



Sunnyslope County Water District

BOARD OF DIRECTORS

REGULAR MEETING

District Office Board Room/Teleconference



3570 Airline Hwy., Hollister, CA

NOTICE & AGENDA

MARCH 19, 2024

Regularly Scheduled Board Meeting - 5:15PM

Closed Session to Precede the Regular Session – 4:30PM

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/83742305787?pwd=fzSUv2mMMuLGMS4fFRoFFJWiPDNcm5.1>

Passcode: SSCWD

Or Telephone: Dial + 1 (669) 444-9171 and when prompted enter Meeting ID: 837 4230 5787

Dial in Passcode: 831024

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 Mauro _____, Vice-President Parker _____,

Director Brown _____, 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 @ 4:30PM

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

1. **Labor Negotiation Discussion** – Gov. Code §54957.6, Request to Open Contract Negotiations with Collective Bargaining Unit
2. **Conference with Legal Counsel** – Potential Litigation Pertaining to Urban Area Water Supply and Treatment Agreement (§ 54956.9(d))

REGULAR SESSION

D. PLEDGE OF ALLEGIANCE

E. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION

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

- G. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS** – The public may comment¹ on any District business, not on the agenda, with a time limit of three minutes per speaker. To make a public comment in person please fill out a “Speaker Card” and return to the Minutes Clerk prior to speaking. When virtual meeting access is provided, please use the

“hand-raise” feature and you will be called upon to speak. No action 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 Board² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approve Minutes of the Special Board Meeting
 - February 27, 2024 (page 1)
 - March 12, 2024 (page 9)
2. Receive and Accept Allowance of Claims for Disbursements from February 1, 2024, Through February 29, 2024. (page 11)
3. Receive and Accept Associate Engineer Monthly Status Report – (February Report not Available)
4. Receive and Accept Finance Manager Monthly Status Reports:
 - a) Narrative Report (page 15)
 - b) Operation Summary (page 18)
5. Receive and Accept Superintendent Monthly Status Reports:
 - a) Maintenance (page 20)
 - b) City Meter Reading (page 25)
 - c) Groundwater Level Measurement (page 26)
6. Receive and Accept General Manager Monthly Status Report. (page 27)

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 Board² on these items as the Board reviews each item when directed to do so.

1. Consider Identifying And Approving Board Members To Attend The Association Of California Water Agencies Conference (ACWA) And The ACWA/Joint Powers Insurance Authority (JPIA) Meeting May 7 – May 9, 2024, In Person Meeting, Not To Exceed \$3100 Per Attendee. (Not A Project Under CEQA Per Article 20, Section 15378)
(page 29)
2. Consider And Adopt Resolution #599 Detailing Proposed Updates To The Following Policies:
 - a. Policy # 7100 – Board Meetings, Change Of Regularly Scheduled Board Meeting Day To The 4th Tuesday Of Each Month.
 - b. Policy # 7060 – Committees Of The Board Of Directors, Creation Of New Standing Committee Named Governance Committee. (page 40)
3. Consider pursuing contractual services for professional consultant support to update the SSCWD Strategic plan. (page 48)

J. STATUS REPORT

1. Governance Committee (JB, MA) – (No Meeting)
2. Water / Wastewater Committee (DB, JP) – (Meeting held Feb. 16, No action taken.)
3. Finance Committee (JB, EM) – (Meeting held Feb. 16, No action taken.)
4. Policy and Procedure Committee (JP, MA)– (No Meeting)
5. Personnel Committee (EM, DB) – (Meeting held Feb 16, No action taken.) (Meeting held Feb 22, Recommendation presented for Board Consideration.)
6. Water Resources Association of San Benito County (MA, Alt. JP) – (Meeting held Feb. 8, Annual Business Meeting)

K. BOARD and STAFF REPORTS

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

L. FUTURE AGENDA ITEMS

1. Rate model Review and Acceptance – April 23, 2024

M. ADJOURNMENT

Upon request, Sunnyslope County Water District (SSCWD) 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. SSCWD 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 23, 2024 @ 5:15 p.m., District Office

AGENDA DEADLINE: April 17, 2024 @ 12:00 p.m.

Future Scheduled Committee Meetings

Water Resources Association of San Benito County – April 4, 2024 @ 4pm

¹ 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.

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

MINUTES
Special Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
February 27th, 2024

A. CALL TO ORDER: The meeting was called to order at 4:30 p.m. by President Mauro, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

ROLL CALL: Present in Person: President Edward Mauro (EM), Vice President James Parker (JP), Director Dee Brown (DB), Director Jerry Buzzetta (JB), Director Michael Alcorn (MA).

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

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

2. Public Employee Performance Review (§ 54957)

General Manager

President Mauro retired to closed session at 5:00 p.m. and upon returning to the regular session, moved to take a brief recess at 5:10 p.m. The meeting was reconvened to open session at 5:16 p.m.

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

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

1. February 16, 2024, Special Meeting – Employee & Personnel Committee Public Employee Performance Review (§ 54957) – Title: General Manager

General discussion, no actions to report.

2. February 22, 2024, Special Meeting - Employee & Personnel Committee Public Employee Performance Review (§ 54957) – Title: General Manager

General discussion, recommendation for action presented to the Board under agenda Item I-3.

3. February 27, 2024, Special Meeting – Conference with Legal Counsel – Pending Litigation (§ 54956.9):

County of San Benito vs. SSCWD, San Benito County Superior Court Case No. CU-20-00068-
Discussed settlement terms of the pending case closure.

F. APPROVAL OF AGENDA: Director Buzzetta requests that Item I-2 be pulled from the agenda for further committee discussion prior to Board Discussion. President Mauro

requested a motion to approve the agenda. Director Brown motioned to approve the agenda with Director Buzzetta’s request to remove I-2, seconded by Director Alcorn, for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA), yes; (JP), yes; and (EM), yes; the motion carried 5-0.

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

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

H. CONSENT AGENDA:

Director Buzzetta requested items H 4-6 be removed from the consent agenda and be presented as New Business items for discussion by renumbering these items I 4-6. With item I-2 begin removed earlier, all items are renumbered to include these new 3 items. President Mauro asked for public comment and upon receiving none, President Mauro requested a motion to approve the consent agenda. Upon a motion made by Director Parker to approve the Consent Agenda with Director Buzzetta’s requests, seconded by Director Brown, for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA), yes; (JP), yes; and (EM) yes; the motion carried 5-0.

1. Approval of Minutes of the Special Board Meeting of January 23rd, 2024.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of January 1, 2024 through January 31, 2024, totaling \$1,113,926.72 which includes \$395,437.74 for payments to vendors, \$276,607.41 for Payroll, \$440,492.28 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$1,389.29 for customer refunds.

| <u>Date</u> | <u>Number</u> | <u>Name</u> | <u>Amount</u> |
|-------------|---------------|---|---------------|
| 01/03/2024 | 52056 | Ace Hardware (Johnson Lumber Co.) | \$22.48 |
| 01/03/2024 | 52057 | Advanced Chemical Transport Inc | \$4,215.75 |
| 01/03/2024 | 52058 | AT&T | \$768.87 |
| 01/03/2024 | 52059 | Brenntag Pacific, Inc. | \$18,622.35 |
| 01/03/2024 | 52060 | Brigantino Irrigation | \$9.11 |
| 01/03/2024 | 52061 | Calgon Carbon Corporation | \$71,697.79 |
| 01/03/2024 | 52062 | Central Ag Supply LLC | \$778.97 |
| 01/03/2024 | 52063 | Corbin Willits Systems, Inc. (MOM's) | \$150.00 |
| 01/03/2024 | 52064 | De Lay & Laredo | \$11,495.50 |
| 01/03/2024 | 52065 | Engineering News-Record (ENR) | \$149.99 |
| 01/03/2024 | 52066 | exceedio | \$1,836.00 |
| 01/03/2024 | 52067 | Green Valley Farm Supply, Inc | \$505.74 |
| 01/03/2024 | 52068 | J & J Air Conditioning | \$2,970.00 |
| 01/03/2024 | 52069 | Mc Gilloway, Ray, Brown & Kaufman | \$11,260.00 |
| 01/03/2024 | 52070 | Mission Uniform Service | \$525.67 |
| 01/03/2024 | 52071 | Plangrid, Inc. | \$990.00 |
| 01/03/2024 | 52072 | Razzolink.com | \$76.95 |
| 01/03/2024 | 52073 | State Water Resources Control Board-DWOCP | \$60.00 |
| 01/03/2024 | 52074 | Sterling Administration Health | \$1,150.00 |
| 01/03/2024 | 52075 | USA Blue Book | \$3,272.10 |
| 01/03/2024 | 52076 | UWUA Local 820 | \$1,177.08 |
| 01/03/2024 | 52077 | Verizon Wireless | \$534.16 |
| 01/03/2024 | 52078 | Wallace Group | \$3,398.75 |

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| 01/03/2024 | 52079 | STEVEN H BULGER | \$19.10 |
| 01/03/2024 | 52080 | DAISY M VAZQUEZ & EDGAR ZUNIGA | \$229.57 |
| 01/03/2024 | ACH2768 | P G & E | \$24,493.82 |
| 01/04/2024 | 52081 | Reading Truck | \$4,458.54 |
| 01/05/2024 | ACH2769 | Sterling Administration Health | \$100.00 |
| 01/05/2024 | ACH2770 | Principal | \$3,243.72 |
| 01/08/2024 | ACH2771 | iCloud | \$12,643.85 |
| 01/09/2024 | 52082 | ACC Business | \$1,323.29 |
| 01/09/2024 | 52083 | Ace Hardware (Johnson Lumber Co.) | \$289.07 |
| 01/09/2024 | 52084 | Brenntag Pacific, Inc. | \$3,313.35 |
| 01/09/2024 | 52085 | Carlson's Fire Extinguisher Sales & Serv | \$377.08 |
| 01/09/2024 | 52086 | City of Hollister-Finance Dept | \$440,492.28 |
| 01/09/2024 | 52087 | CM Analytical, Inc. | \$9,372.50 |
| 01/09/2024 | 52088 | Hach Company | \$52.67 |
| 01/09/2024 | 52089 | J M Electric | \$584.50 |
| 01/09/2024 | 52090 | Manuel Chavez | \$151.54 |
| 01/09/2024 | 52091 | Mission Uniform Service | \$492.21 |
| 01/09/2024 | 52092 | Ryan Herco Flow Solutions | \$268.45 |
| 01/09/2024 | 52093 | San Benito County Water District-Pumping | \$22,054.31 |
| 01/09/2024 | 52094 | San Benito Engineering & Surveying Inc. | \$4,000.00 |
| 01/09/2024 | 52095 | Simplot Grower Solutions | \$1,182.50 |
| 01/09/2024 | 52096 | State Water Resources Control Brd-WWOPCP | \$170.00 |
| 01/09/2024 | 52097 | Toro Petroleum Corp. | \$2,242.26 |
| 01/09/2024 | 52098 | U.S. Bank Corporate Payment Systems | \$4,059.49 |
| 01/09/2024 | 52100 | USA Blue Book | \$229.46 |
| 01/09/2024 | 52101 | VEOLIA WTS Analytical Instruments, Inc. | \$1,114.98 |
| 01/09/2024 | 52102 | Zoom Video Communications, Inc. | \$549.90 |
| 01/09/2024 | 52103 | PROPERTIES 152 LLC, | \$7.67 |
| 01/09/2024 | 52104 | JULIETTE RUBIO & LUIS RUIZ | \$56.86 |
| 01/12/2024 | ACH2772 | ADP | \$2,221.35 |
| 01/12/2024 | ACH2773 | Colonial Life | \$2,440.26 |
| 01/12/2024 | JN00540 | Net Pay | \$72,586.67 |
| 01/12/2024 | JN00540 | Total Tax | \$18,631.78 |
| 01/15/2024 | 52105 | Exceedio | \$9,597.45 |
| 01/17/2024 | 52106 | Ace Hardware (Johnson Lumber Co.) | \$209.71 |
| 01/17/2024 | 52107 | ACWA/JPIA | \$13,450.71 |
| 01/17/2024 | 52108 | Auto Tech Service Center, Inc. | \$240.00 |
| 01/17/2024 | 52109 | Bazilio Hernandez | \$32.73 |
| 01/17/2024 | 52110 | Brenntag Pacific, Inc. | \$46,614.62 |
| 01/17/2024 | 52111 | Buckles-Smith | \$1,301.44 |
| 01/17/2024 | 52112 | Calcon System, Inc. | \$1,070.00 |
| 01/17/2024 | 52113 | Central Ag Supply LLC | \$199.17 |
| 01/17/2024 | 52114 | De Lay & Laredo | \$7,600.00 |
| 01/17/2024 | 52115 | EBCO Pest Control | \$75.00 |
| 01/17/2024 | 52116 | Frisch Engineering Inc. | \$1,295.00 |
| 01/17/2024 | 52117 | Grainger, Inc. | \$99.53 |
| 01/17/2024 | 52118 | Hach Company | \$1,414.35 |
| 01/17/2024 | 52119 | LBF Enterprises | \$2,391.82 |
| 01/17/2024 | 52120 | Meter, Valve & Control | \$1,132.57 |
| 01/17/2024 | 52121 | Mission Uniform Service | \$948.67 |

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| 01/17/2024 | 52122 | O'Reilly Auto Parts | \$31.64 |
| 01/17/2024 | 52123 | R&S Erection of Monterey Bay, Inc. | \$614.00 |
| 01/17/2024 | 52124 | Recology San Benito County | \$342.91 |
| 01/17/2024 | 52125 | San Benito County-Environ. Health Div. | \$8,110.00 |
| 01/17/2024 | 52126 | San Benito Tire Pros & Automotive | \$164.46 |
| 01/17/2024 | 52127 | SBC Business Council, Inc. | \$1,250.00 |
| 01/17/2024 | 52128 | Toro Petroleum Corp. | \$563.41 |
| 01/17/2024 | 52129 | Trans Union LLC | \$206.69 |
| 01/17/2024 | 52130 | USA Blue Book | \$672.02 |
| 01/17/2024 | ACH2774 | Sterling Administration Health | \$13.40 |
| 01/17/2024 | ACH2775 | CalPERS - Retirement | \$23.08 |
| 01/17/2024 | ACH2776 | CalPERS - Retirement | \$8,001.38 |
| 01/17/2024 | ACH2777 | CalPERS - Retirement | \$8,793.48 |
| 01/17/2024 | ACH2778 | Nationwide Retirements Solutions | \$8,919.77 |
| 01/18/2024 | 52131 | LEO ST JOHN | \$88.72 |
| 01/18/2024 | 52132 | NICHOLE & GREGORY NEWTON | \$44.86 |
| 01/18/2024 | 52133 | ORLANDO GARZA | \$167.33 |
| 01/18/2024 | 52134 | JENNIFER HOSKINS | \$6.78 |
| 01/22/2024 | ACH2779 | Sterling Administration Health | \$32.54 |
| 01/23/2024 | 52135 | A-1 Services | \$403.00 |
| 01/23/2024 | 52136 | Ace Hardware (Johnson Lumber Co.) | \$91.89 |
| 01/23/2024 | 52138 | Assoc. of Calif. Water Agencies (ACWA) | \$21,670.00 |
| 01/23/2024 | 52139 | Auto Tech Service Center, Inc. | \$120.00 |
| 01/23/2024 | 52140 | Brenntag Pacific, Inc. | \$19,727.24 |
| 01/23/2024 | 52141 | Brigantino Irrigation | \$59.63 |
| 01/23/2024 | 52142 | Corbin Willits Systems, Inc. (MOM's) | \$150.00 |
| 01/23/2024 | 52143 | Edges Electrical Group, LLC | \$219.79 |
| 01/23/2024 | 52144 | Enterprise Electrical Services | \$947.18 |
| 01/23/2024 | 52145 | Exceedio | \$4,085.54 |
| 01/23/2024 | 52146 | Ferguson Enterprises, Inc. | \$104.66 |
| 01/23/2024 | 52147 | Iconix Waterworks (US) Inc. | \$817.63 |
| 01/23/2024 | 52148 | Mission Uniform Service | \$478.58 |
| 01/23/2024 | 52149 | O'Reilly Auto Parts | \$47.98 |
| 01/23/2024 | 52150 | San Benito Tire Pros & Automotive | \$25.00 |
| 01/23/2024 | 52151 | Star Concrete | \$334.85 |
| 01/23/2024 | 52152 | State Water Resources Control Brd-WWOPCP | \$110.00 |
| 01/23/2024 | 52153 | Toro Petroleum Corp. | \$1,970.93 |
| 01/23/2024 | 52154 | Transene Company Inc (Shape Products) | \$157.57 |
| 01/23/2024 | 52155 | Unified Truck Services | \$600.00 |
| 01/23/2024 | 52156 | OLGA TORRES | \$125.00 |
| 01/23/2024 | 52157 | TRINCHERO CONSTRUCTION CO INC, | \$643.40 |
| 01/25/2024 | ACH2780 | CalPERS - Retirement | \$23.08 |
| 01/25/2024 | ACH2781 | CalPERS - Retirement | \$7,860.88 |
| 01/25/2024 | ACH2782 | CalPERS - Retirement | \$8,782.29 |
| 01/25/2024 | ACH2783 | CalPERS - Health Insurance | \$29,115.91 |
| 01/25/2024 | JN00541 | Net Pay | \$67,835.59 |
| 01/25/2024 | JN00541 | Total Tax | \$17,684.64 |
| 01/26/2024 | ACH2784 | Sterling Administration Health | \$7.08 |
| 01/26/2024 | ACH2785 | Sterling Administration Health | \$39.38 |
| 01/26/2024 | ACH2786 | Nationwide Retirements Solutions | \$8,919.77 |

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| 01/29/2024 | 52158 | Ace Hardware (Johnson Lumber Co.) | \$809.52 |
| 01/29/2024 | 52159 | Brenntag Pacific, Inc. | \$10,014.06 |
| 01/29/2024 | 52160 | Brigantino Irrigation | \$33.70 |
| 01/29/2024 | 52161 | DKF Solutions Group, LLC | \$1,875.00 |
| 01/29/2024 | 52162 | Extreme Air, Inc. | \$360.00 |
| 01/29/2024 | 52163 | Filmtec Corporation | \$3,684.11 |
| 01/29/2024 | 52164 | Grainger, Inc. | \$299.74 |
| 01/29/2024 | 52165 | Hollister True Value | \$41.49 |
| 01/29/2024 | 52166 | Manuel Chavez | \$68.91 |
| 01/29/2024 | 52167 | San Benito Tire Pros & Automotive | \$669.06 |
| 01/29/2024 | 52168 | State Water Resources Control Board-DWOCP | \$90.00 |
| 01/29/2024 | 52169 | USA Blue Book | \$1,633.55 |
| 01/29/2024 | 52170 | Verizon Wireless | \$459.33 |
| 01/29/2024 | 52171 | Wallace Group | \$5,788.23 |
| 01/29/2024 | ACH2787 | Sterling Administration Health | \$102.00 |

-\$1,113,926.72

3. Receive Associate Engineer Monthly Status Report. (January Report Not Available)

I. NEW BUSINESS:

1. **Authorize The General Manager To Contract For Professional Services Extending Audit Services With McGilloway-Ray-Brown-Kaufman Accountants And Consultants (MRBK) For One Year Not To Exceed \$27,000. (Not A Project Under CEQA Per Article 20, Section 15378)**

Finance and HR Manager Barry Kelly spoke on the item, informing the board that the district has used the same auditors the last three years. Due to auditing requirements our current auditor, Patricia Kaufman, will have to switch out after this year, so it's favorable to the district to extend the current contract for her remaining year.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Parker made a motion to authorize the General Manager to contract for professional services extending audit services with McGilloway-Ray-Brown-Kaufman Accountants and Consultants (MRBK) for one year not to exceed \$27,000. This motion was seconded by Director Buzzetta for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

2. **General Manager's Contract Item #3.2 Performance Reviews, Incentive Pay in the amount of \$8200.**

General Manager Lander informed the board that the Employee and Personnel Committee met on this item twice in February to discuss this item and came to this recommendation based off Section 3.2 of the General Manager's contract that allows the board to authorize an incentive pay upon completion of a favorable annual review. Director Buzzetta suggests that in future reviews the General Manager include goals of the district for the year that could be discussed in a special strategic planning meeting. In

response General Manager Lander suggested that a planning discussion could occur the same time as a district tour that is being planned for early March.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Alcorn made a motion to approve. This motion was seconded by Director Parker for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

3. Authorize The General Manager To Continue To Participate With Shared Contractual GIS Services Through San Benito County For A Cost Not To Exceed \$21,082. (Not A Project Under CEQA Per Article 20, Section 15378)

General Manager Lander spoke on this item, informing the board that the district has taken part of this shared contractual GIS services for the last 8 years and it has been vital in maintaining our maps. Typically this is an expense that is within the General Manager's signing authority, but due to San Benito County Water District deciding not to participate and budgeting for additional labor hours this has more than doubled the typical yearly cost. Director Buzzetta questioned whether the participating agencies would receive a credit if San Benito County did decide to participate this year, to which General Manager Lander confirmed they would.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Alcorn made a motion to authorize the General Manager to continue to participate with shared contractual GIS services through San Benito County for a cost not to exceed \$21,082. This motion was seconded by Director Brown for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

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.

