



Sunnyslope County Water District

BOARD OF DIRECTORS

REGULAR MEETING

District Office Board Room



3570 Airline Hwy., Hollister, CA

NOTICE & AGENDA

August 17, 2021

Regular Board Meeting - 5:15PM

AS AUTHORIZED BY THE STATE OF CALIFORNIA EXECUTIVE ORDER N-29-20 PUBLIC ACCESS TO DISTRICT MEETINGS CAN BE OBTAINED THROUGH THE FOLLOWING ACCESS POINTS:

ZOOM MEETING ACCESS LINK

<https://zoom.us/j/94351443777?pwd=bjVleGdCQVhQa1dSWldhNmt4SDlUdz09>

Passcode: SSCWD

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

Passcode: 130559

Regular Board Room attendance will NOT be available to the public.

Any members of the public requiring special accommodations may call the District 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 Buzzetta _____, Vice-President Parker _____,

Director Johnson _____, Director Alcorn _____, and Director Brown _____.

REGULAR SESSION

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

D. 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. 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 Board² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approval of Minutes of the Regular Board Meeting of July 20, 2021. (Page 1)
2. Allowance of Claims for Disbursements from July 1, 2021 through July 31, 2021. (Page 5)
3. Receive Associate Engineer Monthly Status Report. (Page 8)
4. Receive Finance Manager Monthly Status Reports: a. Narrative Report (Page 10), b. Operation Summary (Page 13), c. Statement of Income (Page 19), d. Investment Summary (Page 21), and e. Board Designated Reserves. (Page 22)
5. Receive Superintendent Monthly Status Reports: a. Maintenance (Page 23), b. City Meter Reading (Page 27), and c. Groundwater Level Measurement (Page 28).
6. Receive General Manager Monthly Status Report (Page 29).

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 Board² on these items as the Board reviews each item.

1. Authorize the Board President to Sign and Execute the Hollister Urban Area Water and Wastewater Master Plant Update Memorandum of Understanding (“MOU”) 2021 With the San Benito County Water District (Page 31).
2. Accept the Letter of Resignation of Director Judi Johnson Effective August 31, 2021 and Authorize the General Manager to Fill the Vacated Position per Board Policy 7080 as Directed (Page 39).

G. STATUS REPORTS

1. Governance Committee – (No meeting)
2. Water / Wastewater Committee – (No Meeting)
3. Finance Committee – (No Meeting)
4. Policy and Procedure Committee – (No Meeting)
5. Personnel Committee – (No Meeting)
6. Water Resources Association of San Benito County – (Meeting Held, August 5th, 2021)

H. BOARD and STAFF REPORTS

1. Directors
2. District Counsel
3. General Manager – COVID 19 Updated (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, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities 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 – September 21, 2021 @ 5:15 p.m., District Office

AGENDA DEADLINE: September 15, 2021 @ 12:00 p.m.

Future Scheduled Committee Meetings

Water Resources Agency – October 7th, 2021 @ 4:00 PM

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
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
July 20, 2021

A. CALL TO ORDER: The meeting was called to order at 5:17 p.m. by President Buzzetta, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

ROLL CALL: Present in Person: President Jerry Buzzetta (JB), Vice President James Parker (JP), Director Alcorn (MA) and Director Judi Johnson (JJ).

B. PLEDGE OF ALLEGIANCE: Barry Kelly led Directors and staff in the Pledge of Allegiance.

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

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

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

Via Teleconference: Attorney Michael Laredo.

E. CONSENT AGENDA:

1. Approval of Minutes of the Regular Board Meeting of June 15, 2021.
2. Allowance of Claims for Disbursements from May 1, 2021 through May 31, 2021.
3. Allowance of Claims for Disbursements from June 1, 2021 through June 30, 2021.
4. Receive Associate Engineer Monthly Status Report.
5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. Receive General Manager Monthly Status Report.

General Manager Lander explained that the Allowance of Claims not presented last month are included in this month's consent agenda and the newly hired Finance Manager was not asked to prepare the regular staff report for June but next month it should return.

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

F. NEW BUSINESS:

1. **Interview Board Member Applicants:** President Buzzetta directed interviews allowing all Board members to ask organized questions of the two applicants in attendance; Dorothy "Dee" Brown and David Pulido, who submitted complete applications. After interviews were conducted separately both applicants were excused while the Board deliberated. After deliberation concluded, Director Buzzetta asked for any public comment. Upon receiving no public comment, Director Alcorn made a motion to appoint Dee Brown to complete the remaining term of office vacated by Ann Ross. This motion was seconded by Director Johnson for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), no; (JJ) yes; and (JB) yes ; the motion carried 3-1.

The applicants were both asked to return to the Board room and Dee Brown was appointed on July 20, 2021 by President Buzzetta to the Board of Directors for a term expiring November 30th, 2022. General Manager, Drew Lander administered the oath of office and Dee Brown was seated as a Director of the Board. Director Buzzetta advised that Director Brown would continue in place of Ann Ross on appointed committees.

2. **Consider Approval and Authorize the President to Sign an Agreement for Water Facilities and Service for the West of Fairview Phase 1B Development:** Associate Engineer, Rob Hillebrecht explained that Phase 1B of the West of Fairview development is ready for construction. The plan involves the creation of 133 new single-family residences. Sunnyslope County Water District will provide potable domestic water and fire protection water service to the development. District staff have reviewed the Improvement Plans to ensure that they meet all District standards and requirements.

This phase will connect the existing Landscape Irrigation System piping from Roberts Ranch with the portion of irrigation pipeline already installed in Phase 1A. The agreement attached to the staff report was described as the standard agreement for water facilities and service to a new development, and it has been used for prior projects with only minor adjustments. The District currently has the capacity and ability to serve this development with potable water.

President Buzzetta commented that the District standard warranty should be strengthened providing homeowners with specific recourse in the event that the developers actions cause damage to existing customers. President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Alcorn to authorize the President to sign the agreement as presented, the motion was seconded by Director Parker for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (JJ) yes; Director Dee Brown (DB); and (JB) yes ; the motion carried 5-0.

3. **Consider Approval and Authorize the Board President to Execute an Agreement with the the Utility Workers Union of America, AFL-CIO Local 820 Amending Wages and Benefits for Represented Employees Through June 30, 2024:** General Manager Lander presented the negotiations with the Utility Workers Union of America, Local 820, Union staff has concluded. The Personnel Committee has been informed throughout this process during regular meetings. President Buzzetta attended many of the negotiation meetings as an observer and he helped to document proceedings during personnel committee meetings.

The prior three-year contract ended on June 30, 2021, and a new contract agreement was successfully negotiated and ratified by Union membership by June 28, 2021. As a result of the contract ratification by the union members occurring after the June Board Meeting the contract has been presented in July and only after approval by the Board shall benefits become effective as of July 1, 2021. Backpay will be adjusted in the soonest practical pay period with an effective date of July 1, 2021. The new agreement will also span a three-year contract term. The Personnel Committee is recommending the following adjustments to be made:

- Year 1 - 3% cost of living adjustment for all Union Staff members with an off-salary payment of \$1500 effective as of July 1, 2021. All employees within the Classic CalPERS retirement formula will increase the Employee contribution from 2% to 3.5%.
- Year 2 - 3% cost of living adjustment for all Union Staff members with an off-salary payment of \$1000 effective as of July 1, 2022. All employees within the Classic CalPERS retirement formula will increase the Employee contribution from 3.5% to 5%.
- Year 3 - 3% cost of living adjustment for all Union Staff members with an off-salary payment of \$500 effective as of July 1, 2023. All employees within the Classic CalPERS retirement formula will increase the Employee contribution from 5% to 6%.

There are other recommended adjustments to stipends pertaining to skills and certifications qualifying for a stipend, however the stipend payment value remains unchanged. This Agreement is the second negotiated union contract for the district. President Buzzetta asked if his name should be added to the signatory page. District Council agreed that the approval should include the President's signature.

President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Alcorn to authorize the President to sign the agreement as presented, the motion was seconded by Director Johnson for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (JJ) yes; Director Dee Brown (DB); and (JB) yes ; the motion carried 5-0.

- 4. Consider Approval or Resolution 557 adopting the District Management Organization Chart, the Designation of Management Classification Titles and Salary Scales:** General Manager Lander presented that the Personnel Committee had discussed and recommended that the \$1500 off schedule payment presented in the Union Contract be provided to all Managers. Also Mr. Lander presented recommendations to increase the District Water/Wastewater Superintendent salary scale by 5% for compensation for additional responsibilities accepted by the Superintendent job description relating to the IWTP and to add an additional compensation step to the Crew Chief Position resulting in steps A-F.

President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Johnson to authorize the \$1,500 off schedule payment to all Managers; to increase the Superintendent Salary Scale by 5% and add a step F to the Crew Chief compensation scale, the motion was seconded by Director Alcorn for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (JJ) yes; (DB), yes; and (JB) yes ; the motion carried 5-0.

G. BOARD COMMITTEE and STATUS REPORTS

1. **Finance Manager Monthly Status Report:** General Manager/Secretary Lander reported that Barry Kelly is making good progress understanding the district finances and preparing for the coming audit. There are no significant changes to report, and he will attempt to have the usual reporting method back for the August board meeting depending on staffing.
2. **Allowance of Claims for Disbursement from May 1, 2021 through May 31, 2021:** General Manager/Secretary Lander reported that the full disbursement report for May 1, 2021 through June 30, 2021 will presented at the July board meeting.
3. **Governance Committee:** No meeting held.
4. **Water/Wastewater Committee:** No meeting held.
5. **Finance Committee:** No meeting held.
6. **Policy and Procedure Committee:** No meeting held.
7. **Personnel Committee:** Meetings held: (July 1, Closed Session, Public Employee Discipline/Dismissal Release) and (July 19, Review proposed organization chart and Management Compensation)
8. **Water Resources Association of San Benito County (WRA):** Next meeting scheduled August 5th, 2021

H. BOARD and STAFF REPORTS

1. **Directors:** Director Alcorn conveyed some public concerns he has heard recently about rate increases, water quality and water softeners. No report.
2. **District Counsel:** Michael Laredo welcomed the new board member and advised all present about the new mask recommendations for vaccinated and unvaccinated individuals in California.
3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 activities, reporting that the office remains closed and investigation into feasibility of a partition at the front desk is being conducted. He also reported that he has filed with the State of California requesting compensation for COVID related expenses although no confirmation for reimbursement has been received.

I. FUTURE AGENDA ITEMS: Mike Alcorn asked for an update in the future on what kind of water conditioner people can use during times when water hardness increases.

J. ADJOURNMENT: President Buzzetta adjourned the meeting at 7:42 p.m.

APPROVED BY THE BOARD:

Jerry T. Buzzetta, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary

Sunnyslope County Water District

Disbursement Summary - Heritage Bank of Commerce

July 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/14/2021	RET0105	RETURNED CHECK	-161.12
07/16/2021	RET0106	RETURNED ACH	-118.49
07/21/2021	RET0107	RETURNED ACH	-1,109.12
07/22/2021	RET0108	RETURNED ACH	-2,434.73
07/23/2021	RET0109	RETURNED ACH	-352.80
07/26/2021	RET0110	RETURNED CHECK	-147.02
07/30/2021	RET0111	RETURNED ACH	-150.00
07/02/2021	29248	ACC Business	-1,324.60
07/02/2021	29249	Ace Hardware (Johnson Lumber Co.)	-688.03
07/02/2021	29250	American Water Works Association (AWWA)	-2,373.00
07/02/2021	29251	AT&T	-120.46
07/02/2021	29252	Brenntag Pacific, Inc.	-19,809.52
07/02/2021	29253	Corbin Willits Systems, Inc. (MOM's)	-4,943.58
07/02/2021	29254	Central Ag Supply LLC	-985.95
07/02/2021	29255	Fastenal Company	-37.58
07/02/2021	29256	Hach Company	-1,453.24
07/02/2021	29257	Konica Minolta Premier Finance	-416.76
07/02/2021	29258	Mc Master-Carr	-498.02
07/02/2021	29259	Mission Uniform Service	-576.06
07/02/2021	29260	O'Reilly Auto Parts	-18.19
07/02/2021	29261	Petty Cash	-18.00
07/02/2021	29262	Postmaster	-55.00
07/02/2021	29263	Ranchers Feed	-234.01
07/02/2021	29264	State Water Resources Control Board-DWOCF	-60.00
07/02/2021	29265	Toro Petroleum Corp.	-1,302.90
07/02/2021	29266	True Value Hardware	-78.64
07/02/2021	29267	Verizon Wireless	-730.77
07/02/2021	29268	Padilla, David	-80.72
07/07/2021	29295	Foster, Travis J	-3,333.50
07/16/2021	29297	A-1 Services	-403.00
07/16/2021	29298	Ace Hardware (Johnson Lumber Co.)	-47.12
07/16/2021	29300	AT&T	-245.09
07/16/2021	29301	Auto Tech Service Center, Inc.	-125.00
07/16/2021	29302	Calgon Carbon Corporation	-48,402.00
07/16/2021	29303	Community Printers, Inc.	-2,729.61
07/16/2021	29304	E.H. Wachs Co.	-615.11
07/16/2021	29305	EBCO Pest Control	-69.00
07/16/2021	29306	Fastenal Company	-90.12
07/16/2021	29307	New SV Media, Inc. (was So. Valley News.)	-285.00
07/16/2021	29308	Recology San Benito County	-299.75
07/16/2021	29309	San Benito County Water District	-776.50

