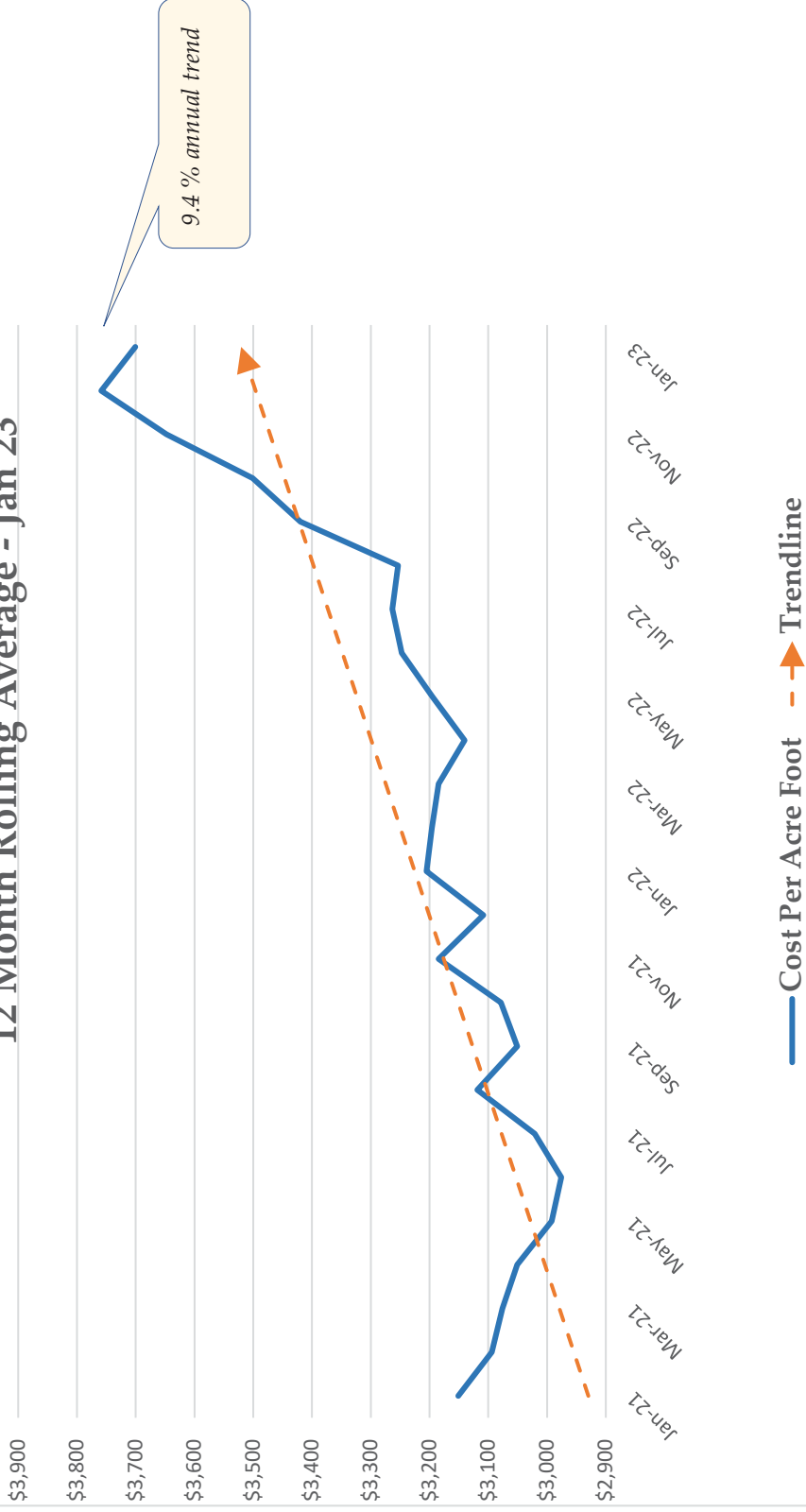


## Per Customer Water Charges 12 Month Rolling Average - Jan 23



\$10 per month loss per customer largely attributed to \$10 avg decrease in charges since April 2021.

### Cost Per Acre Foot 12 Month Rolling Average - Jan 23



**Sunnyslope County Water District**  
2022 / 2023  
OPERATION SUMMARY (This Year)

ITEMS	JULY 2022	AUG. 2022	SEPT. 2022	OCT. 2022	NOV. 2022	DEC. 2022	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY 2023	JUNE 2023	TOTALS
NO. WATER CAPACITY FEE RECD		5	14		1	7	5	2					34
NO. MW CAPACITY FEE RECD													
NO. WATER ACCOUNTS	7136	7171	7184	7210	7252	7255	7264	7305					
NO. SSCWD WATER ACCTS	1234	1236	1236	1240	1241	1261	1260	1270					
NO. SOR WATER ACCTS	4638	4673	4692	4709	4771	4748	4771	4790					
WaterSmart/Invoice Cloud													
Auto Pay	3,308	3,340	3,014	3,370	3,445	3,474	3,431	3,445					
Biller Portal	5	4	14	15	4	38	7	6					
Cloud Store	59	47	57	32	40	41	41	29					
Customer Portal	414	411	388	296	713	654	474	453					
Express Payments	316	217	317	190	1	259	281	265					
IVR	88	83	123	92	31	86	93	94					
Mobile Express Payments	442	298	366	281	41	328	322	350					
Online Bank Direct	613	564	647	560	541	530	501	510					
Pay By Text	78	50	58	17	1	56	59	57					
Scheduled Payment	27	20	25	24	24	54	42	28					
Shopping Cart	266	240	255	238	142	200	159	165					
Total WaterSmart/ Invoice Cloud	5,616	5,274	5,264	5,115	4,979	5,683	5,410	5,402					
NO. EBILL Invoice Cloud (Paperless)	1,711	1,774	1,792	1,837	1,837	1,842	1,910	1,959					
<b>MONTHLY CHARGES</b>													
Retail Water Charges	\$ 453,214.18	\$ 752,415.08	\$ 699,038.85	\$ 604,203.62	\$ 581,689.21	\$ 452,124.65	\$ 454,751.20	\$ 426,471.03					\$ 4,423,917.82
Sewer Fees	116,635.17	175,778.36	175,854.39	175,167.28	175,014.76	176,198.26	178,424.98	177,336.75					1,350,409.95
Installation Fees	-	405.00	7,290.00	-	880.00	2,835.00	2,025.00	1,090.00					14,525.00
Late Fees	8,935.54	11,140.54	12,190.06	12,659.14	-	1,460.65	7,198.64	6,649.18					60,233.75
Admin. Collection Fees, net	13,989.00	14,091.00	14,130.00	14,178.00	14,313.00	14,292.00	14,361.00	14,397.00					113,751.00
COH Billing Fees	690.00	810.00	980.00	650.00	1,170.00	1,010.00	1,042.80	890.00					7,242.80
Other Misc. Fees	\$ 593,463.89	\$ 954,639.98	\$ 909,483.30	\$ 806,858.04	\$ 773,066.97	\$ 647,920.56	\$ 657,813.62	\$ 626,833.96					\$ 5,970,080.32
<b>TOTAL SSCWD CHARGES</b>													
CITY OF HOLLISTER CHARGES													
COH Sewer fees	416,964.67	420,086.18	421,288.49	423,329.93	424,769.20	424,636.60	427,158.47	428,282.81					\$ 3,386,516.35
COH Street Sweeping	10,683.28	10,783.04	10,809.92	10,849.04	10,867.20	10,884.08	10,953.16	10,983.87					86,819.59
COH Other/Discount	12,466.20	12,466.20	12,466.20	12,466.20	12,466.20	12,466.20	12,466.20	12,466.20					124,666.20
TOTAL COH CHARGES	429,914.15	433,335.42	434,564.61	436,645.17	438,102.60	437,986.88	440,577.83	441,732.88					3,602,708.34
Late Fees **	426,401.75	429,582.82	430,791.91	432,852.37	434,309.80	434,214.18	443,000.33	442,807.42					\$ 3,473,960.58
<b>TOTAL COH CHARGES</b>													
<b>ACCOUNTS RECEIVABLE - Aged</b>													
A/R for Sunnyslope Water**	\$ 948,794.59	\$ 1,011,469.90	\$ 975,756.28	\$ 975,438.28	\$ 947,830.97	\$ 785,518.99	\$ 792,811.27	\$ 766,980.93					
A/R for City of Hollister **	458,304.45	471,888.29	471,274.87	515,020.33	540,851.83	528,888.69	547,402.34	554,320.88					
Unapplied Payments	\$ 1,407,099.04	\$ 1,483,358.19	\$ 1,447,031.15	\$ 1,490,458.61	\$ 1,488,682.80	\$ 1,314,407.68	\$ 1,283,600.43	\$ 1,260,121.73					
Outstanding Bills Owed	\$ 188,801.28	\$ 189,085.53	\$ 209,454.47	\$ 303,265.45	\$ 303,265.45	\$ 303,265.45	\$ 303,265.45	\$ 303,265.45					
Past Due	13.42%	12.75%	14.47%	20.35%	20.35%	0.00%	18.21%	14.22%					
% Past Due													

