



# Sunnyslope County Water District

## BOARD OF DIRECTORS

### REGULAR MEETING

District Office Board Room/Teleconference



3570 Airline Hwy., Hollister, CA

## NOTICE & AGENDA

JANUARY 17, 2023

Regularly Scheduled Board Meeting - 5:15PM

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

ZOOM MEETING ACCESS LINK

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

Zoom Link Passcode: SSCWD

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

Dial in Passcode: 866864

### HEALTH AND SAFETY GUIDELINES

Public access to this meeting is provided both in person and through electronic viewing. Virtual meeting access will continue to be provided as a public convenience until further notice by the District Board. Remote viewing interruptions due to internet quality, power outages or other factors may occur and will not stop the meeting while a quorum is present in the Board Room; To ensure the health, safety, and welfare of those in attendance, all attendees must comply with any procedures/instructions announced by the Board of Directors or as directed by Staff prior to commencement of the meeting. Face coverings will be provided if health concerns dictate and will be made available upon request. The meeting will be available through Zoom for those who wish to join remotely. Anyone requiring accommodations may contact the Main Office at: (831) 637-4670 a minimum of 24 hrs prior to the start of the meeting.

### *Mission Statement:*

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

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

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

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

**REGULAR SESSION**

**B. PLEDGE OF ALLEGIANCE**

**C. 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.

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

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

1. Approve Minutes of the Special Board Meeting of December 13, 2022 (page 1)
2. Receive and Accept Allowance of Claims for Disbursements from December 1, 2022 Through December 31, 2022. (page 8)
3. Associate Engineer Monthly Status Report (Not Included) (N/A)
4. Receive and Accept Finance Manager Monthly Status Reports:
  - a) Narrative Report (page 12)
  - b) Operation Summary (page 19)
  - c) Statement of Income (page 22)
  - d) Investment Summary (page 24)
  - e) Board Designated Reserves (page 25)

5. Receive and Accept Superintendent Monthly Status Reports:
  - a) Maintenance (page 26)
  - b) City Meter Reading (page 34)
  - c) Groundwater Level Measurement (page 35)
6. Receive and Accept General Manager Monthly Status Report. (page 36)

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

1. Resolution No. 584 a Resolution of the Board of Directors of the Sunnyslope County Water District Adopting the Cities of Hollister and San Juan Bautista, the County of San Benito, and Other Local Government Agencies Including Sunnyslope County Water District. (Not A Project Under CEQA Per Article 20, Section 15378). (page 38)

**G. STATUS REPORT**

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

**H. BOARD and STAFF REPORTS**

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

**I. FUTURE AGENDA ITEMS**

## J. ADJOURNMENT

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

**Next Regular Board Meeting** – February 21, 2023 @ 5:15 p.m., District Office

**AGENDA DEADLINE:** February 15, 2023 @ 12:00 p.m.

## Future Scheduled Committee Meetings

Water Resources Association of San Benito County – February 2<sup>nd</sup>, 2023 @ 4pm

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

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

**MINUTES**  
**Special Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**December 13<sup>th</sup>, 2022**

**A. CALL TO ORDER:** The meeting was called to order at 5:16 p.m. by President Buzzetta, as authorized by the State of California Executive Order N-08-21 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

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

**B. PLEDGE OF ALLEGIANCE:** Attorney Michael Laredo led those in attendance in the Pledge of Allegiance.

**C. APPROVAL OF AGENDA:** Upon a motion made to approve the agenda by Director Mauro, seconded by Director Alcorn, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; (EM), yes; (JB), yes; the motion carried 5-0.

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

**E. CONSENT AGENDA:**

1. Approval of Minutes of the Regular Board Meeting of November 15<sup>th</sup>, 2022.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of November 1, 2022 through November 30, 2022, totaling \$1,657,616.84 which includes \$447,046.68 for payments to vendors, \$275,382.84 for Payroll, \$374,929.02 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$0.00 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
11/01/2022	ACH 2406	BASIC Benefits LLC	\$220.00
11/03/2022	50685	A Tool Shed	\$968.80
11/03/2022	50686	Ace Hardware (Johnson Lumber Co.)	\$249.06
11/03/2022	50687	AT&T	\$1,000.00
11/03/2022	50688	Carlton's Fire Extinguisher Sales & Serv	\$347.72
11/03/2022	50689	Central Ag Supply LLC	\$857.60
11/03/2022	50690	Edges Electrical Group, LLC	\$239.99
11/03/2022	50691	Grainger, Inc.	\$403.33
11/03/2022	50692	Mc Kinnon Lumber Co., Inc.	\$31.38
11/03/2022	50693	Meter, Valve & Control	\$3,012.81
11/03/2022	50694	Mission Uniform Service	\$332.73
11/03/2022	50695	MNS Engineers, Inc.	\$6,543.81

11/03/2022	50696	O'Reilly Auto Parts	\$19.63
11/03/2022	50697	San Benito County Water District	\$212,688.18
11/03/2022	50698	San Benito County Water District-Pumping	\$21,509.30
11/03/2022	50699	San Benito Tire Pros & Automotive	\$25.00
11/03/2022	50700	Tyler Technologies, Inc.	\$1,450.00
11/03/2022	50701	USA Blue Book	\$4,222.99
11/04/2022	ACH 2407	BASIC Benefits LLC	\$100.11
11/04/2022	JN00287	Net Pay	\$74,913.75
11/04/2022	JN00287	Total Tax	\$21,794.51
11/07/2022	ACH 2408	BASIC Benefits LLC	\$207.00
11/07/2022	ACH 2409	BASIC Benefits LLC	\$230.00
11/07/2022	ACH 2410	Principal	\$3,439.41
11/08/2022	50702	AT&T	\$946.00
11/08/2022	50703	AT&T	\$741.86
11/08/2022	50704	Backflow Apparatus & Valve Co. (BAVCO)	\$509.54
11/08/2022	50705	Brenntag Pacific, Inc.	\$78,964.50
11/08/2022	50706	Central Ag Supply LLC	\$155.86
11/08/2022	50707	City of Hollister-Finance Dept	\$374,929.02
11/08/2022	50708	Employee Relations, Inc.	\$13.15
11/08/2022	50709	Hach Company	\$1,090.73
11/08/2022	50710	Iconix Waterworks (US) Inc.	\$896.65
11/08/2022	50711	Meter, Valve & Control	\$23,844.78
11/08/2022	50712	Rain for Rent	\$2,419.26
11/08/2022	50713	Recology San Benito County	\$326.68
11/08/2022	50714	Staples Advantage	\$351.36
11/08/2022	50715	Toro Petroleum Corp.	\$3,274.96
11/08/2022	50716	Troy Quick	\$240.06
11/08/2022	50717	U.S. Bank Corporate Payment Systems	\$4,852.32
11/08/2022	50719	USA Blue Book	\$912.20
11/08/2022	50720	Watersmart Software, Inc.	\$6,000.00
11/08/2022	ACH 2411	Colonial Life	\$4,278.22
11/08/2022	ACH 2412	iCloud	\$10,172.55
11/09/2022	ACH 2413	CalPERS - Retirement	\$23.08
11/09/2022	ACH 2414	CalPERS - Retirement	\$240.17
11/09/2022	ACH 2415	CalPERS - Retirement	\$3,997.58
11/09/2022	ACH 2416	CalPERS - Retirement	\$7,022.50
11/09/2022	ACH 2417	CalPERS - Retirement	\$7,063.12
11/10/2022	ACH 2418	BASIC Benefits LLC	\$170.71
11/10/2022	ACH 2419	Nationwide Retirements Solutions	\$8,691.75
11/14/2022	ACH 2420	BASIC Benefits LLC	\$218.95
11/14/2022	ACH 2421	ADP	\$2,141.26
11/15/2022	ACH 2422	BASIC Benefits LLC	\$35.00
11/15/2022	ACH 2423	P G & E	\$80,586.40
11/17/2022	50724	Ace Hardware (Johnson Lumber Co.)	\$401.66
11/17/2022	50725	Brenntag Pacific, Inc.	\$50,770.00
11/17/2022	50726	Bryan Mailey Electric, Inc	\$4,925.02
11/17/2022	50727	De Lay & Laredo	\$2,777.00
11/17/2022	50728	Don Chapin Co. Inc., The	\$140.00
11/17/2022	50729	EBCO Pest Control	\$69.00
11/17/2022	50730	Edges Electrical Group, LLC	\$23.57
11/17/2022	50731	exceedio	\$7,874.99
11/17/2022	50732	Green Line	\$19,656.00
11/17/2022	50733	J M Electric	\$1,482.00
11/17/2022	50734	John Smith Road Landfill	\$33.00
11/17/2022	50735	Mark Nicholson, Inc.	\$2,877.57

11/17/2022	50736	Mid Valley Supply	\$227.07
11/17/2022	50737	Mission Uniform Service	\$703.64
11/17/2022	50738	Monterey Signs, Inc.	\$628.19
11/17/2022	50739	San Benito County Water District	\$326,060.82
11/17/2022	50741	Shape, Inc.	\$1,908.86
11/17/2022	50742	Star Concrete	\$2,455.72
11/17/2022	50743	Trans Union LLC	\$219.10
11/17/2022	50744	True Value Hardware	\$46.58
11/17/2022	50745	Wallace Group	\$436.75
11/17/2022	50746	Wright Bros. Welding & Sheet Metal, Inc.	\$17.56
11/17/2022	JN00288	Net Pay	\$72,886.65
11/17/2022	JN00288	Total Tax	\$21,500.96
11/21/2022	50747	Platt Electric Supply	\$8,419.08
11/21/2022	ACH 2424	CalPERS - Retirement	\$23.08
11/21/2022	ACH 2425	BASIC Benefits LLC	\$83.00
11/21/2022	ACH 2426	CalPERS - Retirement	\$7,612.58
11/21/2022	ACH 2427	CalPERS - Retirement	\$6,963.70
11/21/2022	ACH 2428	Nationwide Retirements Solutions	\$8,928.02
11/21/2022	ACH 2429	CalPERS - Health Insurance	\$22,578.50
11/22/2022	ACH 2430	BASIC Benefits LLC	\$194.38
11/23/2022	50748	A-1 Services	\$403.00
11/23/2022	50749	Award Homes, Inc.	\$27,979.04
11/23/2022	50750	Bartel Associates, LLC	\$3,075.00
11/23/2022	50751	Bracco's Towing	\$731.25
11/23/2022	50752	Brenntag Pacific, Inc.	\$23,681.90
11/23/2022	50753	Central Ag Supply LLC	\$957.37
11/23/2022	50754	CM Analytical, Inc.	\$20,742.50
11/23/2022	50755	Denise Duffy & Associates, Inc.	\$2,606.00
11/23/2022	50756	exceedio	\$3,194.51
11/23/2022	50757	Iconix Waterworks (US) Inc.	\$5,961.92
11/23/2022	50758	Konica Minolta Premier Finance	\$416.76
11/23/2022	50759	LDJ Manufacturing, Inc.	\$124.16
11/23/2022	50760	Luis M. Vasquez-Herrera	\$196.64
11/23/2022	50761	Mid Valley Supply	\$83.27
11/23/2022	50762	Mission Uniform Service	\$370.91
11/23/2022	50763	Simplot Grower Solutions	\$1,824.68
11/23/2022	50764	Toro Petroleum Corp.	\$3,450.63
11/23/2022	50766	Tyler Technologies, Inc.	\$6,394.05
11/23/2022	50767	USA Blue Book	\$2,501.75
11/23/2022	50768	Wright Bros. Indust. Supply	\$35.27
11/29/2022	ACH 2431	BASIC Benefits LLC	\$44.85

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**-\$1,657,616.84**

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

President Buzzetta asked for public comment and upon receiving none, President Buzzetta requested a motion to approve the consent agenda. Upon a motion made by Director Alcorn to approve the Consent Agenda, seconded by Director Brown, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; (EM) yes; and (JB) yes; the motion carried 5-0.

**F. NEW BUSINESS:**

**1. Conduct a Swearing-In Ceremony for Newly Elected Board Members Mike Alcorn, Dorothy (Dee) Brown, and Edward Mauro, to Fulfill Terms of Service from December 2022 to November 2026. (Not a project under CEQA per Article 20, Section 15378)**

All three board members ran unopposed in the General Election on November 8<sup>th</sup>, 2022, and shall be reelected as board members for another term. General Manager and Board Secretary Lander conducted the Swearing-in Ceremony for all three directors who were then reelected to the office of Board Member for a four-year term.

No further action was required.

**2. SBCWD Take Appropriate Action to Elect a President and Vice-President of the Board of Directors, and Preseident to Assign Director Duties to Standing District Committees for 2023. (Not a project under CEQA per Article 20, Section 15378)**

General Manager/Secretary Lander restated the annual Board procedure to take nominations to elect one of the five Board of Directors to serve as the President of the Board and a second Director to serve as the Vice President of the Board for a one year term. The newly elected President of the Board then assigns Directors to serve on the four standing committees, the Water Resources Agency, the Association of California Water Agency Joint Powers Insurance Authority, and to perform check signing responsibilities on behalf of the District. Director Jerry Buzzetta served as President and Director Dee Brown has served as Vice President for 2022.

Director Parker nominated Director Brown as President, and Director Brown accepted the nomination. No other nominations were put forward. The motion was seconded by Director Buzzetta who then took a roll call vote as follows: (MA), yes; (JP), yes; (EM) yes; (JB) yes; and (DB) yes; the motion carried 5-0.

President Brown assumed the role as President by switching seats with former President Buzzetta to lead the meeting and proceeded with conducting the remainder of the meeting.

Director Alcorn nominated Director Mauro for Vice-President; Director Mauro accepted the nomination. No other nominations were put forward. The motion was seconded by Director Parker and President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB) yes; (EM) yes; and (DB) yes; the motion carried 5-0.