Sunnyslope County Water District

Disbursement Summary - Heritage Bank of Commerce

July 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/16/2021	29310	SBC Chamber of Commerce	-265.00
07/16/2021	29311	Trans Union LLC	-208.40
07/16/2021	29312	Tyler Technologies, Inc.	-1,495.00
07/16/2021	29313	U.S. Bank Corporate Payment Systems	-6,456.13
07/16/2021	29314	Anne Muraski	-23,307.50
07/16/2021	29315	Brenntag Pacific, Inc.	-16,469.62
07/16/2021	29316	Bryan Mailey Electric, Inc	-11,086.25
07/16/2021	29317	Frisch Engineering	-90,804.50
07/16/2021	29318	Inductive Automantion	-30,716.40
07/16/2021	29319	Marine Industrial Tank	-9,700.00
07/16/2021	29321	Shape, Inc.	-18,625.50
07/19/2021	29323	JULIE BONNET	-66.64
07/19/2021	29324	DON CHAPIN CO	-639.18
07/19/2021	29325	EDWARD FIGONE	-139.40
07/19/2021	29326	CARINA ORTIZ & PHILLIP ORABUENA	-22.43
07/19/2021	29327	JAMII & STANLEY PURA	-154.20
07/19/2021	29328	YUJI & KEIKO SAITO	-125.07
07/18/2021	29329	Brenntag Pacific, Inc.	-14,071.01
07/18/2021	29330	Carlson's Fire Extinguisher Sales & Serv	-1,455.97
07/18/2021	29331	Hach Company	-3,379.57
07/18/2021	29332	Hopkins Technical Products Inc.	-671.59
07/18/2021	29333	Quinn Company	-800.67
07/18/2021	29334	Rain For Rent Inc	-4,396.34
07/18/2021	29336	SBC Business Council, Inc.	-1,000.00
07/18/2021	29337	Toro Petroleum Corp.	-3,542.81
07/18/2021	29338	Watersmart Software, Inc.	-13,553.00
07/23/2021	29339	City of Hollister-Finance Dept	-377,779.19
07/23/2021	29340	Nationwide Retirements Solutions	-31,231.14
07/09/2021	29341	Ace Hardware (Johnson Lumber Co.)	-247.54
07/09/2021	29342	Ben Caputo Printing	-813.91
07/09/2021	29343	Brenntag Pacific, Inc.	-3,944.41
07/09/2021	29344	Bryan Mailey Electric, Inc	-1,571.11
07/09/2021	29345	BTJ Enterprises, LLC	-2,475.01
07/09/2021	29346	De Lay & Laredo	-9,534.50
07/09/2021	29347	Ebix, Inc.	-389.05
07/09/2021	29348	exceedio	-3,313.93
07/09/2021	29349	Extreme Air, Inc.	-390.00
07/09/2021	29350	Hach Company	-2,173.40
07/09/2021	29351	John Smith Road Landfill	-1,790.90
07/09/2021	29352	Mark Nicholson, Inc.	-6,132.00
07/09/2021	29353	Mid Valley Supply	-76.38

Sunnyslope County Water District

Disbursement Summary - Heritage Bank of Commerce

July 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/09/2021	29354	Mission Uniform Service	-277.48
07/09/2021	29355	Quinn Company	-800.67
07/09/2021	29356	Simplot Grower Solutions	-802.62
07/09/2021	29357	Star Concrete	-1,135.66
07/09/2021	29358	SUEZ WTS Analytical Instruments, Inc.	-17,939.20
07/09/2021	29359	Transene Company Inc (Shape Products)	-147.83
07/09/2021	29360	Tyler Technologies, Inc.	-585.00
07/09/2021	29361	USA Blue Book	-203.40
07/09/2021	29362	Verizon Wireless	-409.04
07/26/2021	29363	EMILY C BRINKLEY	-15.25
07/26/2021	29364	TERESA NIEVES	-18.83
07/26/2021	29365	BRUCE & TERRIE WIEGAND	-91.22
07/26/2021	29366	CalVista Insurance Agency Inc.	-87,014.00
07/26/2021	29367	Postmaster	-2,100.85
			-904,254.81

Jul 21

Summary:

Vendors	490645.9
Payroll - Employee	31231.14
City of Hollister for Billing Collected, Net of Fees	377779.19
Customer Refunds	4598.58
Total Disbursements	904254.81

Staff Report

Agenda Item: E - 3

DATE: August 11, 2021 (August 17, 2021 Meeting)

TO: Board of Directors

FROM: Associate Engineer, Rob Hillebrecht

SUBJECT: Associate Engineer Monthly Status Report

ISO Fire Flow Data

Sunnyslope staff collected and provided data that was requested by the Insurance Service Office concerning fire protection water service that Sunnyslope provides for the community. This included various water system maps showing pressure zone boundaries, fire hydrant types and locations, water sources and flows, tank storage, and other data. Additionally, District staff assisted in flow testing of specific hydrants to demonstrate the system capability to meet firefighting flow demand. The field flow testing revealed that each hydrant could provide at least 3,000 gallons per minute, which is more than sufficient for the firefighting demands.

Industrial Wastewater Treatment Plant

Sunnyslope has been successfully operating the Industrial Wastewater Treatment Plant located at the western end of South Street as the contract operators for San Benito Foods. Several major improvements have been made including and staff have worked extensively with the City of Hollister, San Benito Foods, the Regional Water Quality Control Board (RWQCB), and the Monterey Air Resource District. The RWQCB Permit which dictates the requirements and treatment parameters was approved on August 11, 2021. There have been no odor issues from the industrial wastewater treatment operation, which occurred in some previous years. SCADA capabilities are close to completion which will allow for operators to remotely monitor and control the treatment process. Staff are also writing and revising a full Operations and Maintenance Manual for the plant which will cover the facility design, operational strategy, permit requirements, equipment maintenance plan, and other key information.

CCTV Inspection Project

Able Septic has resumed their cleaning and CCTV inspection of Sunnyslope's gravity sewer pipes in the Ridgemark area as part of their contract. They have completed approximately one third of Sunnyslope's sewer collections system to date. Most of the sewer mains are in excellent condition with only a few issues being discovered. These issues have not been emergencies but are being

documented. After the whole sewer system has been inspected, staff intend to contract for all the necessary repairs.

West of Fairview Phase 1B

The West of Fairview Phase 1B development that the Board approved a service agreement with last month is preparing to install the water system. Staff proposed the concept of expanding the Landscape Irrigation System that they are installing in the Mimosa St. to also provide irrigation water directly to each home. However, due to the late timing and the high cost of delay and redesign, it was decided to forego that opportunity. Staff expect to begin inspection of this development in late August.

Landscape Irrigation System Project

Staff reviewed and commented on an initial site and piping layout for the Landscape Irrigation System improvements that would take place at the Well 5 site. This system would utilize solely well water from Well 5 to irrigate landscape area in the new developments along Fairview Rd. This would also be used to provide construction water needed to develop these projects. Effectively, Sunnyslope would thus be preserving surface water that would have previously gone to those uses and instead providing it to customers for domestic use. Long-term, staff are considering requiring that future developments use this water for all residential irrigation as well, such that each home would have a domestic use meter and an irrigation meter.

Development Plan Reviews

Staff continue to review and provide comments on proposed developments within the District, including West of Fairview Phases 2 & 3, Santana Ranch Phase 7 & 8, Fairview Corners, Promontory at Ridgemark, Vista del Calabria, and others. For each of these staff consider the impacts to the District's water and wastewater systems for both the short term and the long term. Ultimately, we strive to work effectively and collaboratively with the developers to ensure the best for our customers.

Sunnyslope Website Updates

Sunnyslope's website continues to be updated and now includes information regarding Dee Brown as our newest Board member, updated employee compensation, the newly approved Union Contract, the FY 2021/2022 Budget, and much more. Additionally, we have pages that direct users to local and state aid programs for COVID, discuss the ongoing drought and how customers can help conserve water, and advertise our \$100 gift card drawing for customers who sign up for Autopay services.

Staff Report

Agenda Item: **E – 4a**

DATE: August 11, 2021 (August 17, 2021 Meeting)

TO: Board of Directors

FROM: Finance & Human Resource Manager, Barry Kelly

SUBJECT: Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.

b. OPERATION SUMMARY

(June 2021)

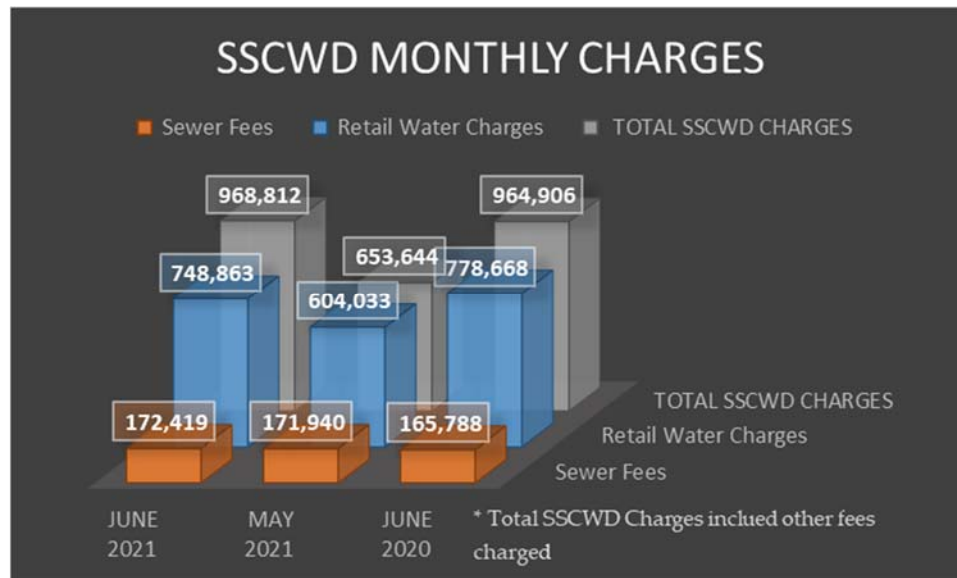
We received 83 water capacity fees and zero wastewater capacity fee in June 2021, compared to 1 water capacity fees and 0 water capacity fees received in the previous year. Summary Table of June and YTD presented below.

Comparison of Capacity Fees Received for the Current Month & Year to Date							
Item	JUNE 2021	MAY 2021	JUNE 2020	Increase / (Decrease) from Prior Year (PY)	YTD TOTALS Current Fiscal Year	YTD TOTALS Prior Fiscal Year	Increase / (Decrease) from Prior Year (PY)
NO. WATER CAPACITY FEE RECD	83	11	12	71	385	282	103
NO. WW CAPACITY FEE RECD	-	-	-	-	1	2	(1)

Summary of Changes in Customer Accounts						
Account Types	JUNE 2021	MAY 2021	JUNE 2020		Δ from PM ++	Δ from PY *
NO. WATER ACCOUNTS	6,808	6,716	6,440		92	368
NO. SSCWD SEWER ACCTS	1,235	1,239	1,237		(4)	(2)
E PAY CUSTOMERS	-	-	2,814		-	(2,814)
WATERSMART/INVOICE CLOUD	5,090	4,958				
NO. E-BILL CUST'S (Paperless)	1,121	1,058	456		63	665
Percent of Customers Gone Green	16.5%	15.8%	7.1%			

Since implementing WaterSmart and Invoice Cloud 25% of our customers are now active users. This service has helped drive more customers to “Go Green”. Paperless E-Bill has risen from 7.1% last year to 16.5% as of June 30.

The following chart shows the comparison of Retail Water, Sewer and Total Charges:



The table below summarizes Monthly & YTD June 2021 Charges compared to May 2021 and June 2020, respectively.

SSCWD Charges Comparison										
MONTHLY CHARGES	JUNE 2021	MAY 2021	JUNE 2020	YTD 2021	YTD 2020	Δ from PM	Δ from PY	% increase PM	% increase PY	% increase YOY
Retail Water Ch	748,863	604,033	778,668			144,830	(29,805)	24.0%	-4.0%	
Sewer Fees	172,419	171,940	165,788			479	6,631	0.3%	3.8%	
Installation Fees	34,090	5,880	6,910			28,210	27,180	479.8%	79.7%	
Late Fees	-	-	-			-	-	N/A	#DIV/0!	
Admin. Collectio	-	-	80			-	(80)	#DIV/0!	#DIV/0!	
COHBilling Fees	13,020	12,930	12,237			90	783	0.7%	6.0%	
Other Misc. Fee:	420	510	1,222			(90)	(802)	-17.6%	-190.9%	
TOTAL SSCWD	968,812	653,644	964,906	9,699,330	9,044,597	315,169	3,907	48.2%	0.4%	7.2%

YTD 2021 Revenue is up 7.2% over last year which reflects the annual growth in customers compared to 2020.