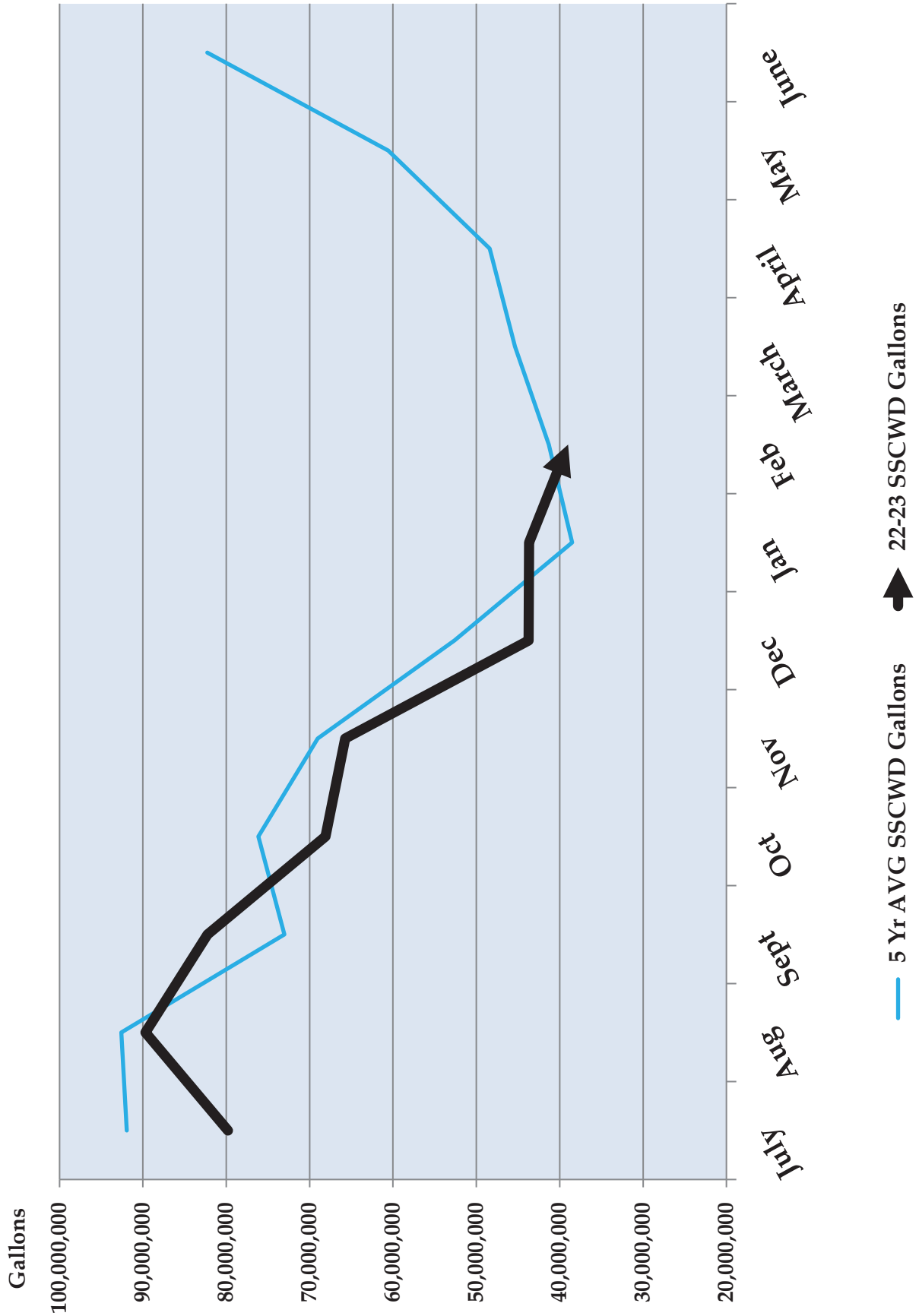


**Sunnyslope County Water District**  
2022 / 2023  
OPERATION SUMMARY (This Year)

ITEMS	JULY 2022	AUG. 2022	SEPT. 2022	OCT. 2022	NOV. 2022	DEC. 2022	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY 2023	JUNE 2023	TOTALS
<b>WATER METERED</b>													
Cubic Feet	10,668,300	11,991,600	10,996,600	9,102,500	8,788,100	5,845,300	5,839,700	5,213,000	-	-	-	-	68,445,100
SSCWD Gallons	79,798,884	89,697,168	82,254,568	68,086,700	65,734,988	43,722,844	43,680,956	38,993,240	-	-	-	-	511,969,348
Well Flow to COH Gallons	9,983,400	12,467,500	10,469,400	10,240,500	10,034,800	7,464,145	7,781,400	5,910,600	-	-	-	-	74,361,745
Surface Flow to COH Gallons	4,672,919	6,053,117	2,849,503	3,281,157	3,969,120	-	159,315	578,720	-	-	-	-	21,563,851
<b>TOTAL METERED</b>	<b>94,465,203</b>	<b>108,217,785</b>	<b>95,573,471</b>	<b>81,608,357</b>	<b>79,738,908</b>	<b>51,186,989</b>	<b>51,621,671</b>	<b>45,432,560</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>607,894,941</b>
<b>WATER SOURCE</b>													
Well #2 (Southside Road)	14,620,800	16,109,000	17,999,800	12,772,800	3,458,800	5,745,000	6,947,000	4,962,000	-	-	-	-	82,615,200
Well #5 (Ray City/Enterprise)	4,426,629	2,873,649	5,474,117	12,491,741	10,164,533	7,892,574	2,227,923	4,243,329	-	-	-	-	49,794,495
Well #7 (Enterprise Rd)	13,104,944	14,774,745	14,101,175	6,192,146	8,357,979	7,714,600	7,395,829	5,318,110	-	-	-	-	76,959,528
Well #8 (Ridgemark)	16,505,000	15,396,000	10,433,000	10,553,000	24,089,000	19,848,000	22,382,000	17,690,000	-	-	-	-	186,896,000
Well #11 (Southside Road)	26,913,000	28,949,000	28,432,000	18,279,000	16,165,000	16,273,000	16,238,000	19,228,000	-	-	-	-	162,557,000
TOTAL from Wells	72,270,573	78,102,394	72,500,092	60,286,687	62,235,312	56,975,174	57,188,752	47,441,439	-	-	-	-	508,802,223
Lessalt W.T.P. 1 (High Zone)	-	-	-	-	-	-	-	-	-	-	-	-	360,000
Lessalt W.T.P. 1 (Middle Zone)	-	-	360,000	-	-	-	-	-	-	-	-	-	360,000
West Hills W.T.P. (@ Well #2)	12,203,000	15,694,000	12,456,000	11,640,000	11,006,000	-	-	-	-	-	-	-	62,999,000
West Hills W.T.P. (@ Well #11)	19,908,000	25,536,000	20,356,000	18,911,000	14,476,000	-	-	-	-	-	-	-	99,187,000
TOTAL from Surface Water	32,111,000	41,230,000	33,172,000	30,551,000	25,482,000	-	-	-	-	-	-	-	162,546,000
City Well Flow to SSCWD Gallons	190,200	163,000	143,200	79,000	218,500	1,227,310	2,776,500	3,156,200	-	-	-	-	7,953,910
City Surface Flow to SSCWD Gallons	11,200	14,400	8,900	10,200	12,800	1,227,310	2,776,600	3,156,200	-	-	-	-	57,600
TOTAL from City Interties	201,400	177,400	152,100	89,200	231,300	1,227,310	2,776,600	3,156,200	-	-	-	-	8,011,510
<b>TOTAL PUMPED</b>	<b>104,582,773</b>	<b>119,509,794</b>	<b>105,624,192</b>	<b>90,928,887</b>	<b>87,948,612</b>	<b>60,202,484</b>	<b>59,965,352</b>	<b>50,597,639</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>679,359,733</b>
Estimated Water Loss	10,117,570	11,292,009	10,050,721	9,320,530	8,209,704	9,015,495	8,343,681	5,115,079	-	-	-	-	71,464,789