President Brown asked for input from the Board Members as to which committees they would like to participate on and then assigned Directors to the following:

- Finance Committee – Mike Alcorn & Ed Mauro (Alternate – Jerry Buzzetta)
- Water/Wastewater Committee – Jerry Buzzetta & Jim Parker (Alternate – Ed Mauro)
- Employee & Personnel Committee – Ed Mauro & Dee Brown (Alternate –Mike Alcorn)



- Policy and Procedures Committee – Jim Parker & Jerry Buzzetta (Alternate – Dee Brown)
- Water Resources Agency – Mike Alcorn (Alternate – Jim Parker)
- ACWA/JPIA Board Representative – Dee Brown (Alternate – Mike Alcorn)
- District Check Signing Responsibility for 2023 –
  - First quarter – Jim Parker;
  - Second quarter – Mike Alcorn;
  - Third quarter – Ed Mauro
  - Fourth quarter – Jerry Buzzetta

**3. Board Will Review The 2023 Calendar And Modify The Meeting Schedule For The Coming Year As Needed Beginning With Regularly Schedule Board Meetings To Be Scheduled On The 3rd Tuesday Of The Month. Board Will Approve By Motion All Changes To The Calendar. (Not A Project Under CEQA Per Article 20, Section 15378)**

General Manager Lander brought this item to the board to review the regular board meeting dates for 2023 so that the District may publish them to the public. Director Buzzetta suggested moving the November meeting and December meeting up a week instead, to which the board agreed would be favorable.

President Brown then asked for any public comment. Upon receiving no public comment, Director Mauro made a motion to Approve the 2023 Board Meeting Calendar with the changes suggested by Director Buzzetta; November meeting moved to November 14<sup>th</sup> and December's meeting moved to December 12<sup>th</sup>, 2023. This motion was seconded by Director Parker for which President Brown then took a roll call vote as follows: (EM), yes; (JB), yes; (JP) yes; (MA) yes; and (DB) yes; the motion carried 5-0.

**4. Authorize The Board President To Sign A Resolution Of Recognition Honoring Anabel Zavala For 21 Years Of Employment With The Sunnyslope County Water District And Wishing Her Well In Retirement. (Not A Project Under CEQA Per Article 20, Section 15378)**

This item was brought to the board to recognize the almost 22 years of service Anabel Zavala had put into the district. Although she was not in attendance General Manager Lander read the resolution to the board and wished Anabel her best in her recent retirement. Lander also praised Anabel for her excellent work through the years, especially her ability in serving the District's Spanish speaking customers. All the directors also wished Anabel well in her retirement.

President Brown then asked for any public comment. Upon receiving no public comment, Director Parker made a motion to Authorize the Board President To Sign A Resolution Of Recognition Honoring Anabel Zavala For 21 Years Of Employment With The Sunnyslope County Water District And Wishing Her Well In Retirement. This motion was seconded by Director Buzzetta for which President Brown then took roll call vote as follows: (MA) yes; (JP) yes; (EM) yes; (JB) yes; and (DB) yes; the motion carried 5-0.

**5. Receive Audit Report/Presentation By Patricia Kaufman, CPA/Partner, With McGilloway, Ray, Brown & Kaufman On June 30, 2022 Audit. (Not A Project Under CEQA Per Article 20, Section 15378)**

General Manager Lander introduced Matt Pressey, Audit Manager with McGilloway, Ray, Brown & Kaufman, to give the board a report/presentation regarding the District's June 30, 2022 audit and the resulting audited financial statements and Governance letter.

Mr. Pressey shared a prepared power point presentation and noted that no irregularities were identified in the audit process.

Mr. Pressey summarized his presentation stating that there were no difficulties encountered in performing the audit; there were no disagreements with Management; there were no Management consultations with other independent accountants; and the timing of the audit went according to schedule and encountered no delays.

Directors were provided an opportunity to ask questions and President Brown then asked for any public comment. Receiving none, President Brown proceeded with the agenda. No motion or vote required.

**6. Approve And Authorize The General Manager To Execute A Contract Amendment For Professional Services With Raftelis Financial Consultants For The Development Of Water And Sewer Rates As Needed To Include The Best Road Mutual Water Company Into The District For An Amount Not To Exceed \$8,000. (Not A Project Under CEQA Per Article 20, Section 15378).**

General Manager Lander spoke on this item stating that Best Road Mutual has received a grant for connection after utilizing the Wallace Group's services to submit for grants. Now that Best Road has received this grant to be able to connect to Sunnyslope, Mr. Lander is proposing the District amend a current contract with Raftelis to include calculating rates for Best Road Mutual. When the item was open for question and comment Director Alcorn inquired whether the grant had a time restriction. To which General Manager Lander confirmed it is a 2-year grant.

President Brown then asked for any public comment. Upon receiving no public comment, Director Alcorn made a motion to Approve and Authorize The General Manager To Execute A Contract Amendment as written. (Not A Project Under CEQA Per Article 20, Section 15378). This motion was seconded by Director Buzzetta for which President Brown then took roll call vote as follows: (EM) yes; (JB) yes; (JP) yes; (MA) yes; and (DB) yes; the motion carried 5-0.

**G. BOARD COMMITTEE and STATUS REPORTS**

1. **Governance Committee:** (No meeting)
2. **Water/Wastewater Committee:** (No meeting)
3. **Finance Committee:** (Meeting Held December 7<sup>th</sup>) The FY 21-22 Audit was discussed as already covered in item F5.
4. **Policy and Procedure Committee:** (No meeting)
5. **Personnel Committee:** (No meeting)
6. **Water Resources Association of San Benito County (WRA):** (Meeting Held December 1<sup>st</sup>) Director Parker reported on this meeting, informing the board that the Turf removal program was coming along well; 120,000 sq. ft. of turf has been removed thus far.

**H. BOARD and STAFF REPORTS**

1. **Directors:** Director Michael Alcorn attended the 2022 Fall ACWA Conference in Indian Wells, CA November 29<sup>th</sup>-December 1<sup>st</sup>, 2022. Director Alcorn gave a report on the conference and all the topics that were discussed. These topics included how to increase

rates without pushback, modification of water rights, storing ground water and climate change.

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

3. **General Manager:** General Manager/Secretary Lander gave an update on the Mark's drive Sewer project, reporting that it's nearly complete. He also reported on the accident that happened at West Hills last month, stating that things are looking better and it's possible West Hills can be running in 6 months. Mr. Lander also reported that the office is still doing well battling Covid, maintaining no office transmission.

- I. **FUTURE AGENDA ITEMS:** Urban Area Water Management Plan Amendment Ratification and Budget Update with Investment Report.
- J. **ADJOURNMENT:** President Brown adjourned the meeting at 6:52 p.m.

**APPROVED BY THE BOARD:**

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

**RESPECTFULLY SUBMITTED:**

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

# Sunnyslope County Water District

## Disbursement Summary

December 1, 2022 through December 31, 2022

Date	Num	Name	Amount
12/01/2022	JN00309	Net Pay	\$74,999.33
12/01/2022	JN00309	Total Tax	\$21,547.26
12/02/2022	ACH 2432	CalPERS - Retirement	\$23.08
12/02/2022	ACH 2433	CalPERS - Retirement	\$240.17
12/02/2022	ACH 2434	CalPERS - Retirement	\$1,125.36
12/02/2022	ACH 2435	CalPERS - Retirement	\$3,997.58
12/02/2022	ACH 2436	CalPERS - Retirement	\$6,474.78
12/02/2022	ACH 2437	CalPERS - Retirement	\$7,671.35
12/05/2022	50770	Abel Alvarez	\$86.14
12/05/2022	50771	Ace Hardware (Johnson Lumber Co.)	\$206.29
12/05/2022	50773	Adan Cervantes	\$142.01
12/05/2022	50774	AT&T	\$1,061.09
12/05/2022	50775	AT&T	\$380.42
12/05/2022	50776	AT&T	\$1,000.00
12/05/2022	50777	Auto Tech Service Center, Inc.	\$120.00
12/05/2022	50778	Brenntag Pacific, Inc.	\$2,143.51
12/05/2022	50779	Carlson's Fire Extinguisher Sales & Serv	\$296.24
12/05/2022	50780	Central Ag Supply LLC	\$438.12
12/05/2022	50781	City of Hollister-Finance Dept	\$341,949.23
12/05/2022	50781	City of Hollister-Finance Dept Reversal	-\$341,949.23
12/05/2022	50782	Connected Solutions Group, LLC	\$729.75
12/05/2022	50783	CWEA Membership- TCP	\$95.00
12/05/2022	50784	Ferguson Enterprises, Inc.	\$326.29
12/05/2022	50785	Grainger, Inc.	\$643.77
12/05/2022	50786	Iconix Waterworks (US) Inc.	\$6,736.60
12/05/2022	50787	Interstate Battery System of San Jose Inc	\$135.96
12/05/2022	50788	Manuel Chavez	\$57.63
12/05/2022	50789	MBS Business Systems	\$914.08
12/05/2022	50790	Mc Gilloway, Ray, Brown & Kaufman	\$15,120.00
12/05/2022	50791	Mc Master-Carr	\$19.80
12/05/2022	50792	Mission Uniform Service	\$735.47
12/05/2022	50793	O'Reilly Auto Parts	\$55.28
12/05/2022	50794	Postal Graphics	\$6.11
12/05/2022	50795	Raftelis Financial Consultants, Inc.	\$4,862.50
12/05/2022	50796	Razzolink.com	\$76.95
12/05/2022	50797	Recology San Benito County	\$326.68
12/05/2022	50798	Robert Hillebrecht	\$2,947.53
12/05/2022	50799	Star Concrete	\$1,469.42
12/05/2022	50800	State Water Resources Control Board-DWO	\$105.00
12/05/2022	50801	USA Blue Book	\$1,493.91
12/05/2022	50802	UWUA Local 820	\$784.72
12/05/2022	50803	Verizon Wireless	\$384.99
12/05/2022	ACH 2438	Nationwide Retirements Solutions	\$11,146.04
12/05/2022	ACH 2439	BASIC Benefits LLC	\$241.60

# Sunnyslope County Water District

## Disbursement Summary

12/05/2022	ACH 2440	Principal	\$3,439.41
12/06/2022	ACH 2441	BASIC Benefits LLC	\$10.00
12/06/2022	ACH 2442	iCloud	\$8,790.65
12/08/2022	ACH 2443	BASIC Benefits LLC	\$48.23
12/12/2022	ACH 2444	BASIC Benefits LLC	\$13.19
12/13/2022	ACH 2445	BASIC Benefits LLC	\$766.40
12/15/2022	50815	ACC Business	\$1,323.29
12/15/2022	50816	Ace Hardware (Johnson Lumber Co.)	\$175.29
12/15/2022	50817	Aquatrax	\$1,800.00
12/15/2022	50818	Auto Tech Service Center, Inc.	\$230.00
12/15/2022	50819	Brenntag Pacific, Inc.	\$791.08
12/15/2022	50820	Brigantino Irrigation	\$140.82
12/15/2022	50821	CWEA Membership- TCP	\$95.00
12/15/2022	50821	CWEA Membership- TCP Reversal	-\$95.00
12/15/2022	50822	De Lay & Laredo	\$2,432.50
12/15/2022	50823	Diego Perez Bribiesca	\$250.00
12/15/2022	50824	Extreme Plates, LLC	\$11,401.60
12/15/2022	50825	Grainger, Inc.	\$2,362.38
12/15/2022	50826	Hollister Auto Parts, Inc.	\$68.45
12/15/2022	50827	Iconix Waterworks (US) Inc.	\$3,261.52
12/15/2022	50828	John Smith Road Landfill	\$121.35
12/15/2022	50829	Mission Uniform Service	\$3,359.67
12/15/2022	50830	MNS Engineers, Inc.	\$63,048.00
12/15/2022	50831	O'Reilly Auto Parts	\$60.00
12/15/2022	50832	Palace Business Solutions	\$1,020.08
12/15/2022	50833	Plangrid, Inc.	\$936.00
12/15/2022	50834	Rain for Rent	\$5,664.17
12/15/2022	50835	San Benito County Water District	\$322,118.43
12/15/2022	50837	San Benito Tire Pros & Automotive	\$668.47
12/15/2022	50838	SBC Chamber of Commerce	\$265.00
12/15/2022	50839	Sharp Engineering and Construction, Inc.	\$24,487.00
12/15/2022	50840	State Water Resources Control Board-DWO	\$55.00
12/15/2022	50841	State Water Resources Control Brd-WWOP	\$210.00
12/15/2022	50842	Toro Petroleum Corp.	\$4,472.18
12/15/2022	50844	TPO	\$496.00
12/15/2022	50845	Trans Union LLC	\$169.46
12/15/2022	50846	U.S. Bank Corporate Payment Systems	\$7,880.60
12/15/2022	ACH 2446	P G & E	\$72,133.24
12/15/2022	JN00310	Net Pay	\$68,688.84
12/15/2022	JN00310	Total Tax	\$18,740.75
12/16/2022	ACH 2447	BASIC Benefits LLC	\$333.70
12/16/2022	ACH 2448	ADP	\$2,146.41
12/19/2022	50848	All American Mailing, Inc.	\$2,850.42
12/20/2022	ACH 2449	CalPERS - Retirement	\$23.08
12/20/2022	ACH 2450	BASIC Benefits LLC	\$246.06
12/20/2022	ACH 2451	CalPERS - Retirement	\$6,777.07

