

BOARD OF DIRECTORS REGULAR MEETING

District Office Board Room



3570 Airline Hwy., Hollister, CA

NOTICE & AGENDA

FEBRUARY 15, 2022 Regular Board Meeting - 5:15PM

AS AUTHORIZED BY THE STATE OF CALIFORNIA EXECUTIVE ORDER N-08-21 THE SSCWD UNANIMOUSLY APPROVED THE USE OF VIRTUAL MEETING ACCESS. 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

COVID PROTECTION GUIDELINES

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

Mission Statement:

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

A.	CALL TO ORDER - ROLL CALL					
	President Buzzetta, Vice-President Brown,					
	Director Parker, Director Alcorn, and Director Mauro					
RI	EGULAR SESSION					
В.	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 on any District business, not on the agenda, with a time limit of three minutes per No actions may be taken by the Board during the public comment period.					
Е.	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 ² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.					
	1. Approve Minutes of the Regular Board Meeting of January 18, 2022.	(page 1)				
	2. Receive and Accept Allowance of Claims for Disbursements from Janua through January 31, 2022.	ry 1, 2022 (page 8)				
	3. Receive and Accept Associate Engineer Monthly Status Report.	(page 12)				
	 4. Receive and Accept Finance Manager Monthly Status Reports: a) Narrative Report b) Operation Summary c) Statement of Income d) Investment Summary 	(page 15) (page 21) (page 24) (page 26)				

e) Board Designated Reserves

(page 27)

5. Receive and Accept Superintendent Monthly Status Reports:

a) Maintenance (p	age 30)
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- b) City Meter Reading (page 36)
- c) Groundwater Level Measurement (page 37)
- 6. Receive and Accept General Manager Monthly Status Report.
- 7. Approval of Resolution No. 569 of the Board of Directors of the Sunnyslope County Water District Hollister California Proclaiming a Local Emergency, Ratifying the State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days in Accord with the Ralph M. Brown Act. Resolution No. 569 attached. (Not a project under CEQA per Article 20, Section 15378)
- **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 when directed to do so.
 - Consider Adoption of Resolution No. 570 Ordering a District Election, Requesting the County of San Benito to Conduct the Election, and Authorizing Payment for the Cost of the Election to be budgeted at \$60,000. (Not a Project Under CEQA per Article 20, Section 15378). (page 45)
 - Approve and Authorize the General Manger to Execute a Contact for Professional Services with Raftelis Financial Consultants for the Development of Water and Sewer Rates, Capacity Fee Studies and Provide Water and Sewer Financial Plans for an Amount not to Exceed \$84,502. (Not a Project Under CEQA per Article 20, Section 15378). (page 52)
 - 3. Authorize the General Manager to Increase the SCADA Conversion Project Budget by \$50,000, Raising the Not to Exceed budged from \$77,000 to \$127,000. (Not a Project Under CEQA per Article 20, Section 15378). (page 62)

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)

(page 38)

- 5. Personnel Committee (No Meeting)
- 6. Water Resources Association of San Benito County (Meeting Held February 3, 2022 @ 4:00pm
- 7. AB1234 Ethics and Brown Act Training (Training Held January 28, 2022)
- 8. AB1825 Harrassment (Training Held February 4, 2022)

H. BOARD and STAFF REPORTS

- 1. Directors
- 2. District Counsel
- 3. General Manager 2022 Water Rate Update (Oral Report), COVID 19 Update (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 - March 15, 2022 @ 5:15 p.m., District Office

AGENDA DEADLINE: March 9, 2022 @ 12:00 p.m.

Water Resources Association of San Benito County – April 7th, 2022 @ 4pm

Governance Committee – TBD

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

January 18, 2022

A. CALL TO ORDER: The meeting was called to order at 5:18 p.m. by Vice President Brown, 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: Vice President Dee Brown (DB), Director James Parker (JP), Director Edward Mauro (EM).

ROLL CALL: Present Via Teleconference: President Jerry Buzzetta (JB), Director Mike Alcorn (MA)

- **B. PLEDGE OF ALLEGIANCE:** Director Parker 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 Parker, for which Vice President Brown then took a roll call vote as follows: (JP), yes; (EM), yes; (JB), yes, (DB), yes, (MA, absent); 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 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.

Via Teleconference: Finance and HR Manager Barry Kelly, Attorney Michael Laredo.

E. CONSENT AGENDA:

- 1. Approval of Minutes of the Regular Board Meeting of December 21st, 2021.
- 2. Allowance of Claims The Board reviewed the Disbursement Summary (below) for the period of December 1, 2021 through December 30, 2021, totaling \$1,349,604.52 which includes \$266,622.27 for payments to vendors, \$382,628.61 for Payroll, \$386,163.07 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$7,711.90 for customer refunds.

<u>Date</u>	Number	Name	Amount
12/03/2021	12-01		-70,668.66
12/03/2021	12-01		-19,910.41
12/03/2021	12-01b		-7,841.36
12/03/2021	12-01b		-2,438.86
12/07/2021	RET 1221-01	RETURNED CHECK	-226.91
12/17/2021	12-02		-70,732.76
12/17/2021	12-02		-19,295.08
12/21/2021	RET 1221-02		-657.01

12/30/2021	12-03		-69,441.18
12/30/2021	12-03		-19,251.28
12/22/2021	RET 1221-03		-758.52
12/08/2021	12-04m		894.64
12/23/2021	RET 1221-04		-289.24
12/03/2021	ACH 2129	CalPERS - Retirement	-23.08
12/03/2021	ACH 2130	CalPERS - Retirement	-208.25
12/03/2021	ACH 2131	CalPERS – Retirement	-2,002.83
12/03/2021	ACH 2132	CalPERS - Retirement	-6,551.15
12/03/2021	ACH 2133	CalPERS - Retirement	-8,580.26
12/06/2021	ACH 2134	Principal	-3,526.87
12/07/2021	ACH 2135	BASIC Benefits LLC	-10.00
12/07/2021	ACH 2136	iCloud	-9,972.95
12/10/2021	ACH 2137	BASIC Benefits LLC	-46.00
12/10/2021	ACH 2138	P G & E	-32,143.08
12/14/2021	ACH 2139	BASIC Benefits LLC	-35.00
12/17/2021	ACH 2140	CalPERS - Retirement	-23.08
12/17/2021	ACH 2141	ADP	-2,100.10
12/17/2021	ACH 2142	CalPERS – Retirement	-6,507.87
12/17/2021	ACH 2143	CalPERS – Retirement	-8,426.59
12/17/2021	ACH 2144	CalPERS - Health Insurance	-22,758.93
12/20/2021	ACH 2145	BASIC Benefits LLC	-959.02
12/23/2021	ACH 2146	BASIC Benefits LLC	-1,250.10
12/28/2021	ACH 2147	BASIC Benefits LLC	-715.58
12/28/2021	ACH 2148	BASIC Benefits LLC	-837.70
12/29/2021	ACH 2149	BASIC Benefits LLC	-105.00
12/30/2021	ACH 2150	CalPERS - Retirement	-23.08
12/30/2021	ACH 2151	BASIC Benefits LLC	-25.85
12/30/2021	ACH 2152	Colonial Life	-3,644.84
12/30/2021	ACH 2153	CalPERS - Retirement	-6,535.64
12/30/2021	ACH 2154	CalPERS – Retirement	-8,574.14
12/03/2021	29810	Brenntag Pacific, Inc.	-19,094.94
12/03/2021	29811	Nationwide Retirements Solutions	-9,283.09
12/03/2021	29812	Toro Petroleum Corp.	-3,366.91
12/03/2021	29813	USA Blue Book	-549.73
12/03/2021	29814	UWUA Local 820	-830.88
12/09/2021	29815	Vasquez-Herrera, Luis M.	-81.93
12/09/2021	29816	MICHAEL AMARAL	-19.16
12/09/2021	29817	ANDERSON HOMES	-516.80
12/09/2021	29818	VIRGILIA ESCALANTE	-744.06
12/09/2021 12/09/2021	29819 29820	GRAHAM CONTRACTORS ADRIAN OLIVA-LOZANO	-457.26 -5,000.00
12/09/2021	29821	MCH ELECTRIC	-622.98
12/09/2021	29822	JEFFREY & ELIZABETH MCMULLEN	-5.34
12/09/2021	29823	CYNTHIA & RONALD MORGAN	-186.62
12/09/2021	29824	SANJUANA ROJAS & LAURA MORENO	-28.93
12/09/2021	29825	MIKE PATTERSON	-46.42
12/09/2021	29826	TIM & LESLIE TRESCH	-84.33
12/09/2021	29827	A-1 Services	-403.00
12/09/2021	29828	Ace Hardware (Johnson Lumber Co.)	-360.96
12/09/2021	29829	American Water Works Association (AWWA	-875.00
12/09/2021	29830	AT&T	-1,668.19
12/09/2021	29831	Atlas Copco Compressors LLC	-1,969.57
12/09/2021	29832	Brenntag Pacific, Inc.	-24,802.97
12/09/2021	29833	Brigantino Irrigation	-9.85
12/09/2021	29834	Bryan Mailey Electric, Inc	-1,527.69
12/09/2021	29835	Central Ag Supply LLC	-272.91
12/09/2021	29836	CWEA Membership- TCP	-90.00
12/09/2021	29837	Edges Electrical Group, LLC	-273.12