Director Buzzetta requested this item be pulled from the consent agenda for discussion, he began the discussion referring to page 14, the Finance and Human Resources Manager's Operations summary. Director Buzzetta brought attention to our overdue O&M receivables, stating his concern that the district is having to carry such large overdue balances. General Manager Lander commented that there was a lot of back and forth that was delaying the payment, but after various meetings with San Benito Foods and San Benito County the payment delay has been corrected. Mr. Lander also discussed the possibility of reviewing contract policy to add a net 30 with a 2% late fee to overdue accounts to ensure that these payments are being made in a timely manner.

Director Buzzetta continued his discussion referring to page 15, Statement of Income vs Budget, and page 17, Operating Income by Segment, to emphasize the financial impact running both water treatment plants at full capacity is having. Director Alcorn emphasized that customers have voted for better water quality so that is important.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to receive and accept the item. Director Brown made a motion to receive and accept the Finance Manager Monthly Status Reports, seconded by Director Buzzetta. President Mauro then took a roll call as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.

Director Buzzetta requested to pull this item out of the consent agenda to bring to new business for discussion, questioning Water/Wastewater Superintendent Jose Rodriguez about a couple of his reports pertaining to GAC exchange and work orders. Mr. Rodriguez explained how often the GAC exchanges have to occur, anywhere from 8-9 a year, and explains the jump in the number of work orders is not associated with any increase in tasks at the treatment plants. Very little extra labor is generated at the plants by increasing water throughput.

Director Buzzetta then questioned where the district is at with their water loss investigations, to which General Manager Lander informs him that it does seem like we'll need to replace some flow meters that are out of calibration, but recent calibration has stabilized current losses. In addition to the flow meters, the district has also purchased district zip ties to install on any water sources available to developers to prevent water theft. If a broken zip tie is found the developers will be charged \$1,000 per occurrence.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to receive and accept the item. Director Parker made a motion to receive and accept the Superintendent Monthly Status Reports, seconded by Director Alcorn. President Mauro then took a roll call as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

6. Receive General Manager Monthly Status Report

Director Buzetta noted that his questions in this report were discussed in item I-5 and required no further discussion.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to receive and accept the item. Director Alcorn made a motion to receive and accept the General Manager Monthly Status Report, seconded by Director Parker. President Mauro then took a roll call as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

J. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** (No meeting)
2. **Water/Wastewater Committee:** (Meeting held Feb. 16, No action taken.)
3. **Finance Committee:** (Meeting held Feb. 16, No action taken.)
4. **Policy and Procedure Committee:** (No meeting)
5. **Personnel Committee:** (Meeting held Feb 16, No action taken.) (Meeting held Feb 22, Recommendation presented for Board Consideration.)
6. **Water Resources Association of San Benito County (WRA):** (Meeting held Feb. 8, Annual Business Meeting)

K. BOARD and STAFF REPORTS

1. **Directors:** Directors Brown, Buzzetta, Alcorn and Mauro all reported attending the Sexual Harassment Prevention training that took place February 14th at 9:30 AM and Ethics & Brown Act training on February 21st at 9:30 AM. Directors Buzzetta, Alcorn and Mauro also reported attending the 2023 ACWA Fall Conference in November 2023 in Indian Wells, CA.

2. **District Counsel:** No Report.

3. **General Manager:** GM Lander reported that the district recently was awarded Small Collection System of the Year at the CWEA Monterey Bay Section 70th Annual Awards Banquet, which qualifies the district to compete for this award at the state level. Mr. Lander additionally reported that the district is still seeking an engineer.

L. **FUTURE AGENDA ITEMS:** Rate Model Review and Acceptance, Resolution to move the Regular Meeting date to the 4th Tuesday of the Month, Willow Landing Development Agreement, Fairview Corners Development Agreement, Gavilan College Development Agreement, Resolution to make the Governance Committee a Standalone Committee, District Tour and Strategic Planning Meeting

M. **ADJOURNMENT:** President Mauro adjourned the meeting at 6:44 p.m.

APPROVED BY THE BOARD:

Edward J. Mauro, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary

MINUTES
Special Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
March 12th, 2024

A. CALL TO ORDER: The special meeting and district tour was called to order at 2:00 p.m. by President Mauro, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

ROLL CALL: Present in Person: President Edward Mauro (EM), Vice President James Parker (JP), Director Dee Brown (DB).

Absent: Director Jerry Buzzetta (JB), Director Michael Alcorn (MA).

A quorum was present, and President Mauro proceeded with the meeting.

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

C. APPROVAL OF AGENDA: President Mauro requested a motion to approve the agenda. Director Brown motioned to approve the agenda, seconded by Director Parker, for which President Mauro then took a roll call vote as follows: (DB), yes; (JP), yes; and (EM), yes; the motion carried 3-0.

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 comments were received.

Staff Present: In Person: General Manager/Secretary Drew Lander,

E. DISTRICT FACILITY TOUR – Board Members departed at 2:18pm and proceeded to the following locations:

- Board departed 3570 Airline Highway @ 2:18pm
- Enterprise Well #7 @ 2:20pm – Enterprise Rd.
- West Hills Treatment Plant Tour and Discussion @ 2:50pm
- Southside Rd. at Blossom Ln. to observe the condition of the 2019 landslide @ 3:20pm
- Ridgemark Main-lift Sewer Pumpstation @ 3:30pm
- Ridgemark SBR Tour @ 3:40pm
- Concluded at SBR and returned to office to continue Strategic Planning Meeting at 4:00pm.

F. STRATEGIC PLANNING DISCUSSION – Board Members discussed the 2024 goals provided by the General Manager and discussion between board members resulted in the grouping of goals with emphasis on item #3, the completion of the Employee Handbook begin completed in time for Union negotiations, Item #6 to complete the Rate Model prior to the start of the next fiscal year, item #4 to successfully complete the Union negotiations prior to June 2024 Board meeting, and then #5 to report timely any progress associated with the Water Supply and Treatment agreement.

General Manager Lander noted that more information about a formal 5yr Strategic Plan will be provided at the next Regular Board meeting.

G. ADJOURNMENT: President Mauro adjourned the meeting at 5:20 pm.

APPROVED BY THE BOARD:

Edward J. Mauro, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary



Sunnyslope Water District

Disbursement Reports FY 23-24

February 1, 2024 through February 29, 2024

| Date | Num | Name | Amount |
|------------|---------|---|--------------|
| 02/02/2024 | 52172 | ACC Business | \$1,343.14 |
| 02/02/2024 | 52173 | AT&T | \$1,037.23 |
| 02/02/2024 | 52174 | Brenntag Pacific, Inc. | \$7,042.08 |
| 02/02/2024 | 52175 | Hollister Auto Parts, Inc. | \$150.57 |
| 02/02/2024 | 52176 | Meter, Valve & Control | \$3,078.63 |
| 02/02/2024 | 52177 | Mission Uniform Service | \$501.57 |
| 02/02/2024 | 52178 | Petty Cash | \$90.00 |
| 02/02/2024 | 52179 | Ridgemark Homeowners Association | \$105.00 |
| 02/02/2024 | 52180 | San Benito County Water District | \$484,177.72 |
| 02/02/2024 | 52182 | USA Blue Book | \$974.30 |
| 02/02/2024 | 52183 | UWUA Local 820 | \$784.72 |
| 02/02/2024 | 52184 | VEOLIA WTS Analytical Instruments, Inc | \$7,025.43 |
| 02/02/2024 | 52185 | Wright Bros. Welding & Sheet Metal, Inc. | \$217.89 |
| 02/05/2024 | ACH2788 | Principal | \$3,380.16 |
| 02/05/2024 | ACH2789 | P G & E | \$25,193.24 |
| 02/06/2024 | ACH2790 | iCloud | \$12,762.15 |
| 02/08/2024 | 52186 | DiBudo & DeFendis Insurance Brokers, LLC | \$3,116.04 |
| 02/08/2024 | 52187 | LARRY & BARBARA HOPPE | \$67.77 |
| 02/08/2024 | 52188 | JOYCE & DAVID MACHADO | \$258.10 |
| 02/08/2024 | 52189 | SHIVARAJ MALLALI & MARSHINI RAO | \$135.81 |
| 02/08/2024 | 52190 | SEATEC UNDERGROUND UTILITIES, | \$410.84 |
| 02/08/2024 | 52191 | ANDERSON HOMES, | \$402.40 |
| 02/09/2024 | ACH2791 | ADP | \$2,221.35 |
| 02/09/2024 | JN00546 | Net Pay | \$67,906.73 |
| 02/09/2024 | JN00546 | Total Tax | \$17,388.73 |
| 02/13/2024 | 52192 | Ace Hardware (Johnson Lumber Co.) | \$494.15 |
| 02/13/2024 | 52193 | Brenntag Pacific, Inc. | \$5,960.75 |
| 02/13/2024 | 52194 | Brigantino Irrigation | \$122.99 |
| 02/13/2024 | 52195 | City of Hollister-Finance Dept | \$448,919.68 |
| 02/13/2024 | 52196 | Clean Brothers | \$150.00 |
| 02/13/2024 | 52197 | CM Analytical, Inc. | \$14,225.00 |
| 02/13/2024 | 52198 | EBCO Pest Control | \$75.00 |
| 02/13/2024 | 52199 | Edges Electrical Group, LLC | \$45.34 |
| 02/13/2024 | 52200 | exceedio | \$15,035.30 |
| 02/13/2024 | 52201 | Hollister Auto Parts, Inc. | \$71.70 |
| 02/13/2024 | 52202 | Interstate Battery System of San Jose Inc | \$156.74 |
| 02/13/2024 | 52203 | John Smith Road Landfill | \$2,099.40 |

Disbursement Reports FY 23-24

| | | | |
|------------|---------|--|-------------|
| 02/13/2024 | 52204 | Mc Master-Carr | \$67.61 |
| 02/13/2024 | 52205 | Mission Uniform Service | \$457.76 |
| 02/13/2024 | 52206 | O'Reilly Auto Parts | \$56.31 |
| 02/13/2024 | 52207 | Recology San Benito County | \$342.91 |
| 02/13/2024 | 52208 | RJR Recycling | \$2,000.00 |
| 02/13/2024 | 52209 | San Benito Engineering & Surveying Inc. | \$4,960.00 |
| 02/13/2024 | 52210 | San Benito Tire Pros & Automotive | \$937.26 |
| 02/13/2024 | 52211 | Toro Petroleum Corp. | \$2,128.23 |
| 02/13/2024 | 52212 | U.S. Bank Corporate Payment Systems | \$6,201.87 |
| 02/13/2024 | 52213 | ULINE | \$461.94 |
| 02/13/2024 | 52214 | Unified Truck Services | \$300.00 |
| 02/13/2024 | 52215 | William K Boltz | \$102.57 |
| 02/13/2024 | 52216 | Wright Bros. Welding & Sheet Metal, Inc. | \$471.84 |
| 02/14/2024 | ACH2792 | CalPERS - Retirement | \$23.08 |
| 02/14/2024 | ACH2793 | Colonial Life | \$1,922.76 |
| 02/14/2024 | ACH2794 | CalPERS - Retirement | \$7,977.46 |
| 02/14/2024 | ACH2795 | CalPERS - Retirement | \$8,400.39 |
| 02/14/2024 | ACH2796 | Nationwide Retirements Solutions | \$8,840.53 |
| 02/15/2024 | ACH2797 | Sterling Administration Health | \$14.58 |
| 02/16/2024 | ACH2798 | Sterling Administration Health | \$10.00 |
| 02/20/2024 | ACH2799 | Sterling Administration Health | \$100.00 |
| 02/20/2024 | ACH2800 | Sterling Administration Health | \$1,596.00 |
| 02/21/2024 | 52217 | A-1 Services | \$403.00 |
| 02/21/2024 | 52218 | Ace Hardware (Johnson Lumber Co.) | \$179.10 |
| 02/21/2024 | 52219 | Auto Tech Service Center, Inc. | \$260.00 |
| 02/21/2024 | 52220 | Brenntag Pacific, Inc. | \$9,910.78 |
| 02/21/2024 | 52221 | Brigantino Irrigation | \$123.19 |
| 02/21/2024 | 52222 | Calcon System, Inc. | \$1,690.00 |
| 02/21/2024 | 52223 | Calgon Carbon Corporation | \$71,697.79 |
| 02/21/2024 | 52224 | Central Ag Supply LLC | \$1,413.00 |
| 02/21/2024 | 52225 | Charles P. Crowley Company, Inc. | \$489.08 |
| 02/21/2024 | 52226 | Corbin Willits Systems, Inc. (MOM's) | \$150.00 |
| 02/21/2024 | 52227 | De Lay & Laredo | \$6,275.00 |
| 02/21/2024 | 52228 | DXP Enterprises, Inc. | \$592.97 |
| 02/21/2024 | 52229 | exceedio | \$8,410.00 |
| 02/21/2024 | 52230 | Hach Company | \$4,955.69 |
| 02/21/2024 | 52231 | J M Electric | \$334.00 |
| 02/21/2024 | 52232 | Mission Uniform Service | \$947.38 |
| 02/21/2024 | 52233 | Municipal Maintenance Equipment | \$2,145.45 |
| 02/21/2024 | 52234 | MuniQuip, LLC | \$2,685.48 |

Disbursement Reports FY 23-24

| | | | |
|------------|---------|--|-----------------------|
| 02/21/2024 | 52235 | Star Concrete | \$262.20 |
| 02/21/2024 | 52236 | State Water Resources Control Brd-WWOPCP | \$110.00 |
| 02/21/2024 | 52237 | Toro Petroleum Corp. | \$2,052.50 |
| 02/21/2024 | 52238 | TPO | \$175.00 |
| 02/21/2024 | 52239 | Trans Union LLC | \$219.10 |
| 02/21/2024 | 52240 | Troy Quick | \$108.25 |
| 02/21/2024 | 52241 | Unified Truck Services | \$992.13 |
| 02/21/2024 | 52242 | USA Blue Book | \$153.89 |
| 02/21/2024 | 52243 | Wienhoff Drug Testing | \$75.00 |
| 02/21/2024 | 52244 | Wistex II LLC | \$5,840.00 |
| 02/21/2024 | ACH2801 | ADP | \$236.30 |
| 02/23/2024 | JN00547 | Net Pay | \$66,242.02 |
| 02/23/2024 | JN00547 | Total Tax | \$17,460.94 |
| 02/26/2024 | 52261 | GURBACHMAN MANN | \$257.95 |
| 02/26/2024 | 52262 | SOUTHEASTERN CALIFORNIA CONFERENCI | \$267.46 |
| 02/26/2024 | 52263 | CHARLES/NICOLE BELLEMARE | \$28.32 |
| 02/26/2024 | 52264 | ADRIANA BURKE | \$29.70 |
| 02/26/2024 | 52265 | GABRIELA LIZET RUBIO | \$40.53 |
| 02/26/2024 | ACH2802 | CalPERS - Retirement | \$23.08 |
| 02/26/2024 | ACH2803 | Sterling Administration Health | \$48.02 |
| 02/26/2024 | ACH2804 | CalPERS - Retirement | \$7,907.70 |
| 02/26/2024 | ACH2805 | CalPERS - Retirement | \$8,382.53 |
| 02/26/2024 | ACH2806 | Nationwide Retirements Solutions | \$8,840.55 |
| 02/26/2024 | ACH2807 | CalPERS - Health Insurance | \$29,115.91 |
| 02/28/2024 | 52246 | Ace Hardware (Johnson Lumber Co.) | \$171.00 |
| 02/28/2024 | 52247 | Badger Meter, Inc. | \$77,858.81 |
| 02/28/2024 | 52248 | Brenntag Pacific, Inc. | \$59,932.93 |
| 02/28/2024 | 52249 | exceedio | \$4,583.54 |
| 02/28/2024 | 52250 | Filmtec Corporation | \$1,361.00 |
| 02/28/2024 | 52251 | Green Line | \$2,490.00 |
| 02/28/2024 | 52252 | InfoSend | \$10,140.46 |
| 02/28/2024 | 52253 | Kruger | \$75,307.63 |
| 02/28/2024 | 52254 | Mission Uniform Service | \$543.58 |
| 02/28/2024 | 52255 | Petty Cash | \$135.00 |
| 02/28/2024 | 52256 | Raftelis Financial Consultants, Inc. | \$11,330.00 |
| 02/28/2024 | 52257 | State Water Resources Control Board-DWPF | \$40,981.56 |
| 02/28/2024 | 52258 | USA Blue Book | \$86.58 |
| 02/28/2024 | 52259 | Verizon Wireless | \$459.58 |
| 02/28/2024 | 52260 | YourMembership.com, Inc | \$299.00 |
| | | | \$1,721,712.41 |

Disbursement Reports FY 23-24

S U M M A R Y:

Accounts Payable Paid to:

| | |
|---|-----------------------|
| Vendors | \$531,134.96 |
| Payroll - Employee | \$255,581.17 |
| San Benito County | \$484,177.72 |
| City of Hollister for City Billing Collected, Net of Fees | \$448,919.68 |
| Customer Refunds & Returned Checks/ACH | \$1,898.88 |
| Debt & Finance | \$0.00 |
| Total Disbursements | \$1,721,712.41 |

Staff Report

Agenda Item: **H – 4a**

DATE: March 13, 2024 (March 19, 2024 Meeting)
TO: Board of Directors
FROM: Finance & Human Resource Manager, Barry Kelly
SUBJECT: Statement of: Operations

OVERVIEW (Jan 2024)

January 2024 Financial Statement results were reported in the finance staff report at the February 27 Board meeting. Moving the regularly scheduled board meeting to the 4th Tuesday of the month will improve the completeness of the monthly statements. Operating and Financial activity reports will be based on the previous month-end data. If it's resolved in this meeting to make the change starting in April, that Board presentation will include activity for both February and March and then be monthly moving forward.