# Sunnyslope County Water District

## Disbursement Summary

12/20/2022	ACH 2452	CalPERS - Retirement	\$7,658.34
12/20/2022	ACH 2453	Nationwide Retirements Solutions	\$8,928.02
12/20/2022	ACH 2454	CalPERS - Health Insurance	\$23,108.00
12/21/2022	50849	A-1 Services	\$403.00
12/21/2022	50850	Ace Hardware (Johnson Lumber Co.)	\$70.27
12/21/2022	50851	Auto Tech Service Center, Inc.	\$1,780.00
12/21/2022	50852	Brenntag Pacific, Inc.	\$2,391.50
12/21/2022	50853	Calcon System, Inc.	\$3,953.50
12/21/2022	50854	Calif. Special Districts Association	\$8,810.00
12/21/2022	50855	City of Hollister-Finance Dept	\$386,981.23
12/21/2022	50856	CM Analytical, Inc.	\$11,846.25
12/21/2022	50857	Community Printers, Inc.	\$2,100.81
12/21/2022	50858	East Bay Brass Foundry, Inc.	\$6,287.49
12/21/2022	50859	exceedio	\$3,194.51
12/21/2022	50860	First Trust Alarm Company	\$698.00
12/21/2022	50861	Frisch Engineering Inc.	\$7,050.00
12/21/2022	50862	Grainger, Inc.	\$22.37
12/21/2022	50863	Hach Company	\$861.84
12/21/2022	50864	Hollister Landscape Supply	\$33.61
12/21/2022	50865	Meter, Valve & Control	\$4,892.37
12/21/2022	50866	Michael Alcorn	\$598.49
12/21/2022	50867	Mission Uniform Service	\$391.91
12/21/2022	50868	MNS Engineers, Inc.	\$55,080.00
12/21/2022	50869	Rain for Rent	\$3,183.53
12/21/2022	50870	Star Concrete	\$530.96
12/21/2022	50871	State Water Resources Control Board-AFRS	\$24,687.00
12/21/2022	50872	State Water Resources Control Board-AFRS	\$3,453.00
12/21/2022	50873	State Water Resources Control Board-AFRS	\$794.00
12/21/2022	50874	State Water Resources Control Board-DWO	\$55.00
12/21/2022	50875	Toro Petroleum Corp.	\$2,017.48
12/21/2022	50876	USA Blue Book	\$327.34
12/21/2022	50877	Veolia Water Technologies	\$54,708.94
12/21/2022	ACH 2455	BASIC Benefits LLC	\$939.84
12/22/2022	ACH 2456	BASIC Benefits LLC	\$100.00
12/22/2022	ACH 2457	Colonial Life	\$2,104.04
12/27/2022	50878	AT&T	\$1,000.00
12/27/2022	50879	EBCO Pest Control	\$69.00
12/27/2022	50880	Konica Minolta Premier Finance	\$416.76
12/27/2022	50881	Mission Uniform Service	\$327.79
12/27/2022	50882	Razzolink.com	\$76.95
12/27/2022	50883	Verizon Wireless	\$2,724.10
12/27/2022	50884	Zoom Video Communications, Inc.	\$549.90
12/28/2022	ACH 2458	BASIC Benefits LLC	\$2.50
12/29/2022	JN00311	Net Pay	\$70,895.38
12/29/2022	JN00311	Total Tax	\$20,431.49

# Sunnyslope County Water District

## Disbursement Summary

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**\$1,542,180.11**

**SUMMARY:**

Accounts Payable Paid to:	
Vendors	\$463,568.91
Payroll - Employee	\$369,511.54
San Benito County	\$322,118.43
City of Hollister for City Billing Collected, Net of Fees	\$386,981.23
Customer Refunds & Returned Checks/ACH	\$0.00
Debt & Finance	\$0.00
<b>Total Disbursements</b>	<b>\$1,542,180.11</b>

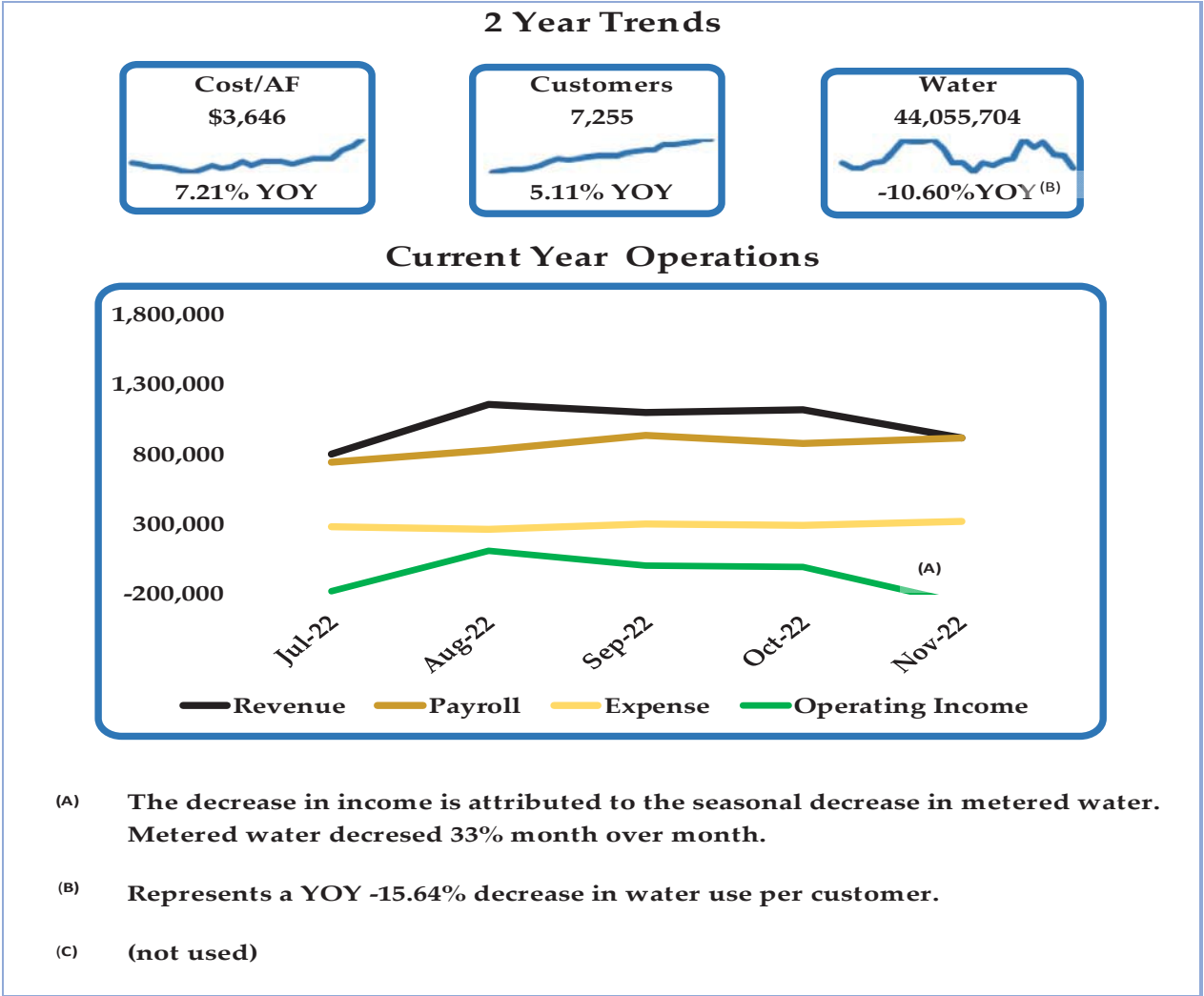
# Staff Report

Agenda Item: E – 4a

**DATE:** January 12, 2023 (January 17, 2023 Meeting)  
**TO:** Board of Directors  
**FROM:** Finance & Human Resource Manager, Barry Kelly  
**SUBJECT:** Statements of: a. Operations, b. Income, c. Investment, and d. Board Designated Reserves.

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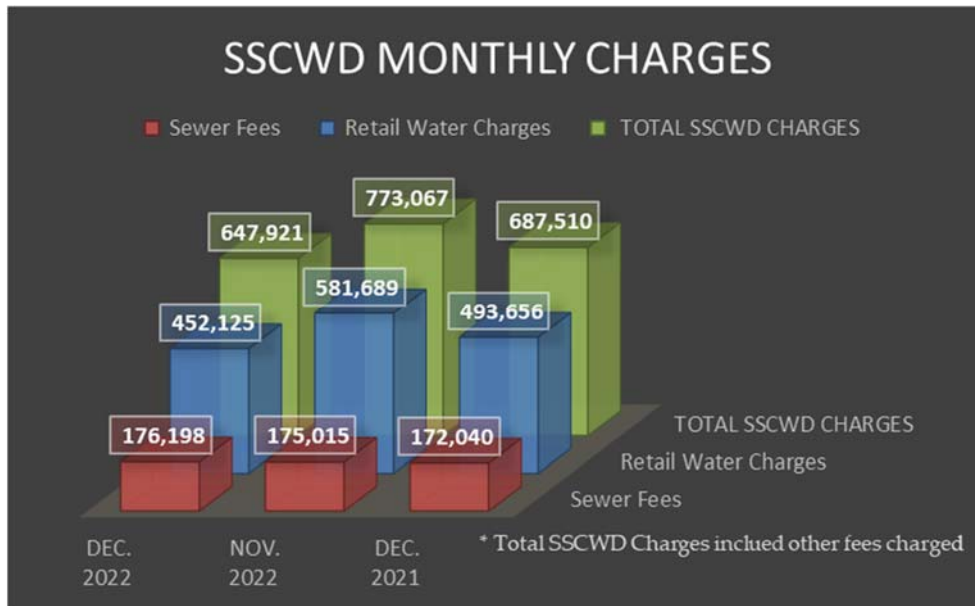
## OPERATION SUMMARY (December 2022)





Connections increased by 27 accounts in FY23 thus far. Due to the high number of prepaid connection fees made in June, the total for the current year is estimated to be 150. We now serve 7,255 customers and 5,683 accounts utilized online services and electronic payments.

YTD Revenue for FY 23 has decreased 8% YOY but is within 1% of the budget. The current budget assumes that the decrease from water conservation efforts wash with the growth in accounts. The decline is attributed to lower forecasted contract revenues. Metered billed water YTD through December was 429.6 MM gallons vs 453.2MM in the prior year.



The percentage of past due accounts statistics from November through January will not be available. Accurate aging of receivables in Tyler will not be available due to the conversion process. Late charges have been suspended in November and December so customers are not accidentally penalized for a delayed bill notifications. These delays are limited during the conversion process and will be resolved after the January billing.

**STATEMENT OF INCOME**

(November 22)

YTD, we show an overall Net Operating loss of \$(338k) vs a gain of \$460k in the prior year. The variance is attributed to a 9% decrease in revenue and a 6% increase in costs. The impact of drought measures and the cost increases were anticipated in the budget. The projected FY2023 result are within 1% of budget. The cost per Acre Foot of SSCWD water through November is \$3374 which is a 3% increase from the prior year.

**INVESTMENT SUMMARY**

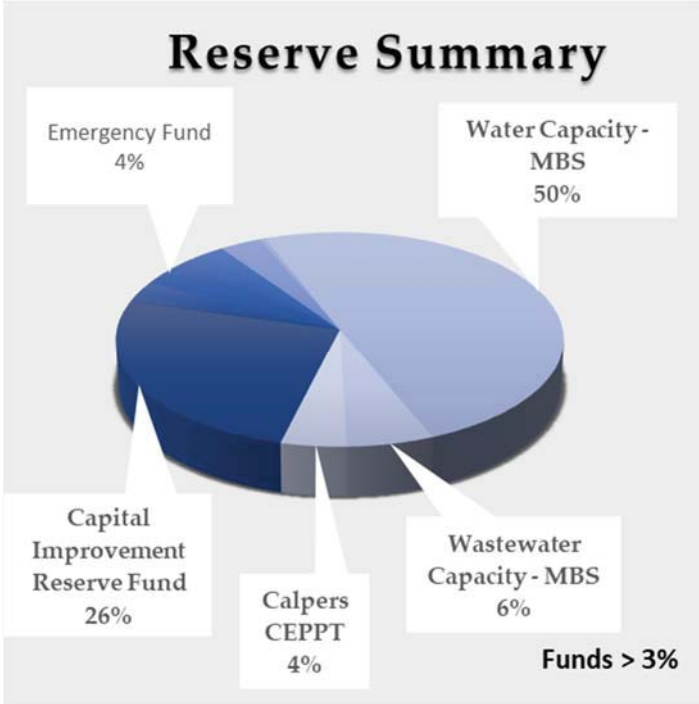
(November 2022)