12/09/2021	29838	Fastenal Company	-100.32
12/09/2021	29839	Hach Company	-947.61
12/09/2021	29840	Hollister Auto Parts, Inc.	-23.16
12/09/2021	29841	Iconix Waterworks (US) Inc.	-238.99
12/09/2021	29842	Mc Kinnon Lumber Co., Inc.	-22.45
12/09/2021	29843	Mc Master-Carr	-512.19
12/09/2021	29844	Mission Uniform Service	-359.26
12/09/2021	29845	O'Reilly Auto Parts	-111.30
	29846	Recology San Benito County	-313.19
12/09/2021	29847	,	
12/09/2021		San Benito County Water District	-217.50
12/09/2021	29848	San Benito Tire Pros & Automotive	-750.07
12/09/2021	29849	Schaaf & Wheeler	-23,694.30
12/09/2021	29850	Shape, Inc.	-14,401.19
12/09/2021	29851	Star Concrete	-185.73
12/09/2021	29852	State Water Resources Control Board-DWO	-90.00
12/09/2021	29853	Streamline	-3,600.00
12/09/2021	29854	Trans Union LLC	-270.10
12/09/2021	29855	Tyler Technologies, Inc.	-12,165.00
12/09/2021	29856	U.S. Bank Corporate Payment Systems	-6,221.60
12/09/2021	29857	USA Blue Book	-2,564.56
12/09/2021	29858	ACWA/JPIA	-12,178.59
12/21/2021	29859	Ace Hardware (Johnson Lumber Co.)	-228.78
12/21/2021	29860	Auto Tech Service Center, Inc.	-170.00
12/21/2021	29861	Brenntag Pacific, Inc.	-18,369.81
12/21/2021	29862	Central Ag Supply LLC	-575.53
12/21/2021	29863	City of Hollister-Finance Dept	-385,567.04
12/21/2021	29864	De Lay & Laredo	-4,778.13
12/21/2021	29865	EBCO Pest Control	-69.00
12/21/2021	29866	First Trust Alarm Company	-698.00
12/21/2021	29867	Grainger, Inc.	-226.81
12/21/2021	29868	Hollister Paint Co.	-99.98
12/21/2021	29869	Itron, Inc.	-183.46
12/21/2021	29870	John Smith Road Landfill	-291.58
12/21/2021	29871	Konica Minolta Premier Finance	-416.76
12/21/2021	29872	Mission Uniform Service	-682.96
12/21/2021	29873	Nationwide Retirements Solutions	-9,257.93
12/21/2021	29874	O'Reilly Auto Parts	-72.27
12/21/2021	29875	Palace Business Solutions	-209.61
12/21/2021	29876	San Benito County Water District	-306,261.17
12/21/2021	29877	Simplot Grower Solutions	-1,227.91
12/21/2021	29878	Star Concrete	-584.49
12/21/2021	29879	State Water Resources Control Board-AFR	-27,109.00
12/21/2021	29880	Toro Petroleum Corp.	-2,270.73
12/21/2021	29881	True Value Hardware	-36.04
12/28/2021	29882	Boltz, William K	-131.05
12/28/2021	29883	Ace Hardware (Johnson Lumber Co.)	-45.86
12/28/2021	29884	AT&T	-103.64
12/28/2021	29885	Brenntag Pacific, Inc.	-13,378.73
12/28/2021	29886	Brigantino Irrigation	-42.95
12/28/2021	29887	CM Analytical, Inc.	-9,372.50
12/28/2021	29888	Exceedio	-3,116.41
12/28/2021	29889	Hollister Auto Parts, Inc.	-103.15
12/28/2021	29890	Hollister Paint Co.	-596.03
12/28/2021	29891	Mission Uniform Service	-304.67
12/28/2021	29892	Petty Cash	-45.00
12/28/2021	29893	Postmaster	-2,205.68
12/28/2021	29894	Razzolink.com	-76.95
12/28/2021	29895	Staples Advantage	-300.60
12/28/2021	29896	State Water Resources Control Board-DWO	-55.00
, -,			23.03

12/28/2021	29897	SUEZ WTS Analytical Instruments, Inc.	-1,124.72
12/28/2021	29898	USA Blue Book	-349.41
12/28/2021	29899	Verizon Wireless	-325.21
12/27/2021	29900	Eclarin, Ernesto P.	-196.60

-1,349,604.52

- 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.
- 7. Approval of Resolution #567 of the Board of Directors of the Sunnyslope County Water District-Hollister California Proclaiming a Local Emergency, Ratifying the state of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days in Accord with the Ralph M. Brown Act. (Not a project under CEQA per Article 20, Section 15378).

Vice President Dee Brown first asked for Board comment, to which President Buzzetta requested to pull item E-4 from the consent agenda and requested to move the Finance Manager Monthly Status Reports to H-5 for discussion in Board and Staff Reports. Vice President Dee Brown then asked for public comment and receiving none, Vice President Brown requested a motion to approve the consent agenda. Upon a motion made by Director Buzzetta to approve the Consent Agenda with Item E-4 pulled for discussion, the motion was seconded by Director Mauro, for which Vice President Brown then took a roll call vote as follows: (JP), yes; (JP), yes; (EM), yes; (MA), yes; and (DB) yes; the motion carried 5-0.

F. NEW BUSINESS:

1. Approve Resolution #568 Authorizing the General Manager to Pay the Annual Dues for Association of California Water Agencies (ACWA) Membership Until Revoked by the Board (Not a project under CEQA per Article 20, Section 15378)

General Manager Lander spoke on the matter stating that ACWA has annual dues to maintain membersh. He state these dues go up yearly and this year dues exceeded the maximum \$20,000 signing authority for the General Manager. Lander requested that the Board approve this year's amount and authorize the General Manager to maintain membership in ACWA/JPIA with the expectation of 2%-4% cost increases annually. Director Alcorn asked how this fee is determined and General Manager Lander clarified that it's dependent on the net O&M for the water districts.

Vice President Brown asked for any public comment. Upon receiving no public comment, Director Parker made a motion to approve Resolution #568 authorizing the General Manager to pay the annual dues for the Association of California Water Agencies Membership for 2022. This motion was seconded by Director Mauro for which Vice

President Brown then took a roll call vote as follows: (MA), yes; (JB), yes; (EM) yes; (JP), yes; and (EB) yes; the motion carried 5-0.

2. Receive the ACWA/JPIA President's Special Recognition Award for Continuing to Maintain a Safe and Healthy Workplace (Not a Project Under CEQA per Article 20, Section 15378).

General Manager Lander informed the Board that Sunnyslope County Water District earned the ACWA/JPIA President's Special Recognition Award for continuing to maintain a safe and healthy workplace for 2021. Lander informed the Board that he is proud that the employees have kept each other safe throughout the pandemic and looks forward to more success from the team.

This item does not require action, was simply included to inform the Board of the District's achievement in maintaining workplace with low risk of injury.

3. Approve the Capital Expenditure and Authorize the General Manager to purchase 300 Replacement 1" Diameter Water Meters for a Total Cost not to Exceed \$105,000 (Not a project under CEQA per Article 20, Section 15378).)

General Manager Lander spoke on the matter stating that this is a yearly purchase presented to the Board each year due to meters getting worn out and the installation of new services. Due to the pandemic the cost of these meters went up \$15.00 per meter, therefore staff requests to purchase enough to cover the remainder of the year. The Board had no questions on this matter.

Vice President Brown asked for public comment and receiving none, Vice President Brown requested a motion to approve the capital expenditure and authorize the General Manager to purchase 300 Replacement 1" Diameter Water Meters for a total cost not to exceed \$105,000. Upon motion made by Director Mauro, seconded by Director Parker, to which Vice President Brown took roll call as follows: Directors (EM), yes; (MA), yes; (JB), yes; (JP), yes; and (DB), yes; the motion carried 5-0.

4. Consider Declaring the 2016 Toyota Camry Surplus Equipment and Authorize the General manger to Sell the Vehicle per District Policy 8510 (Not a project under CEQA per Article 20, Section 15378).

General Manager Lander spoke on this matter, stating that the District's 2016 Toyota Camry is not being utilized enough to justify the yearly insurance costs. Additionally due to Covid and lack of inventory, Lander comments that we should be able to get a fair price for selling the vehicle. Director Alcorn asked the mileage and Director Mauro questioned the annual insurance cost. General Lander answered both these questions, stating the vehicle has 84,000 miles on it and the yearly insurance is approximately \$400.00. Director Buzzetta requested to make sure the motion specifically identified that the Board approve the sale of the vehicle without obtaining the salvage title as required by District code.

Vice President Brown then asked for public comment and receiving none, Vice President Brown requested a motion to approve the amendment with the forementioned agreement to not obtain a salvage title on the vehicle. Upon motion made by Director Parker, seconded by Director Mauro, to which Vice President Brown took roll call as follows: Directors (MA), yes; (JB), yes; (EM), yes; (JP), yes; and (DB), yes; the motion carried 5-0.

G. BOARD COMMITTEE and STATUS REPORTS

- 1. **Governance Committee:** (Meeting held January 12th, 2022, @ 5pm) General Manager Lander commented on the meeting, the topics included progress that has been made regarding the analysis for new water sources and water conservation.
- 2. **Water/Wastewater Committee:** (Meeting held January 17th, 2022) General Manager Lander recapped the meeting, it was pertaining to the promontory development issue about the 12 inch water line. The committee has heard the developer's points on the matter and do plan on coming up with a solution that will be presented to the board when an agreement has been reached.
- 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 (WRA):** (Meeting Held January 6th, 2022 @ 4:00 PM) Director Parker summarized the meeting and what was discussed, the topics focused on water conservation. Two key points he brought up include a decline in water use per person since 1998, and the fact that landscaping accounts for 55% of household water usage.