The past due percentage of accounts receivable due from all customers for June 2021 is down to 10.00% compared to May 2021 of 12.3%. The decrease can be attributed to customers anticipating our ability to charge late fees or shut off water for non-payment due and our certified letters of notice pending lien

c. STATEMENT OF INCOME

(June 2021)

Discussion:

For June 2021 YTD, we show an overall Net Operating gain of \$362,502 vs a budgeted operating loss of \$474,097 and Net Income of \$5,811,336. The favorable operating results of \$836,599 can be attributed to the overall increase in the customer base without a corresponding increase in payroll and expense. In 2021 the district delivered 1.1 billion gallons of metered water vs .92 billion in 2020. Given overall costs did not increase, this suggests a 22% increase in operating efficiency.

d. INVESTMENT SUMMARY

(June 30, 2021)

Our total cash and invested funds are \$18,323,058 as of June 30th, 2021, an increase of \$1,122,136 compared to last month. The increase is attributable to Capacity Fees. Overall, in 2021 we collected \$5,037,415. Compared to 2020, our total cash and invested funds is up \$12,335,035 or 49%.

e. BOARD DESIGNATED RESERVES

(June 30, 2021)

Attachment e. of the Finance Manager's report provides a summary of the Board Designated Reserve Balances as of June 30, 2021.

Sunnyslope County Water District

2020 / 2021

OPERATION SUMMARY (This Year)

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ITEMS	JULY 2020	AUG. 2020	SEPT. 2020	OCT. 2020	NOV. 2020	DEC. 2020	JAN. 2021	FEB. 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021	TOTALS
NO. WATER CAPACITY FEE RECD	20	18	22	7	24	30	47	8	22	93	11	83	385
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-	-	-	1	-	-	-	1
NO. WATER ACCOUNTS	6,467	6,481	6,501	6,517	6,539	6,580	6,588	6,623	6,642	6,653	6,716	6,808	
NO. SSCWD SEWER ACCTS	1,238	1,236	1,237	1,236	1,240	1,239	1,238	1,239	1,241	1,239	1,239	1,235	
NO. COH SEWER ACCTS	4,074	4,080	4,112	4,134	4,156	4,200	4,221	4,249	4,273	4,289	4,310	4,340	
NO. AUTO PAY CUSTOMERS	2,826	2,844	2,850	2,876	2,910	2,941	2,705	402	-	-	-	-	
NO. E-BILL CUST'S (Paperless)	478	485	484	497	500	513	-	-	-	-	-	-	
WaterSmart / Invoice Cloud													
Auto Pay							-	2,274	2,788	2,871	2,916	2,959	
Billers Portal							-	34	1	58	70	81	
Customer Portal							394	485	396	398	360	441	
Express Payments							2	110	281	241	260	252	
IVR							5	42	80	80	79	87	
Mobile Express Payments							2	115	260	277	284	296	
Online Bank Direct									114	454	638	639	
Pay By Text							-	13	34	42	49	49	
Scheduled Payment							4	11	17	27	25	34	
Shopping Cart							166	394	367	296	277	252	
Total							573	3,478	4,338	4,744	4,958	5,090	
NO. E-BILL Invoice Cloud (Paperless)							838	858	978	1,019	1,058	1,121	
MONTHLY CHARGES													
Retail Water Charges	\$ 775,775.29	\$ 857,815.88	\$ 716,737.28	661,016.53	657,443.72	\$ 495,095.19	\$ 436,711.35	\$ 433,893.64	\$ 464,235.17	\$ 504,492.45	\$ 604,033.43	\$ 748,863.17	\$ 7,356,113.10
Sewer Fees	165,460.51	166,607.09	165,218.43	165,314.20	167,157.77	166,630.76	166,334.67	165,731.92	165,069.47	172,283.16	171,940.09	172,419.06	2,010,167.13
Installation Fees	8,100.00	7,290.00	8,910.00	2,835.00	11,365.00	12,150.00	20,935.00	3,240.00	10,580.00	43,250.00	5,880.00	34,090.00	168,625.00
Late Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin. Collection Fees, net	590.00	(40.00)	90.00	60.00	50.00	160.00	20.00	150.00	10.00	10.00	-	-	1,100.00
COH Billing Fees	12,342.00	12,354.00	12,438.00	12,513.00	12,585.00	12,657.00	12,720.00	12,789.00	12,885.00	12,867.00	12,930.00	13,020.00	152,100.00
Other Misc. Fees	800.00	1,222.80	944.13	1,270.00	1,140.00	1,437.40	1,335.00	831.50	863.88	450.00	510.00	420.00	11,224.71
TOTAL SSCWD CHARGES	\$ 963,067.80	\$ 1,045,249.77	\$ 904,337.84	\$ 843,008.73	\$ 849,741.49	\$ 688,130.35	\$ 638,056.02	\$ 616,636.06	\$ 653,643.52	\$ 733,352.61	\$ 795,293.52	\$ 968,812.23	\$ 9,699,329.94
CITY OF HOLLISTER CHARGES													
COH Sewer Fees	370,300.30	370,936.59	372,723.96	374,670.26	376,999.71	379,346.85	381,658.65	383,742.02	385,955.06	387,561.72	389,357.33	411,983.18	\$ 4,585,235.63
COH Street Sweeping	10,050.24	10,046.16	10,066.00	10,066.00	10,084.96	10,078.88	10,079.60	10,084.88	10,094.80	10,106.40	10,113.36	10,135.92	121,007.20
COH Senior Discount	(1,326.60)	(1,346.70)	(1,386.90)	(1,377.52)	(1,357.42)	(1,346.70)	(1,366.80)	(1,366.80)	(1,358.09)	(1,338.66)	(1,326.60)	(1,326.00)	(16,224.79)
Total COH Charges	379,023.94	379,636.05	381,403.06	383,358.74	385,727.25	388,079.03	390,371.45	392,460.10	394,691.77	396,329.46	398,144.09	420,793.10	4,690,018.04
Late Fees **	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL COH CHARGES	\$ 379,023.94	\$ 379,636.05	\$ 381,403.06	\$ 383,358.74	\$ 385,727.25	\$ 388,079.03	\$ 390,371.45	\$ 392,460.10	\$ 394,691.77	\$ 396,329.46	\$ 398,144.09	\$ 420,793.10	\$ 4,690,018.04