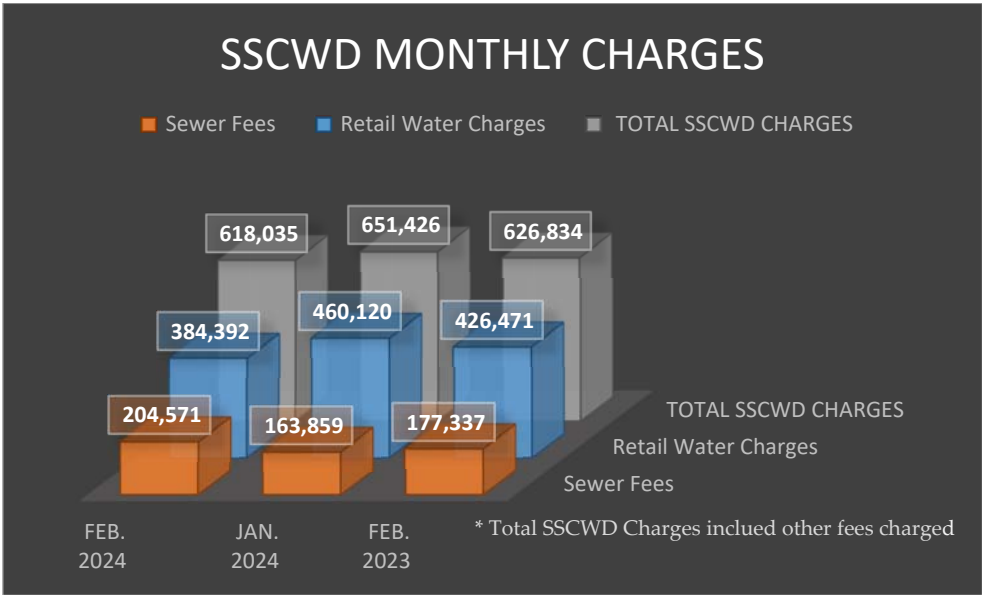
OPERATIONS SUMMARY (Feb 2024)

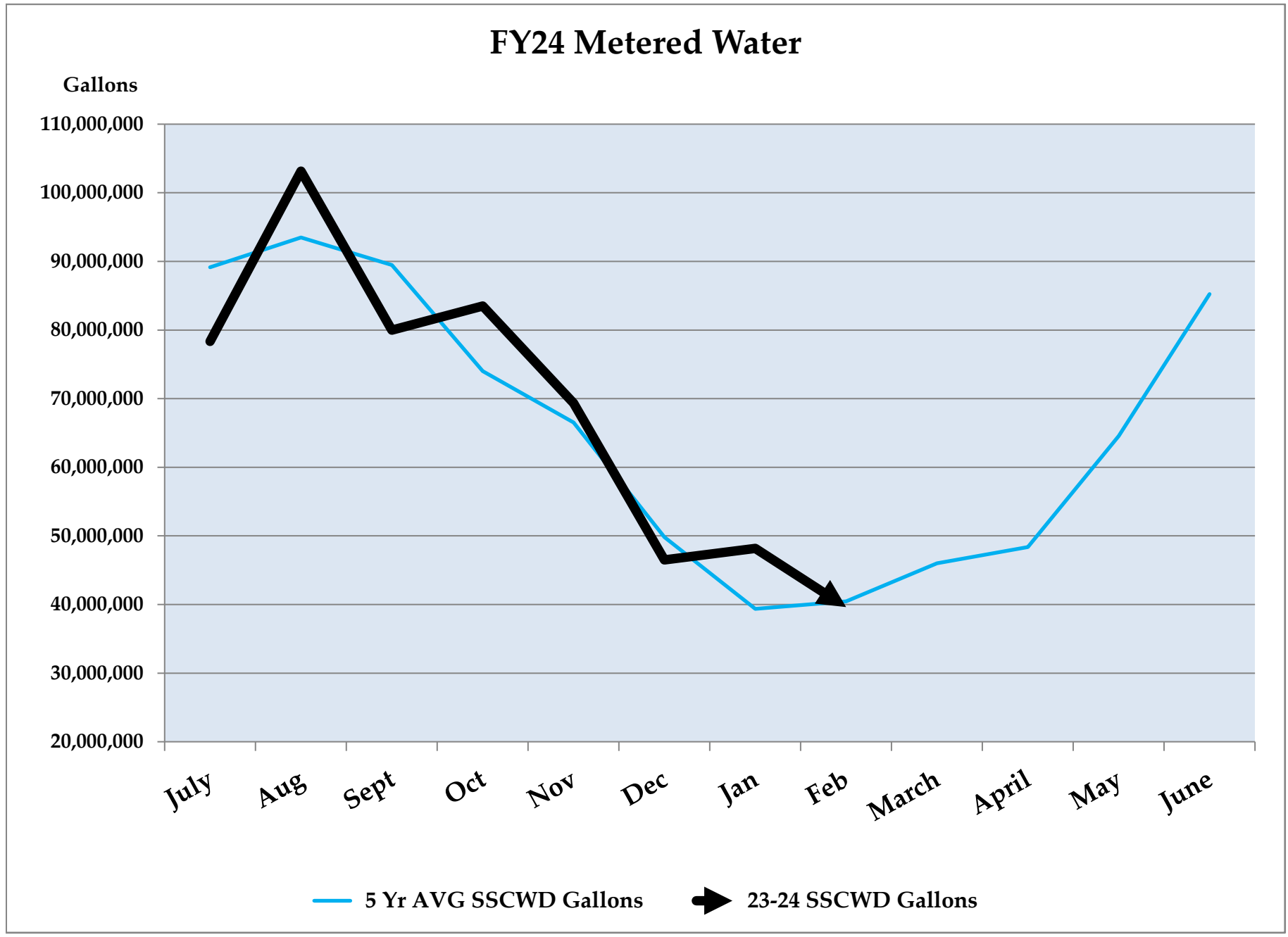
Connections increased by 34 accounts in February. Sunnyslope now serves 7,539 connections and 5,694 accounts utilize online services and electronic payments.

YTD Revenue for FY 24 is \$9.7MM which is an increase of 20% YOY.

Receivables from operations total \$1.2m. 14% percent is past due, down 3% from January. O&M receivables total \$378k which is current. San Benito Foods totals \$29k and is also current. As noted at last month's meeting, both entities have forced the District to carry six figure overdue balances in the past. This is particularly problematic with SBF. As a private entity, our recourse is tenuous should they not pay. I recommend that we impose a 2% net 30 day fee on overdue balances starting the new contractual year. Also, I recommend that the contractual provision that SBF pay monthly be enforced.

Water consumption YTD is up 7.2% from one year ago. Billed Metered water YTD is 548 MM gallons vs 512 MM for the same period in the prior year.





Sunnyslope County Water District

2023 / 2024

OPERATION SUMMARY (This Year)

| ITEMS | JULY 2023 | AUG. 2023 | SEPT. 2023 | OCT. 2023 | NOV. 2023 | DEC. 2023 | JAN. 2024 | FEB. 2024 | MAR. 2024 | APR. 2024 | MAY 2024 | JUNE 2024 | YTD TOTAL |
|--------------------------------------|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|--------------|-------------|--------------|-----------------|
| NO. WATER CAPACITY FEE RECD | 7 | 8 | - | 23 | 13 | 2 | 9 | 34 | | | | | 96 |
| NO. WW CAPACITY FEE RECD | 5 | 4 | - | - | - | - | | 20 | | | | | 29 |
| NO. WATER ACCOUNTS | 7,443 | 7,442 | 7,449 | 7,469 | 7,467 | 7,485 | 7,494 | 7,539 | | | | | |
| NO. SSCWD SEWER ACCTS | 1,302 | 1,308 | 1,309 | 1,306 | 1,308 | 1,305 | 1,311 | 1,313 | | | | | |
| NO. COH SEWER ACCTS | 4,877 | 4,884 | 4,906 | 4,922 | 4,938 | 4,972 | 4,984 | 5,013 | | | | | |
| Total WaterSmart / Invoice Cloud | 5,653 | 5,470 | 5,864 | 5,693 | 5,661 | 5,680 | 5,673 | 5,694 | - | - | - | - | |
| NO. E-BILL Invoice Cloud (Paperless) | 2,090 | 2,119 | 2,153 | 2,146 | 2,164 | 2,180 | 2,181 | 2,195 | | | | | |
| MONTHLY CHARGES | | | | | | | | | | | | | |
| Retail Water Charges | \$ 678,622.03 | \$ 851,334.48 | \$ 684,394.94 | 710,883.41 | 611,236.80 | 481,028.87 | \$ 460,120.11 | \$ 384,392.30 | | | | | \$ 4,862,012.94 |
| Sewer Fees | 162,527.70 | 162,127.99 | 164,279.77 | 163,759.42 | 163,744.51 | 163,708.67 | 163,859.14 | 204,570.74 | | | | | 1,348,577.94 |
| Installation Fees | 2,960.00 | 4,860.00 | - | 9,315.00 | 6,215.00 | 810.00 | 3,520.00 | 10,930.00 | | | | | 38,610.00 |
| Late Fees | 7,400.55 | 8,213.75 | 10,439.18 | 7,678.22 | 7,622.41 | 8,971.82 | 6,532.99 | 5,256.32 | | | | | 62,115.24 |
| Admin. Collection Fees, net | | | | | | | | | | | | | - |
| COH Billing Fees | 14,679.00 | 14,721.00 | 14,808.00 | 14,832.00 | 14,922.00 | 15,009.00 | 15,054.00 | 14,604.00 | | | | | 118,629.00 |
| Other Misc. Fees | 2,785.48 | 2,325.39 | 1,600.00 | 30,186.38 | 1,375.73 | 10,450.64 | 2,340.00 | (1,718.49) | | | | | 49,345.13 |
| TOTAL SSCWD CHARGES | \$ 868,974.76 | \$ 1,043,582.61 | \$ 875,521.89 | \$ 936,654.43 | \$ 805,116.45 | \$ 679,979.00 | \$ 651,426.24 | \$ 618,034.87 | \$ - | \$ - | \$ - | \$ - | \$ 6,479,290.25 |
| CITY OF HOLLISTER CHARGES | | | | | | | | | | | | | |
| COH Sewer Fees | 439,232.35 | 440,073.98 | 441,641.95 | 443,488.36 | 444,804.27 | 446,587.41 | 437,044.44 | 422,937.98 | | | | | \$ 3,515,810.74 |
| COH Street Sweeping | 11,143.60 | 11,149.86 | 11,194.04 | 11,241.20 | 11,277.80 | 11,321.04 | 11,334.75 | 11,366.57 | | | | | 90,028.86 |
| COH Senior Discount | (1,427.10) | (1,407.00) | (1,414.80) | (1,459.26) | (1,467.30) | (1,467.30) | (1,467.30) | (1,467.26) | | | | | (11,577.32) |
| Total COH Charges | 448,948.85 | 449,816.84 | 451,421.19 | 453,270.30 | 454,614.77 | 456,441.15 | 446,911.89 | 432,837.29 | - | - | - | - | 3,594,262.28 |
| Late Fees ** | 5,371.85 | 5,635.57 | 5,292.91 | 5,482.09 | 5,140.00 | 4,907.40 | 5,075.02 | 3,482.92 | | | | | 40,387.76 |
| TOTAL COH CHARGES | \$ 454,320.70 | \$ 455,452.41 | \$ 456,714.10 | \$ 458,752.39 | \$ 459,754.77 | \$ 461,348.55 | \$ 451,986.91 | \$ 436,320.21 | \$ - | \$ - | \$ - | \$ - | \$ 3,634,650.04 |
| ACCOUNTS RECEIVABLE - Aged | | | | | | | | | | | | | |
| A/R for Sunnyslope Water ** | \$ 994,039.75 | \$ 1,182,589.86 | \$ 1,028,536.87 | \$ 1,028,959.80 | \$ 950,312.12 | \$ 824,990.90 | \$ 798,559.11 | \$ 720,675.76 | | | | | |
| A/R for City of Hollister ** | 563,971.82 | 584,258.78 | 576,598.85 | 574,964.95 | 586,571.15 | 590,785.95 | 578,799.18 | 551,908.34 | | | | | |
| Unapplied Payments | (48,720.53) | (48,256.13) | (43,957.84) | (47,912.58) | (55,020.27) | (68,083.30) | (62,384.80) | (61,235.14) | | | | | |
| Outstanding Bills Owed | \$ 1,509,291.04 | \$ 1,718,592.51 | \$ 1,561,177.88 | \$ 1,556,012.17 | \$ 1,481,863.00 | \$ 1,347,693.55 | \$ 1,314,973.49 | \$ 1,211,348.96 | \$ - | \$ - | \$ - | \$ - | |
| Past Due | \$ 267,120.54 | \$ 259,706.29 | \$ 289,851.57 | \$ 265,104.60 | \$ 276,827.88 | \$ 283,998.10 | \$ 232,523.96 | \$ 171,440.86 | | | | | |
| % Past Due | 17.70% | 15.11% | 18.57% | 17.04% | 18.68% | 21.07% | 17.68% | 14.15% | N/A | N/A | N/A | N/A | |
| SBCWD O&M Owed | | | \$562,694.15 | \$496,071.00 | \$370,881.77 | \$384,771.95 | \$556,719.61 | \$378,094.22 | | | | | |
| San Benito Foods Owed | | | \$ 467,638.17 | \$ 270,971.34 | \$ 304,304.67 | \$ 337,638.00 | \$ 370,971.30 | \$ 28,645.20 | | | | | |

Sunnyslope County Water District

2023 / 2024

OPERATION SUMMARY (This Year)