H. BOARD and STAFF REPORTS

- 1. **Directors:** No Report.
- 2. **District Counsel:** Michael Laredo once again reported that there is some upcoming training in late January, he provided the dates of these trainings and will send sign up links to General Manager Lander. General Manager informed the Board and managers that this training is required for all this year, if the provided dates do not work, he will arrange another class to accommodate the Board.
- 3. **Associate Engineer:** Associate Engineer Robert Hillebrecht provided a report on his end of the year summary. The information was provided in the Board packet, but Mr. Hillebrecht took the time to ask if the Board had any questions. The Board had no questions at this time, but praised Hillebrecht on his attention to detail and staying on top of the District's projects.
- 4. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 activities, reporting that the office remains closed as the variants still circulate in the community. Lander informed the Board that the glass partition continues to be delayed due to Covid, but that the office is hoping to reopen in February. Lander discussed that Covid is peaking in this area, but the staff continues to try and keep each other safe. There are employees that have been exposed from family members and the delay of Covid tests is making it difficult for employees to return to work in a timely manner. General Manager Lander also discussed the past due accounts, stating that many are catching up but there are still accounts that have been neglected due to Covid. Judgement liens are being utilized and the District is doing its best to offer the community resources to find financial relief for unpaid bills.
- 5. **Finance Manager Monthly Status Report:** This item was pulled from E-4 per the request of Director Buzzetta for clarification on the data provided by the Human Resources and Finance Manager, Barry Kelly. Kelly clarified that the data provided was

Drew A. Lander, Secretary

for the state controller's office, therefore it was done to meet certain requirements. HR and finance manager Barry Kelly clarified that this report is not meant to be easily digested but was provided to the Board to show the difference in operating costs from 2020-2021. There was a \$400,000 difference in operating costs, this is a significant change for the District since there was also an increased amount of revenue coming in without a rate change. After Mr. Kelly finished his presentation Director Buzzetta noted the matter was clarified.

I.	FUTURE AGENDA ITEMS: None discussed at this time.	
J.	ADJOURNMENT: Vice President Brown adjourned the meeting at 6:24 p.m.	
	APPROVED BY THE BOARD:	
	Jerry T. Buzzetta, President	
	RESPECTFULLY SUBMITTED:	

Sunnyslope County Water District Disbursement Summary

January 1, 2022 through January 31, 2022

Date	Num	Name Name	Amount
01/14/2022	1-01	ADP Payroll	-73,153.72
01/14/2022	1-01	ADP Payroll	-19,687.37
01/05/2022	RET 122-1	RETURNED CHECK	-122.43
01/28/2022	1-02	ADP Payroll	-67,840.42
01/28/2022	1-02	ADP Payroll	-18,048.88
01/08/2022	RET 122-2	RETURNED CHECK	-16,019.00
01/17/2022	RET 122-3	RETURNED CHECK	-122.43
01/18/2022	RET 122-4	RETURNED CHECK	-222.20
01/24/2022	RET 122-5	RETURNED CHECK	-2,486.00
01/27/2022	RET 122-6	RETURNED CHECK	-400.00
01/29/2022	RET 122-7	RETURNED CHECK	-237.96
01/24/2022	RET 122-8	RETURNED CHECK	-203.41
01/26/2022	RET 122-9	RETURNED CHECK	-741.27
01/31/2022	01-40	MBS Securities	-2,979,406.75
01/04/2022	ACH 2155	BASIC Benefits LLC	-410.33
01/04/2022	ACH 2156	BASIC Benefits LLC	-424.08
01/05/2022	ACH 2157	Principal	-3,526.87
01/06/2022	ACH 2158	Colonial Life	-2,733.63
01/07/2022	ACH 2159	BASIC Benefits LLC	-1,053.30
01/07/2022	ACH 2160	All American Mailing, Inc.	-1,790.69
01/10/2022	ACH 2161	PG&E	-29,298.35
01/11/2022	ACH 2162	BASIC Benefits LLC	-775.00
01/11/2022	ACH 2163	iCloud	-11,142.80
01/14/2022	ACH 2164	All American Mailing, Inc.	-838.46
01/14/2022	ACH 2165	ADP	-2,106.02
01/18/2022	ACH 2166	CalPERS - Retirement	-208.25
01/18/2022	ACH 2167	CalPERS - Retirement	-2,002.83
01/18/2022	ACH 2168	CalPERS - Retirement	-7,578.02
01/18/2022	ACH 2169	CalPERS - Retirement	-8,543.49
01/18/2022	ACH 2170	CalPERS - Retirement	-23.08
01/19/2022	ACH 2171	BASIC Benefits LLC	-27.00
01/19/2022	ACH 2172	BASIC Benefits LLC	-80.49
01/21/2022	ACH 2173	BASIC Benefits LLC	-106.25
01/25/2022	ACH 2174	BASIC Benefits LLC	-1,455.04
01/28/2022	ACH 2175	CalPERS - Retirement	-23.08
01/28/2022	ACH 2176	CalPERS - Retirement	-7,597.47
01/28/2022	ACH 2177	CalPERS - Retirement	-8,475.98
01/28/2022	ACH 2178	CalPERS - Health Insurance	-22,758.93
01/31/2022	ACH 2179	BASIC Benefits LLC	-46.00
01/07/2022	29901	A-1 Services	-403.00
01/07/2022	29902	ACC Business	-1,324.60
01/07/2022	29903	Ace Hardware (Johnson Lumber Co.)	-355.14
01/07/2022	29904	AT&T	-362.10

Disbursement Summary

01/07/2022	29905	Brenntag Pacific, Inc.	-12,307.98
01/07/2022	29906	Central Ag Supply LLC	-1,863.13
01/07/2022	29907	EBCO Pest Control	-69.00
01/07/2022	29908	Edges Electrical Group, LLC	-152.59
01/07/2022	29909	ERA Safety Solutions LLC	-524.40
01/07/2022	29910	Ferguson Enterprises, Inc.	-43.15
01/07/2022	29911	Hach Company	-213.27
01/07/2022	29912	Iconix Waterworks (US) Inc.	-177.09
01/07/2022	29913	Mark Nicholson, Inc.	-6,300.00
01/07/2022	29914	Mc Gilloway, Ray, Brown & Kaufman	-7,200.00
01/07/2022	29915	Mc Master-Carr	-522.64
01/07/2022	29916	Mid Valley Supply	-454.61
01/07/2022	29917	Mission Uniform Service	-404.89
01/07/2022	29918	Nationwide Retirements Solutions	-16,269.65
01/07/2022	29919	O'Reilly Auto Parts	-17.04
01/07/2022	29920	Palace Business Solutions	-103.90
01/07/2022	29921	San Benito County Water District	-190.25
01/07/2022	29922	San Benito Tire Pros & Automotive	-696.30
01/07/2022	29923	Staples Advantage	-86.49
01/07/2022	29924	Toro Petroleum Corp.	-1,982.38
01/07/2022	29925	True Value Hardware	-110.31
01/07/2022	29926	UWUA Local 820	-1,246.32
01/07/2022	29927	AT&T	-422.27
01/07/2022	29928	ANDERSON HOMES	-283.20
01/10/2022	29929	BOYDS ASPHALT SERVICES	-214.46
01/10/2022	29929	CAL VALLEY CONSTRUCTION	-487.26
01/10/2022	29931	JEFF M DREYER JR.	-41.19
01/10/2022	29931		-63.38
01/10/2022	29932	JENNA SCHMIDT & JOHN GERMAN	
		GRANITE CONST.,	-278.06
01/10/2022	29934	GRAHAM CONTRACTORS	-186.14
01/10/2022	29935	MARCO CECENA JR. & KELLI HIATT	-25.88
01/10/2022	29936	EDDIE MORAN	-31.51
01/10/2022	29937	MELANIE & MANDIE NASAIRE	-25.98
01/10/2022	29938	ROBERT PHILLIPS	-35.95
01/10/2022	29939	SEATEC UNDERGROUND UTILITIES INC	-495.70
01/14/2022	29940	Quick, Troy E.	-250.00
01/14/2022	29941	Ace Hardware (Johnson Lumber Co.)	-690.67
01/14/2022	29942	Assoc. of Calif. Water Agencies (ACWA)	-21,260.00
01/14/2022	29943	Auto Tech Service Center, Inc.	-170.00
01/14/2022	29944	Brenntag Pacific, Inc.	-21,713.98
01/14/2022	29945	City of Hollister-Finance Dept	-405,632.58
01/14/2022	29946	De Lay & Laredo	-3,148.00
01/14/2022	29947	Ferguson Enterprises, Inc.	-44.60
01/14/2022	29948	Hollister Auto Parts, Inc.	-170.94
01/14/2022	29949	Interstate All Battery Center	-102.70
01/14/2022	29950	Nationwide Retirements Solutions	-9,296.84

Disbursement Summary

Sunnyslope County Water District Disbursement Summary

SUMMARY:

Accounts Pay	able Paid to:
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Vendors	\$ 203,402.70
Payroll - Employee	284,795.18
San Benito County	309,965.75
City of Hollister for City Billing Collected, Net of Fees	405,632.58
Customer Refunds & Returned Checks/ACH	22,472.43
Debt & Finance	2,979,406.75
Total Disbursements	\$ 4,205,675.39

Agenda Item: E - 3

Staff Report

DATE: February 7, 2022 (February 15, 2022 Meeting)

TO: Board of Directors

FROM: Associate Engineer, Rob Hillebrecht

SUBJECT: Associate Engineer Monthly Status Report

Promontory Sewer Pipe Bridge

Sunnyslope staff met with the engineer for the Ridgemark Golf Course development and discussed various alignment options for the gravity sewer pipeline from the Promontory development. These alignments were further discussed and finalized with MNS Engineers Inc. who is contracted with the District for design of the pipeline. MNS has completed the survey of the property and expects to have 60% plans by late February. Project is on schedule.