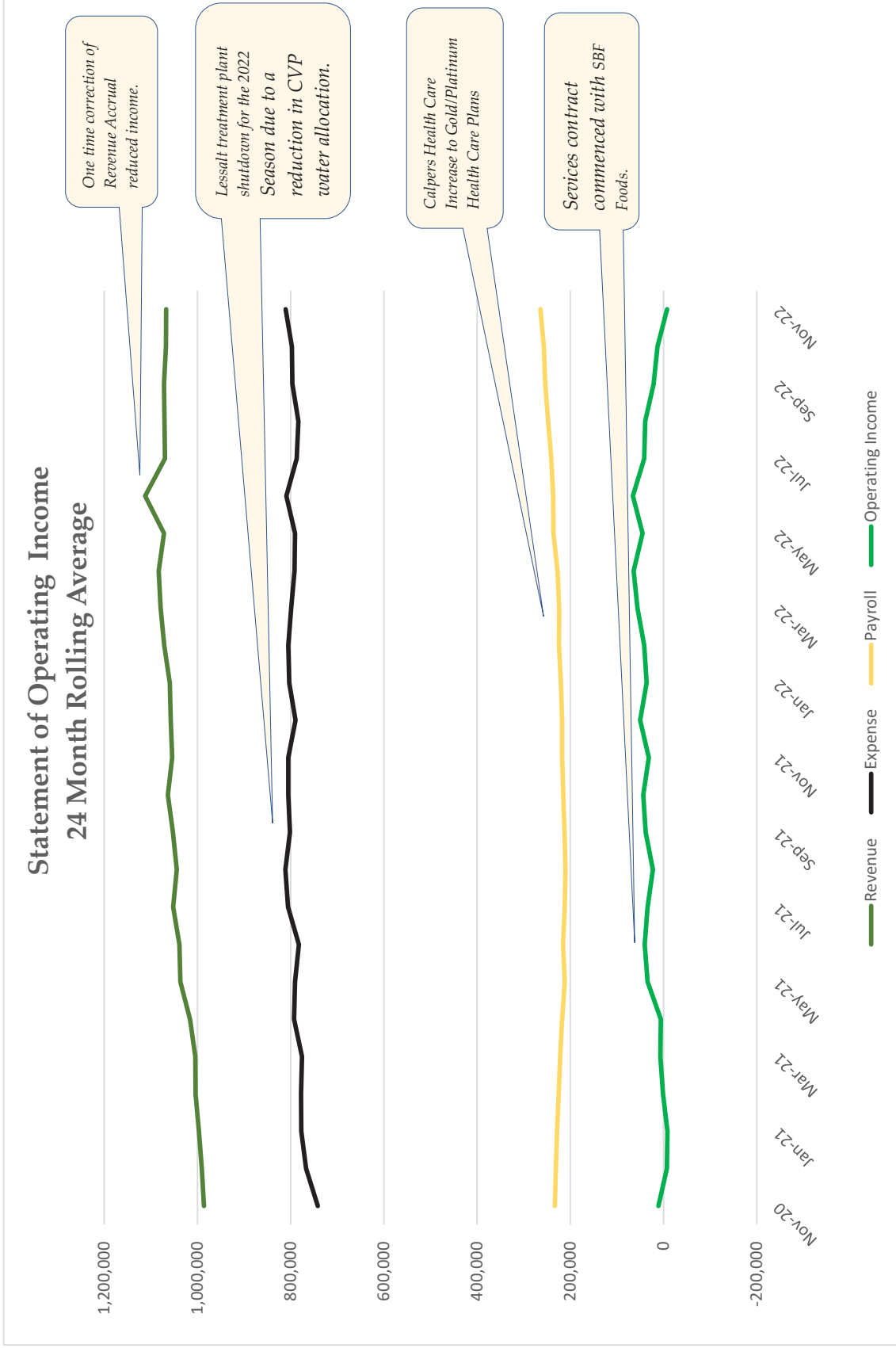
Cash and invested funds total \$23.2 million, an increase of 145k for the month. Reserved funds invested at MBS now totals 15.2 million. The CD's purchased yield between 2.5% and 4.5% By FY24 income from investments is projected to be over 600k.

**RESERVES**

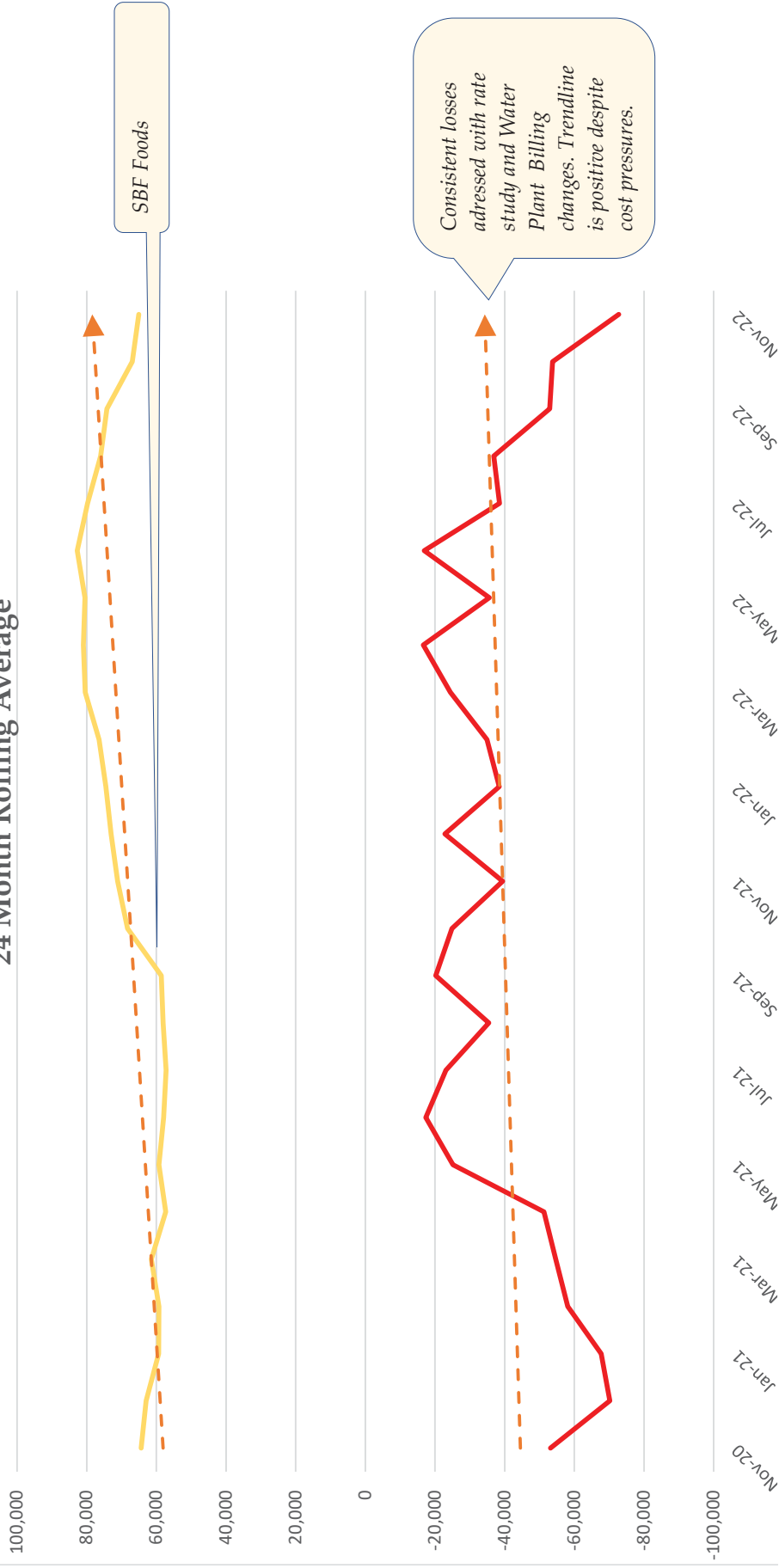
(November 2022)

Reserves in October total \$22.8 million which equals 46% of capitalized assets. See the Board Designated Reserve report for a summary of the transactions and the status of actual expenditures per Board authorized expenditures.

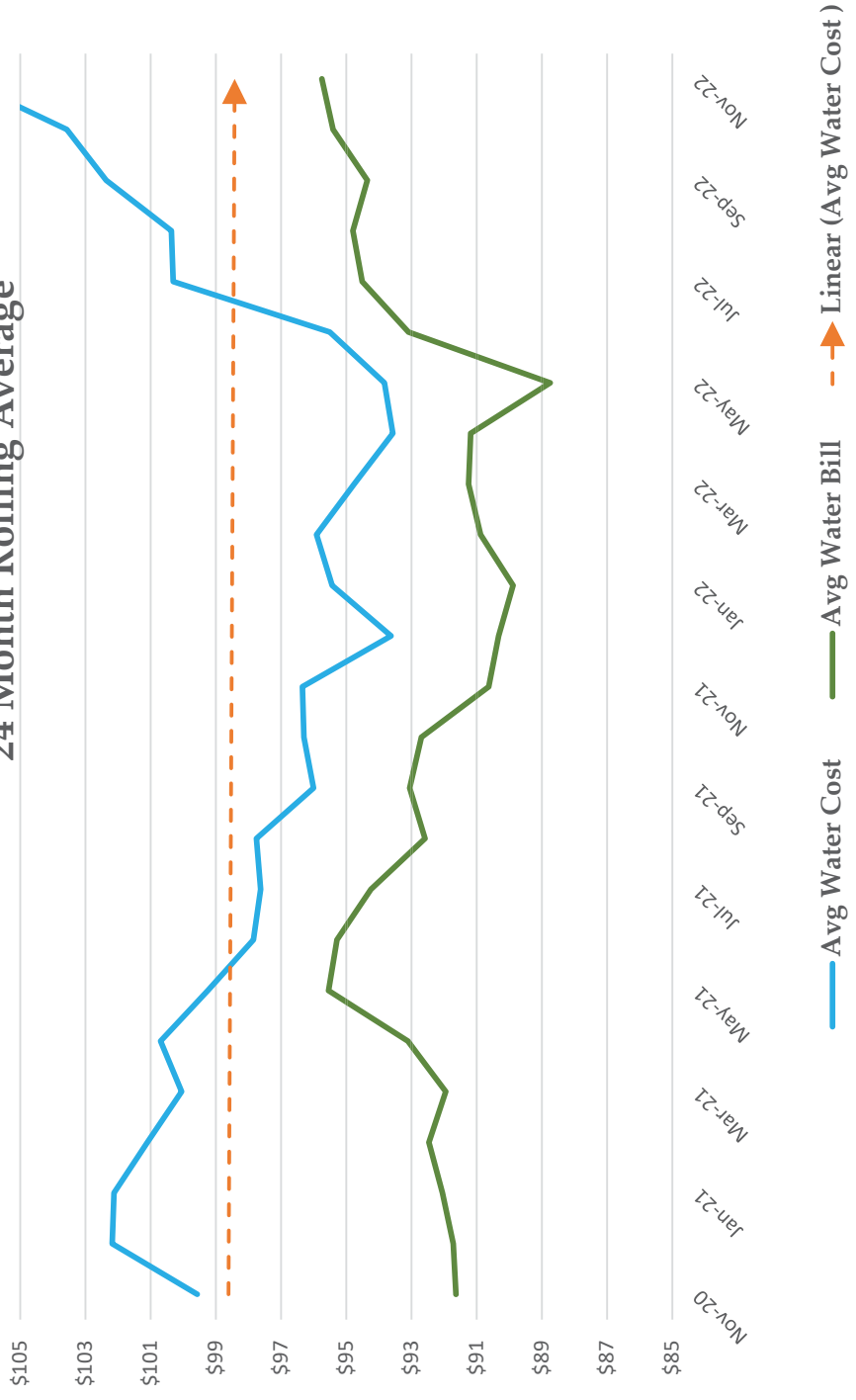




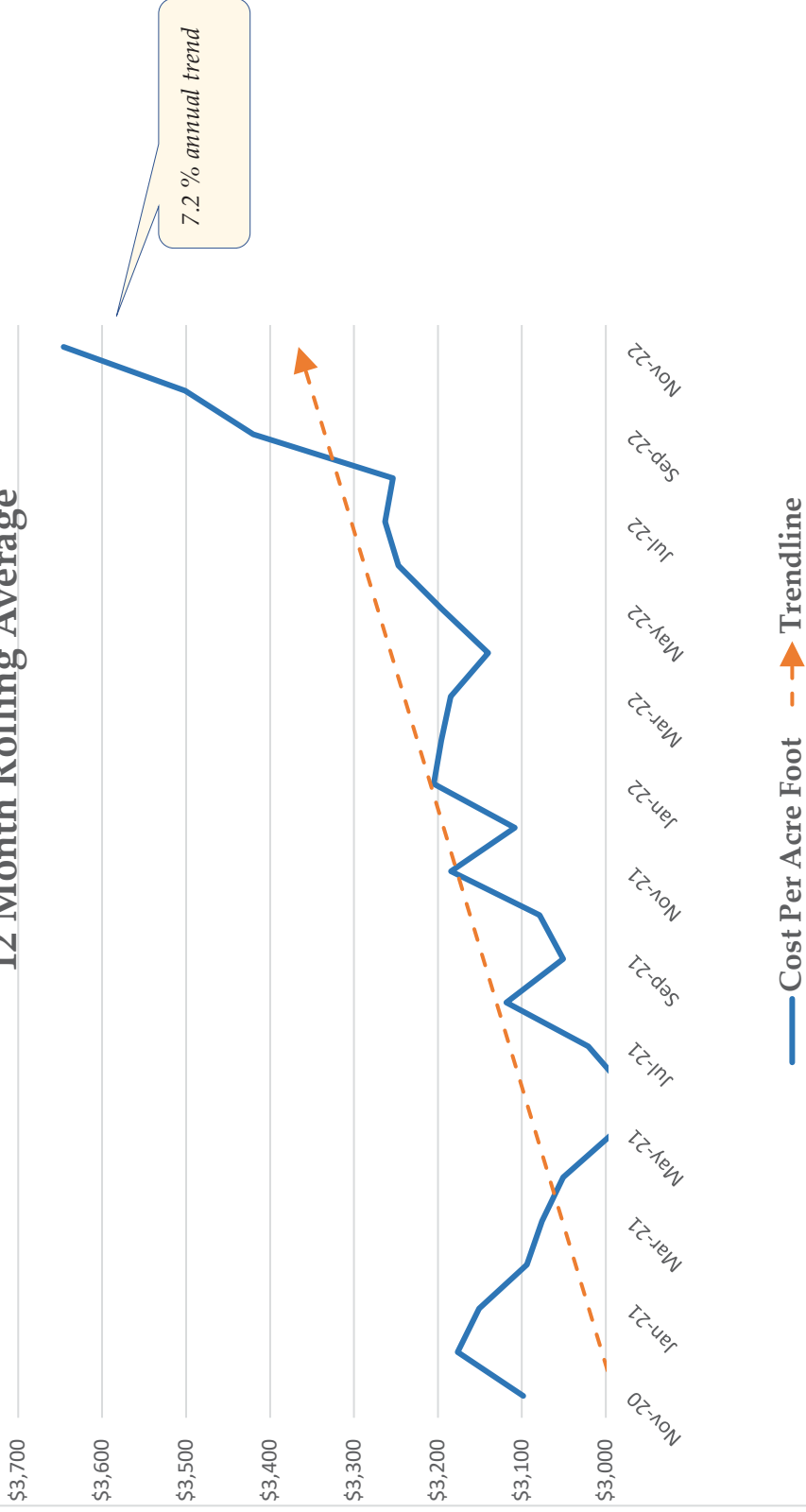
### Operating Income by Segment 24 Month Rolling Average