Water Loss %	9.67%	9.44%	9.51%	10.25%	9.33%	14.97%	13.91%	10.10%	0.00%	0.00%	0.00%	0.00%	10.51%
Estimated Water Gain	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Gain %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Net Water Loss	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost of Water Produced (Per Acre Foot)	2,666	2,445	3,115	3,970	4,342	5,073	4,324	3,955	4,210	3,903	3,312	2,865	3,668
Prior YTD Cost	2,652	2,588	2,250	3,210	3,909	3,262	6,078	3,955	4,210	3,903	3,312	2,865	3,277

Chart Includes: Only Water Metered to SSCWD Customers,  
Chart Does Not Include: COH Interties Wholesale Water Flow

# Total Water Metered to SSCWD Customers



**Sunnyslope County Water District**

STATEMENT OF INCOME  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (This Year)  
UN-AUDITED 3/8/2023

*** WATER ***	Dec-22		Jan-23		Variance Over / (Under) Prior Month		Dec-21		Jan-22		FY 22/23 BUDGET
<b>OPERATING REVENUES</b>											
Water Sales	456,718	454,511	(2,206)	498,726	405,914						7,387,000
Contracted Services	209,947	209,947	-	228,312	228,312						2,518,770
Installation Fees	2,835	2,025	(810)	-	17,415						
Late Fees	1,460	5,625	4,164	6,517	7,581						
Other Revenue	30,338	13,199	(17,139)	11,264	15,140						140,000
<b>TOTAL OPERATING REVENUES</b>	<b>701,298</b>	<b>685,307</b>	<b>(15,992)</b>	<b>744,819</b>	<b>674,362</b>						<b>10,045,770</b>
<b>OPERATING EXPENSES</b>											
Salaries and Benefits	(269,655)	(268,594)	1,061	(191,768)	(186,949)						
Operating Expenses	(620,957)	(521,001)	99,956	(558,242)	(728,470)						(3,315,612)
<b>TOTAL OPERATING EXPENSES</b>	<b>(890,612)</b>	<b>(789,595)</b>	<b>101,017</b>	<b>(750,010)</b>	<b>(915,419)</b>						<b>(8,344,748)</b>
<b>NET OPERATING INCOME</b>	<b>(189,314)</b>	<b>(104,288)</b>	<b>85,025</b>	<b>(5,190)</b>	<b>(241,057)</b>						<b>(11,660,360)</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>											<b>(1,614,590)</b>
Capacity Fees	96,600	69,000	(27,600)	-	516,000						
Donated Asset			-								
Miscellaneous Income (Farm Labor Camp)			-								
Adjust LAIF Investment to Fair Value			-								
Interest Income	34,608	29,106	(5,502)	941	2,679						
Allocated from G & A (Interest & Sale of Assets)	(113)	10,330	10,443	(65,564)	(678)						
Other Non-Operational			-								
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>131,095</b>	<b>108,436</b>	<b>(22,659)</b>	<b>(64,623)</b>	<b>518,001</b>						<b>48,000</b>
<b>NET WATER INCOME (LOSS)</b>	<b>\$ (58,219)</b>	<b>\$ 4,148</b>	<b>62,367</b>	<b>\$ (69,813)</b>	<b>\$ 276,944</b>						<b>48,000</b>
<b>NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items</b>	<b>\$ (189,314)</b>	<b>\$ (104,288)</b>	<b>85,025</b>	<b>\$ (70,754)</b>	<b>\$ (241,057)</b>						<b>(1,614,590)</b>

**Sunnyslope County Water District**

STATEMENT OF INCOME  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (This Year)  
UN-AUDITED 3/8/2023