Industrial Wastewater Treatment Plant

Sunnyslope staff continued to evaluate and plan for various energy saving strategies and options with San Benito Foods (SBF) concerning the Industrial Wastewater Treatment Plant. Due to significant upgrades SBF is implementing at their plant, the strategy for the 2022 season will be to optimize the current aeration treatment to establish a baseline against which other options can be compared. Staff also anticipate conducting additional jar testing and non-regulatory sampling to assess the feasibility of a Suspended Air Flotation (SAF) treatment system.

Sunnyslope staff have taken an active role in planning for sludge removal from the IWTP Pond 1. SBF is required to remove at least 2,000 dry tons of sludge each year from treatment Pond #1. By lowering the pond water elevation, significant amounts of sludge have become accessible from the banks using a long reach excavator. SBF has contracted directly with a contractor to remove the sludge from the ponds. The sludge will be allowed to air dry and then will be off hauled to the landfill. To accommodate this, the levee between Pond 1 and Pond 2 may be widened using soil for the filled in concrete solids settling basins between the headworks and the treatment pond. All these improvements are being undertaken with coordination with City staff. The working relationship between the City and Sunnyslope has been very productive.

Annual Engineering Report & Salt Management Report

Staff completed and submitted the Annual Engineering Report and Salt Management Report in conjunction with the other required annual reporting. The Ridgemark Wastewater Treatment

Plant (WWTP) remained in compliance with all permit requirements in 2021 except for sodium and chloride. This was expected because the sodium and chloride exceeded the concentration limits set by the treatment plant Permit as a direct result of the 2020-2021+ California drought. This drought significantly reduced the availability of surface water, forcing Sunnyslope to shut down the Lessalt Water Treatment Plant. Without Lessalt, the Ridgemark area received primarily well water which has much higher sodium and chloride concentrations. Additionally, customers tend to return to using self-regenerating water softeners to offset the hardness of well water which adds an increased amount of sodium and chloride into the wastewater.

Regional Water Quality Control Board Permit Application for WWTP

Sunnyslope staff prepared and submitted the Notice of Intent and supporting documentation to the RWQCB seeking coverage under the updated small treatment system general permit for the Ridgemark WWTP. The current permit under which Sunnyslope is operating is from 2004 and the new general permit format is the regulatory agency's process for standardizing treatment plant systems. It is expected that when approved, the updated permit may further lower the limits for sodium and chloride. This could put additional pressure on Sunnyslope to reduce the number of water softeners used by customers.

Landscape Irrigation System Project

The 90% completed plans and specifications for the Well 5 Landscape Irrigation System Project were submitted to Sunnyslope for review at the end of January. Staff have thoroughly reviewed them and provided comments back to Schaaf & Wheeler. Finalized plans are expected in mid-March and Sunnyslope hopes to bid the project in the early spring.

Active Developments

A punch list of final items that must be installed/corrected was issued to Roberts Ranch. These must be completed before Sunnyslope will issue final acceptance of the water system and receive the donated assets. Staff also attended a Pre-Construction meeting for the Promontory development which will soon begin installing the sewer system for their new development. The Vista del Calabria development has hired Fehr Engineering to conduct the electrical design for the new lift station that they must construct under the approved development agreement. District staff will be closely involved in the review and acceptance of the electrical design to ensure the lift station operates properly. Vista del Calabria also met to determine how to obtain construction water for rough grading of the site. Santana Ranch Phase 7 has begun installing storm drains and sewers and they may begin installing the water system in early March. The final phase of the Twin Oaks development may begin grading soon with construction of the water system possible in mid to late spring. West of Fairview Phase 2 is close to having approved plans and could begin grading and construction this summer.

Projected Surface Water Need for 2022

Sunnyslope staff evaluated the water usage from 2021 and several of the preceding years to estimate the total water demand for 2022. Based on that estimate, staff projected what our surface water need would be to achieve the HUAMP water quality goals of hardness being less than 180 mg/L and Total Dissolved Solids (TDS) being less than 500 mg/L. Several scenarios were then considered with different Central Valley Project (CVP) allocations to determine what water quality objectives could be reached and how to operate the treatment plants to maximize the impact of the surface water we may have available in 2022.

Agenda Item: E - 4a

Staff Report

DATE: February 9, 2022 (February 5, 2022 Meeting)

TO: Board of Directors

FROM: Finance & Human Resource Manager, Barry Kelly

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

Reserves.

OPERATION SUMMARY

(Jan 2022)

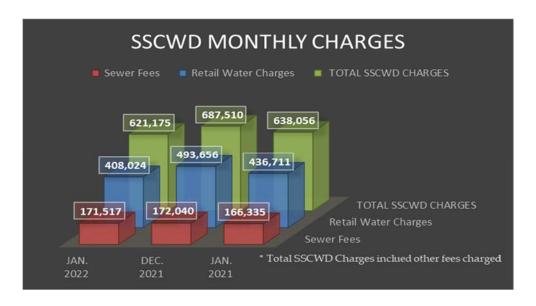
Added capacity has stalled through mid-December but over 300 new customers remains the expectation. The District expects to collect more than 4 million in connection fees by year end.

Compa	rison of C	Capacity I	Fees Recei	ived for the C	urrent Montl	n & Year to D	ate
Item	JAN. 2022	DEC. 2021	JAN. 2021	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	43	,	47	(4)	116	168	(52)
NO. WW CAPACITY FEE RECD	,	,	-	-	-	-	-

Online services and electronic payments are now used by a significant majority of the District's customers. Paperless E-Bill has now been adopted by 23% of our customers.

Summary of	Changes	in Custo	ner Acco	un	its	
Account Types	JAN. 2022	DEC. 2021	JAN. 2021		Δ from PM ++	Δ from PY *
NO. WATER ACCOUNTS	6,907	6,915	6,588		(8)	319
NO. SSCWD SEWER ACCTS	1,236	1,239	1,238		(3)	(2)
NO. COH SEWER ACCTS	4,511	4,497	4,221		14	290
WATERSMART/INVOICE CLOUD	5,195	5,372	573		(177)	4,622
NO. E-BILL Invoice Cloud (Paperles	1,605	1,541	838		64	767
Percent of Customers Gone Green	23.2%	22.3%	12.7%			

The YOY revenue decline has continued due to drought savings measures, a mild summer and significant rainfall in October. Total metered water is down from 564 to 526 MM gallons in FY22.



			SSCWD	Charges	Comparis	on				
MONTHLY CHARGES	JAN. 2022	DEC. 2021	JAN. 2021	YTD 2021	YTD 2020	Δ from PM	Δ from PY	% increase PM	% increase PY	% increase YOY
Retail Water Charges	408,024	493,656	436,711	4,274,054	4,600,595	(85,632)	(28,688)	-17.3%	-7.0%	-7.1%
Sewer Fees	171,517	172,040	166,335	1,204,061	1,162,723	(524)	5,182	-0.3%	3.0%	3.6%
Installation Fees	17,415	-	20,935	47,455	71,585	17,415	(3,520)		-20.2%	-33.7%
Late Fees	9,331	7,987		64,286	1	1,344	9,331	16.8%	100.0%	
Admin. Collection Fees, net	-	-	20	0	930	-	(20)			-100.0%
COH Billing Fees	13,629	13,557	12,720	93,732	87,609	72	909	0.5%	6.7%	7.0%
Other Misc. Fees	1,260	270	1,335	4,326	8,149	990	(75)	366.7%	-6.0%	-46.9%
TOTAL SSCWD CHARGES	621,175	687,510	638,056	5,687,914	5,931,592	(66,335)	(16,881)	-9.6%	-2.7%	-4.1%

The percentage of past due accounts receivable through January 22 increased to 14.33%.

STATEMENT OF INCOME

(Dec 31, 2021)

For Dec 2021 YTD, we show an overall Net Operating gain of \$460k vs a budgeted loss of \$892k. The favorable YTD results are largely attributed to higher than budgeted water sales. Capacity Fees total \$ 902k YTD.

The cost per Acre Foot of water in fiscal 2021 was \$2,923. The Fiscal 22 cost through December decreased to \$2,903. The favorable result indicates a continued and significant increase in operating efficiency given the increase in prices and wages experienced over the course of the last six months.