### Per Customer Water Charges 24 Month Rolling Average



## Cost Per Acre Foot 12 Month Rolling Average



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

ITEMS	JULY 2022	AUG. 2022	SEPT. 2022	OCT. 2022	NOV. 2022	DEC. 2022	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY 2023	JUNE 2023	TOTALS
NO. WATER CAPACITY FEE RECD	-	5	14	-	1	7	-	-	-	-	-	-	27
NO. MW CAPACITY FEE RECD	-	-	-	-	-	-	-	-	-	-	-	-	-
NO. WATER ACCOUNTS	7,136	7,171	7,184	7,210	7,252	7,255	-	-	-	-	-	-	-
NO. SCHEDULED WATER ACCTS	1,258	1,256	1,258	1,240	1,251	1,261	-	-	-	-	-	-	-
NO. SCHEDULED WATER ACCTS In-Home Auto Pay	4,638	4,675	4,692	4,709	4,757	4,748	-	-	-	-	-	-	-
NO. AUTO PAY CUSTOMERS	-	-	-	-	-	-	-	-	-	-	-	-	-
NO. E-BILL CUST'S (Paperless)	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>WaterSmart / Invoice Cloud</b>													
Auto Pay	3,308	3,340	3,014	3,370	3,445	3,474	-	-	-	-	-	-	-
Biller Portal	5	4	14	15	-	4	-	-	-	-	-	-	-
Cloud Store	59	47	57	32	40	38	-	-	-	-	-	-	-
Customer Portal	414	411	388	296	713	654	-	-	-	-	-	-	-
Express Payments	368	367	377	390	387	359	-	-	-	-	-	-	-
Mobile Express Payments	186	182	177	191	31	29	-	-	-	-	-	-	-
Online Bank Direct	442	298	366	281	41	328	-	-	-	-	-	-	-
Pay By Text	613	564	647	560	541	530	-	-	-	-	-	-	-
Scheduled Payment	78	50	58	17	1	56	-	-	-	-	-	-	-
Shopping Cart	266	240	255	24	142	200	-	-	-	-	-	-	-
Total WaterSmart / Invoice Cloud	5,616	5,274	5,264	5,115	4,979	5,683	-	-	-	-	-	-	-
NO. E-BILL Invoice Cloud (Paperless)	1,711	1,774	1,792	1,837	1,842	1,842	-	-	-	-	-	-	-
<b>MONTHLY CHARGES</b>													
Retail Water Charges	\$ 453,214.18	\$ 752,415.08	\$ 699,038.85	\$ 604,203.62	\$ 581,689.21	\$ 452,124.65	-	-	-	-	-	-	\$ 3,542,685.59
Sewer Fees	\$ 116,635.17	\$ 175,778.36	\$ 175,854.39	\$ 175,167.28	\$ 175,014.76	\$ 176,198.26	-	-	-	-	-	-	\$ 994,648.22
Installation Fees	-	\$ 405.00	\$ 7,290.00	-	\$ 880.00	\$ 2,835.00	-	-	-	-	-	-	\$ 11,410.00
Late Fees	\$ 8,935.54	\$ 11,140.54	\$ 12,190.06	\$ 12,659.14	\$ 14,660.65	\$ 1,460.65	-	-	-	-	-	-	\$ 46,385.93
COH Biller Fees	\$ 13,989.00	\$ 14,091.00	\$ 14,130.00	\$ 14,178.00	\$ 14,313.00	\$ 14,392.00	-	-	-	-	-	-	\$ 84,993.00
Other Misc. Fees	\$ 690.00	\$ 810.00	\$ 980.00	\$ 656.00	\$ 1,170.00	\$ 1,016.00	-	-	-	-	-	-	\$ 5,310.00
TOTAL SSCWD CHARGES	\$ 593,463.89	\$ 954,639.98	\$ 909,483.30	\$ 806,853.04	\$ 773,065.97	\$ 647,203.56	-	-	-	-	-	-	\$ 4,685,432.71
<b>CITY OF HOLLISTER CHARGES</b>													
COH Sewer Fees	\$ 416,964.67	\$ 420,086.18	\$ 421,288.49	\$ 423,329.93	\$ 424,769.20	\$ 424,636.60	-	-	-	-	-	-	\$ 2,531,075.07
COH Street Sweeping	\$ 10,683.28	\$ 10,783.04	\$ 10,809.92	\$ 10,849.04	\$ 10,867.20	\$ 10,884.08	-	-	-	-	-	-	\$ 64,876.56
COH Senior Discount	\$ (1,246.20)	\$ (1,286.40)	\$ (1,306.50)	\$ (1,326.60)	\$ (1,326.60)	\$ (1,306.50)	-	-	-	-	-	-	\$ (7,798.80)
Total COH Charges	\$ 426,401.75	\$ 429,582.82	\$ 430,791.91	\$ 432,852.37	\$ 434,309.80	\$ 434,214.18	-	-	-	-	-	-	\$ 2,588,152.83
Late Fees **	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL COH CHARGES	\$ 426,401.75	\$ 429,582.82	\$ 430,791.91	\$ 432,852.37	\$ 434,309.80	\$ 434,214.18	-	-	-	-	-	-	\$ 2,588,152.83
<b>ACCOUNTS RECEIVABLE - Aged</b>													
A/R for Sunnystope Water	\$ 948,794.59	\$ 1,011,469.90	\$ 975,756.28	\$ 975,438.28	\$ 947,830.97	\$ 785,518.99	-	-	-	-	-	-	\$ 6,478,892.79
A/R for City of Hollister **	\$ 45,706.65	\$ 488,799.79	\$ 47,274.93	\$ 515,458.23	\$ 543,888.99	\$ 529,888.99	-	-	-	-	-	-	\$ 3,147,807.69
Outstanding Bills Owed	\$ 1,407,098.04	\$ 1,493,358.19	\$ 1,447,031.15	\$ 1,490,456.63	\$ 1,488,668.80	\$ 1,314,407.68	-	-	-	-	-	-	\$ 9,272,997.95
Past Due	\$ 188,801.28	\$ 189,083.53	\$ 209,454.47	\$ 303,263.45	\$ 303,263.45	\$ 303,263.45	-	-	-	-	-	-	\$ 1,800,000.00
% Past Due	13.42%	12.75%	14.47%	20.35%	0.00%	0.00%	-	-	-	-	-	-	-

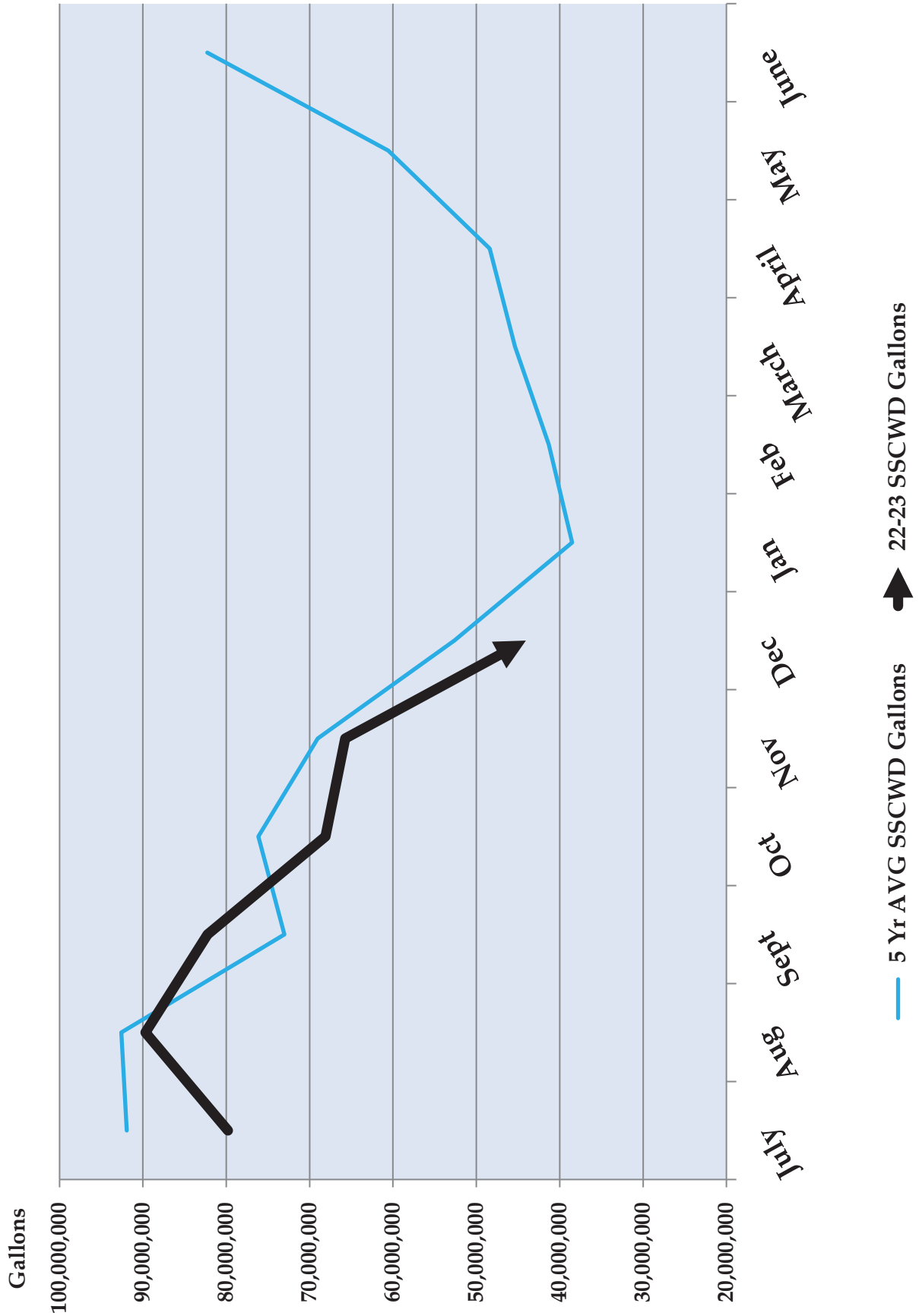
**Sunnyslope County Water District**  
2022 / 2023  
OPERATION SUMMARY (This Year)

ITEMS	JULY 2022	AUG. 2022	SEPT. 2022	OCT. 2022	NOV. 2022	DEC. 2022	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY 2023	JUNE 2023	TOTALS
<b>WATER METERED</b>													
Cubic Feet	10,668,300	11,991,600	10,996,600	9,102,500	8,788,100	5,889,800	-	-	-	-	-	-	57,436,900
SSCWD Gallons	79,798,884	89,697,168	82,254,568	68,086,700	65,734,988	44,055,704	-	-	-	-	-	-	429,628,012
Well Flow to COH Gallons	9,983,400	12,467,500	10,469,400	10,240,500	10,034,800	7,464,145	-	-	-	-	-	-	60,669,745
Surface Flow to COH Gallons	4,672,919	6,053,117	2,849,503	3,281,157	3,969,120	-	-	-	-	-	-	-	20,825,816
<b>TOTAL METERED</b>	<b>94,465,203</b>	<b>108,217,785</b>	<b>95,573,471</b>	<b>81,608,357</b>	<b>79,738,908</b>	<b>51,519,849</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>511,123,573</b>
<b>WATER SOURCE</b>													
Well #2 (Southside Road)	14,620,800	16,109,000	17,999,800	12,772,800	3,458,800	5,745,000	-	-	-	-	-	-	70,706,200
Well #5 (Ray Cir/Enterprise)	4,426,629	2,873,649	5,474,117	12,491,741	10,164,533	7,892,574	-	-	-	-	-	-	43,323,243
Well #7 (Enterprise Rd)	13,104,944	14,774,745	14,101,175	6,192,146	8,357,979	7,714,600	-	-	-	-	-	-	64,235,589
Well #8 (Ridgemark)	16,505,000	15,396,000	10,433,000	10,553,000	24,089,000	19,848,000	-	-	-	-	-	-	96,824,000
Well #11 (Southside Road)	26,813,000	28,949,000	24,432,000	18,279,000	16,165,000	16,275,000	-	-	-	-	-	-	129,073,000
TOTAL from Wells	72,470,373	78,102,394	72,500,092	60,286,687	62,235,312	56,975,174	-	-	-	-	-	-	404,172,032
Lessalt W.T.P. 1 (High Zone)	-	-	-	-	-	-	-	-	-	-	-	-	-
Lessalt W.T.P. 1 (Middle Zone)	-	-	360,000	-	-	-	-	-	-	-	-	-	360,000
West Hills W.T.P. (@ Well #2)	12,203,000	15,694,000	12,456,000	11,640,000	11,006,000	-	-	-	-	-	-	-	62,999,000
West Hills W.T.P. (@ Well #11)	19,908,000	25,536,000	20,356,000	18,911,000	14,476,000	-	-	-	-	-	-	-	99,187,000
TOTAL from Surface Water	32,111,000	41,230,000	33,172,000	30,551,000	25,482,000	-	-	-	-	-	-	-	162,546,000
City Well Flow to SSCWD Gallons	190,200	163,000	143,200	79,000	218,500	1,227,310	-	-	-	-	-	-	2,021,210
City Surface Flow to SSCWD Gallons	11,200	14,400	8,900	10,200	12,800	1,227,310	-	-	-	-	-	-	57,500
TOTAL from City Interties	201,400	177,400	152,100	89,200	231,300	1,227,310	-	-	-	-	-	-	2,078,710
<b>TOTAL PUMPED</b>	<b>104,582,773</b>	<b>119,509,794</b>	<b>105,624,192</b>	<b>90,928,887</b>	<b>87,948,612</b>	<b>60,202,484</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>568,796,742</b>
Estimated Water Loss	10,117,570	11,292,009	10,050,721	9,320,530	8,209,704	8,682,635	-	-	-	-	-	-	57,673,169
Water Loss %	9.67%	9.44%	9.51%	10.25%	9.33%	14.42%	-	-	-	-	-	-	10.14%
Estimated Water Gain	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Gain %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Net Water Loss	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost of Water Produced (Per Acre Foot)	2,666	2,445	3,115	3,970	4,342	-	6,078	3,955	4,210	3,903	3,312	2,865	3,374
Prior YTD Cost	2,652	2,588	2,250	3,210	3,909	3,262	6,078	3,955	4,210	3,903	3,312	2,865	3,277