	Dec-22	Jan-23	Variance Over / (Under) Prior Month	Dec-21	Jan-22	YEAR- TO-DATE	PRIOR YEAR-TO- DATE	PROJECTED ACTUAL	FY 22/23 BUDGET
<b>*** WASTEWATER ***</b>									
<b>OPERATING REVENUES</b>									
Sewer Sales	174,429	179,231	4,802	172,142	171,517	1,173,615	1,204,163	2,011,911	2,149,000
Contracted Services	35,154	36,991	1,838	29,213	29,213	351,107	426,551	421,848	421,848
Installation Fees			-			-	-	-	
Late Fees	2,283	1,574	1,574	1,629	1,895	11,672	12,918	20,009	35,000
Other Revenue	211,866	220,031	(48)	2,825	2,811	20,256	19,722	34,724	2,605,948
<b>TOTAL OPERATING REVENUES</b>			<b>8,166</b>	<b>205,810</b>	<b>205,436</b>	<b>1,556,649</b>	<b>1,663,353</b>	<b>2,488,492</b>	
<b>OPERATING EXPENSES</b>									
Salaries and Benefits	(33,675)	(23,490)	10,185	(35,070)	(37,329)	(264,071)	(255,150)	(452,693)	(784,542)
Operating Expenses	(147,432)	(86,222)	61,210	(100,703)	(119,591)	(882,525)	(808,080)	(1,410,900)	(1,225,103)
<b>TOTAL OPERATING EXPENSES</b>			<b>71,395</b>	<b>(135,773)</b>	<b>(156,921)</b>	<b>(1,146,596)</b>	<b>(1,063,230)</b>	<b>(1,863,593)</b>	<b>(2,009,645)</b>
<b>NET OPERATING INCOME</b>	<b>30,758</b>	<b>110,319</b>	<b>79,560</b>	<b>70,037</b>	<b>48,515</b>	<b>410,053</b>	<b>600,123</b>	<b>624,899</b>	<b>596,203</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>									
Capacity Fees			-	-	-	-	-	-	
Miscellaneous Income			-	-	-	-	-	-	
Adjust LAIF Investment to Fair Value			-			-	-	-	
Interest Income	5,783	3,528	(2,255)	443	1,452	16,398	5,448	28,110	12,000
Allocated from G & A (Interest & Sale of Assets)	(19)	1,752	1,772		(170)	1,733	(1,174)	2,971	-
Other Non-Operational			-		(5,294)	(680)	(55,553)	(1,165)	-
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>5,764</b>	<b>5,280</b>	<b>(483)</b>	<b>443</b>	<b>(4,012)</b>	<b>17,451</b>	<b>(51,279)</b>	<b>29,916</b>	<b>12,000</b>
<b>NET WASTEWATER INCOME (LOSS)</b>	<b>36,522</b>	<b>115,599</b>	<b>79,077</b>	<b>70,480</b>	<b>44,504</b>	<b>427,504</b>	<b>548,845</b>	<b>654,815</b>	<b>608,203</b>
<b>NET WASTEWATER INCOME (LOSS)</b>	<b>\$ 30,758</b>	<b>\$ 110,319</b>	<b>\$ 79,077</b>	<b>\$ 70,037</b>	<b>\$ 43,221</b>	<b>\$ 409,373</b>	<b>\$ 544,571</b>	<b>\$ 623,734</b>	<b>\$ 596,203</b>
<i>Adjusted for Non Budgeted Items</i>									

	Dec-22	Jan-23	Variance Over / (Under) Prior Year	Dec-21	Jan-22	YEAR- TO-DATE	PRIOR YEAR-TO- DATE	PROJECTED ACTUAL	FY 22/23 BUDGET
<b>*** WATER &amp; WASTEWATER ***</b>									
<b>*** COMBINED INCOME (LOSS) WATER &amp; WASTEWATER ***</b>	<b>(21,697)</b>	<b>119,747</b>	<b>141,444</b>	<b>667</b>	<b>321,448</b>	<b>2,369,739</b>	<b>1,691,342</b>	<b>2,013,874</b>	<b>(958,387)</b>
<b>*** COMBINED INCOME (LOSS) WATER &amp; WASTEWATER</b>	<b>\$ (158,555)</b>	<b>\$ 6,031</b>	<b>\$ 164,586</b>	<b>\$ (717)</b>	<b>\$ (197,836)</b>	<b>\$ (490,721)</b>	<b>\$ 262,118</b>	<b>\$ (986,313)</b>	<b>\$ (1,018,387)</b>
<i>Adjusted for Non - Budgeted Items</i>									

**Sunnyslope County Water District**  
Investment Summary  
2022 / 2023 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022	JANUARY 2023	JUNE 2022
<u>Heritage Bank of Commerce</u>									
CHECKING ACCOUNT	0	6,474,985	6,595,525	8,198,265	5,876,164	3,873,807	4,746,499	4,834,665	6,296,579
Operating - General Fund									
<b>CHECKING SUBTOTAL</b>		6,474,985	6,595,525	8,198,265	5,876,164	3,873,807	4,746,499	4,834,665	6,296,579
MONEY MARKET ACCT. (MMA)	0.75%	4,082,888	4,085,316	4,086,491	4,087,880	2,088,588	2,089,275	589,971	4,082,888
Invested - General Fund									
<b>MMA SUBTOTAL</b>		4,082,888	4,085,316	4,086,491	4,087,880	2,088,588	2,089,275	589,971	4,082,888
<u>L. A. I. F.</u>									
(Local Agency Investment Fund)	As of: DEC 2022								
General Fund	2.45%	-10,115,844	-9,993,451	-9,898,728	-9,804,006	-9,818,425	-8,096,152	-8,096,152	-10,115,844
Water Connect. Fee	2.45%	4,705,166	4,576,720	477,998	387,497	333,049	0	0	4,705,166
Sewer Connect. Fee	2.45%	1,320,135	1,320,135	1,320,135	1,328,357	1,328,357	0	0	1,320,135
SRF Loan Reserve	2.45%	760,000	760,000	760,000	760,000	760,000	760,000	760,000	760,000
Board Designated Reserves	2.45%	8,380,859	8,386,912	8,390,912	8,394,409	8,394,409	8,402,912	7,902,912	8,380,859
<b>L.A.I.F. SUBTOTAL</b>		5,050,316	5,050,316	1,050,316	1,066,257	997,390	1,066,760	566,760	5,050,316
<u>CEPPT</u>									
(CA Employee Pension Plan Trust)									
Employee Pension Reserve	0	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	640,401
<b>CEPPT SUBTOTAL</b>		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	640,401
<u>MBS Securities</u>									
(CD Brokerage - Water Capacity Funds)									
General Fund	4.00%	6,971,574	6,976,565	8,971,305	10,984,409	15,200,354	2,516,716	4,289,722	6,704,841
Water Connect. Fee	4.00%						11,389,421	11,382,377	
Sewer Connect. Fee	4.00%						1,333,920	1,337,780	
<b>MBS SUBTOTAL</b>		6,971,574	6,976,565	8,971,305	10,984,409	15,200,354	15,240,058	17,009,879	6,704,841
<b>GRAND TOTAL</b>		23,579,763	23,707,721	23,306,377	23,014,710	23,160,140	24,142,592	24,001,274	22,775,024
<b>YTD Total</b>									
<b>* TOTAL INTEREST RECORDED</b>	186,014	17,038	6,283	5,915	30,937	40,654	40,391	44,796	44,848



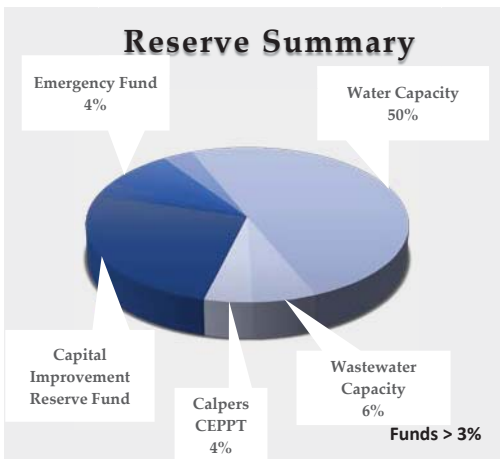
## Sunnyslope County Water District

### Reserve Summary As of January 31, 2023 (Policy #8600)

	<u>1/31/2023</u>	<u>Increase</u>	<u>Decrease</u>	<u>6/30/2022</u>	<u>6/30/2022</u>	<u>Change</u>
1 Capital Improvement Reserve Fund	\$ 5,863,936			\$ 5,863,936	\$ 1,709,419	\$ 4,154,517
2 Rate Stabilization Fund	250,000		-	250,000	-	\$ 250,000
3 Drought Contingency Reserve	500,000			500,000	400,000	100,000
4 Emergency Fund	1,000,000			1,000,000	100,000	900,000
5 Vehicle Replacement Fund	370,132	22,054		348,078	197,549	150,529
6 Office and Misc. Equipment Replacement Fund	418,845			418,845	266,754	152,091
Board Designated Reserves	8,402,912	22,054	-	8,380,859	2,673,722	5,707,137
7 CSWRCB Loan	760,000			760,000	760,000	-
8 Water Capacity	11,443,748	626,077	592,336	11,410,006	6,732,709	4,677,298
9 Wastewater Capacity	1,337,780	17,645		1,320,135	21,125	1,299,010
10 Calpers CEPPT	1,000,000		(359,599)	640,401	-	640,401
Legally Restricted Reserves	14,541,528	643,723	232,737	14,130,542	7,513,834	6,616,708
<b>TOTAL</b>	<b>\$ 22,944,440</b>	<b>\$ 665,776</b>	<b>\$ 232,737</b>	<b>\$ 22,511,401</b>	<b>\$ 10,187,556</b>	<b>\$ 12,323,845</b>
Unreserved Cash & Invested Funds	\$1,198,151.62					
Percentage of Total Capital Assets	45.95%					