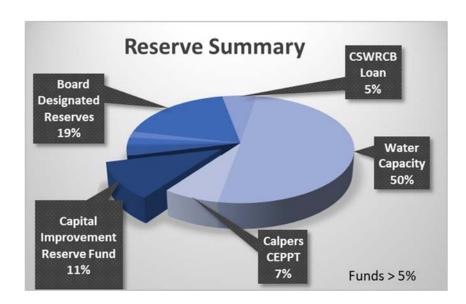
INVESTMENT SUMMARY

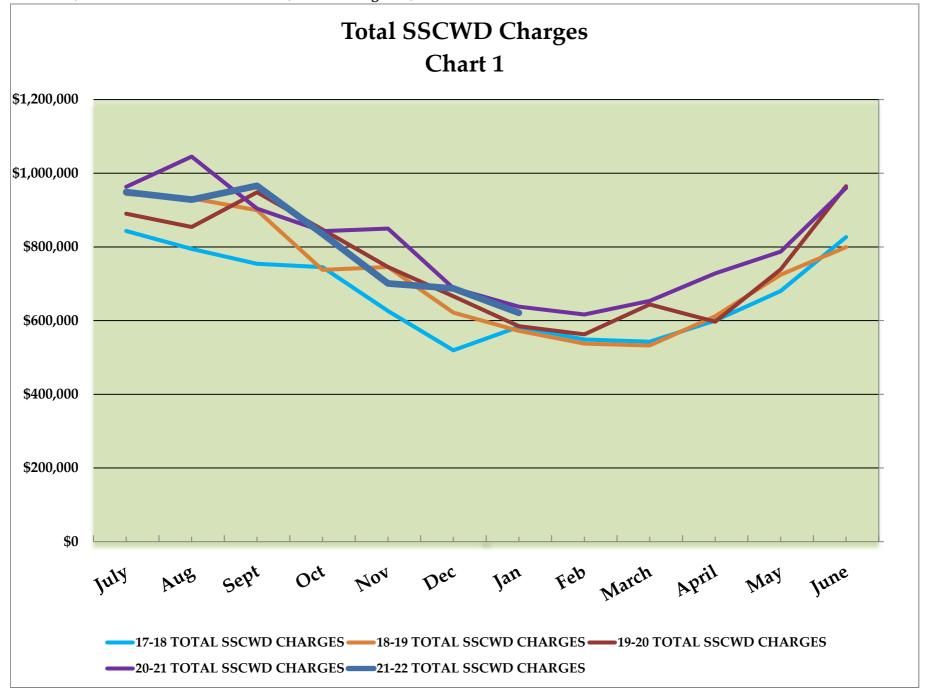
(Dec 31, 2021)

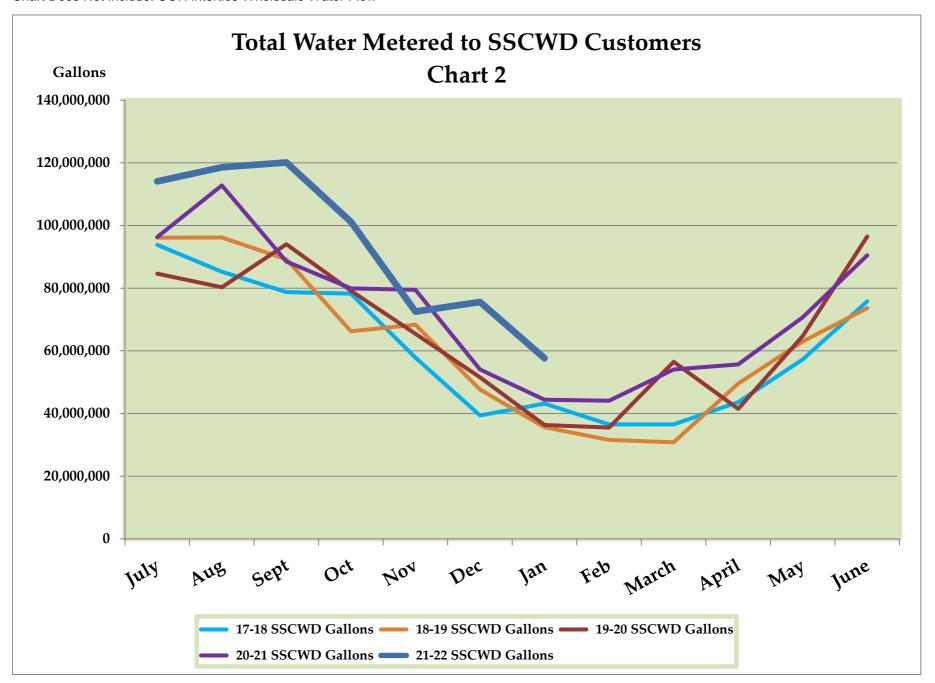
Cash and invested funds total \$16.3 MM, unchanged from the previous month. Excess funds related to water capacity fees held in the general account at Heritage Bank totaling \$2,979,000 has been transferred to MBS brokerage in January.

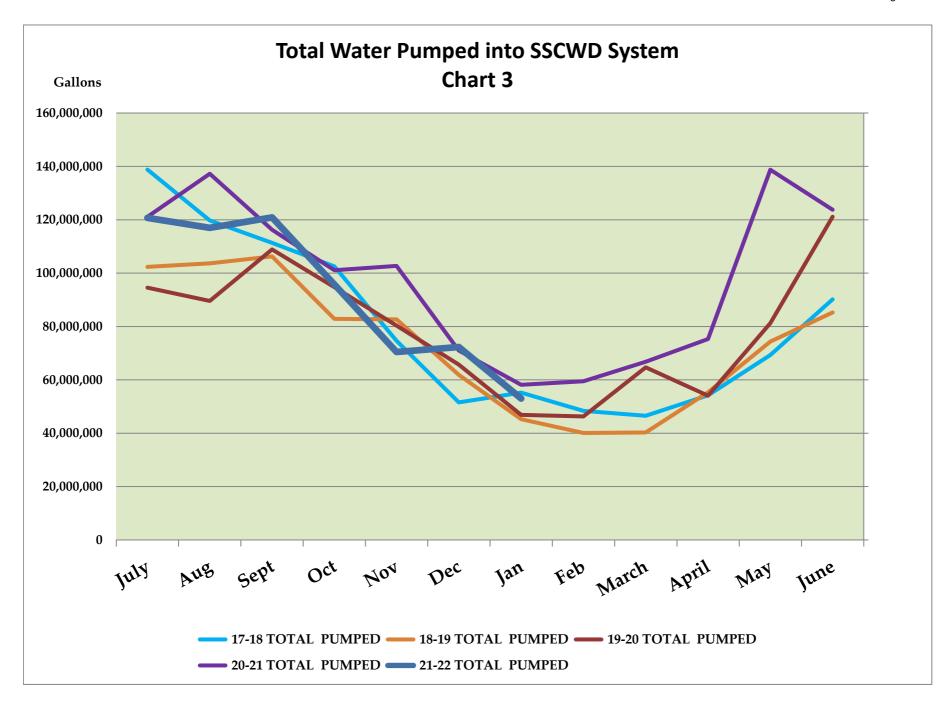
RESERVES (Dec 31, 2021)

The "Board Designated Reserves" report has been reformatted to include "Legally Restricted Reserve Funds". Also included is a narrative summary of what each Fund purpose is, how it's determined and how the income is derived. The "Capital Improvement Reserve Summary" section has been replaced with the "Board Approved Disbursement Analysis" which will chronical all authorized uses of the reserve funds and other Board approved expenditures and disbursements.









2021 / 2022 OPERATION SUMMARY (This Year)

ITEMS		JULY 2021	AUG. 2021		SEPT. 2021	OCT. 2021	NOV. 2021	DEC. 2021	JAN. 2022	TOTALS
NO. WATER CAPACITY FEE RECD NO. WW CAPACITY FEE RECD		18 -	10 -		14 -	31 -	<i>-</i>	-	43	116 -
NO. WATER ACCOUNTS		6,852	6,843		6,867	6,882	6,905	6,915	6,907	
NO. SSCWD SEWER ACCTS		1,238	1,234		1,240	1,239	1,243	1,239	1,236	
NO. COH SEWER ACCTS		4,354	4,370		4,403	4,434	4,450	4,497	4,511	
WaterSmart / Invoice Cloud										
Auto Pay		3,014	3,013		3,014	3,086	3,014	3,165	3,187	
Biller Portal Cloud Store		14 57	6 57		14 57	9 57	14 76	6 49	9 47	
Customer Portal		388	361		388	350	388	371	383	
Express Payments		317	274		317	299	317	342	241	
IVR		123	110		123	106	123	100	73	
Mobile Express Payments		366	323		366	347	366	381	333	
Online Bank Direct		647	631		647	624	647	620	607	
Pay By Text Scheduled Payment		58 25	44 22		58 25	55 20	58 25	81 24	55 18	
Shopping Cart		255	272		255	267	255	233	242	
Total		5,264	5,113		5,264	5,220	5,283	5,372	5,195	
NO. E-BILL Invoice Cloud (Paperless)		1,172	1,231		1,285	1,363	1,379	1,541	1,605	
MONTHLY CHARGES										
Retail Water Charges	\$	746,145.00	\$ 729,111.70	\$	764,414.16	627,261.43	505,441.99	\$ 493,655.94	\$ 408,023.68	\$ 4,274,053.90
Sewer Fees	'	172,054.44	171,880.99	·	172,511.96	171,914.53	172,142.42	172,040.29	171,516.57	1,204,061.20
Installation Fees		7,765.00	4,050.00		5,670.00	12,555.00	-	· _	17,415.00	47,455.00
Late Fees		9,160.00	8,811.00		9,854.14	9,894.03	9,249.38	7,986.59	9,330.77	64,285.91
Admin. Collection Fees, net		, -	· -		, -	, <u>-</u>	, <u>-</u>	, -	· -	-
COH Billing Fees		13,194.00	13,194.00		13,311.00	13,374.00	13,473.00	13,557.00	13,629.00	93,732.00
Other Misc. Fees		366.95	1,289.36		180.00	510.00	450.00	270.00	1,260.00	4,326.31
TOTAL SSCWD CHARGES	\$	948,685.39	\$ 928,337.05	\$	965,941.26	\$ 835,508.99	\$ 700,756.79	\$ 687,509.82	\$ 621,175.02	\$ 5,687,914.32
CITY OF HOLLISTER CHARGES										
COH Sewer Fees		393,626.99	394,897.00		396,713.79	399,026.56	401,531.54	403,942.57	405,566.09	\$ 2,795,304.54
COH Street Sweeping		10,153.36	10,582.48		10,200.48	10,243.92	10,291.36	10,359.12	10,394.32	72,225.04
COH Senior Discount		(1,326.60)	(1,326.60)		(1,319.23)	(1,273.67)	(1,266.30)	(1,266.30)	(1,266.30)	(9,045.00
Total COH Charges		402,453.75	404,152.88		405,595.04	407,996.81	410,556.60	413,035.39	414,694.11	2,858,484.58
Late Fees **		-	, <u>-</u>		_	_	_	, <u>-</u>	· _	_
TOTAL COH CHARGES	\$	402,453.75	\$ 404,152.88	\$	405,595.04	\$ 407,996.81	\$ 410,556.60	\$ 413,035.39	\$ 414,694.11	\$ 2,858,484.58
ACCOUNTS RECEIVABLE - Aged	i									
N AFARTTOR STRARFYSTONE WAREF 14291-22	\$	969,933.44	\$ 961,519.77	\$	1,013,793.65	\$ 885,815.80	\$ 765,380.29	\$ 732,029.30	\$ 641,273.55	