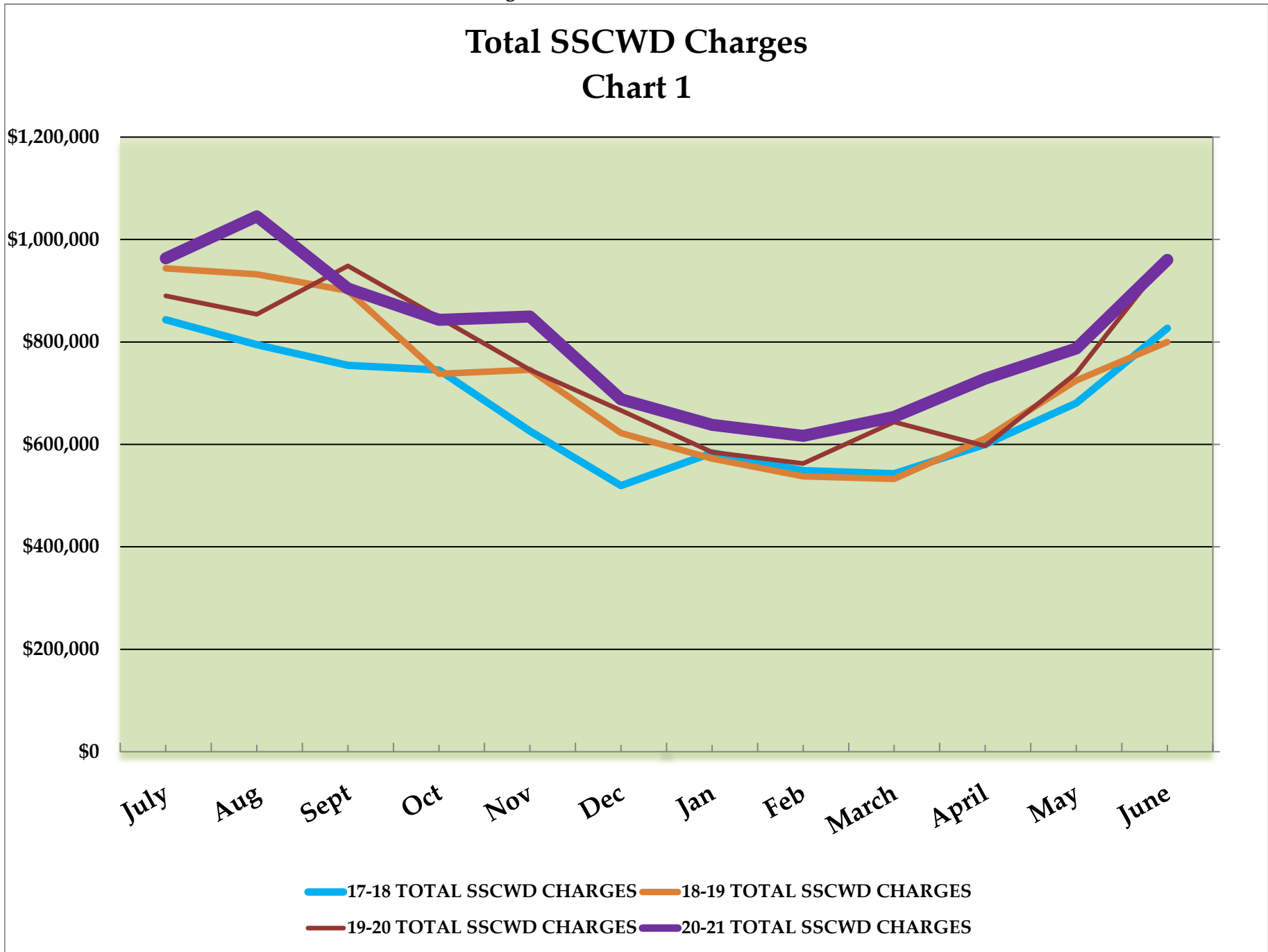
Sunnyslope County Water District

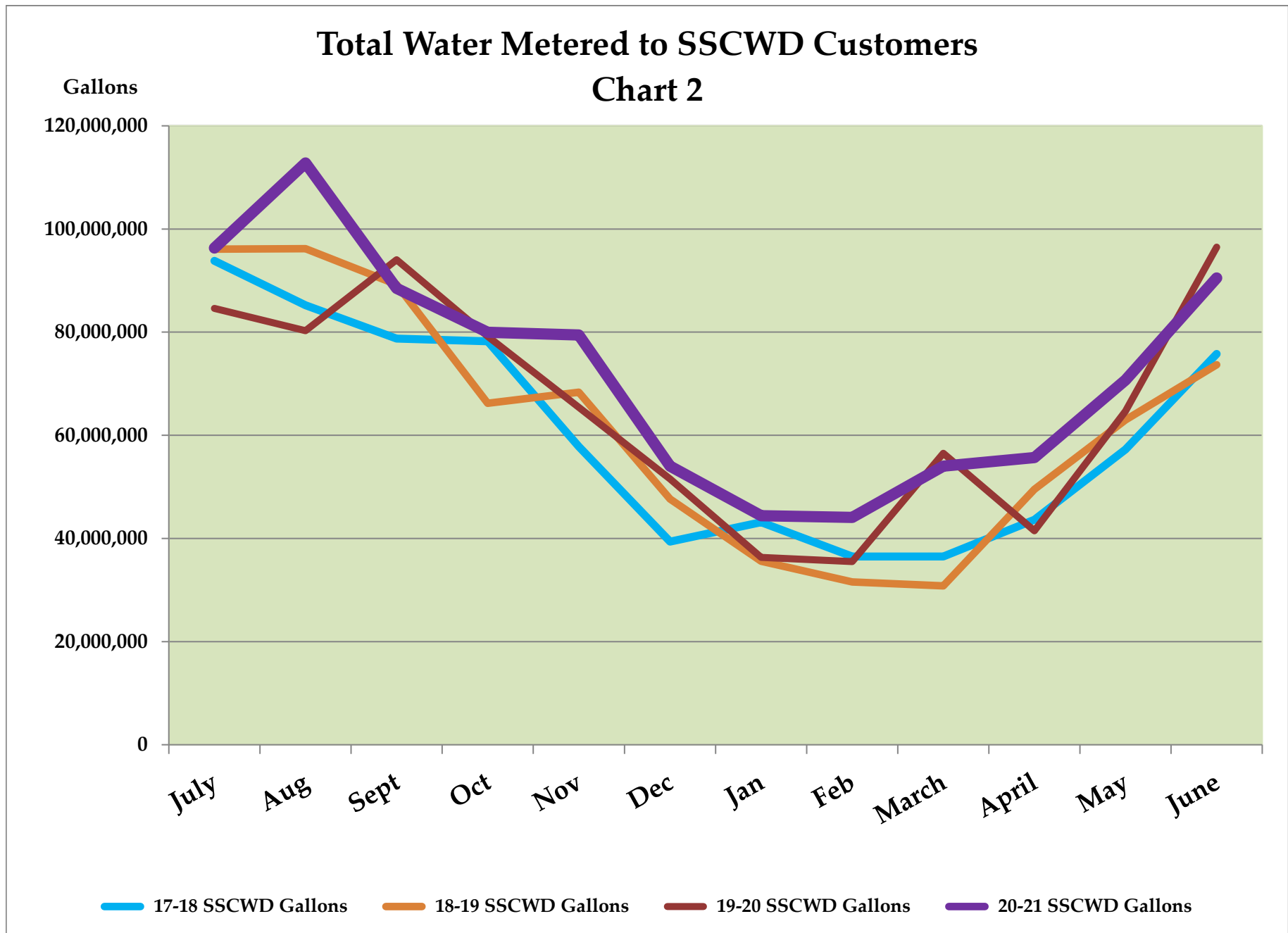
2020 / 2021

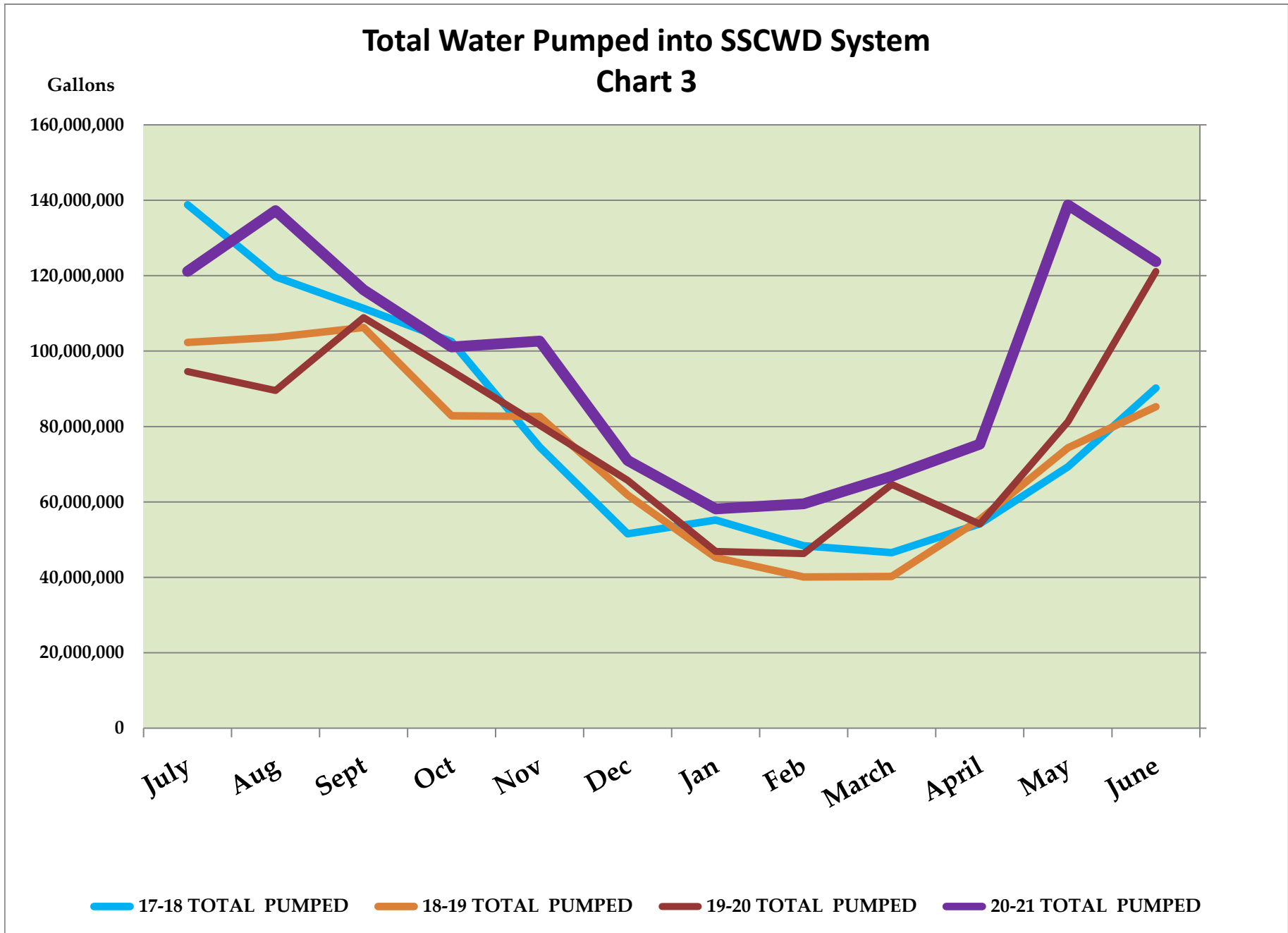
OPERATION SUMMARY (This Year)

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ITEMS	JULY 2020	AUG. 2020	SEPT. 2020	OCT. 2020	NOV. 2020	DEC. 2020	JAN. 2021	FEB. 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021	TOTALS
ACCOUNTS RECEIVABLE - Aged													
A/R for Sunnyslope Water **	\$ 984,619.71	\$ 1,055,071.44	\$ 938,523.95	\$ 880,387.53	\$ 885,094.32	\$ 732,864.00	\$ 662,587.13	\$ 674,350.39	\$ 672,224.64	\$ 722,173.51	\$ 829,364.41	\$ 963,279.15	
A/R for City of Hollister **	400,737.12	407,000.53	414,089.95	416,549.82	427,531.75	427,962.91	435,823.82	447,012.64	437,612.02	435,763.09	443,110.99	439,792.59	
Outstanding Bills Owed	\$ 1,385,356.83	\$ 1,462,071.97	\$ 1,352,613.90	\$ 1,296,937.35	\$ 1,312,626.07	\$ 1,160,826.91	\$ 1,098,410.95	\$ 1,121,363.03	\$ 1,109,836.66	\$ 1,157,936.60	\$ 1,272,475.40	\$ 1,403,071.74	
Past Due	\$ 102,610.08	\$ 106,279.41	\$ 129,429.45	\$ 131,871.32	\$ 142,112.24	\$ 155,515.03	\$ 148,859.86	\$ 170,637.94	\$ 148,970.55	\$ 142,784.48	\$ 156,711.46	\$ 134,223.68	
% Past Due	7.41%	7.27%	9.57%	10.17%	10.83%	13.40%	13.55%	15.22%	13.42%	12.33%	12.32%	9.57%	
WATER METERED													
Cubic Feet	12,877,300	15,080,000	11,830,300	10,688,700	10,624,000	7,223,600	5,935,000	5,892,800	7,223,900	7,444,700	9,450,600	12,100,300	116,371,200
SSCWD Gallons	96,322,204	112,798,400	88,490,644	79,951,476	79,467,520	54,032,528	44,393,800	44,078,144	54,034,772	55,686,356	70,690,488	90,510,244	870,456,576
Well Flow to COH Gallons	7,175,800	8,344,900	6,093,400	10,967,500	9,415,100	4,290,900	2,834,600	3,318,200	4,396,200	6,259,000	10,845,600	14,991,200	88,932,400
Surface Flow to COH Gallons	13,631,701	16,782,127	16,193,640	8,394,805	9,744,589	7,419,646	5,611,541	5,661,508	6,146,774	4,762,296	8,807,019	10,010,430	113,166,076
TOTAL METERED	117,129,705	137,925,427	110,777,684	99,313,781	98,627,209	65,743,074	52,839,941	53,057,852	64,577,746	66,707,652	90,343,107	115,511,874	1,072,555,052
WATER SOURCE													
Well #2 (Southside Road)	-	-	-	4,356,000	3,309,000	1,168,000	1,173,000	1,037,000	1,055,000	2,168,000	1,782,000	4,028,000	20,076,000
Well #5 (Ray Cir/Enterprise)	1,795,134	5,029,002	3,308,269	7,938,403	4,692,185	1,640,357	1,246,643	1,558,735	2,114,906	1,799,264	2,043,386	3,970,730	37,137,014
Well #7 (Enterprise Rd)	5,079,729	6,184,298	3,257,530	7,844,228	5,163,825	1,856,022	1,214,524	1,408,842	1,300,116	3,169,988	4,021,291	4,130,728	44,631,121
Well #8 (Ridgemark)	7,968,000	14,471,000	11,478,000	18,943,000	15,318,000	6,672,000	3,973,000	3,780,000	7,886,000	8,537,000	13,048,000	16,108,000	128,182,000
Well #11 (Southside Road)	13,629,000	14,204,000	7,455,000	16,810,000	12,949,000	4,304,000	3,344,000	4,077,000	4,635,000	12,024,000	16,668,000	22,957,000	133,056,000
Wells	28,471,863	39,888,300	25,498,799	55,891,631	41,432,010	15,640,379	10,951,167	11,861,577	16,991,022	27,698,252	37,562,677	51,194,458	363,082,135
Lessalt W.T.P. I (High Zone)	31,279,000	22,009,000	22,259,000	7,894,000	18,247,000	22,262,000	22,328,000	23,108,000	23,789,000	22,126,000	21,868,000	23,645,000	260,814,000
Lessalt W.T.P. I (Middle Zone)	18,046,000	13,187,000	12,644,000	4,630,000	9,048,060	10,469,000	10,618,000	11,153,000	11,309,000	11,513,000	11,884,000	12,377,000	136,878,060
West Hills W.T.P. (@ Well #2)	21,206,000	30,249,000	27,545,000	15,364,000	16,157,000	10,888,000	12,984,000	12,522,000	11,506,000	11,292,000	24,933,000	15,126,000	209,772,000
West Hills W.T.P. (@ Well #11)	21,244,000	30,303,000	27,485,000	16,027,400	16,715,600	11,174,000	649,000	298,000	2,726,000	2,336,000	42,002,000	20,637,000	191,597,000
City Well Flow to SSCWD Gallons	343,400	431,000	274,000	754,300	554,800	216,500	183,400	199,700	161,100	241,000	305,300	474,600	4,139,100
City Surface Flow to SSCWD Gallons	549,400	1,180,700	549,000	532,900	525,000	358,600	434,300	348,500	248,500	121,200	186,900	281,400	5,316,400
TOTAL PUMPED	121,139,663	137,248,000	116,254,799	101,094,231	102,679,470	71,008,479	58,147,867	59,490,777	66,730,622	75,327,452	138,741,877	123,735,458	1,171,598,695
Estimated Water Loss	4,009,958	-	5,477,115	1,780,450	4,052,261	5,265,405	5,307,926	6,432,925	2,152,876	8,619,800	48,398,770	8,223,584	99,721,070
Water Loss %	3.310%	0.000%	4.711%	1.761%	3.947%	7.415%	9.128%	10.813%	3.226%	11.443%	34.884%	6.646%	8.512%
Estimated Water Gain	-	677,427	-	-	-	-	-	-	-	-	-	-	677,427
Water Gain %	0.000%	0.491%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.063%
Total Net Water Loss													99,043,643







Sunnyslope County Water District
2019 / 2020 OPERATION SUMMARY (Last Year)