| ITEMS | JULY 2023 | AUG. 2023 | SEPT. 2023 | OCT. 2023 | NOV. 2023 | DEC. 2023 | JAN. 2024 | FEB. 2024 | MAR. 2024 | APR. 2024 | MAY 2024 | JUNE 2024 | YTD TOTAL |
|--|--------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|--------------|---------------|
| WATER METERED | | | | | | | | | | | | | |
| Cubic Feet | 10,476,000 | 13,790,400 | 10,695,300 | 11,162,700 | 9,273,100 | 6,216,400 | 6,442,300 | 5,297,600 | | | | | 73,353,800 |
| Total SSCWD Gallons | 78,360,480 | 103,152,192 | 80,000,844 | 83,496,996 | 69,362,788 | 46,498,672 | 48,188,404 | 39,626,048 | - | - | - | - | 548,686,424 |
| WATER SOURCE | | | | | | | | | | | | | |
| Well #2 (Southside Road) | 3,216,000 | 4,438,000 | 1,566,000 | 20,000 | 378,000 | 1,024,000 | 1,861,000 | 2,004,000 | - | - | - | - | 14,507,000 |
| Well #5 (Ray Cir/Enterprise) | 1,258,700 | 1,445,061 | 2,941,907 | 3,086,942 | 1,968,696 | 1,782,157 | 627,627 | 1,858,986 | - | - | - | - | 14,970,076 |
| Well #7 (Enterprise Rd) | 1,975,951 | 1,045,825 | 388,265 | 21,383 | - | 372,196 | 440,362 | 408,656 | - | - | - | - | 4,652,638 |
| Well #8 (Ridgemark) | 5,719,000 | 12,855,000 | 19,826,000 | 15,937,000 | 14,466,000 | 8,127,000 | 7,206,000 | 2,136,000 | - | - | - | - | 86,272,000 |
| Well #11 (Southside Road) | 6,753,000 | 7,344,000 | 3,044,000 | 62,000 | 2,783,000 | 3,290,000 | 4,071,000 | 5,062,000 | - | - | - | - | 32,409,000 |
| Net Well Intertie | (9,713,600) | (8,573,700) | (4,803,100) | (3,773,700) | (1,925,950) | (11,618,300) | (16,240,400) | (7,518,800) | | | | | (64,167,550) |
| TOTAL from Wells | 9,209,051 | 18,554,186 | 22,963,072 | 15,353,625 | 17,669,746 | 2,977,053 | (2,034,411) | 3,950,842 | - | - | - | - | 88,643,164 |
| Lessalt W.T.P. I (High Zone) | 30,051,000 | 41,453,000 | 32,234,000 | 39,306,000 | 35,941,000 | 9,293,000 | 12,581,000 | 12,965,000 | - | - | - | - | 213,824,000 |
| Lessalt W.T.P. I (Middle Zone) | 13,037,000 | 16,620,000 | 12,880,000 | 14,828,000 | 13,590,000 | 23,850,000 | 17,660,000 | 12,854,000 | - | - | - | - | 125,319,000 |
| West Hills W.T.P. @ Well #2) | 13,107,000 | 20,205,000 | 12,594,000 | 13,974,000 | 3,902,000 | 3,193,000 | 9,930,000 | 4,201,000 | | | | | 81,106,000 |
| West Hills W.T.P. @ Well #11) | 25,764,000 | 31,979,000 | 21,927,000 | 27,068,000 | 18,799,000 | 13,232,000 | 17,724,000 | 5,653,000 | | | | | 162,146,000 |
| West Hills W.T.P. @ COH #2) | 13,670,000 | 1,296,000 | 12,780,000 | 22,509,000 | 19,715,000 | 13,087,000 | 15,878,000 | 5,721,000 | | | | | 104,656,000 |
| West Hills W.T.P. @ COH #4) | 22,709,000 | 14,146,000 | 8,998,000 | 3,185,000 | 24,178,000 | 17,737,000 | 20,768,000 | 7,987,000 | | | | | 119,708,000 |
| West Hills W.T.P. @ COH #5) | 22,634,000 | 13,998,000 | 26,450,000 | 41,595,000 | 24,194,000 | 17,571,000 | 22,711,000 | 7,427,000 | | | | | 176,580,000 |
| TOTAL Surface Water (Plant Production) | 140,972,000 | 139,697,000 | 127,863,000 | 162,465,000 | 140,319,000 | 97,963,000 | 117,252,000 | 56,808,000 | - | - | - | - | 983,339,000 |
| Plant Production Used by Hollister | 67,946,370 | 46,274,558 | 62,547,029 | 85,735,000 | 86,356,071 | 65,850,049 | 74,793,479 | 32,182,605 | | | | | |
| SSCWD % of Plant Production | 51.80% | 66.88% | 51.08% | 47.23% | 38.46% | 32.78% | 36.21% | 43.35% | 0 | 0 | 0 | 0 | (122,351,740) |
| Estimated Water Gain(Loss) | (3,874,201) | (8,824,436) | (8,278,199) | (8,586,629) | (2,269,887) | 11,408,668 | (7,672,185) | 2,206 | | | | | -11.41% |
| Percent Difference | -2.58% | -5.58% | -5.49% | -4.83% | -1.44% | 11.30% | -6.66% | 0.00% | | | | | |
| Water Consumption Per Customer | 10528 | 13861 | 10740 | 11179 | 9289 | 6212 | 6430 | 5256 | | | | | 9187 |
| Blend - % Surface | 88.25% | 82.01% | 71.30% | 81.61% | 74.53% | 93.60% | 100.00% | 90.03% | | | | | 85.17% |
| Chemical, Carbon, Water PAF | 1399 | 1373 | 1349 | 1325 | 1284 | 1284 | 1254 | 1291 | | | | | 1320 |
| Blend Budget Impact | \$85,478 | \$64,785 | \$29,899 | \$71,389 | \$40,169 | \$64,834 | \$90,271 | \$33,803 | | | | | \$480,628 |
| (SBCWD Raw Water & Power increased \$110in May 2022, \$334 May 2023) | | | | | | | | | | | | | |
| Cost of Water Produced (Per Acre Foot) | 3,526 | 2,755 | 3,303 | 4,383 | 3,979 | 5,914 | 5,203 | 6,346 | | | | | 4,408 |
| Prior YTD Cost | 2,666 | 2,445 | 3,115 | 3,970 | 4,342 | 5,073 | 4,324 | 3,128 | 3,406 | 7,175 | 3,740 | 4,649 | 3,795 |

Staff Report

Agenda Item: H – 5a

DATE: March 12, 2024 (March 19, 2024 Meeting)

TO: Board of Directors

FROM: Water/Wastewater Superintendent, Jose J. Rodriguez

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

Narrative

1. All three water reports were completed and submitted on time by February 9, 2024.
2. Westhills WTP and Lessalt WTP treated 2.00 MGD and 1.38 MGD, respectively. In the month of February, Westhills WTP produced a total of 58.186 million gallons while Lessalt WTP produced 40.272 million gallons. The total acre foot produced in February 2024 was 302.156-acft with a balance of 1,246-acft at the end of the 2023-2024 year. Just shy of 5000-acre feet of surface water was treated and distributed this water year.
3. After last month's Board discussion about work orders, staff developed more detail on the work order numbers. The average increase in work orders (WO) from approximately 200 monthly to now 350+ is due to the new Tyler finance system working together with the meter software, Temetra. Now, WO's which were previously not captured (ie: Start and Stop services) are now two WO's rather than one, we are also once again conducting shut off's and restarts which will also increase our totals. Additional work load has not been created by recording more WO's but better detail is now available to describe what actions staff is doing in the field. Resuming starts and stops for unpaid bills has increased some workload.
4. The Westhills treatment plant experienced periodic power interruptions which would cause the plant to shut down and cause an operator to be dispatched. After several internal investigations it was traced back to a motor control PLC temporarily losing logic with SCADA. Primex was able to replace the ethernet switch which seems to be the origin of the issue. No power issues have occurred since the switch was replaced.
5. Due to the lower water demand in the winter months Lessalt WTP skipped a GAC exchange. The GAC removal efficiency will be monitored in the month of March to determine if a GAC exchange is required.
6. Both Lessalt WTP and Westhills WTP's continue to utilize the Computer Maintenance Management System (CMMS) to better manage treatment facilities equipment and document preventative maintenance activities. A total of 178 Work Orders were completed by Sunnyslope Staff between the two facilities.

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

Water (8) February 2024

1. Cleared weeds on access road and around Fairview Tanks.
2. RCAC training on Groundwater and Sanitary Surveys.
3. Replaced battery cables on Well #7 generator.
4. Continued clearing weeds around district facilities.
5. Repositioned Well #7 and City of Hollister Well #4 SCADA antennas.
6. Replaced 2" blow-off valve on the east end of Brigantino Drive.
7. Vince from Quinn replaced the coolant heater on Well #8 generator.
8. Installed truck number on trucks.
9. Cleared weeds on access road and around Fairview Tanks.



| | |
|-------------------------|--|
| Project Location | : Fairview Tanks |
| Project | : Ground maintenance |
| Department | : Utilities/Maintenance Department |
| Description | : Annual Vegetation prevention maintenance around District tanks both on Fairview and the Ridgemark tanks. Vegetation maintenance around the tanks is crucial to prevent brush fire ahead of the summer months, impedes animal habitat from being established where ground squirrels can damage equipment and also maintains overall visual security of facilities. |

LESSALT Water Treatment Plant (7)

1. Replaced union on Caustic feed line on top of caustic CIP tank. (corrective maintenance).
2. JM electric installed a new actuator valve on the MF backwash supply line LCV 201 (corrective maintenance). JM Electric also traced an unknown breaker to this actuator which was previously unidentified.
3. Superintendent reviewing daily procedures at the plant and getting familiar with everyday operations. Review Clean in Place (CIP) techniques and safety practices.
4. CIP acid and caustic cleans on CMF 1,2 and 3 (corrective and predictive maintenance).
5. The new Total Organic Carbon (TOC) analyzer would not take calibration during routine weekly maintenance. Equipment is still under warranty and a Veolia Tech was subsequently scheduled for maintenance. The Veolia Tech investigated alarm on the TOC analyzer and found that the TOC flow sensor was faulty and needed to be replaced.
6. To increase redundancy and staff reliability additional staff have begun training at Lessalt WTP. Adan Cervantes has begun training in the daily procedures at the plant and is getting familiar with everyday operations.
7. Acid clean all CL17 (preventive maintenance). Acid clean minimizes scaling formation and ensure more representative readings.

West Hills Water Treatment Plant (10)

1. Dug up and inspected the first chamber on plant septic tank, inspection looks good.
2. Brain Malley installed a new soft start on backwash pump #1 and new interface on Grundfos pumps.
3. The Clearwell underdrain Human Machine Interface (HMI) was replaced due to loss of communication and inability for it to properly control underdrain levels. The new HMI required programming. A Calcon technician transferred the old control logic to the new unit and tested it for proper operation.
4. Replaced clear-well chlorine sample pump. The chlorine pump continuously transfers sample water to the analyzer for it to automatically adjust chemical dosage and maintain residual in the system as required by DDW.
5. Replaced running lights on MCC panel. The light indicates equipment status.
6. Replaced recovery basin level sensor. The sensor is a visual sensor through SCADA which lets staff know current level in the basin.
7. Staff encountered periodic power issues and were finally able to determine that the power failure was being caused by Motor Control Center in the filter gallery. Alisha from Primex troubleshot this MCC and was able to identify possible cause.
8. Worked on clearing weeds around the plant.
9. Calibrated DO probes to maintain instrument reliability.
10. Loaded sludge from drying beds for RJR to haul to John Smith Landfill.



| | |
|-------------------------|--|
| Project Location | : Westhills Water Treatment Plant |
| Project | : Locate and inspect Westhills WTP Septic Tank |
| Department | : Water Department |
| Description | : The septic tank has not been inspected in over 7 years and its exact location was unknown. Staff was able to locate inspection lids and verify current condition of the tank. |

Wastewater (5)

1. Replaced back-up battery for SBR Allen Bradley SCADA computer.
2. Mowed access road to SBR.
3. Pulled pump #2 at RM2 to clear debris.
4. Pulled, cleaned, and inspected all pumps at Paullus Lift Station.
5. Inspected, cleaned, and pumped grit out of all lift stations with Greenline.

Industrial Plant (1)

- Continued cutting, clearing, and spraying weeds around ponds.

| Completed This Month | Job Descriptions | Completed YTD 2023 – 2024 July 1 to June 30 | Completed 2022 – 2023 July 1 to June 30 | Completed 2021 – 2022 July 1 to June 30 | Completed 2020 – 2021 July 1 to June 30 |
|----------------------|---|---|---|---|---|
| 382 | Work Orders | 2459 | 2480 | 2520 | 2469 |
| 14 | Temporary Manual Read Water Meters Installed in New Construction Accounts | 69 | 287 | 292 | 368 |
| 1 | Radio Read Meters & ERTs Installed in New Construction Accounts | 5 | 3 | 1 | 21 |
| 35 | Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts | 54 (Total = 7252) | 268 | 300 | 282 |
| 15 | Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs | 142 | 247 | 309 | 322 |
| 29 | Valves Exercised (Approx. 2674 in SSCWD System 3/2021) | 269 | 528 | 487 | 721 |
| 27 | Fire Hydrants Flushed (Approx. 938 in SSCWD System 3/2021) | 358 | 537 | 342 | 749 |
| 15 | Meters on Repair List | 170 | 250 | 335 | 326 |
| 10 | Emergency Calls | 91 | 158 | 161 | 174 |
| 164 | Locates on our Water/Sewer Lines | 1146 | 1512 | 1816 | 1732 |
| 0 | Sewer Inspections | 0 | 0 | 0 | 0 |
| 11 | Shutoff Notices | 11 | 0 | 0 | 0 |
| 0 | Water Services Replaced | 9 (Total = 955) | 15 | 39 | 12 |

(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, 2024 | | to | | February 14, 2024 | |
|--|---|---------------------|---------------------------|------------------------------------|--------------------|
| Current Consumption Period: January 15, 2024 | | to | | February 14, 2024 | |
| Intertie Location | Groundwater Flow to COH | Surface Flow to COH | Groundwater Flow to SSCWD | Surface Flow to SSCWD | to |
| | i n G a l l o n s | | | | |
| Southside Road Intertie Water Total Flow | 0 | 1,496,805 | | | |
| Sunset & Memorial Water Total Flow | 0 | 0 | 1,509,000 | | 1,602,500 |
| Sunnyslope & Memorial Water Total Flow | 8,999,300 | 6,884,400 | 0 | | 0 |
| Hillcrest and Memorial Water Total Flow | 9,700 | 23,300 | 100 | | 300 |
| Santa Ana & La Baig Water Total Flow | 18,900 | 2,643,100 | | | |
| Intertie Sub-Total Water Flow | 9,027,900 | 11,047,605 | 1,509,100 | | 1,602,800 |
| <i>Total Combined Surface and Ground Water Intertie Flow</i> | 20,075,505 | | 3,111,900 | | |
| City of Hollister Well 2 Surface Water Total Flow (West Hills) | | 5,721,000 | | | |
| City of Hollister Well 4 Surface Water Total Flow (West Hills) | | 7,987,000 | | | |
| City of Hollister Well 5 Surface Water Total Flow (West Hills) | | 7,427,000 | | | |
| Sunnyslope Well 2 Surface Water Total Flow (West Hills) | | | | | 4,201,000 |
| Sunnyslope Well 11 Surface Water Total Flow (West Hills) | | | | | 4,542,000 |
| Sunnyslope Surface Water Total Flow (LESSALT) | | | | | 25,819,000 |
| Surface Water Flow Sub-Totals | | 21,135,000 | | | 34,562,000 |
| Ground Water and Surface Water Flow Totals | 9,027,900 | 32,182,605 | 1,509,100 | | 36,164,800 |
| Current Period: | COH half of Surface Water Flow to Distribution (LESSALT & WH) | | 27,848,500 | | |
| | Net Ground/Surface Water Balance Owed to SSCWD (to COH) | 7,518,800 | 2,731,305 | | |
| | Beginning Water Balance Owed to SSCWD (to COH) | 800,905,500 | -344,756,484 | | |
| | Gallons Billed to COH thru Report Date February 1, 2024 | 0 | | Informational Last Month Net Total | 456,149,016 |
| | Sub-total Ending Water Balance Owed to SSCWD (to COH) | 808,424,300 | -342,025,179 | Net Sub Total | 466,399,121 |
| | Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period | | | 1,249,500 | |
| | Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4 | | | | 4,998,000.00 |
| | Ending Water Balance Owed to SSCWD (to COH) | 803,426,300 | -342,025,179 | Net Total | 461,401,121 |

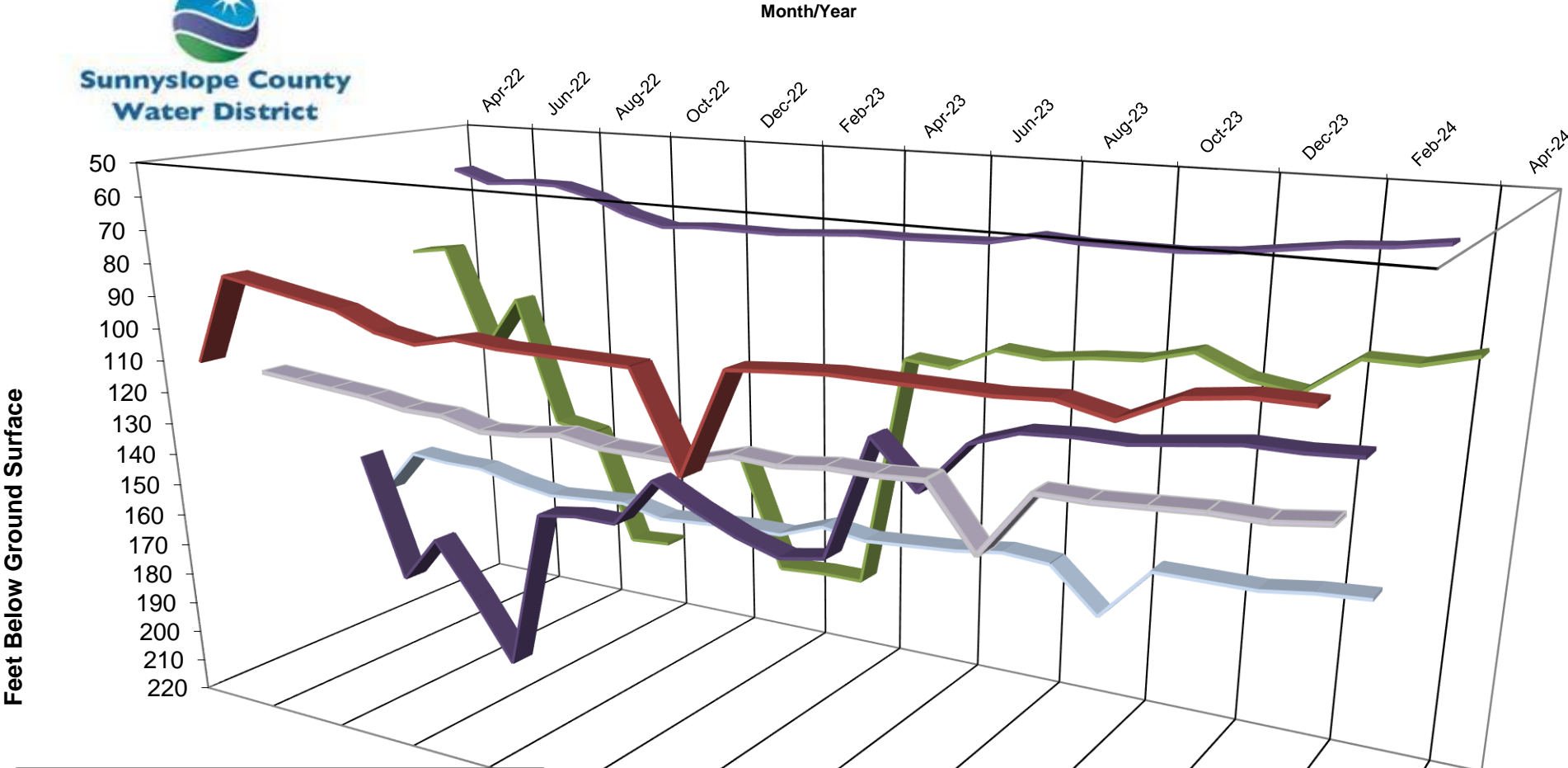
| | | | | | |
|----------|---|------------|--------------|--------------|--------------|
| Current: | LESSALT WTP Total Flow to Distribution | 25,819,000 | | | |
| | Percent of LESSALT Surface Water Received | COH | 36.6% | SSCWD | 63.4% |
| Current: | COH half of LESSALT Total Flow to Distribution | 12,909,500 | | | |
| | Intertie Net Surface Water Total Flow to COH | 9,444,805 | | | |
| | Intertie Net Ground Water Total Flow to COH | 7,518,800 | | | |
| Current: | West Hills WTP Total Flow to Distribution | 29,878,000 | | | |
| | Percent of Surface Water Received | COH | 70.7% | SSCWD | 29.3% |
| Current: | COH half of West Hills WTP Total Flow to Distribution | 14,939,000 | | | |
| | West Hills WTP Surface Water Total Flow to COH | 21,135,000 | | | |

| From April 1, 2023 to Present | | | | | |
|-------------------------------|---|---------------|--------------------|--------------|--------------------|
| YTD | LESSALT WTP Total Flow to Distribution | 437,155,000 | | | |
| | West Hills WTP Total Flow to Distribution | 743,093,000 | | | |
| | Surface WTPs Total Flow to Distribution | 1,180,248,000 | | | |
| | Total YTD Surface Flow to COH/SSCWD | COH | 585,386,103 | SSCWD | 594,861,897 |
| | Percent of Surface Water Received | COH | 49.6% | SSCWD | 50.4% |



**Sunnyslope County
Water District**

Depth to Standing Water Level Below Ground Surface



- 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 15, 2024 (March 19, 2024 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS:

1. **Gavilan College/Cielo Vista Sewer** – Sunnyslope and San Benito County will be holding another neighborhood meeting for Cielo Vista the last week of the month to provide updates and cost projections to the neighborhood.
2. **Vehicle Purchases** – The new Johndeer loader/backhoe is scheduled for delivery at the end of the month. The two new pickup trucks purchased two months ago have been fitted with bed storage drawers and staff have been surprised at the versatility of that storage. The crane truck delivery has been updated to the second week of April but it has been assembled and it is receiving the final paint and lighting package.
3. **Solar Field Design** – The solar field completion is April 20th. A proposal to upgrade the solar services at the Administration building is being developed.
4. **Permit Compliance** – Monthly water reports have been completed on time and no water violations were reported.
5. **Staffing** – The Assistant/Associate Engineering position remains open until filled and some interviews will be taking place the week of the 18th.
6. **Water Loss Investigation** – Water meter calibration seems to be holding steady presently. After applying water loss correction factors to last years numbers and accounting for water losses that were known to the district, the loss percentage now appears to be just greater than 3%. This is an acceptable water loss, and it is consistent with prior years. A project to replace the flow meters will be coordinated with the City to ensure that calibration is predictable.