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

# Total Water Metered to SSCWD Customers



**Sunnyslope County Water District**

STATEMENT OF INCOME  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (This Year)  
UN-AUDITED 12/21/2022

*** WATER ***	Oct-22		Nov-22	Variance Over / (Under) Prior Month	Oct-21	Nov-21	YEAR- TO-DATE	PRIOR YEAR-TO- DATE	PROJECTED 22/23 ACTUAL	FY 22/23 BUDGET
<b>OPERATING REVENUES</b>										
Water Sales	699,927	508,766	(191,161)	506,172	627,628	506,172	3,103,613	3,373,699	7,448,672	7,387,000
Contracted Services	209,947	209,217	(730)	228,312	228,311	228,312	1,049,735	1,141,558	2,519,363	2,518,770
Installation Fees	-	880	880	-	12,555	-	8,575	30,040	20,580	-
Late Fees	10,811	-	(10,811)	7,400	7,915	7,400	35,810	37,575	85,945	-
Other Revenue	14,151	18,557	4,406	11,845	13,252	11,845	65,265	58,723	119,490	140,000
<b>TOTAL OPERATING REVENUES</b>	<b>934,837</b>	<b>737,420</b>	<b>(197,417)</b>	<b>753,729</b>	<b>889,661</b>	<b>753,729</b>	<b>4,262,999</b>	<b>4,641,594</b>	<b>10,194,050</b>	<b>10,045,770</b>
<b>OPERATING EXPENSES</b>										
Salaries and Benefits	(259,492)	(279,126)	(19,634)	(192,210)	(211,200)	(192,210)	(1,231,136)	(928,059)	(2,954,727)	(3,315,612)
Operating Expenses	(780,055)	(805,971)	(25,916)	(680,757)	(772,547)	(680,757)	(3,636,332)	(3,684,177)	(8,727,197)	(8,344,748)
<b>TOTAL OPERATING EXPENSES</b>	<b>(1,039,547)</b>	<b>(1,085,097)</b>	<b>(45,550)</b>	<b>(872,968)</b>	<b>(983,746)</b>	<b>(872,968)</b>	<b>(4,867,468)</b>	<b>(4,612,236)</b>	<b>(11,681,924)</b>	<b>(11,660,360)</b>
<b>NET OPERATING INCOME</b>	<b>(104,710)</b>	<b>(347,677)</b>	<b>(242,967)</b>	<b>(119,239)</b>	<b>(94,085)</b>	<b>(119,239)</b>	<b>(604,470)</b>	<b>29,358</b>	<b>(1,487,874)</b>	<b>(1,614,590)</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>										
Capacity Fees	-	44,275	44,275	-	372,000	-	306,475	902,475	306,475	-
Donated Asset	-	2,192,767	2,192,767	-	-	-	2,192,767	-	2,192,767	-
Miscellaneous Income (Farm Labor Camp)	-	-	-	-	-	-	-	-	-	-
Adjust LAIF Investment to Fair Value	-	-	-	-	-	-	-	-	-	-
Interest Income	25,230	40,427	15,197	971	389	971	93,740	7,550	224,976	48,000
Allocated from G & A (Interest & Sale of Assets)	4,070	159	(3,911)	(1,983)	(1,484)	(1,983)	9,816	(4,018)	23,559	-
Other Non-Operational	(1,931)	1,343	3,274	-	-	-	(2,023)	-	(4,854)	-
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>27,369</b>	<b>2,278,970</b>	<b>2,251,601</b>	<b>(1,011)</b>	<b>370,905</b>	<b>(1,011)</b>	<b>2,600,776</b>	<b>906,008</b>	<b>2,742,923</b>	<b>48,000</b>
<b>NET WATER INCOME (LOSS)</b>	<b>\$ (77,341)</b>	<b>\$ 1,931,293</b>	<b>\$ 2,008,634</b>	<b>\$ (120,250)</b>	<b>\$ 276,820</b>	<b>\$ (120,250)</b>	<b>\$ 1,996,306</b>	<b>\$ 935,366</b>	<b>\$ 1,255,049</b>	<b>\$ (1,566,590)</b>
<b>NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items</b>	<b>\$ (106,641)</b>	<b>\$ (346,334)</b>	<b>\$ (239,693)</b>	<b>\$ (119,239)</b>	<b>\$ (94,085)</b>	<b>\$ (119,239)</b>	<b>\$ (606,492)</b>	<b>\$ 29,358</b>	<b>\$ (1,492,728)</b>	<b>\$ (1,614,590)</b>

**Sunnyslope County Water District**

STATEMENT OF INCOME  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (This Year)  
UN-AUDITED 12/21/2022

	Oct-22	Nov-22	Variance Over / (Under) Prior Month	Oct-21	Nov-21
<b>*** WASTEWATER ***</b>					
<b>OPERATING REVENUES</b>					
Sewer Sales	175,644	176,043	399	171,915	172,142
Contracted Services	35,154	36,004	850	132,981	29,213
Installation Fees			-		
Late Fees	2,732	-	(2,732)	1,979	1,850
Other Revenue	2,117	2,836	719	2,776	2,904
<b>TOTAL OPERATING REVENUES</b>	<b>215,646</b>	<b>214,883</b>	<b>(763)</b>	<b>309,650</b>	<b>206,110</b>
<b>OPERATING EXPENSES</b>					
Salaries and Benefits	(30,835)	(34,822)	(3,987)	(41,404)	(37,090)
Operating Expenses	(94,726)	(106,694)	(11,968)	(91,168)	(72,553)
<b>TOTAL OPERATING EXPENSES</b>	<b>(125,561)</b>	<b>(141,516)</b>	<b>(15,955)</b>	<b>(132,572)</b>	<b>(109,643)</b>
<b>NET OPERATING INCOME</b>	<b>90,085</b>	<b>73,367</b>	<b>(16,718)</b>	<b>177,079</b>	<b>96,467</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>					
Capacity Fees			-	-	-
Miscellaneous Income			-	-	-
Adjust LAIF Investment to Fair Value			-	-	-
Interest Income	5,706	227	(5,479)	183	457
Allocated from G & A (Interest & Sale of Assets)	(295)	341	636	(371)	(496)
Other Non-Operational		(116)	(116)	-	-
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>5,411</b>	<b>452</b>	<b>(4,959)</b>	<b>(188)</b>	<b>(39)</b>
<b>NET WASTEWATER INCOME (LOSS)</b>	<b>95,497</b>	<b>73,819</b>	<b>(21,677)</b>	<b>176,891</b>	<b>96,428</b>
<b>NET WASTEWATER INCOME (LOSS)</b>	<b>\$ 90,085</b>	<b>\$ 73,251</b>	<b>(21,677)</b>	<b>\$ 177,079</b>	<b>\$ 96,467</b>
<i>Adjusted for Non Budgeted Items</i>					

YEAR-TO-DATE	PRIOR YEAR-TO-DATE	PROJECTED ACTUAL	FY 22/23 BUDGET
819,955	860,504	1,967,891	2,149,000
278,962	368,124	421,848	421,848
-	-	-	-
10,098	9,394	24,235	35,000
15,738	14,085	37,770	2,605,848
<b>1,124,752</b>	<b>1,252,108</b>	<b>2,451,744</b>	
(206,906)	(182,751)	(496,574)	(784,542)
(648,871)	(587,786)	(1,455,290)	(1,225,103)
(855,777)	(770,536)	(1,951,864)	(2,009,645)
268,975	481,571	499,880	596,203
-	-	-	-
-	-	-	-
-	-	-	-
7,087	3,553	17,008	12,000
0	(1,005)	-	-
(680)	(50,259)	(1,632)	-
6,407	(47,710)	15,376	12,000
275,382	433,861	515,256	608,203
<b>\$ 268,296</b>	<b>\$ 431,313</b>	<b>\$ 498,248</b>	<b>\$ 596,203</b>

	Oct-22	Nov-22	Variance Over / (Under) Prior Year	Oct-21	Nov-21
<b>*** WATER &amp; WASTEWATER ***</b>					
<b>*** COMBINED INCOME (LOSS) WATER &amp; WASTEWATER ***</b>	<b>18,156</b>	<b>2,005,112</b>	<b>1,986,957</b>	<b>453,711</b>	<b>(23,822)</b>
<b>*** COMBINED INCOME (LOSS) WATER &amp; WASTEWATER Adjusted for Non - Budgeted Items</b>	<b>\$ (16,556)</b>	<b>\$ (273,083)</b>	<b>\$ (256,527)</b>	<b>\$ 82,994</b>	<b>\$ (22,772)</b>

YEAR-TO-DATE	PRIOR YEAR-TO-DATE	PROJECTED ACTUAL	FY 22/23 BUDGET
2,271,688	1,369,227	1,770,305	(958,387)
<b>\$ (338,197)</b>	<b>\$ 460,671</b>	<b>\$ (994,480)</b>	<b>\$ (1,016,387)</b>

## Sunnyslope County Water District

Investment Summary  
2022 / 2023 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	JUNE 2022
<b><u>Heritage Bank of Commerce</u></b>							
CHECKING ACCOUNT Operating - General Fund	0	6,474,985	6,595,525	8,198,265	5,876,164	3,873,807	6,296,579
<b>CHECKING SUBTOTAL</b>		6,474,985	6,595,525	8,198,265	5,876,164	3,873,807	6,296,579
<b>MONEY MARKET ACCT (MMA)</b>							
Invested - General Fund	0.40%	4,082,888	4,085,316	4,086,491	4,087,880	2,088,588	4,082,888
<b>MMA SUBTOTAL</b>		4,082,888	4,085,316	4,086,491	4,087,880	2,088,588	4,082,888
<b><u>L.A.I.F.</u></b>							
As of: Nov 2022							
(Local Agency Investment Fund)							
General Fund	2.08%	-10,115,844	-9,993,451	-9,898,728	-9,804,006	-9,818,425	-10,115,844
Water Connect. Fee	2.08%	4,705,166	4,576,720	477,998	387,497	333,049	4,705,166
Sewer Connect. Fee	2.08%	1,320,135	1,320,135	1,320,135	1,328,357	1,328,357	1,320,135
SRF Loan Reserve	2.08%	760,000	760,000	760,000	760,000	760,000	760,000
Board Designated Reserves	2.08%	8,380,859	8,386,912	8,390,912	8,394,409	8,394,409	8,380,859
<b>L.A.I.F. SUBTOTAL</b>		5,050,316	5,050,316	1,050,316	1,066,257	997,390	5,050,316
<b><u>CEPPT</u></b>							
(CA Employee Pension Plan Trust)							
Employee Pension Reserve	0	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	640,401
<b>CEPPT SUBTOTAL</b>		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	640,401
<b><u>MBS Securites</u></b>							
(CD Brokerage - Water Capacity Funds)							
Employee Pension Reserve	4.00%	6,971,574	6,976,565	8,971,305	10,984,409	15,200,354	6,704,841
<b>MBS SUBTOTAL</b>		6,971,574	6,976,565	8,971,305	10,984,409	15,200,354	6,704,841
<b>GRAND TOTAL</b>		23,579,763	23,707,721	23,306,377	23,014,710	23,160,140	22,775,024
<b>YTD Total</b>							
<b>* TOTAL INTEREST RECORDED</b>	100.826	17,038	6,283	5,915	30,937	40,654	44,848

## Sunnyslope County Water District

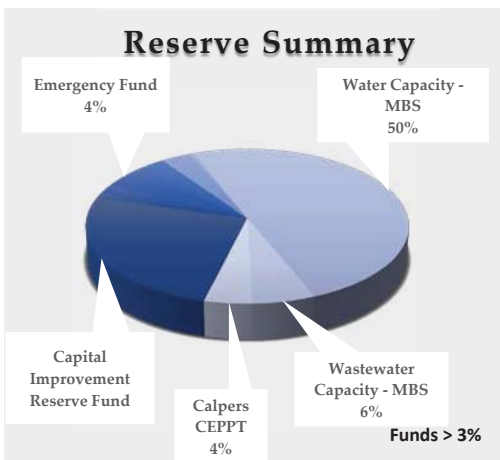
### Reserve Summary

As of November 30, 2022  
 (Policy #8600)

	<u>11/30/2022</u>	<u>Increase</u>	<u>Decrease</u>	<u>6/30/2022</u>	<u>6/30/2022</u>	<u>Change</u>
1 Capital Improvement Reserve Fund	\$ 5,863,936			\$ 5,863,936	\$ 1,709,419	\$ 4,154,517
2 Rate Stabilization Fund	250,000		-	250,000	-	\$ 250,000
3 Drought Contingency Reserve	500,000			500,000	400,000	100,000
4 Emergency Fund	1,000,000			1,000,000	100,000	900,000
5 Vehicle Replacement Fund	366,132	18,054		348,078	197,549	150,529
6 Office and Misc. Equipment Replacement Fund	418,845			418,845	266,754	152,091
Board Designated Reserves	8,398,912	18,054	-	8,380,859	2,673,722	5,707,137
7 CSWRCB Loan	760,000			760,000	760,000	-
8 Water Capacity	(98,723)	121,497	4,925,385	4,705,165	6,732,709	(2,027,543)
8a Water Capacity - MBS	11,456,126	4,500,454	(250,831)	6,704,841		6,704,841
9 Wastewater Capacity - MBS	1,328,357	8,222		1,320,135	21,125	1,299,010
10 Calpers CEPPT	1,000,000		(359,599)	640,401	-	640,401
Legally Restricted Reserves	14,445,760	4,630,173	4,314,955	14,130,542	7,513,834	6,616,708
<b>TOTAL</b>	<b>\$ 22,844,672</b>	<b>\$ 4,648,226</b>	<b>\$ 4,314,955</b>	<b>\$ 22,511,401</b>	<b>\$ 10,187,556</b>	<b>\$ 12,323,845</b>
Unreserved Cash & Invested Funds	\$385,636.90					
Percentage of Total Capital Assets	45.77%					