2021 / 2022 OPERATION SUMMARY (This Year)

ITEMS	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	TOTALS
	2021	2021	2021	2021	2021	2021	2022	
A/R for City of Hollister **	436,867.16	435,540.63	436,628.62	435,871.90	447,288.98	441,233.97	441,519.14	
Outstanding Bills Owed	\$ 1,406,800.60	\$ 1,397,060.40	\$ 1,450,422.27	\$ 1,321,687.70	\$ 1,212,669.27	\$ 1,173,263.27	\$ 1,082,792.69	
Past Due	\$ 151,515.86	\$ 150,947.42	\$ 159,388.89	\$ 174,426.70	\$ 160,335.48	\$ 150,458.24	\$ 155,128.27	
% Past Due	10.77%	10.80%	10.99%	13.20%	13.22%	12.82%	14.33%	

S:\A D M I N & F I N A N C E\District Reports\OPERATION SUMMARY FY 21-22 2021-2022

2021 / 2022 OPERATION SUMMARY (This Year)

ITEMS	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	TOTALS
HEMS	2021	2021	2021	2021	2021	2021	2022	IUIALS
WATER METERED								
Cubic Feet	11,875,200	11,828,700	12,492,400	10,251,200	7,183,600	6,966,700	4,924,400	65,522,200
SSCWD Gallons	88,826,496	88,478,676	93,443,152	76,678,976	53,733,328	52,110,916	36,834,512	490,106,056
Well Flow to COH Gallons	17,817,100	22,242,500	22,239,700	21,114,500	15,859,700	14,530,400	9,787,700	123,591,600
Surface Flow to COH Gallons	7,458,200	7,869,976	4,431,661	3,390,593	2,908,977	8,931,985	11,018,281	46,009,673
TOTAL METERED	114,101,796	118,591,152	120,114,513	101,184,069	72,502,005	75,573,301	57,640,493	659,707,329
WATER SOURCE								
Well #2 (Southside Road)	9,282,000	8,489,000	14,176,000	9,751,000	4,706,000	2,659,000	2,609,000	51,672,000
Well #5 (Ray Cir/Enterprise)	4,461,642	5,877,229	5,753,409	4,836,823	4,355,159	6,919,230	475,879	32,679,371
Well #7 (Enterprise Rd)	7,427,108	13,727,233	21,183,110	10,234,556	4,035,264	2,731,949	6,243,759	65,582,979
Well #8 (Ridgemark)	15,266,000	16,844,000	16,278,000	12,118,000	11,403,000	23,739,000	2,443,000	98,091,000
Well #11 (Southside Road)	30,074,000	32,038,000	43,438,000	30,951,000	18,852,000	4,230,000	1,368,000	160,951,000
TOTAL from Wells	66,510,750	76,975,462	100,828,519	67,891,379	43,351,423	40,279,179	13,139,638	408,976,350
Lessalt W.T.P. I (High Zone)	11,498,000	3,226,000	838,000	-	-	-	-	15,562,000
Lessalt W.T.P. I (Middle Zone)	6,744,000	2,168,000	670,000	-	-	-	-	9,582,000
West Hills W.T.P (@ Well #2)	14,521,000	14,294,000	13,887,000	4,107,000	1,000	9,531,000	15,405,000	71,746,000
West Hills W.T.P (@ Well #11)	20,308,000	18,071,000	1,860,000	20,884,000	24,866,000	21,122,000	21,969,000	129,080,000
TOTAL from Surface Water	53,071,000	37,759,000	17,255,000	24,991,000	24,867,000	30,653,000	37,374,000	225,970,000
City Well Flow to SSCWD Gallons	806,200	1,653,500	2,376,200	2,403,700	1,850,900	758,200	1,062,300	10,911,000
City Surface Flow to SSCWD Gallons	324,000	597,000	513,900	442,700	346,500	609,400	1,410,900	4,244,400
TOTAL from City Interties	1,130,200	2,250,500	2,890,100	2,846,400	2,197,400	1,367,600	2,473,200	15,155,400
TOTAL PUMPED	120,711,950	116,984,962	120,973,619	95,728,779	70,415,823	72,299,779	52,986,838	650,101,750
F-t't-1 YA7-tI	((10 154		050.406					E 460 266
Estimated Water Loss	6,610,154	0.0000/	859,106	0.0000/	0.0000/	0.0000/	0.0000/	7,469,260
Water Loss %	5.476%	0.000%	0.710%	0.000%	0.000%	0.000%	0.000%	1.1499
Estimated Water Gain	0.0000/	1,606,190	- 0.000/	5,455,290	2,086,182	3,273,522	4,653,655	17,074,839
Water Gain %	0.000%	1.354%	0.000%	5.391%	2.877%	4.332%	8.074%	2.5889
Total Net Water Loss							=	(9,605,579

STATEMENT OF INCOME

FOR THE FISCAL YEAR ENDING JUNE 30, 2022 (This Year)

UN-AUDITED 2/2/2022

*** WATER ***	Nov-21	Dec-21	Variance Over / (Under) Prior Month	Nov-20	Dec-20	Variance Over / (Under) Prior Year
OPERATING REVENUES						
Water Sales	506,172	498,726	(7,446)	657,640	502,511	(3,784)
Contracted Services	228,312	228,312	-	220,953	220,953	7,359
Installation Fees	-	-	-	11,365	12,150	(12,150)
Late Fees	7,400	6,517	(883)	-	-	6,517
Other Revenue	11,845	11,264	(581)	10,793	10,921	344
TOTAL OPERATING REVENUES	753,729	744,819	(8,910)	900,751	746,534	(1,715)
OPERATING EXPENSES						-
Salaries and Benefits	(192,210)	(191,768)	443	(157,450)	(180,893)	(10,874)
Operating Expenses	(680,757)	(558,242)	122,515	(687,259)	(769,992)	211,750
TOTAL OPERATING EXPENSES	(872,968)	(750,010)	122,958	(844,709)	(950,885)	200,875
NET OPERATING INCOME	(119,239)	(5,190)	114,048	56,042	(204,351)	199,160
NON OPERATING INCOME & (EXPENSES)						
Capacity Fees	-	-	-	351,000	351,000	(351,000)
Donated Asset			-		571,375	(571,375)
Miscellaneous Income (Farm Labor Camp)			-			-
Adjust LAIF Investment to Fair Value			-	-	-	-
Interest Income	971	941	(30)	-	-	941
Allocated from G & A (Interest & Sale of Assets)	(1,983)		1,983	(1,049)	(46)	46
Debt Service (Loan Expense) & Disposal of Assets		(65,564)	(65,564)	(7,128)	(26,773)	(38,791)
TOTAL NON OPERATING INCOME & (EXPENSES)	(1,011)	(64,623)	(63,612)	342,823	895,555	(960,178)
NET WATER INCOME (LOSS)	\$ (120,250)	\$ (69,813)	50,437	\$ 398,865	\$ 691,205	(761,018)
NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items	\$ (119,239)	\$ (70,754)	48,484	\$ 48,914	\$ (231,124)	\$ 160,370

YEAR- TO-DATE	PRIOR YEAR- TO-DATE	PROJECTED 21/22 ACTUAL	FY 21/22 BUDGET
3,872,425	4,164,041	7,744,851	6,700,000
1,369,870	1,325,718	2,739,740	2,792,736
30,040	50,650	60,080	
44,092	-	88,184	
69,987	64,630	119,490	4,000
5,386,414	5,605,039	10,752,345	9,496,736
(1,119,826)	(1,045,043)	(2,239,653)	(2,213,997)
(4,242,419)	(4,470,057)	(8,484,838)	(9,653,519)
(5,362,245)	(5,515,100)	(10,724,491)	(11,867,516)
24,168	89,939	27,854	(2,370,780)
902,475	1,485,900	902,475	-
-	571,375	-	-
-	-	-	-
-	(34,956)	-	-
8,492	17,114	16,984	-
(4,018)	6,153	(8,035)	
(65,564)	(42,110)	(131,128)	(61,753)
841,385	2,003,476	780,296	(61,753)
\$ 865,553	\$ 2,093,415	\$ 808,150	\$ (2,432,533)
\$ (41,396)	\$ 47,829	\$ (103,274)	\$ (2,432,533)

STATEMENT OF INCOME

FOR THE FISCAL YEAR ENDING JUNE 30, 2022 (This Year)