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ITEMS	JULY 2019	AUG. 2019	SEPT. 2019	OCT. 2019	NOV. 2019	DEC. 2019	JAN. 2020	FEB. 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	TOTALS
NO. WATER CAPACITY FEE RECD	48	21	6	31	3	40	58	7	27	12	12	17	282
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-	-	1	-	-	-	1	2
NO. WATER ACCOUNTS	6,177	6,173	6,216	6,251	6,249	6,299	6,326	6,383	6,396	6,401	6,424	6,440	
NO. SSCWD SEWER ACCTS	1,236	1,229	1,231	1,234	1,231	1,238	1,233	1,236	1,233	1,235	1,238	1,237	
NO. COH SEWER ACCTS	3,894	3,908	3,918	3,934	3,943	3,976	3,987	3,993	4,008	4,026	4,046	4,056	
NO. AUTO PAY CUSTOMERS	2,532	2,554	2,583	2,614	2,640	2,680	2,697	2,727	2,759	2,771	2,779	2,814	
NO. E-BILL CUST'S (Paperless)	414	415	418	419	419	443	445	456	460	464	469	475	
MONTHLY CHARGES													
Retail Water Charges	\$ 688,956.76	\$ 664,349.80	\$ 763,824.51	\$ 650,433.88	\$ 564,057.50	\$ 470,813.87	\$ 382,018.49	\$ 381,441.31	\$ 463,726.12	\$ 414,712.21	\$ 555,064.38	\$ 778,668.35	\$ 6,778,067.18
Sewer Fees	157,302.64	156,881.63	158,263.24	156,538.89	155,056.98	155,284.36	154,935.68	154,896.02	155,107.95	164,167.13	164,233.09	165,788.22	1,898,455.83
Installation Fees	19,440.00	8,505.00	2,905.00	12,555.00	2,165.00	16,200.00	23,770.00	3,140.00	10,935.00	4,860.00	5,335.00	6,910.00	116,720.00
Late Fees	6,035.78	6,874.90	5,767.63	8,705.27	5,888.26	4,946.50	6,229.55	4,979.51	(112.40)	(227.49)	-	-	49,087.51
Admin. Collection Fees, net	4,570.00	4,620.00	4,380.00	4,770.00	4,770.00	4,420.00	4,970.00	30.00	20.00	110.00	80.00	-	38,210.00
COH Billing Fees	11,772.00	11,808.00	11,832.00	11,886.00	11,928.00	12,036.00	12,012.00	12,036.00	12,114.00	12,153.00	12,195.00	12,237.00	144,009.00
Other Misc. Fees	2,122.44	1,150.00	1,558.06	1,530.97	1,910.00	2,720.26	1,090.00	1,440.00	2,025.77	1,259.75	2,018.60	1,221.95	20,047.80
TOTAL SSCWD CHARGES	\$ 890,199.62	\$ 854,189.33	\$ 948,530.44	\$ 847,320.01	\$ 745,775.74	\$ 666,220.99	\$ 585,025.72	\$ 562,702.84	\$ 643,826.44	\$ 596,944.60	\$ 738,956.07	\$ 964,905.52	\$ 9,044,597.32
CITY OF HOLLISTER CHARGES													
COH Sewer Fees	355,606.65	356,261.47	357,638.25	358,335.93	359,570.77	361,910.42	363,332.26	363,138.25	364,089.17	365,465.81	367,182.43	368,667.76	\$ 4,341,199.17
COH Street Sweeping	9,979.44	10,002.72	10,009.04	10,016.00	10,011.60	10,016.88	10,018.00	10,016.00	10,022.32	10,013.68	10,022.72	10,031.36	120,159.76
COH Senior Discount	(1,266.30)	(1,286.40)	(1,306.40)	(1,306.50)	(1,306.50)	(1,306.50)	(1,306.50)	(1,306.50)	(1,306.50)	(1,326.60)	(1,326.60)	(1,326.60)	(15,657.90)
Total COH Charges	364,319.79	364,977.79	366,360.89	367,045.43	368,275.87	370,620.80	372,043.76	371,847.75	372,804.99	374,152.89	375,878.55	377,372.52	4,445,701.03
Late Fees **	2,197.37	2,381.54	2,295.90	3,001.71	2,645.67	2,246.47	2,562.13	2,429.51	-	-	-	-	19,760.30
TOTAL COH CHARGES	\$ 366,517.16	\$ 367,359.33	\$ 368,656.79	\$ 370,047.14	\$ 370,921.54	\$ 372,867.27	\$ 374,605.89	\$ 374,277.26	\$ 372,804.99	\$ 374,152.89	\$ 375,878.55	\$ 377,372.52	\$ 4,465,461.33
ACCOUNTS RECEIVABLE - Aged													
A/R for Sunnyslope Water **	\$ 859,026.24	\$ 850,372.33	\$ 946,025.25	\$ 846,206.64	\$ 746,581.49	\$ 640,479.97	\$ 549,845.07	\$ 551,268.57	\$ 621,003.92	\$ 594,383.69	\$ 725,013.31	\$ 954,817.63	
A/R for City of Hollister **	375,487.33	376,943.14	381,328.24	381,641.56	382,968.97	383,681.47	380,403.26	381,675.77	384,214.09	387,270.92	390,890.78	395,509.51	
Outstanding Bills Owed	\$ 1,234,513.57	\$ 1,227,315.47	\$ 1,327,353.49	\$ 1,227,848.20	\$ 1,129,550.46	\$ 1,024,161.44	\$ 930,248.33	\$ 932,944.34	\$ 1,005,218.01	\$ 981,654.61	\$ 1,115,904.09	\$ 1,350,327.14	
Past Due	\$ 66,210.33	\$ 78,640.60	\$ 74,898.49	\$ 82,273.00	\$ 80,337.22	\$ 65,347.93	\$ 58,629.83	\$ 63,232.87	\$ 51,856.52	\$ 66,550.44	\$ 67,463.24	\$ 77,823.47	
% Past Due	5.36%	6.41%	5.64%	6.70%	7.11%	6.38%	6.30%	6.78%	5.16%	6.78%	6.05%	5.76%	
WATER METERED													
Cubic Feet	11,311,500	10,732,100	12,570,200	10,586,100	8,744,700	6,891,400	4,856,500	4,747,600	7,552,200	5,548,000	8,648,900	12,898,200	105,087,400
SSCWD Gallons	84,610,020	80,276,108	94,025,096	79,184,028	65,410,356	51,547,672	36,326,620	35,512,048	56,490,456	41,499,040	64,693,772	96,478,536	786,053,752
Well Flow to COH Gallons	4,175,000	3,944,400	5,017,200	3,907,900	4,694,400	3,273,400	5,832,700	5,075,900	8,479,300	6,053,900	7,107,300	8,141,700	65,703,100
Surface Flow to COH Gallons	2,383,587	2,023,805	3,296,235	6,799,685	7,605,915	7,707,484	4,095,140	4,298,538	3,789,664	4,384,716	6,931,129	12,573,042	65,888,940
TOTAL METERED	91,168,607	86,244,313	102,338,531	89,891,613	77,710,671	62,528,556	46,254,460	44,886,486	68,759,420	51,937,656	78,732,201	117,193,278	917,645,792
WATER SOURCE													
Well #2 (Southside Road)	-	-	99,000	1,358,000	911,000	905,000	1,938,000	902,000	-	-	-	-	6,113,000
Well #5 (Ray Cir/Enterprise)	541,499	1,001,356	1,473,160	915,059	702,094	517,201	8,288,434	2,154,146	725,940	1,731,407	1,460,507	1,685,464	21,196,267
Well #7 (Enterprise Rd)	4,301,929	4,453,091	7,279,333	1,246,088	2,022,759	984,809	2,039,192	2,089,321	4,569,533	2,785,662	4,086,216	4,636,466	40,494,399
Well #8 (Ridgemark)	581,000	625,000	661,000	625,000	517,000	608,000	1,873,000	1,117,000	967,000	3,706,000	4,493,000	7,863,000	23,531,000
Well #11 (Southside Road)	18,105,000	17,214,000	17,732,000	4,414,000	5,384,000	2,502,000	7,938,000	4,901,000	10,544,000	6,281,000	9,743,000	10,292,000	115,050,000
Wells	23,529,428	23,188,447	27,244,493	8,558,147	9,536,853	5,517,010	22,076,626	11,163,467	16,806,473	14,504,069	19,782,723	24,476,930	206,384,666
Lessalt W.T.P. I (High Zone)	35,817,000	34,171,000	40,229,000	32,184,000	27,999,000	21,962,000	11,668,000	19,582,000	29,857,000	20,962,000	26,272,000	32,819,000	333,522,000
Lessalt W.T.P. I (Middle Zone)	20,436,000	17,471,000	23,105,000	23,455,000	19,230,000	15,100,000	7,991,000	11,484,000	16,462,000	16,760,000	16,650,000	19,911,000	208,055,000
West Hills W.T.P. (@ Well #2)	-	-	1,510,000	12,421,000	10,892,000	9,695,000	2,286,000	1,656,000	-	534,000	8,734,000	21,582,000	69,310,000
West Hills W.T.P. (@ Well #11)	-	-	1,430,000	13,087,000	11,043,000	10,935,000	2,389,000	2,086,000	1,128,000	980,000	8,676,000	21,553,000	73,307,000
City Well Flow to SSCWD Gallons	8,137,300	8,446,900	9,797,000	3,809,800	1,089,100	565,300	290,600	122,400	163,300	170,100	446,300	316,800	33,354,900
City Surface Flow to SSCWD Gallons	6,638,100	6,272,600	5,583,900	1,216,900	545,500	1,946,800	199,600	194,900	256,800	191,000	701,300	453,700	24,201,100
TOTAL PUMPED	94,557,828	89,549,947	108,899,393	94,731,847	80,335,453	65,721,110	46,900,826	46,288,767	64,673,573	54,101,169	81,262,323	121,112,430	948,134,666
Estimated Water Loss	3,389,221	3,305,634	6,560,862	4,840,234	2,624,782	3,192,554	646,366	1,402,281	-	2,163,513	2,530,122	3,919,152	34,574,721
Water Loss %	3.584%	3.691%	6.025%	5.109%	3.267%	4.858%	1.378%	3.029%	0.000%	3.114%	3.236%	3.236%	3.647%
Estimated Water Gain	-	-	-	-	-	-	-	-	4,085,847	-	-	-	4,085,847
Water Gain %	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	5.942%	0.000%	0.000%	0.000%	0.445%
Total Net Water Loss													30,488,874

Sunnyslope County Water District
 STATEMENT OF INCOME
 FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)
 UN-AUDITED 8/10/2021

E -4c

*** WATER ***	May-21	Jun-21	Variance Over / (Under) Prior Month	May-20	Jun-20	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
OPERATING REVENUES									
Water Sales	764,990	751,340	(13,649)	554,411	773,152	(21,812)	6,987,935	6,987,935	6,600,000
Contracted Services	220,953	220,953	-	195,650	6,885	214,068	2,430,483	2,430,483	2,430,483
Installation Fees	5,880	29,635	23,755	5,335	-	29,635	120,895	120,895	80,000
Late Fees	-	-	-	-	-	-	-	-	52,000
Other Revenue	11,187	11,278	91	10,642	10,601	677	119,490	119,490	183,280
TOTAL OPERATING REVENUES	1,003,009	1,013,206	10,196	766,038	790,638	222,568	9,658,803	9,658,803	9,345,763
OPERATING EXPENSES									
Salaries and Benefits	(152,325)	(218,917)	(66,592)	(217,741)	(188,318)	(30,599)	(1,852,945)	(1,852,945)	(2,758,280)
Operating Expenses	(646,651)	(672,938)	(26,287)	(657,721)	(574,059)	(98,879)	(7,766,898)	(7,766,898)	(7,992,405)
TOTAL OPERATING EXPENSES	(798,976)	(891,855)	(92,879)	(875,462)	(762,377)	(129,478)	(9,619,843)	(9,619,843)	(10,750,685)
NET OPERATING INCOME	204,034	121,351	(82,683)	(109,424)	28,261	93,090	38,960	38,960	(1,404,922)
NON OPERATING INCOME & (EXPENSES)									
Capacity Fees	(152,325)	866,225	1,018,550	156,300	187,000	679,225	3,274,200	3,274,200	-
Donated Asset	(646,651)	-	646,651	-	415,040	(415,040)	66,855	66,855	-
Miscellaneous Income (Farm Labor Camp)	-	-	-	-	-	-	-	-	-
Adjust LAIF Investment to Fair Value	-	-	-	-	-	-	(34,956)	(34,956)	-
Interest Income	4,734	6,361	1,627	-	-	6,361	34,183	34,183	-
Allocated from G & A (Interest & Sale of Assets)	10,691	3,486	7,204	537	48,569	(45,083)	26,847	26,847	-
Debt Service (Loan Expense) & Disposal of Assets	(6,838)	(14,952)	8,114	-	1,591	(16,543)	(87,001)	(87,001)	(82,000)
TOTAL NON OPERATING INCOME & (EXPENSES)	(790,389)	861,121	1,682,146	156,837	652,200	208,921	3,280,129	3,280,129	(82,000)
NET WATER INCOME (LOSS)	\$ (586,355)	\$ 982,472	\$ 1,599,463	\$ 47,413	\$ 680,461	\$ 302,011	\$ 3,319,089	\$ 3,319,089	\$ (1,486,922)
NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items									
	\$ 197,196	\$ 106,399	\$ (74,569)	\$ (109,424)	\$ 29,852	\$ 76,547	\$ (48,041)	\$ (48,041)	\$ (1,486,922)

Sunnyslope County Water District

STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)
UN-AUDITED 8/10/2021

E - 4c

*** WASTEWATER ***	May-21	Jun-21	Variance Over / (Under) Prior Month	May-20	Jun-20	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
OPERATING REVENUES									
Sewer Sales	171,940	172,419	479	164,233	171,624	795	1,842,794	1,842,794	1,900,000
Installation Fees	-	-	-	-	25	(25)	25	25	50
Late Fees	-	-	-	-	-	-	-	-	13,000
Other Revenue	2,753	2,838	85	2,853	2,647	191	29,609	29,609	44,820
TOTAL OPERATING REVENUES	174,693	175,257	564	167,086	174,296	961	1,872,428	1,872,428	1,957,870
OPERATING EXPENSES									
Salaries and Benefits	(40,835)	(49,649)	(8,815)	(43,886)	(34,385)	(15,264)	(525,483)	(525,483)	(549,848)
Operating Expenses	(43,007)	(64,502)	(21,495)	(56,890)	(62,510)	(1,992)	(668,148)	(668,148)	(698,150)
TOTAL OPERATING EXPENSES	(83,841)	(114,151)	(30,310)	(100,776)	(96,895)	(17,256)	(1,193,631)	(1,193,631)	(1,247,998)
NET OPERATING INCOME	90,851	61,106	33,519	66,310	77,401	(16,295)	678,798	678,797	709,872
NON OPERATING INCOME & (EXPENSES)									
Capacity Fees	-	-	-	-	19,875	(19,875)	21,125	21,125	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-
Adjust LAIF Investment to Fair Value	-	-	-	-	-	-	(8,739)	(8,739)	-
Interest Income	-	-	-	-	-	-	73	73	-
Allocated from G & A (Interest & Sale of Assets)	-	872	872	134	12,143	(11,271)	3,769	3,769	-
Debt Service (Loan Expense) & Southside Rd. Slide	(19,068)	(20,885)	(1,816)	-	6,709	(27,594)	(212,454)	(212,454)	(255,800)
TOTAL NON OPERATING INCOME & (EXPENSES)	(19,068)	(20,013)	(945)	134	38,727	(58,740)	(196,226)	(196,226)	(255,800)
NET WASTEWATER INCOME (LOSS)	71,783	41,092	32,574	66,444	116,128	(75,036)	482,571	482,571	454,072
NET WASTEWATER INCOME (LOSS) Adjusted for Non Budgeted Items									
	\$ 71,783	\$ 40,221	\$ (31,562)	\$ 66,310	\$ 84,110	\$ (43,889)	\$ 466,343	\$ 466,343	\$ 454,072