**Detailed Transactions:**

Depr. Expense	\$ 22,054		\$ 461,194
Board Authorized Changes to Policy #8600	\$ -		\$ 5,729,257
Interest	\$ 171,648		\$ 25,685
Debt Amortization		592,336	\$ (1,184,682)
Water Capacity Fees	472,075		\$ 6,087,125
Sewer Capacity Fees			\$ 1,299,000
CEPPT Funding			\$ 1,000,000
Fixed asset Additions	-	-	\$ (483,314)
Fair Market Value & Misc Adj		(359,599)	\$ (610,420)
	<b>\$ 665,776</b>	<b>\$ 232,737</b>	<b>\$ 12,323,845</b>



Board Approved Disbursement Analysis					
Date:	Description:	Vendor	Resolution	Actual	
1/19/2021	Audit (FY21, FY22 & FY 23)	Mc Gilloway	76,160	49,290	
2/16/2021	Outsource Invoicing	Info Send	25,000	4,668	
11/16/2021	Temetra	Meter Valve & Cc	30,000	10,640	
2/15/2022	District Election	San Benito - Elect	60,000	400	
12/13/2022	Rate Study	Raftelis	92,502	23,635	
2/15/2022	Ignition SCADA part 2	Frisch & Calcon	127,000	168,119	
8/16/2022	Fuel Trailer	LDJ Mfg	30,000	28,935	
10/18/2022	Itron Meters	Meter Valve & Cc	156,849	35,113	
11/15/2022	Promontory Amendment 2	Century Homes	110,000	0	

# Staff Report

Agenda Item: F – 5a

**DATE:** March 13, 2023 (March 21, 2023, 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.

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## **Narrative**

1. All three water reports were completed and submitted on time by February 10, 2023.
2. Annual Emergency Response Plan & Operations and Maintenance Training. Training included updating of district maps, review and summarize of emergency responsibilities.
3. Teichert completed service water line replacement project on Marks Dr. Road grindings removed and set at Well 8, Ridgemark Wastewater Treatment Plant and Industrial Plant. Grindings will be used to resurface roads, parking lot and build a ramp at the wastewater plant that can be used for the districts vector truck.
4. The Lessalt WTP was put back online producing 1.2MGD on February 16<sup>th</sup>. Staff followed the Startup plan approved by the State Water Resources Control Board (SWRCB). Required Coliform samples collected before Startup came back as Negative. The most basic test for bacterial contamination of a water supply is the test for total coliform bacteria. Total coliform counts give a general indication of the sanitary condition of a water supply, Total coliforms. Interpretation of Negative or ND (not detected) indicates that your water is safe for drinking. SWRCB was notified of the results and subsequently give permission for the plant to be put back online.
5. Lessalt WTP now producing 0.800 million gallons per day and is being distributed in the district. Regular scheduled sampling has resumed as directed by the SWRCB.
6. Work continues to be made at the Westhills WTP in anticipation of startup in late March. Replacement VFD's have been installed and tested for proper operation. Instrumentation has been calibrated and tested for accuracy. Staff is waiting for AHCH Technician to certify new analyzers before plant being put back into production.
7. While staff was performing routine sewer jetting on Fred's Way, they came across a section of pipe that was difficult to maneuver. After further inspection they noticed that it had collapsed and could cause a Sanitary Sewer Overflow. Nicholson was contracted to expedite the repair. Seventy (70') feet of sewer line was replaced. This emergency work was approved by the Board last month.
8. Periodically the percolation ponds at the wastewater treatment plant require liner bed maintenance. The maintenance consists of emptying the pond, clearing any vegetation that may have grown and ripping the pond bottom with an excavator.

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

**Water** (6) February 2023

1. Teichert repaired Marks Dr and took grindings to several location for road resurfacing.
2. Hauled asphalt from Well #6 to Don Chapin to be recycled.
3. Continued RCAC Training on Cross Connection Control.
4. Completed in-house training on emergency planning and district map updates.
5. Repaired leak on 2" blow-off valve on El Cerro Court.
6. Replaced back-up battery for Santa Ana Intertie SCADA.



<b>Project Location</b>	<b>: Sunnyslope County Water District – Teichert road repair</b>
<b>Project</b>	<b>: Marks Dr grindings removal and road repaving.</b>
<b>Department</b>	<b>: Water Department</b>
<b>Description</b>	<b>: Teichert completed service water line replacement project on Marks Dr., road grindings removed and set at Well 8, Ridgemark Wastewater Treatment Plant and Industrial Plant. Grindings will be used to resurface roads, parking lot and build a ramp at the wastewater plant that can be used for the District’s vactor truck.</b>

## LESSALT Water Treatment Plant (7)

1. Lessalt WTP back in production February 16<sup>th</sup>.
2. Replaced rubber seat on valve AV-2 on CMF 3.
3. Replaced broken GRF 1 low lever sensor and tested GRF 2 low level sensors.
4. Replaced filtered water pH probe.
5. Replaced all rubber seals and seats on fire system backflow relief valve.
6. Peroxide cleaned and flushed TOC analyzer.
7. Sampled plant contact chamber and treated water tank, both passed.
8. Flushed all GRF, GAC, CMF, contact chamber and treated water tank to ensure good quality water before start-up.

## West Hills Water Treatment Plant (6)

1. JM electrical replaced VFD's for return water pumps and maturation pumps.
2. Installed four new Hach CL17's.
3. Primex replaced UPS's in control room and for filter units.
4. Continue working with multiple contractors to assess damage from power issues.
5. Ordered new reagents and standards for lab that had expired.
6. Front gate repaired and operational.



<b>Project Location</b>	<b>: Sunnyslope County Water District - Westhills Water Treatment Plant</b>
<b>Project</b>	<b>: Actuator Valve Replacement</b>
<b>Department</b>	<b>: Water Department</b>



**Description** : Heavy rains entered the actuator vault pit causing extensive water damage. Overtime water made its way thru an open conduit and into the electrical compartment. Issues found will be repaired accordingly.

**Wastewater (5)**

1. Ripped pond #4 at SBR.
2. Nicholson Construction Inc. completed sewer main replacement of 70 feet on Fred’s Way.
3. Continued hydro jetting sewer system.
4. Cleaned, pumped down and inspected all sewer lift station with Greenline.
5. Built and installed free board gauge for pond #4 at SBR.