**Detailed Transactions:**

Depr. Expense	\$ 18,054		\$ 461,194
Board Authorized Changes to Policy #8600	\$ -		\$ 5,729,257
LAIF Interest Income	\$ 16,444		\$ 20,013
MBS Interest	\$ 78,682		\$ 5,672
Debt Amortization		(3,496,387)	\$ (1,184,682)
Water Capacity Fees	113,275	4,421,772	\$ (862,875)
Sewer Capacity Fees			\$ 1,299,000
CEPPT Funding			\$ 1,000,000
Transfers	4,421,772	4,000,000	\$ 6,950,000
Fixed asset Additions	-	-	\$ (483,314)
Fair Market Value & Misc Adj		(610,430)	\$ (610,420)
	<b>\$ 4,648,226</b>	<b>\$ 4,314,955</b>	<b>\$ 12,323,845</b>



#### Board Approved Disbursement Analysis

Date:	Description:	Vendor	Resolution	Actual
1/19/2021	Audit (FY21, FY22 & FY 23)	MRBK	76,160	49,290
2/16/2021	Outsource Invoicing	Info Send	25,000	0
11/16/2021	Temetra	Meter Valve & Cc	30,000	10,640
2/15/2022	District Election	SBC	60,000	0
12/13/2022	Rate Study	Raftelis	92,502	10,780
2/15/2022	Ignition SCADA part 2	Frisch & Calcon	127,000	167,399
8/16/2022	Fuel Trailer	LDJ Mfg	30,000	28,935
10/18/2022	Itron Meters	Meter Valve & Cc	156,849	35,113
11/15/2022	Promontory Amendment 2	Century Homes	110,000	0

# Staff Report

Agenda Item: E – 5a

**DATE:** January 11, 2023 (January 17, 2023, Meeting)

**TO:** Board of Directors

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

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

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## **Narrative**

1. All three water reports were completed and submitted on time by December 9, 2022.
2. Superintendent resubmitted the Lessalt Water Treatment Plant start up plan for the State Water Resources Control (SWRCB) for review.
3. Contractors on Marks Drive were working on bypassing sections of the sewer system by pumping from one manhole to another. As they monitored the level in their manhole, they did not properly gauge the increased morning flow along with SSCWD Friday sewer flushing program. This caused an isolated back up of sewer onto Donald Dr, which is the low spot in the sewer system. Sewer flowed out the pick hole at about 5 gpm for 16 minutes (less than 100 gallons). Legal reporting notification was created and sent to the State Water Resources Control Board through the California Integrated Water Quality Systems (CIWQS) office as required within 24 hours of incident occurring.
4. Operators at the Lessalt Water Treatment Plant worked with Primex to develop logic that would allow for automatic cleaning of individual filters that would help expedite future shutdowns and start-ups.
5. Both Lessalt and Westhills facilities remained off during the month of December. The district relied on the 5 wells in the district for water production.
6. Maintenance staff is continuing to empty and dry out the percolation ponds to perform biannual ripping and discing which is standard practice to maintain proper pond percolation. Staff is also transferring effluent flow to Pond 6 which located below the Ridgemark Water tank.
7. Repair work at the Westhills has begun. First Trust Alarm installed and tested new fire control panel, repaired indoor air handler, space heaters in the chemical building. Surge protector ordered which has a one-month lead time before shipping from the east coast. Back-up batteries replaced at the RAW Water and Fire Pump. Six chlorine analyzers have been received and installation has been scheduled.

8. Teichert delivered asphalt grindings to the Industrial Wastewater Plant to be used as road surfacing gravel. Grindings were spread out and compacted by Sharp Eng. into roadways. Grindings will help prevent erosion of roadways and improve water drainage during wet weather events.
9. Operations staff is being trained on the use of the Tyler Mobile Application program for receiving in field service order notifications. Staff is using several mobile devices to perform and complete work orders, start, and stop services and meter repairs. The use of the tablets help staff receive work orders while out in the field, eliminating the need to drive back to the office to get paperwork orders.

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

### **Water (4) December 2022**

1. Replaced curb stop @ 2151 Wildflower Drive.
2. Replaced leaking service lines @ 1550 & 1530 Cembellin Drive.
3. Cleaned landscape around shop and office.
4. Continued RCAC training.

### **LESSALT Water Treatment Plant (1)**

1. Started flushing lines and receiving chemicals to put plant into operation.
2. Primex changed logic in the SCADA control system to simplify starting procedure of the Lessalt facility.

### **West Hills Water Treatment Plant (4)**

1. Replaced light bulbs and calibrated turbidity meters with 20 NTU. This work order confirms accuracy of analyzers for permit compliance purposes.
2. First Trust Alarm installed and tested new fire control panel.
3. Quinn replaced batteries on raw water lift station generator and fire pump.
4. Continue working with multiple contractors to assess damage from power issues.

### **Wastewater (1)**

1. SSCWD experienced one Sanitary Sewer Overflow on Donald Drive which was initiated by the contractors on Marks Drive while they were working on bypassing sections of the sewer system by pumping from one manhole to another. As they monitored the level in their manhole, they did not properly gauge the increased morning flow along with SSCWD Friday sewer flushing program. This caused the backed up of sewer onto Donald Drive, which is the low spot in the sewer system. Sewer flowed out the pick hole at about 5 gpm for 16 minutes (less than 100 gallons). Waddles were set around spill to contain spill. The sewer vactor truck was dispatched to

pick up any standing water, removed contaminated dirt and debris and then swept area. Staff then disinfected area with 12.5% sodium hypochlorite and replaced homeowners landscaping with new topsoil and red woodchips to match previous design.

- 2. Pulled, inspected, and cleaned pumps at RMII and Paullus Lift Station.



<b>Project Location</b>	<b>: Ridgemark Estates Wastewater Plant</b>
<b>Project</b>	<b>: 251 Donald Dr</b>
<b>Department</b>	<b>: Sanitation Department</b>
<b>Description</b>	<b>: Contractors incorrectly monitored the water being diverted from one manhole to another causing a backup at another connecting sewer line. The backup was noticed by Sunnyslope staff which quickly notified proper personnel to alleviate the overflow.</b>



**Industrial Plant (1)**

- 1. Teichert has provided grinding gravel for roadways frequently traveled around the facility. Sharp Eng. spread and rolled the grindings on selected roadways. The material provides a skid-resistant surface to improve safety and water runoff.
- 2. Continued cutting and clearing weeds around ponds.



<b>Project Location</b>	<b>: Industrial Wastewater Treatment Plant</b>
<b>Project</b>	<b>: Grindings on Road</b>
<b>Department</b>	<b>: Sunnyslope County Water District</b>
<b>Description</b>	<b>: Addition of grading to the roads to increase traction and improve water runoff during rain events. Contracted company delivers, spreads and compacts grinding and ensures that proper cover is added as requested by Sunnyslope County Water District.</b>

Completed This Month	Job Descriptions	Completed YTD 2022 – 2023 July 1 to June 30	Completed 2021 – 2022 July 1 to June 30	Completed 2020 – 2021 July 1 to June 30	Completed 2019 – 2020 July 1 to June 30
219	Work Orders	1261	2520	2469	2715
N/A	Temporary Manual Read Water Meters Installed in New Construction Accounts	70	292	368	256
N/A	Radio Read Meters & ERTs Installed in New Construction Accounts	0	1	21	0
N/A	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	90 (Total = 7013)	300	282	191
N/A	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	85	309	322	304
139	Valves Exercised (Approx. 2674 in SSCWD System 3/2021)	405	487	721	319
195	Fire Hydrants Flushed (Approx. 938 in SSCWD System 3/2021)	477	342	749	281
15	Meters on Repair List	147	335	326	449
9	Emergency Calls	103	161	174	156
107	Locates on our Water/Sewer Lines	814	1816	1732	1037
0	Sewer Inspections	0	0	0	0
0	Shutoff Notices	0	0	0	112
2	Water Services Replaced	10 (Total = 944)	39	12	15

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

## Operations and Maintenance 2022 Highlights

The following summary is a list of some of the operational and maintenance highlights which occurred between January 2022 and December 2022. Along with the routine work completed by staff it is important to acknowledge the multiple projects that surface during the year which staff effectively address.

### Water

- Pressure washed, cleaned, and painted all district well heads and discharge piping. In addition, the Pressure Relief Valve station piping was also pressure washed, cleaned, and painted.
- Flushed all district Blow-off Valves.
- Replaced Well #11 Pump, Motor, and check-valves and fully rehabilitated the well head. Resampled and put back into operation.
- Assisted Teichert Construction in replacing 3-valve cluster on South Ridgemark Drive and Lanini Drive.
- Completed the calibration of all district flow meters and inerties.

### SBR

- Installed new mixer in Basin #2.
- Drained, cleaned and inspected Basin #2. Replaced all 464 diffusers and fixed cracked manifolds. Diffuser life expectancy is 10-12 years depending on maintenance, due to some treatment concerns and noticeable air patterns, diffuser change replacement project was scheduled. Staff transferred all the contents to one single basin and adjusted operational settings for one basin to perform all the treatment until project was complete. A total of 464 diffusers were replaced and a manifold header which was causing the irregular air patterns and air loss was repaired. The basin was inspected for cracks and additional equipment which is usually submerged was also inspected for damage and wear.
- Installed new gearbox and motor on headworks grit vortex.

### Collection System

- Completed factory lead training on new hydro sewer jetting machine.
- Completed sewer collection system cleaning of all high flow sewerlines.
- Able Septic completed hydro cleaning and videoing the entire Sunnyslope County Waters sewer system. System is in great shape and has minimal issues found.

### SBF Industrial Plant

- Operated the Industrial Wastewater Facility with new modifications and further reducing Total Suspended Solids, BOD and Nitrogen loading into the primary pond. Reduced Electrical costs by \$300,000

- Sharp Engineering & Construction Inc. finished removing dirt from headworks concrete basins. Sharp removed dirt from two basin which were previously buried by the City of Hollister so SSCWD can use them for pre-treatment. The dirt was removed and used to expand roadways around ponds and create a safer driving path for heavy equipment and vehicles and repair damaged pond berms.
- Sharp Engineering dredged 4,000 dry tons of sludge from Pond 1. SSCWD is required to remove 2,000 dry tons of sludge from pond 1 annually. Due to pond management, the pond was lowered and exposed additional sludge that could be removed this year.
- Pilot testing of Suspended Air Flotation (SAF) unit for San Benito Foods. During the canning season staff assisted Neil Jones in operating their SAF unit. Staff started the unit, took readings, adjusted settings, monitored water quality, got field tests, and collected field samples and delivered them to an outside lab for inhouse reporting.
- As the contract operators for the Hollister Industrial Wastewater Treatment Plant (IWTP), Sunnyslope is required to clean and video the sewer lines that move the industrial wastewater from the San Benito Foods tomato cannery facility to the IWTP. The industrial wastewater is from the canning process and does not contain any harmful chemicals or substances but has lots of tomato remnants and organic matter. During the winter, these same pipes are used to convey stormwater. SSCWD administered a contract with Green Line to flush, and clean the transmission line as required.

### **Lessalt WTP**

- Sharp Engineering cut and removed concrete in the floor of the treatment building and installed new Sodium Hypochlorite injection line (CL2). Several years ago, the CL2 line had collapsed and was not properly addressed. Instead, staff laid the line on the concrete floor and under equipment and ultimately connected it to its desired connection. Safety covers were installed to prevent tripping, and other precautions were taken to eliminate safety hazards the original intended path of the chemical feed line was never addressed. Sharp Engineering saw cut thru 6 inches of concrete and exposed the original collapsed section. They removed the old section and trenched a new line so the chemical line could easily be put back into its designed alignment of pipes. This removed all piping from sitting on the walkway.
- Painted all piping and stripping in parking lot. Since the water facility was offline, staff took the opportunity to paint hard to reach piping which may be under steel grading or up in hard-to-reach places. Staff pressure washed, sanded, and applied several coats of paint to protect and revive the plants aesthetics. Staff also repainted the parking lot strips to make parking safer for both staff and visitors.
- Replaced gutter and damaged side paneling. The building has developed normal wear over the years which has caused minor damage that needed to be addressed. Staff identified gutters and siding panels that were damaged or missing and addressed accordingly.

## **West Hills WTP**

- Replaced damaged 4,600-gallon Sodium Hydroxide tank with new 6,650-gallon tank. Sodium Hydroxide deliveries are scheduled twice per week. The new larger tank will reduce chemical deliveries to one delivery per week during normal operations.
- Deep cleaning of recovery basin walls. Daily routine backwash sediment routinely stains the basin walls which can cause cement to stain and slowly deteriorate. Historically rain would wash the walls which is not an ideal practice. Staff began a semi-annual cleaning routine which included pumping out each basin, inspection of concrete lining, pressure washing walls, exercising valves, and inspected mechanical equipment.