*** WATER & WASTEWATER ***	May-21	Jun-21	Variance Over / (Under) Prior Year	May-20	Jun-20	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
*** COMBINED INCOME (LOSS) WATER & WASTEWATER ***	(514,572)	1,023,564	1,538,136	113,857	796,589	226,975	3,801,660	3,801,659	(1,032,850)
*** COMBINED INCOME (LOSS) WATER & WASTEWATER Adjusted for Non - Budgeted Items	\$ 268,978	\$ 146,620	\$ (106,131)	\$ (43,114)	\$ 113,962	\$ 32,658	\$ 418,303	\$ 418,302	\$ (1,032,850)

Sunnyslope County Water District

Investment Summary 2020 / 2021 (This Year)

E - 4d

BANK ACCOUNT	INTEREST RATE	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021
<u>Heritage Bank of Commerce</u>						
CHECKING ACCOUNT Operating - General Fund	0.000%	\$ 6,984,675.92	\$ 7,155,260.33	\$ 5,595,605.18	\$ 6,113,032.62	\$ 7,229,161.84
CHECKING SUBTOTAL		\$ 6,984,675.92	\$ 7,155,260.33	\$ 5,595,605.18	\$ 6,113,032.62	\$ 7,229,161.84
MONEY MARKET ACCT (MMA) Invested - General Fund	0.700%	1,063,516.95	1,063,997.82	4,064,539.37	4,067,597.25	4,065,942.70
MMA SUBTOTAL		\$ 1,063,516.95	\$ 1,063,997.82	\$ 4,064,539.37	\$ 4,067,597.25	\$ 4,065,942.70
<u>L. A. I. F.</u>						
(Local Agency Investment Fund)	As of: June. 2021					
General Fund	0.326%4064	(733,039.09)	(988,427.43)	(2,145,113.84)	(2,252,566.18)	(3,160,470.75)
Water Connect. Fee	0.326%	4,333,492.19	4,562,369.53	5,721,331.17	5,828,783.51	6,733,577.31
Sewer Connect. Fee	0.326%	-	21,125.00	21,125.00	21,125.00	21,125.00
SRF Loan Reserve	0.326%	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00
Board Designated Reserves	0.326%	2,652,178.00	2,657,564.00	2,662,950.00	2,662,950.00	2,673,722.00
L.A.I.F. SUBTOTAL		\$ 7,012,631.10	\$ 7,012,631.10	\$ 7,020,292.33	\$ 7,020,292.33	\$ 7,027,953.56
GRAND TOTAL		\$ 15,060,823.97	\$ 15,231,889.25	\$ 16,680,436.88	\$ 17,200,922.20	\$ 18,323,058.10
GENERAL FUND		\$ 7,315,153.78	\$ 7,230,830.72	\$ 7,515,030.71	\$ 7,928,063.69	\$ 8,134,633.79
BOARD DESIGNATED RESERVES		\$ 2,652,178.00	\$ 2,657,564.00	\$ 2,662,950.00	\$ 2,662,950.00	\$ 2,673,722.00
WATER CONN. FEE FUNDS		\$ 4,333,492.19	\$ 4,562,369.53	\$ 5,721,331.17	\$ 5,828,783.51	\$ 6,733,577.31
S. C. FEE FUNDS		\$ -	\$ 21,125.00	\$ 21,125.00	\$ 21,125.00	\$ 21,125.00
SRF Loan Reserves		\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00
* TOTAL INTEREST RECORDED	\$ 50,568.61	\$ 570.95	\$ 480.87	\$ 8,202.78	\$ -	\$ 10,719.11

Sunnyslope County Water District

Board Designated Reserves

As of June 30, 2021

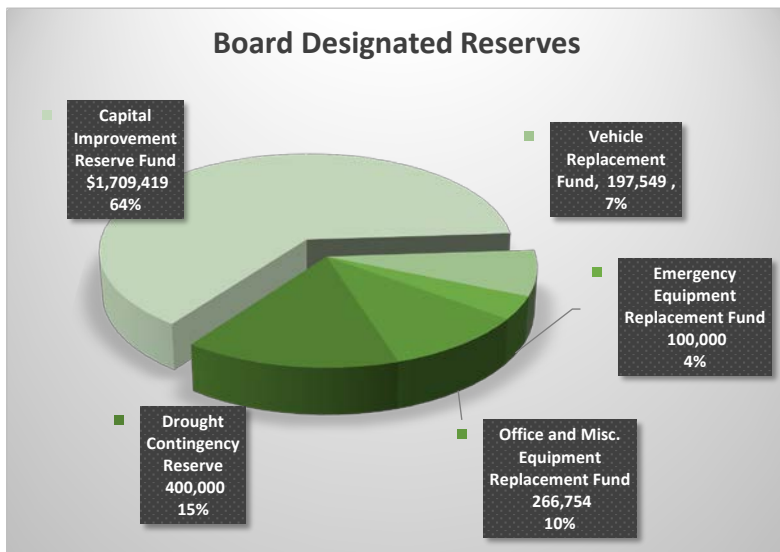
(Policy #8600)

		Acct. 115.11				Acct. 115.11		
		6/30/2021	6/30/2020	Incr (Decr)	% Incr (Decr)	6/30/2019	Incr (Decr)	% Incr (Decr)
1	Capital Improvement Reserve Fund	\$ 1,709,419	\$ 1,775,906	\$ (66,487)	-3.7%	\$ 1,800,000	\$ (24,094)	-1.3%
2	Vehicle Replacement Fund	197,549	148,634	48,916 ¹	32.9%	192,693	(44,059) ¹	-22.9%
3	Emergency Equipment Replacement Fund	100,000	100,000	-	0.0%	100,000	-	0.0%
4	Office and Misc. Equipment Replacement Fund	266,754	292,735	(25,981) ²	-8.9%	284,975	7,760 ²	2.7%
5	Drought Contingency Reserve	<u>400,000</u>	<u>400,000</u>	<u>-</u>	<u>0.0%</u>	<u>400,000</u>	<u>-</u>	<u>0.0%</u>
TOTAL		<u>\$ 2,673,722</u>	<u>\$ 2,717,275</u>	<u>\$ (43,553)</u>	<u>-1.60%</u>	<u>\$ 2,777,668</u>	<u>\$ (60,393)</u>	<u>-2.17%</u>

¹ Depr. Expense FY 20 - Acct #163.05 Vehicles Vehicles Purchased FY 20 Depr. Expense FY 21 - Acct #163.05 Vehicles Vehicles Purchased FY 21	\$ - - \$ 48,916 <u>\$ 48,916</u>	\$ 33,889 (77,948) - - <u>\$ (44,059)</u>
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² Depr. Expense FY 20 - Acct #163.03 Shop / Field Equipment Equipment Purchased FY 20 Depr. Expense FY 20 - Acct #163.04 Office Furn. / Equip. Depr. Expense FY 21 - Acct #163.03 Shop / Field Equipment Depr. Expense FY 21 - Acct #163.04 Office Furn. / Equip. Server Room Improvement - (Approved 8/18/20) Tyler System Upgrade - (Approved 8/18/20)	\$ - - \$ 12,384 2,941 \$ (26,002) \$ (15,305) <u>\$ (25,981)</u> <u>\$ 22,934</u>	\$ 13,946 \$ (10,555) 4,369 - - - <u>\$ 7,760</u> <u>\$ (36,299)</u>
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Acct. #	115.11 LAIF - Board Design. Reserves	<u>2,673,722</u>
6/30/21	Balance Board Designated Reserves	<u>\$ 2,673,722</u>



Capital Improvement Reserve Summary	
Beginning Balance	\$ 1,800,000
<i>Well #2 Rehabilitation (Approved May 19, 2020) - Not to Exceed \$80,680</i>	
Maggiore Drilling Invoices through Dec 20	(59,641)
Total Well #2 Rehab	(59,641)
Project Closed December and under budget by: \$ (21,039)	
<i>Lessalt Plant Modification - Sunnyslope Connection (Approved Aug. 18, 2020) Not to Exceed \$25,000</i>	
Iconix and California Pipe Fabricators	(12,019)
Sharp Engineering	(10,017)
Total Lessalt Plant Modif.	(22,036)
<i>Security Camera Improvement (Approved Dec. 15, 2020) Not to Exceed \$10,000</i>	
Electrical Work	(1,120)
Camera's	(7,784)
	(8,904)
Ending Balance	<u>\$ 1,709,419</u>

Staff Report

Agenda Item: H-5

DATE: August 10, 2021 (August 17, 2021, Meeting)

TO: Board of Directors

FROM: Water/Wastewater Superintendent, Jose J. Rodriguez

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

Narrative

1. All 3 water reports have been completed on time by July 9, 2021.
2. Lessalt Water Treatment Facility has limited its water production from the regular average of 115 ac-ft in July 2020, down to 14 ac-ft this past month. West Hills water production has also dropped from 368 ac-ft last July, to 198 ac-ft in July. The district's wells are operating longer and keeping up with demand. All efforts are being made to conserve water.
3. The district's staff worked on seven (7) different water leaks in July, three (3) of which were in a three (3) day stretch. Four (4) leaks were repaired on the day they were scheduled for repair with the rest needing additional planning and coordination to complete the job safely and correctly.
4. Hydrants and valves were not flushed or exercised due to some equipment failure and water conservation restrictions that the district is observing. The goal will remain at 33% percent of the district's hydrants being flushed over the next physical year.
5. Operators attended a two-hour (2 hour) Rural Community Assistance Corporation (RCAC) training that covered "Water System Basic Operations". All staff received 2 hours of continuing educational credits needed to maintain certification.
6. Neil Jones began production and discharging into the Industrial Wastewater Facility on July 8, 2021. All required samples collected as mandated. Some mechanical equipment still being worked on. Additional work still being performed by Frisch Engineering.

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

Water (8)

1. Repaired broken 8-inch water main on Marks Drive
2. Nicholson Construction Inc. helped with replacing service lines at 100 and 120 Gardenia Lane.
3. Repaired leaking service line at 1871 Sunset Drive.
4. Replaced leaking service lines at 261 and 271 Dry Creek.
5. Replaced leaking service line at 310 Donna’s Lane.
6. Continued testing distrait backflow devices.
7. Replaced leaking curb stop at 1521 Farragut Drive.
8. Pulled and cleaned all well site chlorine injectors.



Project Location	: Sunnyslope District
Project	: Leaking repair next to the pond on Marks Dr.
Department	: Water/Wastewater Utilities Maintenance
Description	: Unknown 8 “pipe was discovered to be leaking. Pipe was not on districts map, it was perpendicular to the water main, but no isolation valve was visible. Staff was required to make repair with a full circle clamp while the pipe was pressurized
Equipment used	: Vactor truck, Leak truck and four highly skilled operators.

LESSALT Water Treatment Plant (3)

1. Replaced Caustic Ph probe.
2. Replaced Thermocouple on Caustic Clean in Place (CIP) heater.
3. Generated Standard Operating Procedure (SOP) for switching valves and pumps from mid-zone to high zone when Lessalt is offline.

West Hills Water Treatment Plant (6)

1. Cleaned all secondary containment basins.
2. Cleaned lamellas.
3. Rebuilt ferric chloride pumps # 1 and 3.
4. Removed sludge from basin # 2 for RJR to haul to John Smith Landfill.
5. Cleaned Powder Activated Carbon (PAC) screens.
6. Peroxide cleaned Total Organic Carbon (TOC) analyzer.

Wastewater (2)

1. Completed maintenance on blower room exhaust fan at SBR.
2. Pulled pump #2 at Paullus Lift station, debris stuck in pump.

Industrial Wastewater Treatment Facility (3)

1. Neil Jones Food began production on July 8, 2021 and discharging to the Industrial Facility at 1.65 MGD (million gallons per day). By the end of the month, Neil Jones was discharging 2.55 MGD.
2. All required samples collected as required per the current permit and additional samples were collected to comply with the State Water Resources Control Board (SWRCB) proposed permit.
3. Required equipment calibration certification was completed upon plant production.