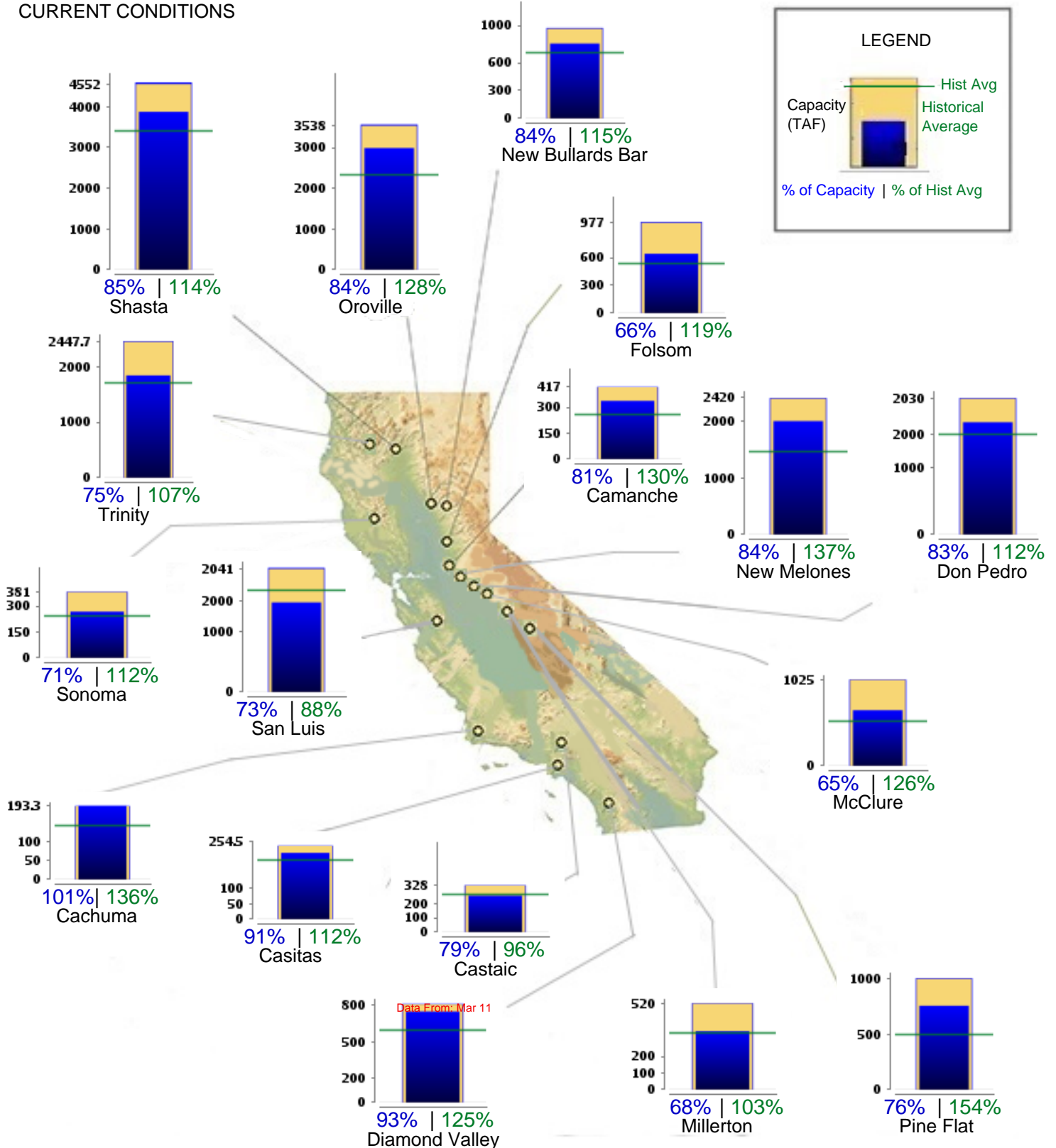


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - March 12, 2024

CURRENT CONDITIONS



Staff Report

Agenda Item: I-1

DATE: March 14, 2024 (March 19, 2024 Meeting)

TO: Board of Directors

FROM: Drew A. Lander, General Manager

SUBJECT: Consider Identifying And Approving Board Members To Attend The Association Of California Water Agencies Conference (ACWA) And The ACWA/Joint Powers Insurance Authority (JPIA) Meeting May 7 – May 9, 2024, In Person Meeting, Not To Exceed \$3100 Per Attendee.

RECOMMENDATION:

Approve a motion to authorize specified Board Members to attend the Association of California Water Agencies Conference (ACWA) and the ACWA/Joint Powers Insurance Authority (JPIA) Meeting May 7 to May 9, 2024, Meeting for a cost not to exceed \$3100.00.

BACKGROUND:

This year ACWA Spring Conference is being held at the SAFE Credit Union Conference Center in Sacramento. The ACWA/JPIA will hold meetings and expo activities including a Board Meeting that our representatives are encouraged to attend (due to our membership in the JPIA for our Workers' Compensation insurance program). There is no fee to attend the JPIA's Board meeting, however the conference costs are attached. District JPIA representatives are encouraged to attend.

Best pricing is obtained using advanced registration. Full conference registration before April 19th is \$840 per person. The total per attendee expenditure for attending the conference in person is estimated not to exceed \$3100 per person including all registration fees and meals with travel and estimated lodging. The travel expenditure could be reduced by carpooling or using a District vehicle. Virtual attendance is not available, but on-demand conference recordings can be purchased for \$240.

Directors may also be interested in the Fall ACWA Conference which is tentatively scheduled to be held in Palm Desert, CA. December 3-5. Costs for this venue are not yet available.

The Board of Directors by a majority must approve any Director's participation when representing the district in any official capacity and for them to receive expense reimbursement for any eligible expenses under District policy.

FISCAL IMPACT:

The fiscal impact of the conference is estimated at \$3100.00 per attendee, including full conference attendance, meals, travel and lodging and the Director stipend for 4 days of meeting attendance.

ENVIRONMENTAL IMPACT:

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

ATTACHMENTS: ACWA-conference advertisement



ACWA

CONFERENCE & EXPO

Sacramento
MAY 7-9 / SAFE CREDIT UNION CONVENTION CENTER



ACWA
CONFERENCE & EXPO

Sacramento
MAY 7-9 / SAFE CREDIT UNION CONVENTION CENTER



TOP 5 BENEFITS TO ATTENDING AN ACWA CONFERENCE



INFORMATION

Learn valuable information about a variety of local, state and federal water issues during 40 programs and Main Stage keynotes.

CONNECTIONS

Attend Tuesday's committee meetings and Wednesday's Region meetings to increase your engagement with ACWA and hear valuable information that you can take back to your agency.

NETWORKING

Meet with your colleagues in California's water community to share ideas and best practices during the Wednesday networking lunch and Thursday networking breakfast, as well as 4 receptions.

INNOVATION

Learn about the latest innovations agencies are implementing during the new Solution Spotlight sessions. Also, spend one-on-one time with vendors around the U.S. who have new products and services to offer your agency.

CEUs

Earn continuing education credits for legal, communications, energy, financial and drinking water professionals.

CONFERENCE HIGHLIGHTS



Visit ACWA's Exhibit Hall and learn what products & services our exhibitors have to offer as well as enjoy networking opportunities like the networking breakfast & lunch, receptions and Exhibit Hall activities.

**VISIT THE
SACRAMENTO
SITE FOR
CONFERENCE
ATTENDEES!**



<https://www.visitsacramento.com/association-of-california-water-agencies>

SEE YOU IN SACRAMENTO!

The ACWA 2024 Spring Conference & Expo is set to take place May 7- 9 at the SAFE Credit Union Convention Center in Sacramento.

Sacramento is America's Farm-to-Fork Capital. The city is buzzing with things to taste, see, and savor including farm-fresh restaurants, plentiful farmers markets, home-grown breweries, colorful street murals, Gold Rush-era family attractions, or a sunset walk along the river.

ACWA conferences are the premier destination for water industry professionals to learn and connect. Join us and enjoy the enhanced conference experience with new features and more networking opportunities!

TIME TO MIX & MINGLE!

After spending the day learning, join these opportunities to mix, mingle and connect with friends and colleagues in the water industry. All ACWA conference attendees are welcome to attend!



IMPORTANT INFORMATION



Recorded Programs

Designated conference programs will be recorded and made available for on-demand access after the conference.



Group Savings

Buy five full conference registrations, receive one free! A perfect time to introduce new staff to the California water community.



Tuesday Committee Meetings

Registration is required to attend any part of ACWA's Spring Conference & Expo, including the complimentary Tuesday, May 7 committee meetings.



Health & Safety

Visit acwa.com/events for registration and health & safety information.

Member Mixer

Tuesday, May 7 | 4:00 PM - 5:00 PM

New members and first-time attendees are invited to kick off conference with ACWA Leadership and the Membership Committee at the Member Mixer.

ACWA Welcome Reception

Tuesday, May 7 | 5:00 PM - 6:30 PM

Kick off the conference and greet your colleagues in the Exhibit Hall. *Sponsored by Kleinfelder*

ACWA Wednesday Evening Reception

Wednesday, May 8 | 5:00 PM - 6:00 PM

Join ACWA in the Exhibit Hall for this hosted reception. *Sponsored by Jacobs*

CalDesal Hosted Mixer

Wednesday, May 8 | 6:00 PM - 7:00 PM

Join CalDesal for a hosted mixer.

ACWA Foundation Reception

Wednesday, May 8 | 6:00 PM - 7:15 PM

Join us for this reception and unwind after an informative day. Hear updates on the ACWA Foundation and connect with your friends and other water leaders.

CONFERENCE PROGRAMS

State Water Resources Control Board Drinking Water Contact Hours may be available for qualifying programs.

COMMUNICATIONS COMMITTEE PROGRAM

Diving into Dialogue: Is Podcasting the Right Tool for Your Agency?

As podcasts continue to be a popular way to receive news and entertainment, many agencies are assessing whether it could become a valuable part of their overall communications strategy. Hear from experienced podcasters about different approaches, costs and resources needed, as well as tips for getting started and evaluating success.

FINANCE PROGRAMS



CPAs may receive continuing education credit by attending this program.

Fiscal Sustainability in Times of Uncertainty

As water agencies, we face numerous uncertainties and challenges to ensuring long-term fiscal sustainability and an affordable water supply to customers. The uncertainties can include SGMA implementation, water rights, supply shortages and/or decreasing demands, just to name a few. How do we manage these challenges in a fiscally sustainable manner and minimize rate and fee increases? In this session, a diverse group of water agencies will discuss the challenges they are experiencing and what actions they plan to take (or are already taking) to ensure their agency is fiscally sustainable now and into the future.

How to Conduct a Rate Study While Avoiding Common Pitfalls and Maintaining Best Practices

Conducting a successful water rate study is critical in order for agencies to effectively fund operating and capital needs, advance key policy objectives, and meet the legal requirements of Proposition 218. However, the rate study process is fraught with inherent

financial, political, and legal risks. This panel will cover common rate study mistakes so that your agency can avoid them.

MEMBERSHIP COMMITTEE PROGRAM

Leadership Crisis: Real Talk, Tough Questions

As the nation faces workforce challenges, the California water industry is struggling to attract the best and the brightest talent, as well as shape a leadership that is reflective and responsive to the needs of the changing public expectations. Come listen to a frank discussion by leaders throughout the state as they assess the landscape of talent and leadership in water and share what they really think about the future of water.

POLICY PROGRAMS

Are California's Water Managers Ready for the Future?

As California continues to face complex challenges related to water scarcity, climate change, and population growth, it is imperative to build alignment among water leaders on the trajectory of California's water management. This session brings together a broad range of water managers to discuss and confront the future of California's water management. Through poignant questions and insightful, candid discussions, panelists will share their perspectives and deliver policy recommendations that can ensure success.

Using Consolidation to Achieve the Human Right to Water

In recent years, the State Water Resources Control Board has prioritized consolidating "failing" water systems with larger, more stable systems to advance the goals of SB 200 and the Human Right to Water. This panel will explore how water systems are

actually being consolidated (physically and managerially), the risks and opportunities for receiving systems, and how this strategy can advance access to safe drinking water.

Reviewing the Weather Whiplash of 2023

With the Governor's emergency proclamations for both drought and flood in place simultaneously, Water Year 2023 provided extreme examples of the challenges that come with managing water resources in California. The state's variable climate and increasing impacts of climate change mean the extremes are likely to become the norm. This panel will bring together experts to discuss the state's response, the challenges of managing for both drought and flood, and the lessons learned for the future.

SOLUTION SPOTLIGHT

Flow Investments, Floodplains, and Fish Survival

Hear about the importance of floodplain reactivation in providing crucial fish habitat and how infrastructure – like the Fremont Weir "Big Notch" and Tisdale Weir notch projects – will efficiently enhance floodplain habitat, conserving water for various stages of the salmon freshwater life cycle and benefiting regional species.

WATER INDUSTRY TRENDS

Powering Through: The Role of Distributed Energy Resources in Crisis Response

With the prevalence of public safety power shutoff events across California and increasing reliance on electrical power to serve customers with safe and reliable drinking water, it is now more important than ever to consider distributed energy resources, such as backup energy generation and storage sources, to protect water system

ACWA REGION MEMBERSHIP MEETINGS

MAY 8, 2024

**Connect with
fellow region
members
for updates
and input on
region activities,
committees, and
ACWA's Statewide
priorities.**

**ALL MEMBERS
WELCOME!**



Check ACWA website for updated information: [ACWA.COM/EVENTS](https://www.acwa.com/events)

operations and align with California's long-term goals to migrate to cleaner energy sources. This program will discuss how Distributed Energy Resources can play a significant role in power resilience.



This program may count towards the Certified Energy Manager (CEM) continuing education credit.

Delta Focus: Conveyance Project Updates

The Delta Reform Act set the coequal goals of improving water supply reliability statewide and enhancing the San Francisco Bay/Sacramento-San Joaquin Delta ecosystem. Two-thirds of California's water originates in the Sierra Nevada and is delivered to more than 27 million Californians and about 750,000 acres of farmland. The infrastructure that enables this conveyance is critical to the health of communities and the success of the state's economy. This program will provide a timely update on the Delta Conveyance Project progress.

Liquid Intelligence: Lessons Learned from a Decade of Water Data Collaboration

The California Data Collaborative (CaDC) was envisioned and launched at the 2015 ACWA Fall Conference in Indian Wells. Since then, reporting requirements have continued to grow, and water manager-led data services have grown substantially. What has worked and what has not? This session will share lessons learned from the past decade of the CaDC and share the vision for how, by working together, smartly, and collaboratively, water managers can prepare for whatever the future holds.

The Home Stretch of Making Conservation a Way of Life

In 2018, the legislature established the state goal of Making Water Conservation a California Way of Life. This panel will explore the regulatory

effort, the remaining concerns and challenges, what we've learned through the process, and what is needed to be successful from policy concept to implementation.

Harmony in Hydrology: The Need for Water Managers to Embrace Nature-Based Solutions

Adaptation is the name of the game in California water management. Hear from a panel of experts hailing from the mountains to the sea on how they are embracing nature-based solutions to better manage the increasing volatility of California's water supply. Through insightful analysis and real-world examples, panelists will share holistic approaches that not only safeguard water resources but also contribute to biodiversity, economic stability, climate resiliency, and community well-being.

Is Ag Doing Its Part?

Wide-ranging, broad legislation is often inadequate to address the specific needs and challenges faced by different regions and communities in California. Local irrigation and water districts are typically better positioned to address these needs and tailor solutions accordingly. This program will explore innovative ways that water suppliers in Northern, Central, and Southern California are working with agricultural customers, regulatory agencies and NGOs to solve local problems for California's water supply security.

Does Money Grow on Trees? Find the Billions in Your Backyard!

We've all heard the saying "money doesn't grow on trees," but what if the money wasn't on the tree but rather in the services the tree provides? Come learn about ecosystem services valuations and how you can find the billions hiding in your backyard from colleagues who have completed ecosystem valuation studies and discovered gold!

REGION ISSUE FORUMS



State Water Resources Control Board Drinking Water
Contact Hours may be available for qualifying programs.

Integrated Solutions for Successful Local Water Management

Presented by Region 1

This program will share the story of the Integrated Regional Water Management Program, including the unique ways IRWMP has been implemented regionally throughout the state, particularly the North Coast. Panelists will offer invaluable insights gleaned from local and innovative water management solutions and highlight the North Coast Resource Partnership in Region 1. Join us to hear their experiences and learn from their successes in building resilient water management practices for the future.

Understanding the Bay Delta Plan's Impacts on Region 4

Presented by Region 4

Join ACWA members for a discussion highlighting the state's Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta (Bay-Delta Plan's) impacts on Sacramento, San Joaquin, Solano, Stanislaus, and Yolo counties. Gain insights from local leaders directly affected by the plan and discover successful project examples from the past.