<b>Project Location</b>	<b>: Ridgemark Estates Wastewater Plant</b>
<b>Project</b>	<b>: Pond #4 rehabilitation</b>
<b>Department</b>	<b>: Sanitation Department</b>
<b>Description</b>	<b>: Every 2 to 3 years the wastewater treatment plant percolation ponds need to be emptied and rehabilitated to maintain adequate percolation. Staff rented a Mini Excavator and ripped pond floor and walls.</b>

**Industrial Plant (3)**

1. Continued cutting, clearing, and spraying weeds around ponds.
2. Flushed and sampled wastewater monitoring wells.
3. Bump tested aerators and PM’d headworks equipment.



Completed This Month	Job Descriptions	Completed YTD 2022 – 2023 July 1 to June 30	Completed 2021 – 2022 July 1 to June 30	Completed 2020 – 2021 July 1 to June 30	Completed 2019 – 2020 July 1 to June 30
212	Work Orders	1480	2520	2469	2715
N/A	Temporary Manual Read Water Meters Installed in New Construction Accounts	70	292	368	256
N/A	Radio Read Meters & ERTs Installed in New Construction Accounts	0	1	21	0
N/A	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	155 (Total = 7078)	300	282	191
N/A	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	85	309	322	304
23	Valves Exercised (Approx. 2674 in SSCWD System 3/2021)	322	487	721	319
33	Fire Hydrants Flushed (Approx. 938 in SSCWD System 3/2021)	359	342	749	281
N/A	Meters on Repair List	132	335	326	449
11	Emergency Calls	118	161	174	156
114	Locates on our Water/Sewer Lines	941	1816	1732	1037
0	Sewer Inspections	0	0	0	0
0	Shutoff Notices	0	0	0	112
0	Water Services Replaced	10 (Total = 944)	39	12	15

(3/2021 Update Valve and Fire Hydrant Count, Includes Santana Ranch pH 1, Villages, Tyler Knoll, Walnut Park, Creekside)



## Hollister/Sunnyslope Intertie Water Balance

Report Date: March 1, 2023		Current Consumption Period: January 18, 2022		to		February 15, 2023	
Intertie Location	Groundwater Flow to COH	Surface Flow to COH	Groundwater Flow to SSCWD	Surface Flow to SSCWD			
	i n G a l l o n s						
Southside Road Intertie Water Total Flow	0	575,720					
Sunset & Memorial Water Total Flow	4,253,800	0	200				
Sunnyslope & Memorial Water Total Flow	5,100	0	3,155,900				
Hillcrest and Memorial Water Total Flow	500	0	100				
Santa Ana & La Baig Water Total Flow	1,651,200	3,000					
<b>Intertie Sub-Total Water Flow</b>	<b>5,910,600</b>	<b>578,720</b>	<b>3,156,200</b>				
<i>Total Combined Surface and Ground Water Intertie Flow</i>	<b>6,489,320</b>		<b>3,156,200</b>				
City of Hollister Well 2 Surface Water Total Flow (West Hills)		0					
City of Hollister Well 4 Surface Water Total Flow (West Hills)		0					
City of Hollister Well 5 Surface Water Total Flow (West Hills)		0					
Sunnyslope Well 2 Surface Water Total Flow (West Hills)					0		
Sunnyslope Well 11 Surface Water Total Flow (West Hills)					0		
Sunnyslope Surface Water Total Flow (LESSALT)					0		
<b>Surface Water Flow Sub-Totals</b>		<b>0</b>			<b>0</b>		
<b>Ground Water and Surface Water Flow Totals</b>	<b>5,910,600</b>	<b>578,720</b>	<b>3,156,200</b>		<b>0</b>		
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		0				
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	2,754,400	578,720				
	Beginning Water Balance Owed to SSCWD (to COH)	786,900,320	-328,483,485				
	Gallons Billed to COH thru Report Date January 1, 2023	0		Informational Last Month Net Total	458,416,835		
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	789,654,720	-327,904,765	Net Sub Total	461,749,955		
Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period				-			
Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4				-			
	<b>Ending Water Balance Owed to SSCWD (to COH)</b>	<b>789,654,720</b>	<b>-327,904,765</b>	<b>Net Total</b>	<b>461,749,955</b>		

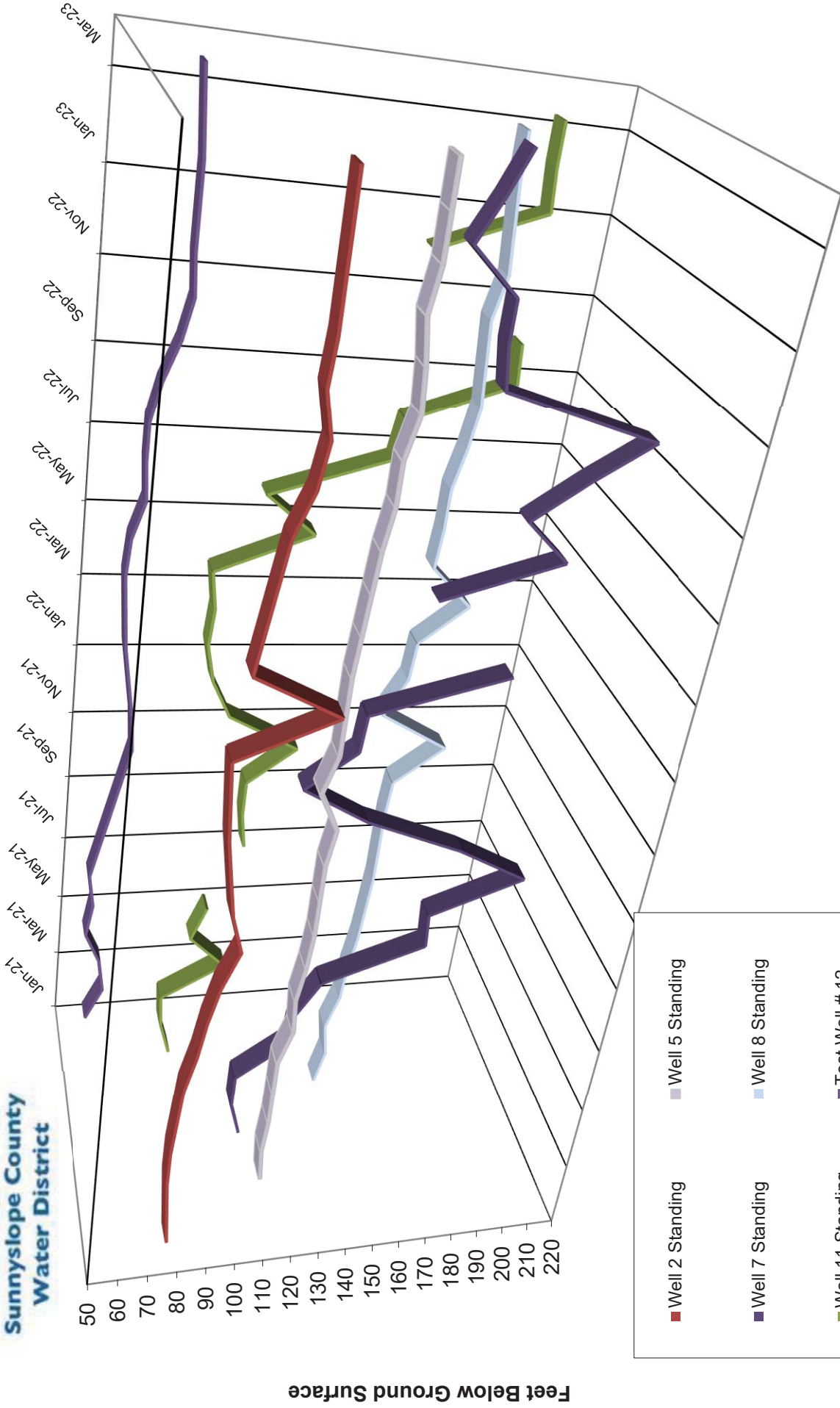
Current:	West Hills WTP Total Flow to Distribution	0			
	Percent of Surface Water Received	<b>COH</b>	<b>#DIV/0!</b>	<b>SSCWD</b>	<b>#DIV/0!</b>
Current:	COH half of West Hills WTP Total Flow to Distribution	0			
	West Hills WTP Surface Water Total Flow to COH	0			