UN-AUDITED 2/2/2022

*** WASTEWATER ***	Nov-21	Dec-21	Variance Over / (Under) Prior Month	Nov-20	Dec-20	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PRIOR YEAR- TO-DATE	PROJECTED ACTUAL	FY 21/22 BUDGET
OPERATING REVENUES										
Sewer Sales	172,142	172,142	(0)	167,158	166,631	5,511	1,032,646	1,001,299	2,065,293	2,016,000
Contracted Services	29,213	29,213	-			29,213	397,337	-	393,852	393,852
Installation Fees			-	-	-	-	-	-	-	
Late Fees	1,850	1,629	(221)	-	_	1,629	11,023	-	22,046	
Other Revenue	2,904	2,825	(79)	2,697	2,730	96	16,911	15,967	33,822	158,000
TOTAL OPERATING REVENUES	206,110	205,810	(300)	169,855	169,360	36,450	1,457,918	1,017,266	2,515,013	2,567,852
OPERATING EXPENSES										
Salaries and Benefits	(37,090)	(35,070)	2,019	(42,298)	(48,219)	13,149	(217,821)	(270,946)	(435,642)	(582,805)
Operating Expenses	(72,553)	(100,703)	(28,149)	(65,817)	(73,059)	(27,644)	(688,489)	(375,063)	(1,376,977)	(1,126,013)
TOTAL OPERATING EXPENSES	(109,643)	(135,773)	(26,130)	(108,115)	(121,278)	(14,495)	(906,310)	(646,009)	(1,812,619)	(1,708,818)
NET OPERATING INCOME	96,467	70,037	(26,430)	61,740	48,082	21,955	551,608	371,256	702,394	859,034
	-	· · · · · · · · · · · · · · · · · · ·	·	-				· · · · · · · · · · · · · · · · · · ·		
NON OPERATING INCOME & (EXPENSES)										
Capacity Fees	-	-	-	-	-	-	-	-	-	
Miscellaneous Income	-	-	-	-	-	-	-	-	-	
Adjust LAIF Investment to Fair Value			-	-	_	-	-	(8,739)	_	
Interest Income	457	443	(14)	-	_	443	3,996	73	7,992	
Allocated from G & A (Interest & Sale of Assets)	(496)		496	(262)	(12)	12	(1,005)	1,268	(2,009)	_
Debt Service (Loan Expense) & Southside Rd. Slide	-	-	-	(21,442)	(28,543)	28,543	(50,259)	(115,285)	(100,517)	(210,073)
TOTAL NON OPERATING INCOME & (EXPENSES)	(39)	443	482	(21,704)	(28,555)	28,998	(47,267)	(122,683)	(94,534)	(210,073)
NET WASTEWATER INCOME (LOSS)	96,428	70,480	(25,948)	40,035	19,527	50,952	504,341	248,573	607,860	648,961
·										
NET WASTEWWATER INCOME (LOSS)										
Adjusted for Non Budgeted Items	\$ 96,467 \$	70,037	(25,948)	\$ 40,298	\$ 19,539	\$ 50,498	\$ 501,350	\$ 255,971	\$ 601,877	\$ 648,961
Taljusten joi 1100 Dungeren 11000										
			Variance Over /			Variance Over /		PRIOR		
*** WATER & WASTEWATER ***	Nov-21	Dec-21	(Under) Prior	Nov-20	Dec-20	(Under) Prior	YEAR-	YEAR-	PROJECTED	FY 20/21
WILLIA O WILLIAM	1101 21	200 21	Year	1107 20	200 20	Year	TO-DATE	TO-DATE	ACTUAL	BUDGET
			2007			1000		TO DITTE		
*** COMBINED INCOME (LOSS) WATER & WASTEWATER***	(23,822)	667	24,489	438,901	710,732	(710,065)	1,369,895	2,341,988	1,416,010	(1,783,572)
TOTAL DE MICONE (BOOK) INTERCO INIDIEMITER	(20,022)		21,107	100,501	. 20,.02	(, 10,000)	2,005,050	2 ,0 11,500	2,220,010	(1). 00,012)
*** COMBINED INCOME (LOSS) WATER &										
WASTEWATER Adjusted for Non - Budgeted Items	\$ (22,772) \$	(717)	22,055	\$ 89,212	\$ (211,585)	\$ 210,868	\$ 459,954	\$ 303,800	\$ 498,603	\$ (1,783,572)
WASILWAIER Aujusteu jor Non - Duugeted Items										

Investment Summary 2020 / 2021 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2021	AUGUST 2021	,	SEPTEMBER 2021		OCTOBER 2021		NOVEMBER 2021		DECEMBER 2021		JUNE 2021
Heritage Bank of Commerce													
Heritage Bank or Commerce				l									
CHECKING ACCOUNT				l									
Operating - General Fund	0.000%	\$ 7,514,057.96	\$ 7,863,305.12	\$	6,959,359.82	\$	4,258,491.95	\$	4,180,193.66	\$	4,193,729.75	\$	7,229,161.84
CHECKING SUBTOTAL		\$ 7,514,057.96	\$ 7,863,305.12	\$	6,959,359.82	\$	4,258,491.95	\$	4,180,193.66	\$	4,193,729.75	\$	7,229,161.84
MONEY MARKET ACCT (MMA)													
Invested - General Fund	0.400%	4,067,597.25	4,070,361.91	}	4,071,700.32		4,072,994.54		4,074,423.12		4,075,807.54		4,065,942.70
MMA SUBTOTAL		\$ 4,067,597.25	\$ 4,070,361.91	\$	4,071,700.32	\$	4,072,994.54	\$	4,074,423.12	\$	4,075,807.54	\$	4,065,942.70
				L									
				l									
L. A. I. F. (Local Agency Investment Fund)	A 6			l									
General Fund	As of: Jan 2022 0.212%	(3,392,777.51)	(3,333,003.52)	l	(3,420,284.53)		(3,718,450.44)		(3,635,770.35)		(3,438,831.22)		(3,160,470.75)
Water Connect. Fee	0.212%			l									
		6,951,621.04	6,882,013.38	l	6,959,460.72		7,245,293.06		7,146,570.40		7,047,847.74		6,733,577.31
Sewer Connect. Fee	0.212%	21,125.00	21,125.00	l	21,125.00		21,125.00		21,125.00		21,125.00		21,125.00
SRF Loan Reserve	0.212%	760,000.00	760,000.00	l	760,000.00		760,000.00		760,000.00		760,000.00		760,000.00
Board Designated Reserves	0.212%	2,686,055.67	2,698,389.34	}	2,710,723.01		2,723,056.58		2,739,099.15		2,640,882.68		2,673,722.00
L.A.I.F. SUBTOTAL		\$ 7,026,024.20	\$ 7,028,524.20	\$	7,031,024.20	\$	7,031,024.20	\$	7,031,024.20	\$	7,031,024.20	\$	7,027,953.56
				l									
<u>CEPPT</u> (CA Employee Pension Plan Trus	t)			}									
Employee Pension Reserve	<u>-</u>			l			1,000,000.00		1,000,000.00		1,000,000.00		_
CEPPT SUBTOTAL						Φ.	1,000,000.00	\$		\$		\$	
CELL LOOP LOTAL						Ψ	1,000,000.00	Ψ	1,000,000.00	Ψ	1,000,000.00	Ψ	
MBS Securites													
(CD Brokerage - Water Capacity F	unds)			l									
Employee Pension Reserve											-		-
MBS SUBTOTAL						\$	-	\$	-	\$	-	\$	-
GRAND TOTAL		\$ 18,607,679.41	\$ 18,962,191.23	\$	18,062,084.34	\$	16,362,510.69	\$	16,285,640.98	\$	16,300,561.49	\$	18,323,058.10
	YTD Total												
* TOTAL INTEREST RECORDED	\$ 12,488.62	\$ -	\$ 5,264.66	\$	3,838.41	\$	572.55	\$	1,428.58	\$	1,384.42	\$	48,639.25

Reserve Summary As of December 31, 2021

(Policy #8600)

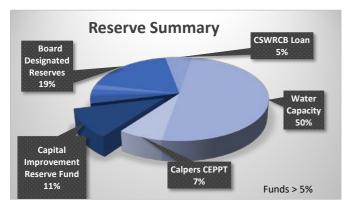
		12/31/2021	<u>Increase</u>	<u>Decrease</u>	6/30/2021	6/30/2020	<u>Change</u>
1	Capital Improvement Reserve Fund	\$ 1,564,432	\$ -	\$ 144,986	\$ 1,709,419	\$ 1,775,906	\$ (66,487)
2	Rate Stabilization Fund	-	-	-	-	-	
3	Drought Contingency Reserve	400,000			400,000	400,000	-
4	Emergency Equipment Replacement Fund	100,000			100,000	100,000	-
5	Vehicle Replacement Fund	269,118	71,569		197,549	148,634	48,916
6	Office and Misc. Equipment Replacement Fund	267,530	776		266,754	292,735	(25,981)
	Board Designated Reserves	2,601,080	72,345	144,986	2,673,722	2,717,275	(43,553)
7	CSWRCB Loan	760,000			760,000	760,000	_
8	Water Capacity	7,042,848	902,475	592,336	6,732,709	2,867,486	3,865,223
			902,475	392,330			
9	Wastewater Capacity	21,125			21,125	39,849	(18,724)
10	Calpers CEPPT	1,000,000	1,000,000				
	Legally Restricted Reserves	8,823,973	1,902,475	592,336	7,513,834	3,667,335	3,846,499
	TOTAL	\$ 11,425,053	\$ 1,974,820	\$ 737,322	\$ 10,187,556	\$ 6,384,610	\$ 3,802,946

Detailed Transactions:

Depr. Expense
Debt Amortization
Capacity Fees
Server Room Improvement - (Approved 8/18/20)
Tyler System Upgrade - (Approved 8/18/20)
CEPPT Funding
2100 Southside Roof Remodel

Misc Other Additions

\$		72,345	\$
(592,336		
		902,475	
		1,000,000	
	46,770	-	
	98,216		
\$	\$ 737,322	1,974,820	\$



Date:	Description:	Resolution	Actual
6/21	Ignition Software - Frisch	77,000	-
9/21	National Bank Loan Payoff	2,540,828	2,540,828
9/21	CEPPT Trust Fund	1,000,000	1,000,000
10/21	Storage Building Re-roof	50,000	46,770
3/21 & 10/21	Abel Septic Change Order	158,300	35,467
11/21	Sewer Jetter - net sale of old	75,000	-
11/21	Temetra Software - Itron	30,000	-
12/21	Well 11 Rehab - Maggiora	75,000	-
1/22	ACWA Membership	21,260	-
1/22	#300 1" Water Meters - Itron	150,000	-

laddered securities.