Project Location	: Industrial Wastewater Treatment Facility/ Neil Jones Food
Project	: Wastewater Treatment Plant start up
Department	: Water/Wastewater Utilities Maintenance
Description	: Start discharge from Neil Jones Food to The Industrial Wastewater Treatment Facility. Make sure equipment is good operations, dissolved oxygen is adequate
Equipment used	: Sharp Engineering and various Sunnyslope staff

Completed This Month	Job Descriptions	Completed YTD 2021 – 2022 July 1 to June 30	Completed 2020 – 2021 July 1 to June 30	Completed 2019 – 2020 July 1 to June 30	Completed 2018 – 2019 July 1 to June 30
151	Work Orders	151	2469	2715	2642
18	Temporary Manual Read Water Meters Installed in New Construction Accounts	18	368	256	146
0	Radio Read Meters & ERTs Installed in New Construction Accounts	0	21	0	1
10	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	10 (Total = 6635)	282	191	246
20	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	20	322	304	350
9	Valves Exercised (Approx. 2674 in SSCWD System 3/2021)	9	721	319	410
2	Fire Hydrants Flushed (Approx 938 in SSCWD System 3/2021)	2	749	281	757
21	Meters on Repair List	21	326	449	1147
23	Emergency Calls	23	174	156	204
177	Locates on our Water/Sewer Lines	177	1732	1037	454
0	Sewer Inspections	0	0	0	2
0	Shutoff Notices	0	0	112	182
5	Water Services Replaced	5 (Total = 900)	12	15	18

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



Hollister/Sunnyslope Intertie Water Balance

Report Date: August 1, 2021		to		July 14, 2021	
Current Consumption Period: June 14, 2021		Groundwater Flow to COH	Surface Flow to COH	Groundwater Flow to SSCWD	Surface Flow to SSCWD
Intertie Location		in Gallons			
Southside Road Intertie Water Total Flow		0	974,600		
Sunset & Memorial Water Total Flow		7,413,800	2,907,700	0	0
Sunnyslope & Memorial Water Total Flow		8,737,600	2,625,200	0	0
Hillcrest and Memorial Water Total Flow		849,400	285,500	806,200	324,000
Santa Ana & La Baig Water Total Flow		816,300	665,200		
Intertie Sub-Total Water Flow		17,817,100	7,458,200	806,200	324,000
<i>Total Combined Surface and Ground Water Intertie Flow</i>		25,275,300		1,130,200	
City of Hollister Well 2 Surface Water Total Flow (West Hills)			350,000		
City of Hollister Well 4 Surface Water Total Flow (West Hills)			13,964,000		
City of Hollister Well 5 Surface Water Total Flow (West Hills)			8,131,000		
Sunnyslope Well 2 Surface Water Total Flow (West Hills)					14,521,000
Sunnyslope Well 11 Surface Water Total Flow (West Hills)					20,308,000
Sunnyslope Surface Water Total Flow (LESSALT)					18,242,000
Surface Water Flow Sub-Totals			22,445,000		53,071,000
Ground Water and Surface Water Flow Totals		17,817,100	29,903,200	806,200	53,395,000
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		37,758,000		
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	17,010,900	-8,178,800		
	Beginning Water Balance Owed to SSCWD (to COH)	598,871,335	-392,752,055		
	Gallons Billed to COH thru Report Date July 1, 2021	0		Informational Last Month Net Total	208,119,280
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	615,882,235	-400,930,855	Net Sub Total	214,951,380
Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period				581,000	
Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4					2,324,000.00
Ending Water Balance Owed to SSCWD (to COH)		613,558,235	-400,930,855	Net Total	212,627,380

Current:	LESSALT WTP Total Flow to Distribution	18,242,000			
	Percent of LESSALT Surface Water Received	COH	39.1%	SSCWD	60.9%
Current:	COH half of LESSALT Total Flow to Distribution	9,121,000			
	Intertie Net Surface Water Total Flow to COH	7,134,200			
	Intertie Net Ground Water Total Flow to COH	17,010,900			
Current:	West Hills WTP Total Flow to Distribution	57,274,000			
	Percent of Surface Water Received	COH	39.2%	SSCWD	60.8%
Current:	COH half of West Hills WTP Total Flow to Distribution	28,637,000			
	West Hills WTP Surface Water Total Flow to COH	22,445,000			

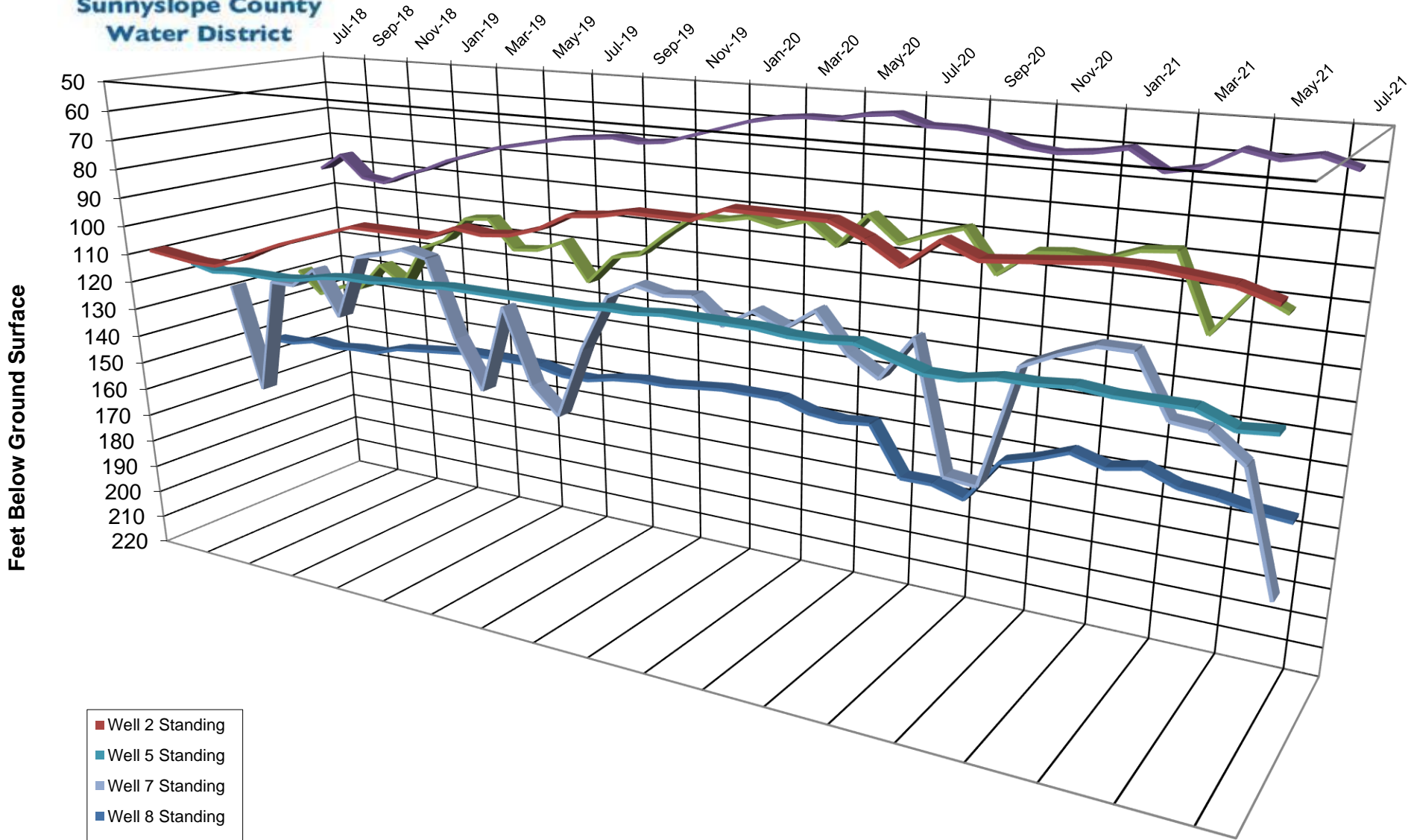
From February 14, 2019 to Present					
YTD	LESSALT WTP Total Flow to Distribution	437,872,000			
	West Hills WTP Total Flow to Distribution	799,648,000			
	Surface WTPs Total Flow to Distribution	1,237,520,000			
	Total YTD Surface Flow to COH/SSCWD	COH	570,684,908	SSCWD	666,835,092
	Percent of Surface Water Received	COH	46.1%	SSCWD	53.9%



**Sunnyslope County
Water District**

Depth to Standing Water Level Below Ground Surface

Month/Year



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

Ground Elevation in Feet Above Sea Level

Well 2 = 325
Well 7 = 361

Well 5 = 438
Well 8 = 481

Well 11 = 330
Test Well 12 = 308

Staff Report

Agenda Item: E – 6

DATE: August 11, 2021 (August 17, 2021 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS:

1. **Employee Staffing** – Before the end of the month of August the administration and the maintenance department are expected to be returned to full staffing. The Billing/PR Specialist position, the Executive Assistant – Confidential, and Utility Maintenance job descriptions were advertised locally and through online job boards. A significant number of applications were received, qualified candidates have been interviewed and employment offers have been accepted.

District New Hires:

Billing/Public Relations Specialist – Bethany Clinkenbeard
Executive Assistant - Confidential – Madison Koester
Water/Wastewater Utility Maintenance – Jacob Machado

2. **Office Technology and Public Access** – With the full staffing of the office in August a plan for reopening of the office to the public in September will become a priority. The resurgence of COVID variants has increased the need for caution when making this decision however it is evident that ongoing illness prevention will be better served through the application of a barrier at the front office which will allow for the office to remain open and interact with the public without compromising the health of staff. A project to install a glass barrier at the front desk is anticipated to cost less than \$12,000 and provide both security and health safety.
3. **IWTP Update** – Odors around the ponds have remained in check and no complaints have been recorded during the operation of the ponds this season. This is very good news as it indicates that the operational and engineering decisions made during the planning process were sound. Initial sampling of the first month of operation have been very positive.

4. **Drought Update** – Recently there have been several local news reports coming from the Santa Clara region discussing the looming drought impacts throughout the region. Although these concerns are real and will impact us locally, the water purveyors in the Santa Clara area must contend with a significant loss of storage as well as the other drought impacts. This can be confusing for customers who live in Hollister and work in the south bay. When approached by consumers inquiring about how the drought impacts us locally it is important to note that a voluntary 10-15% water use reduction can be achieved with watering one or two days a week less than what would normally be expected. Customers also should expect to see a slight increase in water hardness as surface water blending decreases with the use of more well water, however we are not imposing specific watering days or other limitations at this time. The Lessalt water treatment plant (WTP) is now only in production one day a week to allow the West Hills WTP to operate and run more efficiently at the higher flows. The most significant effect will be an increased water blend to the Ridgemark area. The piping and control modifications approved by the Board and completed at the Lessalt plant this year allowed for this operational flexibility.

Sunnyslope staff will continue to communicate with the City and San Benito County Water District and share water production data. As reported last month groundwater volumes are stable at this time pending the voluntary conservation of water by homeowners within the district. Elevating our drought emergency level is not recommended at this time. We will evaluate this each month. In summary, the district will begin to advertise more using our website to communicate the need for voluntary water reduction, but further enforcement is not recommended at this time.

5. **Interagency Coordination** – The San Benito County HMP: Risk Assessment Meetings continue and are informative. The Water Supply Master Plan update is beginning this month and an MOU is before the Board for approval.
6. **Permit Compliance** – No water compliance issues were encountered this month throughout the drinking water sampling program. Water quality hardness has increased as expected. The operation of the industrial ponds had no operational issues however total dissolved solids, sodium and nitrates were above permitted values. Surprisingly the results of sampling at the IWTP indicate that significant reductions in these reportable constituents have been achieved.

Staff Report

Agenda Item: **F – 1**

DATE: August 11, 2021 (August 17, 2021 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: Authorize the Board President to Sign and Execute the Hollister Urban Area Water and Wastewater Master Plan Update Memorandum of Understanding (“MOU”) 2021 with the San Benito County Water District.

BACKGROUND:

The Hollister Urban Area Water and Wastewater Master Plan (Master Plan, or MP) was originally completed in 2008 and then updated in 2017. The Master Plan provides a long-term vision of water, wastewater, and recycled water management activities and infrastructure improvements for the Hollister Urban Area. All agencies who were party to the MOU for the MP accepted the MP at end of 2008 as the blueprint for water and wastewater development in the Hollister Urban Area

An update is required to confirm water demand forecasts, identify the preferred long-term water supply option, and to incorporate San Juan Bautista into the urban water supply program. The current severe drought has also increased the need for improved dry year supply reliability. San Benito County Water District anticipates significant opportunities for grant funding for water projects in 2022. A coordinated regional plan and approach will be necessary to position for these potential funding sources.

The initial emphasis for the Master Plan Update shall be on the water supply component. Once the City’s General Plan Update is complete and LAFCO issues related to wastewater service are resolved, the wastewater component of the Master Plan update will be addressed.

The overall objectives of the 2022 Water Supply Master Plan Update are the following:

- Provide continuous improvement towards achieving drinking water and recycled water quality goals.
- Continue efforts to identify and implement water supply options to increase dry year water supply reliability.

- Provide reliable and sustainable water supply to respond to long-term growth needs.
- Coordinate with ongoing programs including the ongoing work on SGMA, the Managed Aquifer Recharge (MAR) project, and supply of treated surface water to San Juan Bautista.
- Continue to address water needs through coordinated regional solutions.