From April 1, 2021 to Present					
YTD	LESSALT WTP Total Flow to Distribution	129,596,000			
	West Hills WTP Total Flow to Distribution	854,152,500			
	Surface WTPs Total Flow to Distribution	983,748,500			
	Total YTD Surface Flow to COH/SSCWD	<b>COH</b>	<b>526,579,395</b>	<b>SSCWD</b>	<b>457,169,105</b>
	Percent of Surface Water Received	<b>COH</b>	<b>53.5%</b>	<b>SSCWD</b>	<b>46.5%</b>

### 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-6**

**DATE:** March 16, 2023 (March 21, 2023 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. Solar Field Design** – Contracts have been executed and EVA Green Power Inc. has executed all PG&E contracts to lock in Sunnyslope for solar generation at the Ridgemark WWTP. They have provided a timeline to have the solar field constructed and operational by November 2023.
- 2. Marks Drive Sewer Line Replacement** – Paving of Marks Drive is complete. Excessive rain has prevented the final concrete placement and paving of the waking trail from occurring however the contractor is looking for a window. A final project cost summary will be prepared and presented to the Board at the earliest availability following the completed project.
- 3. Westhills Treatment Plant Accident Update:** The Westhills Treatment plant is on schedule to return to service by the end of the Month. SBCWD has provided tentative water allocation numbers for 2024 and both Lessalt and Westhills will be returned to service for the incoming fiscal year.
- 4. Lessalt Treatment Plant:** Lessalt is operating well. EVA Green Power Inc. has begun structural evaluation of the roof to confirm that solar can be constructed there. Permanent scaffolding is being designed to facilitate the routine GAC tank cleanings. This will be a project that staff intends to install soon to improve operator safety.
- 5. Office Technology and Public Access** – Meter reading software update underway. This update was postponed until the billing software was completed and is anticipated to improve accuracy of meter reading and reduce re-read work orders. The phone system conversion to VIOP service is last to be implemented in the office. New quotes will need to be solicited to obtain updated pricing. This month over 15,000 website contacts have occurred. Last month more

than 23,000 website hits were logged. The website appears to continue to be a resource for customers.

6. **Sewer Treatment Contract Negotiations with the City of Hollister** – A recent meeting with Dividend homes, the County and City staff was very helpful to coordinate the Sewer needs. The sudden departure of Brett Miller from the City has slowed down this process but the interim City Manager has committed to getting up to speed on this matter.
7. **Permit Compliance** – Monthly water reports have been completed on time and no violations were reported.
8. **Staffing** – The open Account Technician position has been filled and the successful candidate is completing pre-employment screenings. Once completed the new staff will be introduced to the Board.
9. **The Best Road Mutual Water Company (BRM) Update:** BRM continues to make progress in their efforts to solicit water service from Sunnyslope. A proposed timeline for connecting the 50 customers has been provided by the Wallace Group engineering consultants. This timeline includes Design and Environmental Review to be completed by December 2023 and Construction and Annexation completed by the end of December 2024. This is very ambitious, however the positive progress made over the past month indicates that it is possible. Once an agreement is reached with SBCWD to allow for the purchase of spot market surface water to offset delivered groundwater pumped by Sunnyslope to supply BRM the full project can be presented to the Board for approval.



# Staff Report

Agenda Item: I-1

**DATE:** March 16, 2023 (March 21, 2023 Meeting)

**TO:** Board of Directors

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

**SUBJECT:** Approve And Authorize The Board President To Sign Resolution No. 588 Creating A Lead Account Technician Position And Modifying Salary Step J (Not A Project Under CEQA Per Article 20, Section 15378).

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## **RECOMMENDATION:**

Staff recommends the Board approve a motion to authorize the Board President to sign Resolution No. 558, creating an Account Technician Lead position and modifying salary step J.

## **BACKGROUND:**

To maintain order and help with organization in the office the General Manager has proposed creating a new position within the office administration staff group to help with the coordination and training of those staff who directly work with customer accounts. On February 17<sup>th</sup> the Personnel Committee met to discuss this proposal, and after discussion the committee felt the proposal should be presented to the full board for review and approval.

The attached job description is the approved Account Technician job description. It identifies within the thickened boarder the new language that has been added to the existing job description. The District maintains "lead" operator positions for both the Water and Maintenance job classifications so this description or position is consistent. The proposed position is not an increase in staffing number, rather one Account Technician may be placed in the position of a Lead as determined by the General Manager. Step J is proposed as the Lead position. When an Account Technician is elevated to function as the Lead they will be paid in Step J which is a salary increase of 10% over Step I. This is proposed to stay within the existing salary scales and to not create an additional step K. To clarify, Step J already exists in the salary scale and it will be increased by 5%, or a total of 10% over Step I.

The General Manger has presented the revised job description and accompanying salary scale adjustment to the Utility Workers Union - Local 820 representative and received positive support.

**FISCAL IMPACT:**

The increase in Step J is a fiscal impact less than \$5000 annually. This budgeted year is nearly over so starting staff at this increase will have a negligible impact on this year's budget.

**ENVIRONMENTAL IMPACT:**

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

**ATTACHMENTS:**

Resolution No. 558

Proposed Job Description

Active Salary Matrix With Modified Step J

**RESOLUTION NO. 588**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
SUNNYSLOPE COUNTY WATER DISTRICT  
TO AUTHORIZE THE CREATION OF A NEW POSITION TITLED  
ACCOUNT TECHNICIAN LEAD WITH MODIFICATION TO SALARY  
STEP.**

**WHEREAS**, the board has received the staff report from the General Manager explaining the need for the Account Technician Lead position; and

**WHEREAS**, the board has reviewed the salary scale adjustment increase of 5% for Step J; and

**WHEREAS**, The Employee and Personnel Committee met on February 17<sup>th</sup>, 2023 to review the modified job description and collectively found it acceptable; and

**WHEREAS**, the intent of this new position is to improve office management organization and training and to provide structure in the current admin group; and

**WHEREAS**, after a public hearing and discussion the board finds the position consistent with existing organizational structure and succession planning needs of the District.

**NOW, THEREFORE, BE IT RESOLVED** that Sunnyslope County Water District recognizes the Account Technician Lead position at Salary Step J in the organizational chart, as a single position still within the collective bargaining unit of Local 820, which may be filled at will by the General Manger when the need arises.

**BE IT FURTHER RESOLVED** that the Board authorizes the General Manager to increase the compensation of Step J to be 10% higher than Step I.