## Hollister/Sunnyslope Intertie Water Balance

Report Date: January 1, 2023		to		December 14, 2022	
Current Consumption Period: November 16, 2022					
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	150,445	0	442,210		
Sunset & Memorial Water Total Flow	4,934,900	0	100		0
Sunnyslope & Memorial Water Total Flow	507,300	0	768,200		0
Hillcrest and Memorial Water Total Flow	900	0	16,800		0
Santa Ana & La Baig Water Total Flow	1,870,600	0			
<b>Intertie Sub-Total Water Flow</b>	<b>7,464,145</b>	<b>0</b>	<b>1,227,310</b>		<b>0</b>
<i>Total Combined Surface and Ground Water Intertie Flow</i>	<b>7,464,145</b>		<b>1,227,310</b>		
City of Hollister Well 2 Surface Water Total Flow (West Hills)		0			
City of Hollister Well 4 Surface Water Total Flow (West Hills)		0			
City of Hollister Well 5 Surface Water Total Flow (West Hills)		0			
Sunnyslope Well 2 Surface Water Total Flow (West Hills)					0
Sunnyslope Well 11 Surface Water Total Flow (West Hills)					0
Sunnyslope Surface Water Total Flow (LESSALT)					0
<b>Surface Water Flow Sub-Totals</b>		<b>0</b>			<b>0</b>
<b>Ground Water and Surface Water Flow Totals</b>	<b>7,464,145</b>	<b>0</b>	<b>785,100</b>		<b>0</b>
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		0		
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	<b>6,679,045</b>	<b>0</b>		
	Beginning Water Balance Owed to SSCWD (to COH)	775,216,375	-328,642,700		
	Gallons Billed to COH thru Report Date December 1, 2022	0		Informational Last Month Net Total	446,573,675
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	<b>781,895,420</b>	<b>-328,642,700</b>	Net Sub Total	453,252,720
Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period				-	
Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4					-
	<b>Ending Water Balance Owed to SSCWD (to COH)</b>	<b>781,895,420</b>	<b>-328,642,700</b>	<b>Net Total</b>	<b>453,252,720</b>

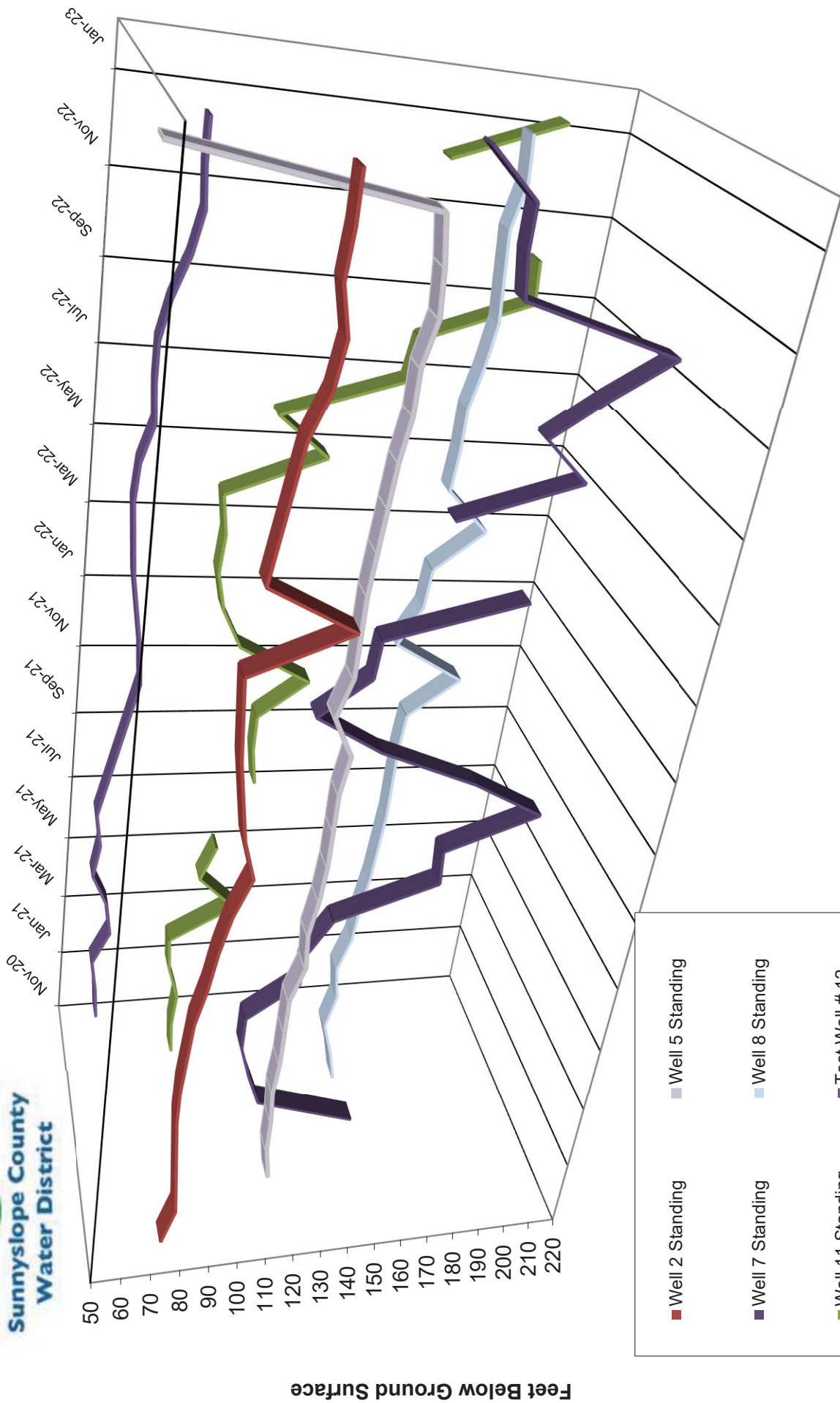
Current:	West Hills WTP Total Flow to Distribution	0			
	Percent of Surface Water Received	<b>COH</b>	<b>#DIV/0!</b>	<b>SSCWD</b>	<b>#DIV/0!</b>
Current:	COH half of West Hills WTP Total Flow to Distribution	0			
	West Hills WTP Surface Water Total Flow to COH	0			

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

### Depth to Standing Water Level Below Ground Surface



Month/Year



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

Ground Elevation in Feet Above Sea Level  
 Well 2 = 325  
 Well 5 = 438  
 Well 7 = 361  
 Well 8 = 481  
 Well 11 = 330  
 Test Well 12 = 308

# Staff Report

Agenda Item: E – 6

**DATE:** January 12, 2022 (January 17, 2022 Meeting)

**TO:** Board of Directors

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

**SUBJECT:** General Manager Monthly Status Report

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## ACTIVE TASKS:

- 1. Storm Response** – During the recent storms staff have performed routine maintenance and observations of equipment. Generators and electrical equipment have been tested and are ready to be deployed in the event of power outages. No outages have impacted operations. No storage damage has been reported to have occurred to any district facilities. Some drainage impacts were noted on the driveway up to Westhills but staff took action to make sure no roadway erosion occurred. The slope stability of the SBR properties is being monitored and no movement has been observed. To date the district has not documented any storm damage.
- 2. Solar Field Design** – PG&E applications have been submitted this month and design intent memos have been received by PG&E. Once the application has been formally accepted the design documents will be submitted for review. Construction of this solar field is anticipated to begin in the 4<sup>th</sup> quarter of the year.
- 3. Marks Drive Sewer Line Replacement** – The contractor replacing the sewer line has completed all excavation work in the roadway. The additional replacement of water line saddles requested by Sunnyslope is also finished. Asphalt paving of the entire construction area is delayed until February due to the recent rain events. Work inside the Marks Drive neighborhood has been difficult, and the residents are tiring of the daily construction work. Staff have been responding to more frequent concerns and complaints from the residents. A recent sink hole developed in the roadway and staff responded immediately to secure the roadway and to close the road. The contractor was notified, and workers responded to investigate. The cause of the sink hole was determined to be water entering the excavation through a broken and abandoned golf course irrigation line. Water began draining through this pipe, saturating the soils and migrating them. The issue was mitigated, and the hole repaired.



4. **Office Technology and Public Access** – This month all bill mailing was successfully completed using InfoSend. Some minor bill reporting errors continue to appear as staff review all the accounts however these problems are becoming fewer and fewer. At this point staff will now begin to become more efficient with the software programs and systems. We are very close to having the office technology improvements completed.
5. **Sewer Treatment Contract Negotiations with the City of Hollister** – The newly elected city Mayor met with me to discuss how Sunnyslope can partner with the City in the future. The meeting was informative and contract discussions with the City Manager will hopefully begin soon.
6. **Permit Compliance** – Monthly water reports have been completed on time and no violations were reported.
7. **Staffing** – Advertising for the vacant Account Technician position has been authorized and notices will be sent out to several government job posting forums to seek a new employee. We would like to fill this position as quickly as possible and emphasis will be placed on those applicants with experience with Tyler software and those who possess Spanish language fluency.

# Staff Report

Agenda Item: F - 1

**DATE:** January 12, 2023 (January 17, 2023 Meeting)

**TO:** Board of Directors

**FROM:** General Manager, Drew Lander

**SUBJECT:** Resolution No. 584 a Resolution of the Board of Directors of the Sunnyslope County Water District Adopting the Cities of Hollister and San Juan Bautista, the County of San Benito, and Other Local Government Agencies Including Sunnyslope County Water District. (Not A Project Under CEQA Per Article 20, Section 15378)

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## **RECOMMENDATION:**

Staff recommends the Board approve Resolution No. 584 adopting the Multi-Jurisdictional (MJHMP) Hazard Mitigation Plan for the Cities of Hollister and San Juan Bautista, the County of San Benito, and other local government agencies including Sunnyslope County Water District.

## **BACKGROUND:**

San Benito County has gone through the planning process with community participation and developed a Multi-Jurisdictional Hazard Mitigation Plan that meets the needs established by the Disaster Mitigation Act of 2000. The Disaster Mitigation Act of 2000 (DMA2000) ties mitigation funding to cities, counties, and other local government agencies including Sunnyslope County Water District (SSCWD) that have approved Local Hazard Mitigation Plans. By adopting this plan, SSCWD will be joining disaster planning efforts with other agencies in the County and this will assist the District in responding to disasters in a coordinated way. It will also improve the District's ability to recover cost of responding to disasters if a State or Federal disaster is declared in San Benito County.

The previous MJHMP was adopted by the District in 2016 as part of the County of San Benito's previous effort in 2015. Under the requirements of DMA 2000, Hazard Mitigation plans need to be updated and approved by the Federal Emergency Management Agency (FEMA) every five years to maintain eligibility for federal grant opportunities under the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), and Building Resilient Infrastructure and Communities (BRIC) programs. These funding opportunities become available annually (FMA & BRIC), or as a result of a Presidential Disaster Declaration (HMGP). One of the many requirements to receive State and Federal approval includes incorporating community feedback, as well as, developing a robust planning team of key community stakeholders with expertise on local hazards. The planning team consisted of key stakeholders from City departments, local

school districts, local utility providers, local non-profits, neighboring cities, and County and State agencies.

The completed MJHMP was adopted by the County of San Benito and has been distributed to each jurisdiction for approval. Due to the size and complexity of the full plan, the completed document can be accessed at the following link:

[https://drive.google.com/file/d/148xCdrKq-Jv\\_0UQ07JGV8AG9UF-P9J5u/view?usp=share\\_link](https://drive.google.com/file/d/148xCdrKq-Jv_0UQ07JGV8AG9UF-P9J5u/view?usp=share_link)

**FINANCIAL IMPACT:**

There is no immediate fiscal impact of adopting the Multi-Jurisdictional Hazard Mitigation Plan. The plan could improve the District's cost recovery in future State and Federal declared disasters. The plan may also allow the District to apply for hazard mitigation grants.

**ENVIRONMENTAL IMPACT:**

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

Attachments: Draft Resolution to adopt the Multi-Jurisdictional Hazard Mitigation Plan.

## RESOLUTION NO. 584

### A RESOLUTION OF THE BOARD OF DIRECTORS OF SUNNYSLOPE COUNTY WATER DISTRICT ADOPTING THE SAN BENITO COUNTY MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN

**WHEREAS**, the cost of disaster recovery in the United States has dramatically increased over the past decade promoting interest in providing effective ways to minimize our country's hazard vulnerability; and

**WHEREAS**, the Disaster Mitigation Act of 2000 constitutes an effort by the Federal government to reduce the rising cost of disasters; and

**WHEREAS**, the Disaster Mitigation Act of 2000 ties mitigation funding to cities, counties and tribal governments that have approved Local Hazard Mitigation Plans; and

**WHEREAS**, the purpose of the Disaster Mitigation Act of 2000 is to establish a national program for pre-disaster mitigation, streamline administration of disaster relief at both the Federal and State levels and control Federal costs of disaster assistance; and

**WHEREAS**, San Benito County has gone through the planning process with community participation and developed a Multi-Jurisdictional Hazard Mitigation Plan that meets the needs established by the Disaster Mitigation Act of 2000; and

**WHEREAS**, Sunnyslope Water District staff have been active participants in the preparation and review of the prepared documents; and

**WHEREAS**, San Benito County, the City of Hollister, San Benito County Water District, and the City of San Juan Bautista are requested to review and adopt by resolution the Hazard Mitigation Plan; and

**WHEREAS**, the Board finds that adoption of this resolution is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**NOW, THEREFORE, BE IT RESOLVED** that Sunnyslope County Water District hereby adopts the Multi-Jurisdictional Hazard Mitigation Plan as prepared for the Cities of Hollister and San Juan Bautista, the County of San Benito, and other local government agencies including Sunnyslope County Water District.

**BE IT FURTHER RESOLVED** a copy of this Resolution and a copy of the Multi-Jurisdictional Hazard Mitigation Plan will be forwarded to the California Emergency Management Agency and the Federal Emergency Management Agency by the San Benito County Office of Emergency Services.

**THE FOREGOING RESOLUTION No. 584** on a motion by Director \_\_\_\_\_ and second by Director \_\_\_\_\_ is duly adopted this 17<sup>th</sup> day of January 2023, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

SUNNYSLOPE COUNTY WATER DISTRICT

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

*Dee Brown, President*

( S E A L )

ATTEST:

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