The Governance Committee shall be an advisory committee convened to receive status reports and provide input to the WATER SUPPLY MASTER PLAN UPDATE. The Governance Committee shall consist of two (2) elected officials from each Party. The current Water/Wastewater Committee assignments (Parker and Brown) are proposed to represent SSCWD. The Governance Committee shall meet no less than quarterly to review the WATER SUPPLY MASTER PLAN UPDATE status. Regular, adjourned, and special meetings shall be called and held in the manner as provided in Chapter 9 of Division 2, Title 5 of Government Code of the State of California, "The Brown Act", commencing at Government Code Section 54950.

The SBCWD Board approved the MOU on July 28, 2021.

FINANCIAL IMPACT:

The total estimated budget for the Master Plan Update is \$169,200. As a departure from the original Master Plan work and Master Plan Updates, the SBCWD will be funding the effort 100%. The cost of the update will be recovered through raw water rates over a five-year period beginning March 2023.

ENVIRONMENTAL IMPACT:

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

RECOMMENDATION:

It is recommended that the Board approve a motion authorizing the President to execute a MOU with the San Benito County Water District ("SBCWD") to update the Hollister Urban Area Water And Wastewater Master Plan.

Attachments: MOU – San Benito County Urban Area Water Supply Master Plan

MEMORANDUM OF UNDERSTANDING

SAN BENITO COUNTY URBAN AREA WATER SUPPLY MASTER PLAN

This Memorandum of Understanding (MOU) is effective upon execution by all parties by and among the CITY OF HOLLISTER (CITY), the CITY OF SAN JUAN BAUTISTA (SJB), SAN BENITO COUNTY (COUNTY), SAN BENITO COUNTY WATER DISTRICT (SBCWD), and SUNNYSLOPE COUNTY WATER DISTRICT (SSCWD), hereinafter called the Parties.

RECITALS

WHEREAS, California Government Code Section 6502, authorizes public entities, including cities, counties, and special districts to enter into agreements for their mutual benefit; and

WHEREAS, The Parties have compelling and mutual interest in developing and implementing the WATER SUPPLY MASTER PLAN; and

WHEREAS, The Parties want to ensure cooperation and mutual support for successful and cost-effective development and implementation of the WATER SUPPLY MASTER PLAN and future water projects in San Benito County; and

WHEREAS, The Parties understand and agree, SBCWD will continue to be the lead agency responsible for providing water supply to meet urban demands into the future; and

WHEREAS, The Parties agree that nothing in the Hollister Urban Area Water Supply and Treatment Agreement or the Agreement for Water Treatment Operations and Maintenance shall be superseded or modified unless specifically agreed upon by the Parties to the respective agreement.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED by the Parties as follows:

1. BACKGROUND

The Hollister Urban Area Water and Wastewater Master Plan (MASTER PLAN) was completed in 2008 and updated in 2017. The MASTER PLAN provides a long-term vision for water, wastewater, and recycled water management actions and infrastructure improvements to improve water quality and reliability.

Following recommendations of the MASTER PLAN, local agencies have collaborated to successfully implement the following projects and related institutional agreements:

- COH Water Reclamation Facility.
- Water Recycling Project.

- SSCWD Ridgemark Wastewater Treatment Improvements.
- COH, SSCWD, and SBCWD Hollister Urban Area Water Supply and Treatment Agreement.
- SSCWD and SBCWD Agreement for Water Treatment Operation and Maintenance Services.
- SBCWD Improvements to the Lessalt Water Treatment Plant to serve the COH and SSCWD.
- SBCWD Construction of the West Hills Water Treatment Plant to serve the COH and SSCWD.
- SSCWD and COH Construction of the Crosstown Pipeline.

The MASTER PLAN also identified the need for the agencies to begin preliminary work for the development of additional long-term water supplies to serve projected growth in the Hollister Urban Area and to provide additional dry year water supply reliability. SBCWD has completed an evaluation of water supply and storage alternatives including local options and participation with Valley Water in the proposed Pacheco Reservoir Expansion Project (PREP).

An update to the MASTER PLAN is required at this time to confirm water demand forecasts, identify the preferred long-term water supply option, and incorporate SJB into the urban water supply program. The current severe drought has also increased the need for improved dry year supply reliability. Finally, significant opportunities are anticipated for grant funding for water projects in 2022. A coordinated regional plan and approach will be necessary to position for these potential funding sources.

The initial emphasis for the MASTER PLAN update shall be on the water supply component. Once the COH General Plan Update is complete and LAFCO issues related to wastewater service are resolved, the wastewater component of the Master Plan update may be addressed. The initial work shall be referred to as the WATER SUPPLY MASTER PLAN UPDATE.

2. OBJECTIVES

The WATER SUPPLY MASTER PLAN UPDATE shall address the following objectives:

- 2.1 Provide continuous improvement towards achieving drinking water and recycled water quality goals.
- 2.2 Continue efforts to identify and implement water supply options to increase dry year water supply reliability.
- 2.3 Provide reliable and sustainable water supply to respond to long-term growth needs.
- 2.4 Coordinate with ongoing programs including SGMA, the Managed Aquifer Recharge (MAR) project, and supply of treated surface water to SJB.
- 2.5 Continue to address water supply needs through coordinated regional solutions.

3. GOVERNANCE COMMITTEE

The Governance Committee shall be an advisory committee convened to receive status reports and provide input to the WATER SUPPLY MASTER PLAN UPDATE. The Governance Committee shall consist of two (2) elected officials from each Party. The Governance Committee shall meet no less than quarterly to review the WATER SUPPLY MASTER PLAN UPDATE status. Regular, adjourned, and special meetings shall be called and held in the manner as provided in Chapter 9 of Division 2, Title 5 of Government Code of the State of California, "The Brown Act", commencing at Government Code Section 54950.

4. MANAGEMENT COMMITTEE

The Management Committee shall provide oversight of the MASTER PLAN UPDATE including technical review of work products and monitoring of schedule and budget. Each Party shall have one (1) agency staff representative on the Management Committee. The Management Committee shall establish the means for decision-making and resolution of any and all disputes.

5. ADMINISTRATION

SBCWD shall manage consultant contracts, manage day-to-day activities, schedule meetings, review and approve invoices, and take action on the WATER SUPPLY MASTER PLAN UPDATE. SBCWD shall prepare, maintain and preserve all reports and records that may be required by federal, State, and local rules and regulations relating to services performed under this MOU.

6. BUDGET AND FINANCING

As the lead agency responsible for water supply, SBCWD shall contract for the work and fund the cash flow for the WATER SUPPLY MASTER PLAN UPDATE. SBCWD shall incorporate the costs for the work into the imported water supply rates to be recovered over a 5-year period.

7. DATA, STUDIES AND RELATED INFORMATION

The Parties agree to provide pertinent data, previous studies, and related information for the completion of the WATER SUPPLY MASTER PLAN UPDATE. Specific data, previous studies and related information to be provided by the Parties shall be defined in requests submitted to the Parties by SBCWD.

8. SEPARATE AGREEMENTS

No Party herein is obligated by this MOU to implement final design, financing, or construction of facilities recommended in the WATER SUPPLY MASTER PLAN UPDATE. The intent of this MOU and associated financing is to cover the WATER SUPPLY MASTER PLAN UPDATE only.

Any facilities proposed to implement the WATER SUPPLY MASTER PLAN UPDATE shall be designed, financed and constructed pursuant to separate agreements. Design activities for specific projects are understood to include predesign, CEQA compliance, permitting, final design, and construction management services.

9. NOTICES

All notices relative to this MOU shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon actual personal service or depositing in the United States mail. The Parties shall be addressed as follows, or at any other address designated by notice.

CITY OF HOLLISTER

City Manager
375 Fifth Street
Hollister, CA 95023
Tel: 831-636-4370
Fax: 831-634-4372

CITY OF SAN JUAN BAUTISTA

City Manager
PO Box 1420
San Juan Bautista, CA 95045
Tel: 831-623-4661
Fax: 831- 623-4093

SAN BENITO COUNTY

County Administrative Officer
481 Fourth Street
Hollister, CA 95023
Tel: 831-636-4000
Fax: 831-636-4010

SBCWD

District Manager
30 Mansfield Road
Hollister, CA 95023
Tel: 831-637-8218
Fax: 831-637-7267

SSCWD

General Manager
3570 Airline Highway
Hollister, CA 95023
Tel: 831-637-4670
Fax: 831-637-1399

10. ENTIRE AGREEMENT

This MOU sets forth the Agreement among the Parties and may be modified only in writing, approved by the Parties.

11. INDEPENDENT CONTRACTORS

The MOU calls for the performance of the service of COH, SJB, COUNTY, SBCWD, and SSCWD as independent contractors. No party is an agent or employee of any other Party for any purpose and is not entitled to any of the benefits provided by any Party to its employees. This MOU shall not be construed as forming a partnership or any other association or agency among COH, SJB, COUNTY, SBCWD, and SSCWD other than that of independent contractors.

12. LIMITATION OF LIABILITY

No Party shall be liable to any other Party for any loss, damage, liability, claim or cause of action for damage to or destruction of property or for injury to, or death of persons arising solely from an act or omission of the other Party's officers, agents, or employees.

13. CLAIMS

A Party against who any claim arising from any subject matter of this MOU is filed shall give prompt written notice of the filing of the claim to all other Parties.

14. EFFECTIVE DATE

The MOU is effective upon duly authorized execution by all of the Parties. It is the product of negotiation and, therefore shall not be construed against any Party.

15. TERMINATION

Any Party to this MOU may terminate its participation in the activities herein described upon completion of the WATER SUPPLY MASTER PLAN UPDATE.

16. HEADINGS

Headings are for convenience only and shall not be used to interpret the terms of this MOU.

17. WAIVER

Any waiver of any term or condition hereof must be in writing. No such waiver shall be construed as a waiver of any other term or condition herein.

18. EXECUTION OF AGREEMENT

Any individual executing this MOU on behalf of an entity represents and warrants that they have the requisite authority to enter into this MOU on behalf of such entity and to bind the entity to the terms and conditions hereof.

19. COUNTERPARTS

This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same MOU.

IN WITNESS HEREOF, the Parties hereto have caused this MOU to be effective upon execution by all parties

CITY OF HOLLISTER

NAME

Date

CITY OF SAN JUAN BAUTISTA

NAME

Date

SAN BENITO COUNTY

NAME

Date

SAN BENITO COUNTY WATER DISTRICT

NAME

Date

SUNNYSLOPE COUNTY WATER DISTRICT

NAME

Date

Staff Report

Agenda Item: **F – 2**

DATE: August 11, 2021 (August 17, 2021 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: Accept the Letter of Resignation of Director Judi Johnson Effective August 31, 2021 and Authorize the General Manager to Fill the Vacated Position per Board Policy 7080 as Directed.

BACKGROUND:

The Sunnyslope County Water District received a “Letter of Resignation” from Director Judi Johnson. Director Johnson as requested to step down unexpectedly due to personal reasons. The effective resignation date is August 31, 2021.

With acceptance of Director Johnson resignation, this will create a vacancy on the Sunnyslope Board of Directors. Per California Government Code Section 1780 and Board Policy 7080, the Board has two choices to fulfill the remaining 14-month office term:

- Call for a Special Election at an approximate cost of \$75,000.00 to \$100,000.00
- Board appointment by advertising this position and interviewing potential candidates.

Past practice has been for the District Board to interview and appointed a qualified candidate to fulfill the remaining term.

Director Johnson served on two Board Committees that will become vacant and need to be filled: Water Resources Association, and the Finance Committee. The Board President may revisit committee assignments at any time. In the interim the alternat assignments will attend any required meetings. The Finance Committee alternate is Director Brown and the Water Resources Association alternat is Director Parker.

RECOMMENDATION:

It is recommended that the Board approve a motion to accept the Letter of Resignation from Director Judi Johnson; authorize the General Manager to advertise the vacant Sunnyslope County Water District Board seat with a 10-day Public Notice (to be advertised in a local publication); and to direct the General Manager to bring all eligible candidates to the Board for interviews at the next regular board meeting or at another time and date set by the Board.

FINANCIAL IMPACT:

The fiscal impact of appointing a Board Member and filling the vacancy on the Board of Directors is anticipated to be less than \$1000 to include advertising in local publications and posting of local notices.

ENVIRONMENTAL IMPACT:

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

Attachments: Director Johnson Resignation Request (Email)

From: Mail Security <jj2x@att.net>
Sent: Monday, August 9, 2021 4:06 PM
To: Drew Lander
Subject: from Judi Johnson

August 9, 2021

Mr. Drew Lander,
General
Manager

Sunnyslope County Water District

Dear Mr. Lander:

This correspondence serves as notice of my registration as a Sunnyslope County Water District Director. The need to have continuum of care for my husband, a former SSCWD Director, causes us to leave the area.

I have very much enjoyed my tenure with the Board and am delighted with the progress, which you have led. Thank you for your hard work and diligence. I'll look forward to following the continued growth of this District.

My last official date will be August 31, 2021, as I give thanks to the voters for confidence in me.

Yours truly,

Judi H Johnson