Southern California Innovations in Water

Presented by Regions 8

Join this panel discussion as water leaders explore how innovative projects are changing the future of water in ACWA's Region 8. The panel will explore topics including cutting-edge ocean desalination, transformative water recycling projects, and innovations in Bay-Delta conveyance. Gain insights into project development and understand how these initiatives pave the way for a resilient water future.

EXCLUSIVE PARTNER

ACWA JPIA

2024 SPRING CONFERENCE SPONSORS

Bartle Wells Associates

Carollo

CDM Smith

Contractor Compliance
& Monitoring, Inc.

Cucamonga Valley Water District

Eastern Municipal Water District

El Dorado Irrigation District

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Kleinfelder

Kronick

MWH Constructors

Nossaman

Orange County Water District

PFM Asset Management

Rancho Water

Santa Clarita Valley Water Agency

Stoel Rives

Todd Groundwater

Water Replenishment District
waterTalent

West Basin Municipal Water District

West Yost

Western Municipal Water District
(Western Water)

Woodard & Curran

IT'S AWARD TIME!



JOIN US FOR THESE AWARD
PRESENTATIONS!

May 8, 8:30 a.m., Main Stage

Excellence in Water Leadership

May 9, 11:45 a.m., Main Stage

Clair A. Hill Agency Award for Excellence

**John P. Fraser Water Leaders Fellowship Award
Scholarships**





ACWA EXHIBIT HALL

WHAT'S HAPPENING IN THE HALL

- **Dedicated Exhibit Hall Hours**
Spend one-on-one time with vendors from around the U.S. whose products and services may offer you just the right solutions for your agency.
- **Tuesday Welcome Reception**
Network with your peers and friends while visiting with vendors from across the nation!
- **Wednesday Evening Reception**
Enjoy a hosted reception in the Exhibit Hall!
- **Continental Networking Breakfasts**
Enjoy a quick breakfast and network in the Exhibit Hall each morning!
- **Prize Drawings**
Mingle with your peers and exhibitors and win great prizes! *All raffle prizes will be drawn on Thursday and you must be present to win.*
- **Fun Activities Using the Mobile App**
Visit areas of the Exhibit Hall and locations all throughout conference for chances to win prizes using the conference mobile app!

2024
SPRING
ACWA
CONFERENCE & EXPO
SACRAMENTO | MAY 7 - 9, 2024

PRELIMINARY AGENDA

TUES 5/7/24

8:00 AM - 9:15 AM
AGRICULTURE COMMITTEE

8:30 AM - 12:00 PM
ACWA JPIA SEMINARS

9:30 AM - 10:45 AM
GROUNDWATER COMMITTEE

11:00 - 12:15 PM
WATER MANAGEMENT COMMITTEE
ENERGY COMMITTEE

12:15 PM - 1:30 PM
COMMITTEE NETWORKING LUNCH

12:30 PM - 1:30 PM
OUTREACH TASK FORCE

1:45 PM - 3:00 PM
FINANCE COMMITTEE
LOCAL GOVERNMENT COMMITTEE
WATER QUALITY COMMITTEE

3:15 PM - 4:45 PM
COMMUNICATIONS COMMITTEE
FEDERAL AFFAIRS COMMITTEE
LEGAL AFFAIRS COMMITTEE
MEMBERSHIP COMMITTEE

5:00 PM - 6:30 PM
WELCOME RECEPTION
IN THE EXHIBIT HALL

WED 5/8/24

7:30 AM - 8:30 AM
CONTINENTAL BREAKFAST
IN THE EXHIBIT HALL

8:30 AM - 10:00 AM
WELCOME KEYNOTE / MAIN STAGE

10:30 AM - 11:45 AM
PROGRAM SESSIONS 

12:00 PM - 1:30 PM
CONNECT IN THE EXHIBIT HALL
NETWORKING LUNCHEON

1:30 PM - 2:00 PM
SOLUTION SPOTLIGHTS
• Member Case Study, Associate Service, Demo

1:30 PM - 2:15 PM
WATER TALK / MAIN STAGE

2:30 PM - 3:30 PM
PROGRAM SESSIONS 

3:45 PM - 5:00 PM
REGION 1-10 MEMBERSHIP MEETINGS

5:00 PM - 6:00 PM
ACWA RECEPTION IN THE EXHIBIT HALL

THUR 5/9/24

7:00 AM - 8:00 AM
WELLNESS ACTIVITY

7:30 AM - 11:00 AM
CONNECT IN THE EXHIBIT HALL

7:30 AM - 9:00 AM
CONTINENTAL BREAKFAST
IN THE EXHIBIT HALL

9:15 AM - 10:15 AM
PROGRAM SESSIONS 

10:30 AM - 11:30 AM
PROGRAM SESSIONS 

11:45 AM - 1:15 PM
KEYNOTE & AWARDS / MAIN STAGE

1:30 PM - 3:00 PM
CLOSING NETWORKING LUNCHEON

Last Updated: 3/13/24

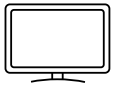
 Qualify for continuing education credit

 Designated Recorded Programs TBD

Questions: Email events@acwa.com
Online Registration Deadline: April 19, 2024

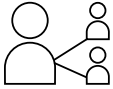
All conference programs are subject to
change without notice.

REGISTRATION, MEALS AND HOTEL INFORMATION SHEET



REGISTER ONLINE

Register online by **April 19, 2024** at www.acwa.com to take advantage of the advance pricing.



REGISTER ON SOMEONE'S BEHALF

Select from a list of people affiliated with your company in your account. If the registrant is not listed, you will need to create a Portal profile for the registrant through the ACWA website before registering.

GROUP SAVINGS! Register 5 individuals from the same organization, receive a 6th registration free!
(Subject to [terms and conditions](#).) Contact Teresa Taylor at TeresaT@acwa.com for more information **before registering**.

| REGISTRATION OPTIONS <i>Advantage pricing applies to ACWA public agency members, associates & affiliates. Standard pricing applies to non-members of ACWA.</i> | ADVANCE DEADLINE: 4/19/24 | | ONSITE | |
|---|------------------------------|----------|-----------|----------|
| | ADVANTAGE | STANDARD | ADVANTAGE | STANDARD |
| Full Conference Registration Includes access to Tuesday ACWA Committee meetings, all ACWA conference programs, ACWA meal functions*, ACWA Exhibit Hall, ACWA hosted receptions and access to on-demand designated conference recordings after the live conference. *ACWA meal functions include: Wednesday Continental Breakfast, Wednesday Networking Lunch, Thursday Continental Breakfast and Thursday Closing Lunch | \$840 | \$1,260 | \$870 | \$1,290 |
| Tuesday Committee Meetings Only (complimentary - must register to attend) Includes Tuesday Committee Box Lunch. Committee meetings are not recorded. Virtual participation is not available. | \$0 | \$0 | \$0 | \$0 |
| One-Day Conference Registration Wednesday, May 8: Includes access to all Wednesday ACWA conference programs, Tue. ACWA Welcome Reception in the Exhibit Hall, Wed. ACWA Reception in the Exhibit Hall, Wed. ACWA Continental Breakfast and Wed. ACWA Networking Lunch. On-demand designated conference recordings are NOT included. Thursday, May 9: Includes access to all Thursday ACWA conference programs, Thur. ACWA Continental Breakfast and Thur. ACWA Closing Lunch. On-demand designated conference recordings are NOT included. | \$490 | \$735 | \$520 | \$765 |
| Guest Conference Registration Guest registration is not available to anyone with a professional reason to attend. Includes access to ACWA hosted receptions. | \$130 | \$130 | \$130 | \$130 |
| PRE-ORDER: On-Demand Designated Conference Recordings Only Includes on-demand access to designated conference recordings after the live conference. Video recordings will only be available for the Main Stage presentations. All other designated educational programs will only have on-demand audio recordings and PDFs of presentations made available. See preliminary agenda for details. | \$240 | \$360 | \$240 | \$360 |

HOTEL INFORMATION

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rates. **Conference special rates are available February 1 - April 15**, based on availability.

HOTEL & ROOM RATES

Hyatt Regency Sacramento \$225 per night* (resort fee waived)
 Sheraton Grand Sacramento \$226 per night* (resort fee waived)
 * Plus applicable state/local taxes & fees

HEALTH & SAFETY

Please check [ACWA's conference page HERE](#) for current health & safety information.

IMPORTANT DATES

**The conference hotel room block opens on February 1, 2024.
 Deadline for group rate is April 15, 2024.**

For those **registering for conference prior to February 1**, information on how to reserve your hotel room will be provided via e-mail on February 1.

For those registering for conference from **February 1 to April 15**, your **confirmation e-mail** will include the information on how to reserve your hotel room and an opportunity to receive the conference special hotel rates.

Staff Report

Agenda Item: I - 2

DATE: March 15, 2024 (March 19, 2024 Meeting)

TO: Board of Directors

FROM: General Manager, Drew A. Lander

SUBJECT: Consider And Adopt Resolution #599 Detailing Proposed Updates To The Following Policies:

- a. Policy # 7100 – Board Meetings, Change Of Regularly Scheduled Board Meeting Day To The 4th Tuesday Of Each Month.
- b. Policy # 7060 – Committees Of The Board Of Directors, Creation Of New Standing Committee Named Governance Committee.

RECOMMENDED ACTION:

Approve resolution #559 to adopt changes to policy # 7100 and #7060 as written..

BACKGROUND:

During the January 23, 2024 Board meeting the Board of Directors recommended that the Regularly scheduled board meeting be moved to the 4th Tuesday of the month. Policy #7100 has been revised to consider this change. Please note that the December meeting will still be held on the 3rd Tuesday as noted in the policy to avoid conflicts with the Christmas holiday. See attached policy with markups.

Also, during the January 23, 2024 meeting, the Board considered the creation of the Governance Committee as a stand alone committee. The definition of the Governance Committee remains the same as it was previously with the change that it can be convened as needed to discuss issues relating to inter agency relations. See attached policy with markups.

FISCAL IMPACT:

None.

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.

Sunnyslope County Water District Board Meetings

7100: Board Meetings

7100.1 Attendance at Meetings. Members of the Board of Directors shall attend all meetings of the Board unless there is good cause for absence.

7100.2 Regular meetings of the Board of Directors shall be held on the ~~third~~ fourth Tuesday of each calendar month at 5:15 p.m. in the Board Room of Sunnyslope County Water District, 3570 Airline Highway, Hollister, CA. Meetings shall comply with the Ralph M. Brown Act (California Government Code § 54950, et. seq.).

- A. All Directors shall be notified of the earlier starting time if a Closed Session is being held before the regular meeting. They will also be provided with a written agenda for the meeting and packet of supporting documents for items on the agenda, which will be made available to them at least 72 hours prior to the meeting.
- B. The public shall be notified by posting the agenda on the District office public bulletin board, by posting the agenda on the District's web site, and by email to property owners who have requested notice of regular meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) at least seventy-two (72) hours before the meeting.

7100.3 Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board. Meetings shall comply with the Ralph M. Brown Act (California Government Code § 54950, et. seq.).

- A. All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.
- B. The public shall be notified by posting the agenda on the District office public bulletin board, by posting the agenda on the District's web site, and by email to property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) at least twenty-four (24) hours before the special meeting.

7100.4 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in § 7100.3 A., above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

- A. Newspapers of general circulation in the District, radio stations, and television stations that have requested notice of special meetings in accordance with the Ralph M. Brown Act

Sunnyslope County Water District Board Meetings

(California Government Code §54950 through §54926) shall be notified by telephone at least one (1) hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

- B.** No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

7100.5 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda, to any time and place specified, in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in § 7100.3 B., above.

7100.6 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December which will be held on the 3rd Tuesday of the month to avoid the Holiday week. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year.

7100.7 The General Manager shall ensure that appropriate information is available for the public at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

| | |
|------------------|--------------------------|
| Policy Approved: | <u>September 8, 2011</u> |
| Policy Amended: | <u>November 8, 2013</u> |
| Policy Amended: | <u>August 13, 2014</u> |
| Policy Amended: | <u>March 19, 2024</u> |
| | Date |

Sunnyslope County Water District Committees of the Board of Directors

7060: Committees of the Board of Directors

7060.1 The Board²s may assign standing committees ~~may be assigned~~ to review District functions, activities, and/or operations pertaining to their designated concerns. ~~A, and any~~ recommendations resulting from said review should be submitted to the Board via a written or oral report.

A. All meetings of standing committees shall conform to ~~all open meeting laws (e.g., “the Brown Act”)~~ that ~~pertain to regular meetings of the Board of Directors.~~ A committee may use teleconferencing without complying with paragraph (3) of subdivision (b) of Government Code Section 54953 so long as the committee adheres to all other teleconferencing laws. To use teleconferencing, the Board shall find by majority vote before the first time, and every 12 months thereafter:

- (1) The Board has considered the circumstances of the committee; and
- (2) Teleconference meetings of the committee would enhance participation and public access.

A.B. The Board President shall appoint the members of the standing committees for the ensuing year no later than the Board’s regular meeting in December, subject to confirmation of the ~~full~~ Board. The following shall be standing committees of the Board:

1. The Board’s standing **Finance Committee** shall be concerned with the financial management of the District, including review of investment activities and recommendations, review of the annual operating and capital expenditures budgets, recommend selection of the District’s external audit firm, review of the annual audit, and review of the Lessalt budget. This committee interacts with District staff and financial consultants.
2. The Board’s standing **Water & Wastewater Committee** shall be concerned with reviewing and providing direction for new and existing water and wastewater projects and programs, including planning phases, construction phases, recycled water issues. ~~This committee interacts with District staff, consultants, governmental policy makers, and private companies., and serving as the District’s representatives on the Governance Committee. The Governance Committee oversees and updates the comprehensive Water/Wastewater Urban Area Master Plan with the City of Hollister, San Benito County Water District, and San Benito County. This committee may meet with other government representatives and private groups regarding joint project considerations and overview. This committee interacts with District staff, consultants, governmental policy makers, and private companies.~~
3. The Board’s standing **Employee & Personnel Committee** shall be concerned with the functions, activities, operations, compensation, and welfare of District staff, including participation in annual Employee Negotiations process, and assessment of personnel issues as needed. This committee interacts with District staff and Employee Negotiation team.

Sunnyslope County Water District Committees of the Board of Directors

4. The Board's standing **Water Resources Agency** (WRA) representative shall be concerned with overseeing water conservation programs, salinity issues, and groundwater management practices of the WRA and participating agencies. The WRA representatives form a corroborative group and cannot make direction decisions. The participant WRA agencies are: San Benito County Water District, City of Hollister, City of San Juan Bautista, and Sunnyslope County Water District, who each contribute funding for the WRA programs. This representative interacts with other elected officials from the above named participant agencies.
5. The Board's standing **Policy and Procedures Committee** shall be concerned with reviewing, developing, and proposing District policies, including review and update of the Employee Handbook, to ensure policies & procedures comply with current state and federal laws and regulations. This committee interacts with District staff. This Committee also provides authorization, as deemed appropriate, for the General Manager to respond with timely correspondence to current legislative and regulatory issues.
6. The Board's standing **Governance Committee** shall be concerned with attending correlation meetings and serving as the District's representatives on the Governance Committee. The Governance Committee participates in the comprehensive Water/Wastewater Urban Area Master Plan with the City of Hollister, San Benito County Water District, San Benito County, and other agencies who are party to the regional Water/Wastewater master planning efforts. This committee shall strive to attend interagency Governance Committee meetings, and may also meet separately to prepare for, or debrief from, those interagency Governance Committee meetings held from time to time. Meetings include coordinating with other government representatives and private groups regarding joint project considerations and overview. This committee interacts with District staff, consultants, governmental policy makers, and private companies. Meetings are scheduled as needed to communicate and receive updates between elected bodies. A request to convene the interagency committee is made through the San Benito County Water District General Manager.
- ~~6.7.~~ The Board's standing **ACWA – JPIA Board** representative shall attend the semi-annual board meetings of the JPIA and shall represent the District's interests in the self-insurance group. This representative interacts with JPIA staff and other elected officials who are member agencies in the self-insurance group.

7060.2 The Board President shall appoint such **ad hoc committees** as may be deemed necessary or advisable by himself/herself and/or the Board, subject to confirmation of the ~~full~~ board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**Sunnyslope County Water District
Committees of the Board of Directors**

Policy Approved: August 11, 2011
Policy Amended: December 19, 2017
Policy Amended: _____
Date

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Sunnyslope County Water District

2024 Holiday Schedule

Monday, February 19th

Presidents' Day



Monday, May 27th

Memorial Day



Thursday, July 4th

Independence Day

Monday, September 2th

Labor Day



Monday, November 11th

Veteran's Day



Wednesday, November 27th

½ Day Thanksgiving Eve*

Thursday, November 28th

Thanksgiving Day



Friday, November 29th

Day After Thanksgiving

Tuesday, December 24th

½ Day Christmas Eve*

Wednesday, December 25th

Christmas Day



Tuesday, December 31st

½ Day New Year's Eve*

Wednesday, January 1nd

New Year's Eve

* Office open from: 8:00 a.m. to 12:00 p.m. (Closes at noon)

RESOLUTION No. 599

**RESOLUTION OF SUNNYSLOPE COUNTY WATER DISTRICT
APPROVING AMENDMENT TO
DISTRICT POLICIES 7100 AND 7060**

WHEREAS, The Board of Directors of the Sunnyslope County Water District ("District") last updated and adopted the District Board Meeting Policy in August 2014 and also the District Policy identifying Standing Committees in December 2017 ; and

WHEREAS, the Board of Directors have reviewed the existing policies and desires to make amendments to said policies to allow for transparency and regular communication to be provided to the public; and

WHEREAS, by consensus of the Board of Directors, the body desires to change the day of the regularly scheduled meeting of the Board from the third Tuesday of the month to the 4th Tuesday of the month to accommodate conflicting schedules; and,

WHEREAS, by consensus of the Board of Directors the body desires to add a standing committee to be comprised of two board members appointed by the Board President to be known as the Governance Committee; and,

WHEREAS, The Board recognizes that from time to time amendments are required to update and clarify Board intent and to provide staff direction in the implementation of said policy; and

WHEREAS, The Sunnyslope County Water District Board has updated policy #7100, as presented to the board in a staff report, and also to amend policy #7060 to include the additional standing committee to be named the Governance Committee and to supersede all previous policies of the Board under these named sections.

NOW, THEREFORE, The District hereby resolves the following:

Reserve Policy #7100 shall be adopted as amended to hold the regularly scheduled board meeting on the 4th Tuesday of the month, and shall be included in the District policies and procedures.