**THE FOREGOING RESOLUTION No. 588** on a motion by Director \_\_\_\_\_ and second by Director \_\_\_\_\_ is duly adopted this 21<sup>st</sup> day of February 2023, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

SUNNYSLOPE COUNTY WATER DISTRICT

Signed: \_\_\_\_\_

*Dee Brown, President*

(S E A L)

ATTEST:

\_\_\_\_\_  
*Drew A. Lander, General Manager/Secretary of the  
Board of Directors*



# Sunnyslope County Water District

## Account Technician

### Job Description

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#### DEFINITION

Under general direction, perform a variety of technical and clerical accounting duties involving financial record keeping and transactions. Responsible for financial records including accounts receivable and utility billing. Provide technical and clerical assistance to the District staff.

#### TYPICAL DUTIES

- Maintain complete billing files and records, reconcile a variety of ledgers, reports, and accounting reports; examine and correct accounting transactions to ensure accuracy; prepare adjustments and correct errors in customer accounting records.
- Provide customer service at counter by: greeting, answer the telephone, take messages, transfer calls, and provide information regarding general district information, services and procedures.
- Receive, code, post, and monitor accounts receivable payments and records; receive and process applications for water/wastewater service; issues connection slips.
- Open and close utility billing accounts; update and verify accuracy of utility accounts for billing; print & burst bills; prepare list of accounts for delinquent notices and service turnoff; prepare various correspondence to customers.
- Serve as cashier; receive cash and checks by mail and in person, or electronic transfer for payment of services, fees, permits, and deposits; record and issue receipts; post and reconcile receipts to specified accounts; count monies, wrap coins, and record checks for bank deposits; prepare and balance deposits.
- Perform a variety of general clerical duties including answering the telephone, typing, photocopying, distributing facsimile's, sorting and distributing mail, maintaining files and records, and maintaining office supplies.
- Perform related duties and responsibilities as assigned.

#### QUALIFICATIONS

##### Knowledge of:

- Accounting and financial record keeping principles, practices, procedures, and methods, including mathematical principles.
- Modern office equipment, practices, methods, and computer equipment.

## Account Technician Job Description

- Principles and practices used in dealing with the public.

### Ability to:

- Learn, interpret, and apply municipal policies, procedures, laws, codes, and regulations pertaining to programs and functions.
- Understand District organization and operation to assume assigned responsibilities. Work under supervision within a well-defined framework of standard policies and procedures.
- Meet and deal tactfully and effectively with the public, respond to public inquires and District personnel regarding policies and procedures. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Knowledge of methods, practices, and procedures used in processing accounts receivable, accounts payable, and financial record keeping and reporting. Prepare, examine, and verify routine financial documents, statements and reports.
- Perform mathematical computations accurately, tabulate, record, and balance transactions.
- Plan and organize work to meet schedules and deadlines. Understand and follow oral and written instructions and communicate clearly and concisely, both orally and in writing.

### Experience:

- Three years of increasing clerical and/or accounting experience, some government financial accounting preferable.

### Training:

- Equivalent to the completion of the twelfth grade supplemented by general training or college level course work in accounting and/or bookkeeping.
- Current and valid California Drivers License.

### ACCOUNT TECHNICIAN LEAD:

- A maximum of one Account Technician may be designated the Account Technician Lead. Distinguishing characteristics include 15 years of experience of increasing clerical and accounting knowledge and account management responsibility or demonstrated

## Account Technician Job Description

equivalent education. The Account Technician Lead position is filled as needed and takes a lead role documenting office procedure and in assisting the Finance Manager with staff training. This position is charged with oversight of Account Technician workflow, accuracy of account documentation and training other Account Technicians on best practices. This position will also assist with the training of the Billing and Public Relations Specialist, as directed by the Finance Manager. The Account Technician does not maintain any staff as direct reports or exercise managerial authority. Step J in the salary range is the compensation reserved for the Account Technician Lead.

Date Approved: June 11, 1998

Date Revised: December 19, 2000

Date Revised: March 21, 2023



## Sunnyslope County Water District

### Staff Salary Summary by Position and Step Effective: **Proposal**

Position	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
<b>Account Technician</b>	4,272.82	4,486.46	4,710.78	4,946.32	5,193.64	5,453.32	5,725.99	6,012.29	6,312.90	(LEAD) 6,944.19
Rate Per Hour	24.65	25.88	27.18	28.54	29.96	31.46	33.03	34.69	36.42	40.06
Overtime Per Hour	36.98	38.82	40.77	42.81	44.94	47.19	49.55	52.04	54.63	60.09
Annual Salary	51,273.85	53,837.52	56,529.36	59,355.84	62,323.68	65,439.84	68,711.88	72,147.48	75,754.80	83,330.28
<b>Billing and Public Relations Specialist</b>	4,272.82	4,486.46	4,710.78	4,946.32	5,193.64	5,453.32	5,725.99	6,012.29		
Regular Time Per Hour	24.65	25.88	27.18	28.54	29.96	31.46	33.03	34.69		
Overtime Per Hour	36.98	38.82	40.77	42.81	44.94	47.19	49.55	52.04		
Annual Salary	51,273.84	53,837.52	56,529.36	59,355.84	62,323.68	65,439.84	68,711.88	72,147.48		
<b>Plant Maintenance Electrician/Instrument Tech'n (VACANT)</b>	7,222.22	7,583.33	7,962.50	8,360.63	8,778.66					
Regular Time Per Hour	41.67	43.75	45.94	48.23	50.65					
Overtime Per Hour	62.51	65.63	68.91	72.35	75.98					
Annual Salary	86,666.59	90,999.96	95,500.00	100,327.56	105,343.92					
<b>Water Treatment Plant Operator</b>	7,562.89	7,941.03	8,338.08	8,754.98	9,192.73	(LEAD) 9,652.37	Step D-E=18 mos. Step F=Designated by GM.			
Regular Time Per Hour	43.63	45.81	48.10	50.51	53.03	55.69				
Overtime Per Hour	65.45	68.72	72.15	75.77	79.55	83.54				
Annual Salary	90,754.66	95,292.36	100,056.96	105,059.76	110,312.76	115,828.44				
<b>Water/Wastewater Utility Maint. **</b>	5,605.42	5,885.70	6,179.99	6,488.99	6,813.44	7,154.11	7,511.82	7,887.41	8,281.78	Vacant (LEAD) 8,695.87
Rate Per Hour	32.34	33.96	35.65	37.44	39.31	41,273.8	43.34	45.50	47.78	50.17
Overtime Per Hour	48.51	50.94	53.48	56.16	58.97	61.91	65.01	68.25	71.67	75.26
Annual Salary	67,265.10	70,628.40	74,159.88	77,867.88	81,761.28	85,849.32	90,141.84	94,648.92	99,381.36	104,350.44

Creating LEAD position in step J. Propose that Step J adjusts by +10% over Step I

Step H-I = 18 mos.  
Step J = Designated by GM.

Step H-I=18 mos.  
Step J=Designated by GM.

** MIN. REQUIRE. TO REACH STE	GM Approval & Discretion									
	None	None	One Required	Two Required	Two Required	One Grade II Required	Two Grade II Required	Two Grade II Required	Three Required	Three Required
Grade/ Certification:	None	None	Grade I	Grade I	Grade I	Grade I	Grade I	Grade I	Grade I	Grade I
W Treatment			Grade I	Grade I	Grade I	Grade I	Grade I	Grade I	Grade I	Grade I
WW Treatment			Grade I	Grade I	Grade I	Grade I	Grade I	Grade I	Grade I	Grade I
Distribution			Grade I	Grade I	Grade I	Grade I	Grade I	Grade I	Grade I	Grade I