Reserve Policy #7060 shall supersede all previous versions of the policy governing Committees of the Board of Directors and create the additional Governance Committee,

Both amended polices shall become effective on the date of adoption.

PASSED AND ADOPTED on March 19, 2024, by the following vote:

AYES: Directors –

NAYS:

ABSENT:

SUNNYSLOPE COUNTY WATER DISTRICT

By _____
Ed Mauro, President

ATTEST: _____
Drew A. Lander, Secretary

Staff Report

Agenda Item: I-3

DATE: March 14, 2024 (March 19, 2024 Meeting)

TO: Board of Directors

FROM: Drew A. Lander, General Manager

SUBJECT: Consider pursuing contractual services for professional consultant support to update the SSCWD Strategic plan.

RECOMMENDATION:

Discuss the benefits of professional consultant services in developing and updating the District strategic plan. Direct the General Manager to prepare a scope for services to present to the board.

BACKGROUND:

The last strategic plan prepared by the district concluded in 2017. Strategic plans are valuable for providing heading, and communicating clearly to our customers regarding what direction the district is headed. They also support rate models and give opportunities for public input. The General Manager reached out to Strategy Driver, Inc. for a proposal for services. This company has recently assisted Pajaro Valley Water complete a successful plan and they have experience with Water and Wastewater public agencies.

The SDI proposal is attached for your review and discussion.

FISCAL IMPACT:

The fiscal impact of hiring a consultant varies but professional services can cost \$50k to \$100k depending on several factors.

ENVIRONMENTAL IMPACT:

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

ATTACHMENTS: SDI Services Proposal

Proposal to Provide
**Facilitation of a Strategic Plan for
Sunnyslope Water District**

Submitted by
Strategy Driver, Inc.

March 11, 2024





STRATEGY DRIVER
7015 Elverton Dr., Oakland, CA 94611
(510) 316-9657
www.strategydriver.com

March 11, 2024

Sunnyslope Water District
ATTN: Drew Lander, General Manager
3570 Airline Hwy
Hollister, CA 95023

RE: Proposal for Facilitation of a Strategic Plan

Dear Mr. Lander,

Strategy Driver is pleased to present the attached Proposal for **Facilitation of a Strategic Plan** for Sunnyslope County Water District (District). We look forward to meeting with you and your leadership team, the Board of Directors, and other key stakeholders to discuss top priorities and opportunities on the horizon. Our team, led by **Ellen Cross**, has extensive experience facilitating strategic planning projects with organizations throughout California including clients such as Pajaro Valley Water Management Agency, Regional Water Authority, Calaveras County Water District, and San Bernardino Valley Water Conservation District.

We believe Strategy Driver's collaborative strategic planning approach will greatly benefit the District due to our team's key strengths:

- **Positive stakeholder outcomes are our priority.** We have a solid reputation of leading diverse stakeholders and Boards to create common ground and successful outcomes with 100% unanimous approval for our strategic planning projects.
- **Our planning process is data-driven.** We invest time at the beginning of the process to gather and analyze critical data relevant to the District's mission, strengths, opportunities, and challenges. This data drives development of custom Strategic Planning Workshops so we may successfully collaborate to define the District's goals and objectives.
- **Our approach is efficient and consensus-building.** We solicit formal Board approval of the plan content as we progress through each workshop to ensure consensus along the way; empowering us to meet, and potentially expedite, the project schedule.

Strategy Driver's approach will result in an actionable Strategic Plan to guide the District, staff, and Board into the future with a shared vision and focused objectives. If you have any questions about our submittal, please do not hesitate to contact me at (510) 316-9657. I can also be reached via email at crosse@strategydriver.com.

Sincerely,

A handwritten signature in black ink that reads 'Ellen Cross'.

Ellen Cross, President
Strategy Driver, Inc.



Planning Approach

Strategy Driver proposes a strategic planning approach that begins with your identity as it stands today; gathers information from the Board, staff, and key stakeholders to identify issues, opportunities, and needs; and results in a plan that provides a vision for Sunnyslope County Water District's future with actionable objectives and corresponding metrics.

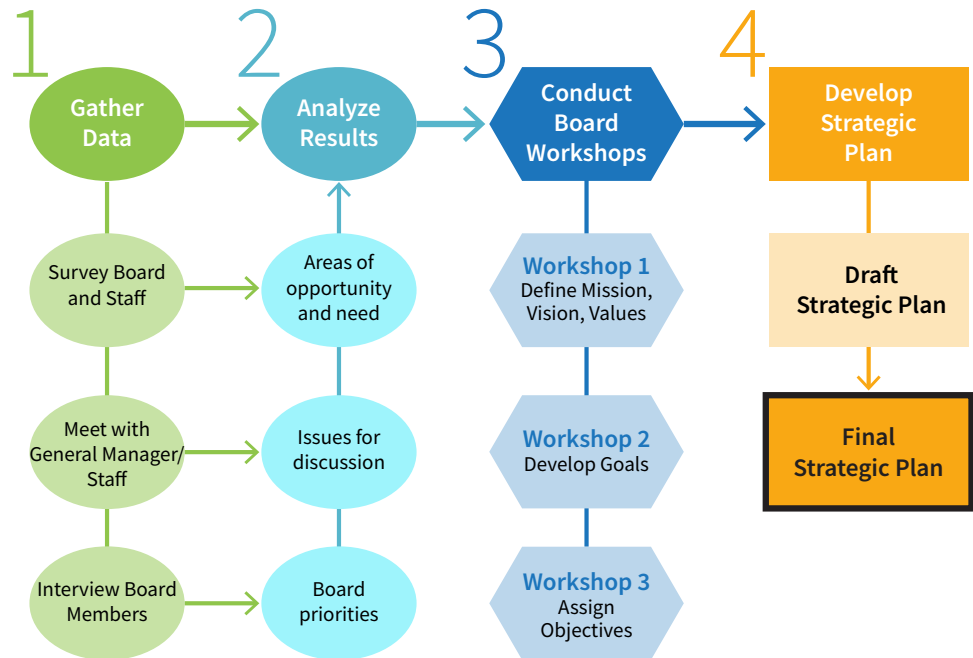
Project Approach

Strategy Driver's approach is based on our previous strategic planning experience as well as the specific circumstances of the District. Our approach is presented in four tasks, as shown in Figure 1 and discussed in detail below.

“*Strategy Driver was instrumental in leading and facilitating two very important and critical documents for the City of Oakley. Ellen helped develop a Governance Guidelines + Protocols Policy Framework that our City Council still uses to this day. I also had the pleasure of bringing Ellen back after that project to lead our Strategic Planning efforts that culminated in a our Strategic Plan 27+ document that we are currently implementing. Ellen's ability to bring people together to find common ground and her overall professionalism shined throughout both projects and I would highly recommend Ellen and Strategy Driver to anyone looking to obtain her services.*

Joshua McMurray
City Manager, City of Oakley

Figure 1. Strategy Driver Strategic Plan Approach



1

Task 1. Gather Data

The first step in all Strategy Driver strategic planning efforts involves data gathering. It is imperative that quality data is collected at the outset of the process to inform the subsequent strategic planning meetings and workshops. At the outset of the project, Strategy Driver will work with the General Manager to conduct an online survey of all strategic planning participants. This survey will provide critical insight that enables Strategy Driver to facilitate quality conversations during strategic planning meetings and interviews with the Board.

As a part of Task 1, Strategy Driver will:

- Attend a Board meeting to share the strategic planning process (remote)
- Develop a survey for all strategic planning participants (online)
- Meet with the General Manager and District staff to flag issues for discussion (remote)
- Conduct interviews with Board Members to identify priorities (via telephone)

Data gathering is conducted remotely for efficiency and as a cost-saving strategy. All Board workshops will be conducted in person, unless otherwise directed by the District.

2

Task 2. Analyze Results

Task 1 activities will generate a wealth of data for Strategy Driver and the District to consider. Task 2 involves consolidation and sharing of these data with staff.

As a part of Task 2, Strategy Driver will:

- Consolidate and analyze data
- Group data into categories that will begin the framework for the Strategic Plan
- Conduct meetings with staff to report data before and after Board Workshops

3

Task 3. Conduct Board Workshops

After the data are analyzed, they will be presented to the Board in a series of in-person Workshops. We anticipate these workshops will be approximately three hours each.

As a part of Task 3, Strategy Driver will:

- Conduct **Board Workshop 1** (in person) to:
 - ➔ Review data results
 - ➔ Consider updating the District's Mission Statement
 - ➔ Refine the Vision for the future
 - ➔ Identify today's shared Values
- Conduct **Board Workshop 2** (in person) to:
 - ➔ Approve a final version of the Mission, Vision, Values
 - ➔ Review survey and interview input relevant to Goals

Strategy Drives Results

- ➔ Develop Goals to deliver on the District's Mission and Vision
- Conduct **Board Workshop 3** (in person) to:
 - ➔ Approve final version of the District's Goals
 - ➔ Develop Objectives to deliver on the Goals

The Board Workshops produce the essential content for the Strategic Plan document. We are collaboratively writing the plan as we go, confirming buy-in along the way, which is both effective and time-saving.

4

Task 4. Develop Strategic Plan

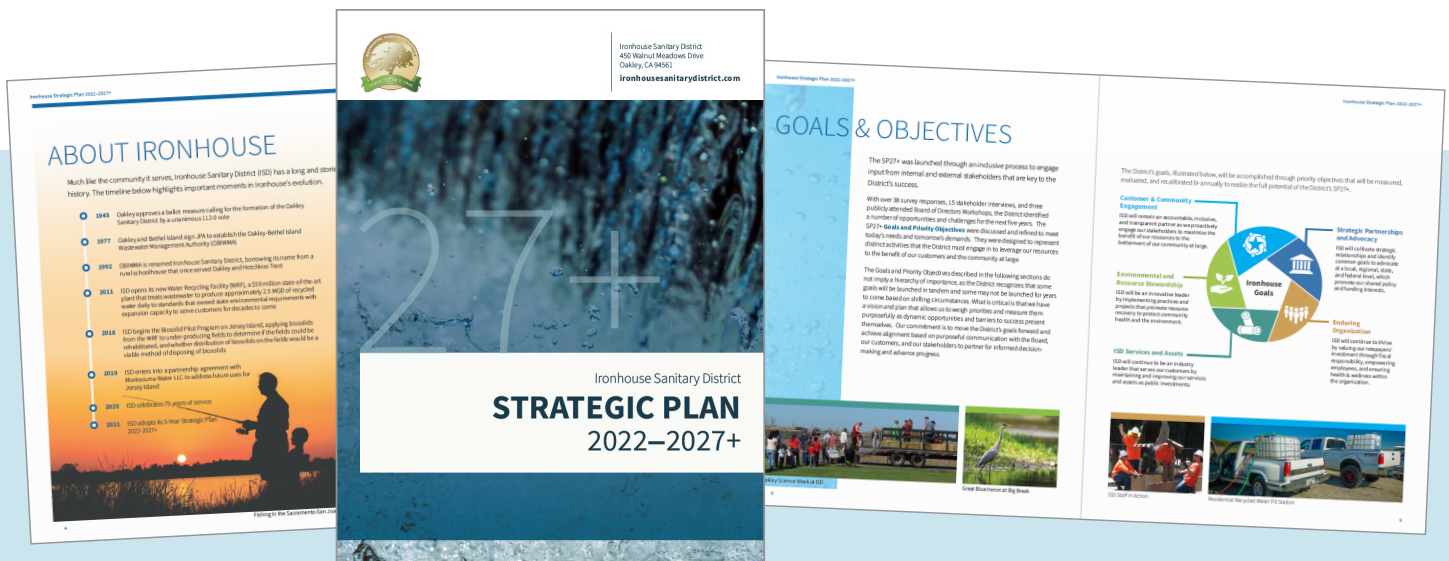
Task 4 results in the final Strategic Plan. As part of Task 4, Strategy Driver will:

- Consolidate Board Workshop results including Mission, Vision, Values, Goals, and Objectives into a draft Strategic Plan document
- Collaborate with District staff to craft the narrative portions of the document (e.g., introduction, process description, acknowledgments)
- Solicit and incorporate comments from the Board Members
- Present final plan to the Board

The final document will be professionally formatted using graphics software with a focus on simplicity and readability.

Task 5. Project Management

A fifth task is reserved for project management activities including monthly remote meetings with the General Manager.



The District's final Strategic Plan document will be professionally designed and easy to read, like the example above from Strategy Driver's engagement with Ironhouse Sanitary District which was recognized with awards from the California Water Environment Association (2021) and the California Association of Sanitation Agencies (2022).

Schedule

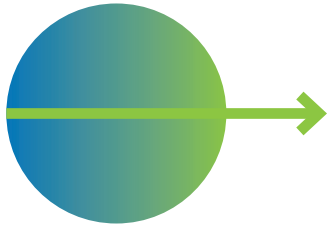
Strategy Driver anticipates that the District may complete the strategic planning process in as little as 4 months, with the final plan delivered at subsequent Board meetings for review and approval. Below is a preliminary schedule that assumes an expected April 1, 2024 start date. This draft schedule reflects an aggressive approach to complete the process, understanding that dates may be shifted to accommodate the availability of key participants.

| | 2024 | | | | | | |
|--|------|------|-----|-----|-----|-----|-----|
| | MAR | APR | MAY | JUN | JUL | AUG | SEP |
| 1. Gather Data | | | | | | | |
| Conduct Survey | | 2 16 | | | | | |
| Share process at Board Meeting | 19 | | | | | | |
| Interview Board Members | | 1 30 | | | | | |
| 2. Analyze Results | | | | | | | |
| Consolidate and analyze data | | | | | | | |
| Staff Preparation Meeting for Workshop 1 | | | 13 | | | | |
| Staff Preparation Meeting for Workshop 2 | | | | 7 | | | |
| Staff Preparation Meeting for Workshop 3 | | | | | 2 | | |
| 3. Conduct Commission Workshops | | | | | | | |
| Board Workshop 1 | | | 23 | | | | |
| Board Workshop 2 | | | | 18 | | | |
| Board Workshop 3 | | | | | 24 | | |
| 4. Develop Strategic Plan | | | | | | | |
| Present content to Board for vote | | | | | | 20 | |
| Board Adopts Final Plan | | | | | | | 17 |

Cost Estimate

Estimated costs for the scope described are shown below. The estimates are on a time and materials basis of Ellen Cross' billing rate at \$315/hour and Maria Pascoal at \$225/hour.

| Activity | Hours | Cost |
|---|------------|------------------|
| Present at regular Board Meeting (remote) | 4 | \$ 1,080 |
| Conduct Survey | 32 | \$ 8,370 |
| Interview Board Members (telephone) | 22 | \$ 6,390 |
| Conduct 3 Board Workshops (in person) | 86 | \$ 22,770 |
| Develop Strategic Plan | 56 | \$ 14,400 |
| Project Management | 26 | \$ 7,110 |
| Travel | 48 | \$ 13,710 |
| TOTAL | 274 | \$ 74,580 |



About Strategy Driver

Strategy Driver, founded by Ellen Cross, provides strategic planning, strategic implementation, and business consulting services. For more than 30 years, Ellen has represented architecture, environmental, and engineering organizations to broaden their client markets with a big picture approach while implementing strategic programs that translate into business growth. Ellen has served as in-house Regional Operations Director, Strategy Officer, and Development Director for several established industry-leading firms prior to incorporating Strategy Driver, where she serves both private industry and public agencies.

For this project, Strategy Driver will be supported by Minds Illustrated.

Minds Illustrated is a strategic communications firm serving engineering and scientific clients in the California water resources industry. Minds Illustrated works with state, regional, and local agencies to successfully communicate with stakeholders and the public. Maria Pascoal operates as its sole proprietor, providing graphic design, public outreach, strategic planning, and technical writing.

“*Ellen facilitated the development of a Strategic Plan for our District that exceeded our expectations! She was able to guide staff, the Board of Directors and external stakeholders to create a masterpiece framework. Through her inclusive style, she helped the District strengthen partnerships between the District and our community stakeholders.*

Tyson Zimmerman,
Assistant General Manager,
Ironhouse Sanitary District

Team Qualifications and Experience



Ellen Cross, Executive Facilitator, has more than 30 years of experience in California creating innovative solutions for visioning, goal setting, and achievement of sustained organizational success. Her understanding of governance, funding, stakeholders, technical and regulatory perspectives in the one-water industry is key to understanding challenges and opportunities. She has successfully

facilitated strategic planning for public agencies and professional associations including the examples below.

- Facilitation of Regional Water Authority’s (RWA) strategic plans over the past 15 years spanning three Executive Directors and supporting 20 Sacramento-area water agencies and Regional San. The most recent [Strategic Plan](#) was published in 2020.
- Facilitation of El Dorado Water Agency’s [Strategic Plan](#) and development of key communication collateral including new website

“As one of five Groundwater Sustainability Agencies (GSAs) in the Paso Robles Groundwater Basin, the County of San Luis Obispo had the opportunity to work with Ellen Cross of Strategy Driver, Inc. on development of a Communication & Engagement (C&E) Plan for the Paso Robles Basin Groundwater Sustainability Plan (GSP). With rapid response, Ellen developed the C&E Plan and swiftly began designing the outreach to “Fast Launch” a series of Sustainable Groundwater Management Act (SGMA) workshops to engage the GSAs and Interested Parties on the GSP development process. Her communication style encouraged a results-driven process to minimize barriers and promote progress towards meeting the SGMA requirements while conveying meaningful benefits to the community at large.

Angela Ruberto,
Water Resources Engineer/
GSA Staff, Department of
Public Works, County of San
Luis Obispo

design and content, brochures, and facilitation of their Inaugural Plenary with more than 30 local, regional, state, and federal thought leaders and partners.

- Facilitated PV Water's Groundwater Sustainability Plan (GSP) Alternative and Paso Robles Groundwater Basin GSP working with stakeholders in developing a strategic approach.
- Facilitation of strategic plans for industry organizations including Delta Stewardship Council's Science Program, Water Education Foundation, and Association of California Water Agencies.
- Facilitation of City of Oakley's Governance Guidelines & Protocol Policy Framework followed by a focused [Strategic Plan](#) to align the Board and Staff.

Ellen has facilitated successful outcomes with a track record of **100% unanimous approval** from Council and Board members in her 30-year history of facilitating and developing Strategic Plans.



Maria Pascoal is a visual artist and strategic communications professional with 22 years of experience with communications for engineering and scientific clients. Having designed hundreds of outreach materials such as brochures, annual reports, and presentations, Maria will provide graphic design for the final Strategic Plan. She will also serve as a writer for the plan document which will be informed by her 19 years as a consultant with a

national water resources firm serving clients such as the California Department of Water Resources, Sacramento County, and several Groundwater Sustainability Agencies. Her unique perspective allows her to facilitate meaningful discussion and capture the essence in writing. Maria collaborated previously with Ellen on Strategic Plans for San Bernardino Valley Water Conservation District, Pajaro Valley Water Management Agency, City of Oakley, Calaveras County Water District, and Ironhouse Sanitary District. She and Ellen also worked successfully together on the Paso Robles Subbasin Groundwater Sustainability Plan when Maria provided graphics and writing support.

Recent Experience

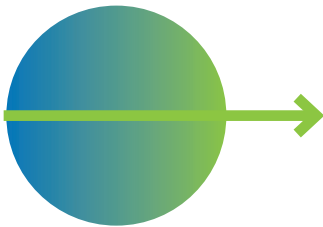
Ellen and Maria offer examples of recent strategic planning work they completed together below.

- Development of a long-term framework in the form of a [Strategic Plan](#) for the City of Oakley's thoughtful growth, safe and healthy neighborhoods, vibrant open spaces, and collaborative engaged partnerships that will benefit current and future residents and businesses.
- Facilitation of Ironhouse Sanitary District's [Strategic Plan](#).
- Facilitation of Calaveras County Water District's (CCWD) [Strategic Plan](#) where they have endured nine General Managers over a 20-year span. Ellen and

Maria facilitated the planning process with their Executive/Management Team and Council of Directors who are responsible for water, wastewater, and hydropower services.

- Recently facilitated the strategic planning process for Pajaro Valley Water Management Agency and received Board approval of the Agency's final [Strategic Plan](#) document.
- Recently completed facilitation of the strategic planning process for San Bernardino Valley Water Conservation District, with the final [Strategic Plan](#) approved in November 2023.

Resumes for Ellen and Maria can be found on the following pages.



“ *I recommend Ellen above all others for organizations that need a strategic plan...She is outcome focused and makes it happen, but most importantly, she makes sure the plan works for all of the participants. Ellen does her homework by asking the right questions in stakeholder interviews, a skill which benefits from her long experience in the water sector and successful creation of many strategic plans. She thinks through the details, makes sure she understands where conflict may occur and offers ideas on how to resolve conflict with win-win solutions.*

Jim Peifer, Executive Director, Regional Water Authority

ELLEN CROSS



SUMMARY OF QUALIFICATIONS

Ellen Cross focuses on communication, strategic planning and facilitating high stakes initiatives in the areas of water scarcity, sustainable groundwater, climate adaptation, flood protection, water resources and natural resources fields. Ellen drives diverse stakeholders forward to develop and realize shared vision and success.

Ellen Cross has more than 30 years of experience in the California water and environmental science industry creating successful innovative solutions through forums for vision, collaboration, and achievement. Ellen brings a large-scale view of proven strategic and tactical approaches to develop outcomes that meet multi-party objectives. Beginning her career on Capitol Hill leading workshops on anti-terrorism, global environmental issues and narco-trafficking under the auspices of the United Nations and United States Information Agency, Ellen has a history of creating neutral forums to work on critical issues where communication and leadership are key to moving complex issues forward.

In the area of emerging challenges, Ellen has successfully facilitated groundwater forums for Sustainable Groundwater Management Act (SGMA) for Paso Robles Groundwater Sustainability Plan (GSP), Sacramento Central Groundwater Authority (SCGA) GSP, Santa Cruz Mid County GSP, Pajaro Valley Water Management Agency (Prop 1) and SCGA (Prop 68) grants. Ellen has facilitated initiatives that envision diverse interested parties success goals and operationalizes the tactics to achieve results holistically on policy, governance, political, funding, institutional and technical goals to ensure sustained success.

PROJECT EXPERIENCE

San Bernardino Valley Water Conservation District (2023-present) Ellen partnered with the District’s new General Manager, staff, and Board to update the organization’s mission, vision, and values to better reflect who they are today. Engaged staff and Board to clarify current opportunities and challenges and collaborated to proactively envision the District’s future in a [Strategic Plan](#). Currently developing Communication & Engagement Plan to support implementation of the Board's strategic priorities.

San Joaquin County Department of Public Works Mokelumne River Integrated Conjunctive Use Project (MICUP) (2023-present) Ellen conducted outreach with partner agencies, surveyed and interviewed key interested parties, and facilitated a workshop for the multi-agency Project Planning Committee, culminating in a Partnership Charter Agreement signed by more than 20 parties as MICUP partners. Ellen is currently developing a Communications & Engagement Plan to provide strategies for continued proactive outreach to interested parties for the duration of the project.

crosse@strategydriver.com
(510) 316-9657

SKILLS

- Governance frameworks for water and flood agencies
- Strategic plan implementation and metric tracking
- Executive facilitation
- Strategic communications
- Strategies for emerging water (SGMA) and flood (Sea Level Rise) initiatives (funding, stakeholder, policy)

EDUCATION

BS, Political Science
University of Oregon

Eagleton Institute of Politics
Rutgers University

EXPERIENCE IN THE INDUSTRY

30+ years

AWARDS

California Association of Sanitation Agencies

California Water Environmental Association

Floodplain Management Association

National Center for Employee Ownership

Society of Marketing Professionals

Pajaro Valley Water Management Agency Strategic Plan (2023) Ellen worked closely with the Board of Directors and executive team to envision a path forward with a [Strategic Plan](#) as the Agency and its General Manager launched construction of one of their largest water resources projects to-date, the College Lake Integrated Resources Management Project.

Sacramento Water Forum (WF) Executive Facilitator for the Water Caucus Renegotiation with the Public, Environmental, and Business Caucuses (2022-present) Ellen is facilitating 22 water agencies who have Purveyor Water Agreements with the WF in renegotiating the 30-year WF Agreement that expires in 2030. This Agreement was initiated after many years of gridlock due to lawsuits and has enabled the interested parties to manage within shared parameters to provide a reliable and safe water supply for the region's economic health and planned development to the year 2030; and preserve the fishery, wildlife, recreational, and aesthetic values of the Lower American River.

City of Oakley Executive Facilitation and Development of a Governance Framework and Strategic Plan (2021-2022) Ellen was contracted by the Interim City Manager to facilitate one of the most challenging local government issues in Northern California. With four City Council Members and five Staff Executives under review from the Fair Political Practices Commission, Ellen was contracted to work with Executive Staff, City Council and the Public to develop a Governance Guidelines and Protocol Policy (GGPP) to return the City to functional governance. Ellen facilitated and developed the GGPP which resulted in unanimous approval. As part of the GGPP implementation, Ellen was contracted to facilitate and develop a unifying [Strategic Plan](#) (SP) to define common goals, create common ground, and define roles and responsibilities in partnership. The SP also was voted on unanimously to provide a path forward and promote trust and transparency.

Mendocino County Water Agency Redevelopment during Drought Emergency Executive Facilitation and Feasibility Report (2022) During one of Mendocino County's driest years, Ellen provided Executive Facilitation and Stakeholder Assessment as an emergency drought response when local residents and businesses were under water restrictions and local

governments were trucking water as far as 60 miles away. Ellen facilitated the Board of Supervisors; County Divisions, Cities, Regional Water Providers, Tribes, Chamber of Commerce, Environmental NGOs, and State and Federal Representatives and Legislators to evaluate value, governance, staffing and financial mechanisms to reinstate a Water Agency for one of the States most disadvantaged counties.

Ironhouse Sanitary District Strategic Plan 2022-2027+ (2021) Collaborated with District management and Board of Directors to develop a [Strategic Plan](#). Hosted a series of workshops that included local stakeholders such as city and county officials, neighboring water districts, and the local fire protection district. Co-authored the final Strategic Plan document that was unanimously adopted by the Board in 2021.

Calaveras County Water District Strategic Plan 2021-2026+ (2020) Collaborated with District management, Board of Directors, and consultant team to develop a refreshed mission and vision for the organization and its [Strategic Plan](#). Assisted with development of core values, goals, and objectives via remote working meetings. In collaboration with the project team, designed and distributed a stakeholder survey to gather information for the Plan. Conducted Board of Directors workshops to ensure Board participation and support resulting in a final Strategic Plan that was unanimously adopted in 2020.

Paso Robles Basin Groundwater Sustainability Plan (GSP) (2018) Ellen was contracted through Montgomery & Associates, Inc. to lead the public engagement and facilitation for the Paso Robles Basin GSP. Ellen supported the five Groundwater Sustainability Agencies (GSA): Paso Basin – County of San Luis Obispo GSA, City of Paso Robles GSA, San Miguel Community Services District GSA, and Shandon–San Juan GSA, Heritage Ranch Community Services District GSA. Ellen co-authored the Communication & Engagement Plan and Survey, facilitated five Informational “Fast Start” and Cooperative Committee meetings within 5 weeks, developed bilingual postcards, and identified disadvantaged community outreach, Native American outreach, as well as an overall engagement to more than 500 Interested Parties.

Sacramento Central Groundwater Authority (SCGA) Executive Facilitation for Strategic Plan 2023+, Prop 68 and GSP (2019 to 2021) Ellen served as Senior Facilitator and Strategist to lead a 16-member Board of Directors representing 9 public agencies, 2 private water purveyors, and agriculture and residential water users through a process to develop a 5-year Strategic Plan. Recognizing that governance, funding and project implementation are key to sustainability, the SCGA embarked on an all-encompassing re-evaluation of their decision-making, priority goals and project implementation strategy. The plan addressed governance in considerations of its Joint Power Authorities developed in 2006 and priority goals. She also facilitated the five GSAs of the South American Subbasin on a Prop 68 grant (awarded) and their one shared GSP.

Various Clients Groundwater and Sustainable Groundwater Management Act (SGMA) Executive Facilitation + Strategic Communications (2005-present) Ellen has served as a Senior Facilitator and Strategic Communications Advisor for private industry consultants that focus on groundwater challenges from a broad range of perspectives including: technical, environmental compliance and permitting, and specific basin stakeholder concerns. Scope has included developing strategy and approach for pursuing groundwater and SGMA related projects for Groundwater Sustainability Plan (GSP) grants and public facilitation including: strategic planning to capture Fox Canyon SGMA, Mid Kaweah, Tulare, Irvine Ranch Water Agency, Kings Canyon, Department of Water Resources, San Luis Obispo, and Sacramento Water Forum.

San Juan Water District (SJWD) Strategic Planning + Executive Facilitation (2017-March 2018) Ellen led SJWD in developing the approach and facilitating SJWD's Board of Directors, Executive Team and Directors in developing their first strategic plan. Ellen led the team, which includes a new General Manager and new Board Director to align priorities and goals to optimize SJWD's existing operations while anticipating state and federal water policy that may impact their retail and wholesale customers. The Strategic Plan 2022 received unanimous approval.

Sacramento Suburban Water District (SSWD) Facilitation for Strategic Plan 2023+ (2018-2019) Ellen facilitated SSWD's 5-year Strategic Plan process working with more than 70 stakeholders on its most robust Strategic Plan in the history of the agency. Working with SSWD's executive team, managers and all staff in addition to its 5 member Board, Ellen facilitated a comprehensive and integrated process to develop SSWD's mission, vision, core values, goals and strategic priorities with an early start on the companion Implementation Plan. This process included 98% participation of the District at all levels to create alignment and ownership for successful execution with unanimous approval by the Board.

Regional Water Authority Strategic Planning and Implementation Support (2005-2020) Ellen lead RWA's 2025+ Strategic Plan and has led two former strategic planning processes (2005, 2013) for 15 years under the direction of three different Executive Directors receiving unanimous approval from a 22 agency-member board. She developed program process, surveys, and facilitation followed by assistance to implement focused objectives including educating members through the creation of *The RWA Forum: An Advanced Discussion on Emerging Water Issues*. The RWA Forum was developed and led by SDI to educate RWA members on relevant water topics. Ellen also supported RWA as Water Resources Team Leader for Sacramento MetroChamber's Cap to Cap, and led discussions with legislators on the priority water issues in Sacramento.

Association of California Water Agencies (ACWA) 2016/17 and 2018/19 Strategic + Business Plan Ellen facilitated both the 2016 and 2018 ACWA Board of Directors to determine the Vision and Priorities for the Strategic and Business Plan. The 36 Directors and Committee Chairs participated in a one-day workshop to review existing priorities and envision new priorities for both policy and organizational goals. Ellen led a process that prioritized critical and bold goals to be implemented over a 2-year period. Ellen also led the participants through an activity that monetized the priorities to create an outcome that could be operationalized for successful implementation.

MARIA PASCOAL



maria@mindsillustrated.com
(916) 834-1166

SUMMARY OF QUALIFICATIONS

Maria Pascoal is founder and owner of Minds Illustrated, a strategic communications firm specializing in public outreach, strategic planning, graphic design, and technical writing. She has 22 years of experience with communications for engineering and scientific clients in the California water resources industry. She combines industry knowledge with technical and creative expertise to produce clear, effective communications for her clients, their stakeholders, and the public.

Maria has produced hundreds of outreach materials such as brochures, guides, infographics, and presentations and has assisted with development of dozens of strategic documents such as Groundwater Sustainability Plans, Strategic Plans, Integrated Regional Water Management Plans, Communication and Engagement Plans, Executive Summaries, and Annual Reports. Ms. Pascoal has expert knowledge in graphics software including Adobe InDesign, Photoshop, and Illustrator. In 2017, she completed a University of California Extension Certificate in Technical Communications, including extensive coursework related to technical documentation, user-centric design, and visual systems.

PROJECT EXPERIENCE

San Bernardino Valley Water Conservation District (2023-present) In partnership with Strategy Driver, Inc. (SDI), assisted with facilitation of workshops with the District's Board of Directors for development of a Strategic Plan. Co-authored and provided graphic design for final Plan document. Currently providing the District with graphics support and partnering with SDI to develop a Communication & Engagement Plan.

San Joaquin County Department of Public Works Mokelumne River Integrated Conjunctive Use Project (MICUP) (2023-present) In partnership with Rincon Consultants, Inc., developed and conducted a survey of interested parties to inform facilitation of a multi-agency workshop that resulted in the Partnership Charter Agreement signed by more than 20 parties as MICUP partners. Currently assisting with development of a Communication & Engagement Plan that will provide strategies for continued proactive outreach to interested parties for the duration of the project.

Pajaro Valley Water Management Agency Strategic Plan (2023) In partnership with SDI, worked closely with the Board of Directors and executive team to envision a path forward as the Agency and its General Manager launched construction of one of their largest water resources projects to-date, the College Lake Integrated Resources Management Project.

SKILLS

- Strategic Communications
- Strategic Planning
- Public Outreach
- Graphic Design
- Technical Writing

EDUCATION

B.F.A., Graphic Design
University of the Pacific

Technical Writing and Communication Certificate
U.C. Santa Cruz Silicon Valley Extension

Facilitation Training,
American Water Resources Association

EXPERIENCE IN THE INDUSTRY

22 years

AWARDS

California Water Environment Association-San Francisco Bay Section, **Community Engagement and Outreach: Project of the Year** for the Ironhouse Sanitary District Strategic Plan

Public Relations Society of America, California Capital Chapter **Influence Award** for California Department of Water Resources Stakeholder Communication and Engagement Guidance Document

City of Oakley Strategic Plan 2027+ (2022) In partnership with SDI, developed a framework for the City's strategic and thoughtful growth, safe and healthy neighborhoods, vibrant open spaces, and collaborative engaged partnerships with a sustainable organization that will benefit current and future residents and businesses. Co-authored and led graphic design for the final Strategic Plan.

Texas Floodplain Management Association newsletter, Texas Flood Today (2021-current) Assisted the TFMA Communications Committee with re-design and publication of the quarterly newsletter. Provided new design template, assisted with technical editing for contributor submissions, and published final document for all 2021 and 2022 newsletters. Work ongoing.

Ironhouse Sanitary District Strategic Plan 2022-2027+ (2021) Collaborated with District management, Board of Directors, and SDI to develop a Strategic Plan. Co-hosted a series of workshops that included local stakeholders such as city and county officials, neighboring water districts, and the local fire protection district. Co-authored and led graphic design for the final Strategic Plan document that was unanimously adopted by the Board in 2021.

Calaveras County Water District Strategic Plan 2021-2026+ (2020) Collaborated with District management, Board of Directors, and consultant team to develop a refreshed mission and vision for the organization and its Strategic Plan. Assisted with development of core values, goals, and objectives via remote working meetings. In collaboration with the project team, designed and distributed a stakeholder survey to gather information for the Plan. Provided materials for and helped conduct Board of Directors workshops to ensure Board participation and support. Provided graphic design for the final Strategic Plan that was unanimously adopted by the Board in 2020.

California Department of Water Resources (DWR) Sustainable Groundwater Management Program Communications Support (2016-2020) Provided communications support including graphic design for DWR's implementation of Sustainable Groundwater Management Act (SGMA). Collaborated with DWR

program team and consultant team to develop graphics communicating SGMA requirements to local agencies and the public. Assisted with development of the best management practices and guidance documents for Groundwater Sustainability Plan (GSP) development, including the Stakeholder Communication and Engagement guidance document. Assisted with development of GSP Emergency Regulations Guide. Created technical and conceptual illustrations used in outreach presentations and printed materials.

Atascadero Basin Groundwater Sustainability Plan (2016-2022) Led development of an on-line communications portal for local agencies to engage their constituents and track public outreach activities supporting GSP development. Authored Communication and Engagement Plan for GSP development and co-authored Executive Summary when GSP was complete. Provided graphics to support successful basin boundary modification request to DWR. Updated website as needed to reflect most recent SGMA activities. Developed stakeholder outreach materials such as FAQ, postcards, and newsletters.

Sacramento County Small Communities Flood Risk Reduction Feasibility Studies (2019) Assisted with public relations materials related to the implementation of Small Communities Flood Risk Reduction grants in the Delta Legacy communities of Courtland, Hood, Locke, Walnut Grove, and Ryde. Designed Small Communities logo to create continuity throughout program implementation. Wrote content for and designed postcards used for public outreach. Assisted with creation of an ArcGIS StoryMap for each community.

Paso Robles Subbasin Groundwater Sustainability Plan (GSP) (2018) Conducted public outreach and community engagement as part of the consultant team for the five Groundwater Sustainability Agencies in the Paso Robles Subbasin responding to SGMA. Co-author of Paso Robles Subbasin Communication and Engagement Plan. Assisted with planning and execution of public meetings and workshops. Developed a variety of outreach materials including presentations, mailers, and handouts.