Sunnyslope County Water District Fiscal Year 2022 **Board Restricted Reserves** Determination Name Interest Capital Improvement To provide funds for Projects, improvements The minimum amount is the 2 year estimate Allocated based upon the Reserve Funds and major infrastructure repairs specifically of planned capital expenditures. This fund percentage of the total water identified as necessary in either a two year may be replenished from either an existing or wastewater funds horizon or long term. Funds will also be capacity fund or current operations. If the invested in a portfolio of laddered securities for each desiginated as either water or waste water source is from a capacity fund, 100% of the related. amount will be transferred if available. If sourced from operations, a portion of the total need is allocated based upon when the project is scheduled. The goal is to make monthly additions to approximately equal depreciation on capital improvements. Funds will be drawn down as the improvements are paid for. Allocated based upon the Rate Stabilization Fund To mitigate the effects of occasional shortfalls Funds in reserve may be allocated to cover in budgeted revenue due to economic unpredicted events negaticely effecting percentage of the total water conditions, unpredicted government operating cashflow until the fiscal budgetary funds invested in a portfolio of laddered securities. mandates or changes in regulatory oversight. process and rate structure can be adjusted to mitigate the effect. No minimum or maximum is currently set. Additons maybe allocated at the discretion of the Board subject to unrestricted funds available. Drought Contingency May be used in the event of water revenue To be funded initially at 10% of budgeted Allocated based upon the Reserve shortfall from the impact of drought related water revenue. Additions and use of the percentage of the total water restricted sales. funds to be authorized by the Board based on funds invested in a portfolio the continuance and severity of the drought. of laddered securities. **Emergency Fund** May be used for unbudgeted capital To be funded initially with \$250,000. At the Allocated based upon the replacement or repairs for unexpected needs. beginning of each fiscal year, the fund will be percentage of the total water Events of this type could stem from replenshished if drawn down below the & wastewater funds earthquake, vandalism, theft or some other invested in a portfolio of minimum. There is no maximum. circumstance that can not readily be laddered securities. predicted within the normal operating cycle. Vehicle Replacement This is a sinking fund created to capture the Fund to be replenshished monthly in an Allocated based upon the Fund depreciated value of capitalized vehicles. The amount equal to depreciation plus Board percentage of the total water balance is used to fund the replacement of authorized additions in the approved capital & wastewater funds capitalized assets at the end of their useful budget plan. Funds will be drawn down as invested in a portfolio of lives. purchases are made. laddered securities. Office and Misc. This is a sinking fund created to capture the Fund to be replenshished monthly in an Allocated based upon the Equipment depreciatiated value of capitalized general amount equal to depreciation plus Board percentage of the total water Replacement Fund and administrative related asssets. The authorized additions in the approved capital & wastewater funds balance is used to fund the replacement of budget plan. Funds will be drawn down as invested in a portfolio of

purchases are made.

capitalized assets at the end of their useful

Sunnyslope County Water District Fiscal Year 2022 **Legally Restricted Reserves** CSWRCB SRF Loan Governed by Ca State Water Resources Loan The SRF agreement must be equal to one Allocated based upon the Agreeement for the construction of the year of debt service which equals percentage of the total Ridgemark Wastewater treatment facility. approximately \$760,000 in 2022. wastewater funds invested in a portfolio of laddered securities. Connections-Water Water Capacity fees are collected from Fees are collected based on meter size to Allocated based upon the Capacity developers of new projects. The reserve is to ensure that new customers pay their fair percentage of the total water fund future maintenance and replacement of share of the capital costs. The funds are funds invested in a portfolio the acquired assets used to service the new allocated to the Capital Improvement reserve of laddered securities. development. as the need to replace and repair as determined Connections-Wastewater Capacity fees are collected from Fees are collected based upon equivalent Allocated based upon the Wastewater Capacity developers of new projects served by the dwelling units to ensure that customers pay percentage of the total Ridgemark SBR plant. The reserve is to fund their fair share of capital costs. The funds are wastewater funds invested future maintenance and replacement of allocated to the Capital improvement reserve in a portfolio of laddered acquired assets used to service the new as the need to replace and repair as securities. develpopment and pay for onging repair and determined maintenance of the plant. Calpers Retirement CEPPT is a Calpers trust dedicated towards Initial funding is \$1,000,000. Future amounts Actual Gains and losses Prefunding - CEPPT the payment of future pension obligations. will be determined by the Board based upon earned and reported by Funds are invested with a strategy to earn a actuarial assumptions regarding potential Calpers rate of return comperable to the estimated shortfalls. Trust funds can be used to pay return of the overall pension trust which is current pension obligations. approximately 7%.

Agenda Item: E - 5

Staff Report

DATE: February 8, 2022 (February 15, 2022, Meeting)

TO: Board of Directors

FROM: Water/Wastewater Superintendent, Jose J. Rodriguez

SUBJECT: Superintendent Monthly Status Report: a. Maintenance, b. City Meter Reading, and

c. Groundwater Level Measurement.

Narrative

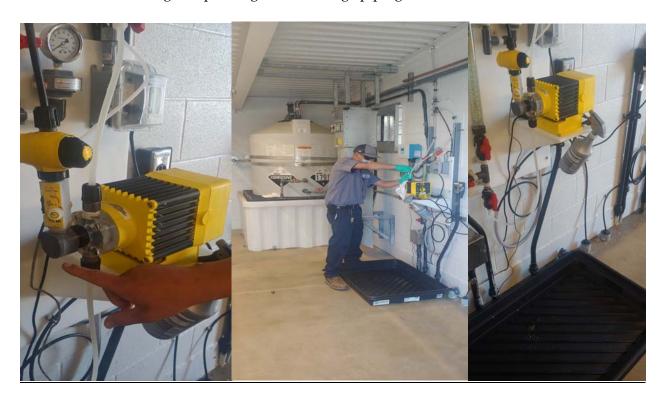
1. All three water reports were completed and submitted on time by January 10, 2022.

- 2. Ridgemark Estates Wastewater Fourth Quarter and Annual Reports submitted to the SWRCB by January 31, 2022.
- 3. San Benito County Workforce development applicant, Michael Mungia began his workforce experience with Sunnyslope County Water District. Michael will be exposed to daily duties routinely done by water operators. Tasks will include but will not be limited to, inspecting water quality constituents, troubleshooting small pumps, motors and auxiliary equipment, typical grounds maintenance such as painting, weed abatement, sweeping, mopping, and organizing of district buildings. The District hopes to train and assist Michael with his Water Treatment certification and eventually present him as a desirable candidate for employment in the water industry. All expenses of his training and employment are expensed by the County of San Benito.
- 4. Diego Perez-Bribiesca successfully passed his Wastewater Grade 2 exam and has enough hours to receive his certification from the State Water Resources Control Board.
- 5. Recent hire Jacob Machado completed and successfully gained educational units to receive his Operator in Training (OIT) certificate. The OIT certificate is required to perform duties at the wastewater treatment facility. Mr. Machado has begun his training at the districts SBR facility. He will be required to complete 1,800 hours as a OIT and successfully pass the state exam to be a certified wastewater operator and operate the facility unattended.
- 6. Lessalt Water Treatment Facility was not in operation for the month of January due to water restrictions. All water production is being treated at the West Hills Water Treatment Facility.
- 7. Distribution piping at the Lessalt facility has been cleaned and repainted.
- 8. The West Hills Facility produced 2.85 million per day (MGD) in January. Staff continuously monitored water quality, analyzer results and adjust to sustain permit requirements.
- 9. Fire hydrant flushing and valve exercise program was increased from prior months.
- 10. The Industrial Wastewater Treatment Facility did not operate in the month of January.

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

Water (6) January

- 1. Continues maintenance on chlorine analyzer read switches and injectors.
- 2. Replaced membrane electrolyte and calibrated chlorine analyzer at Well 2 & 11.
- 3. Service line repair at 405 Donnas Lane, 821 & 831 Helen Court, and 1125 Ridgemark Drive. Repairs require 3 to 4 operators to locate, excavate, assess issue, repair, backfill and saw cut. Sunnyslope staff can usually get this task done in 5-6 hours.
- 4. Repaired broken curb stop at 1091 Bonnieview Road. Curb stop was leaking on the district side of the meter. Two operators isolated water to the service line and installed a new curb stop to the residence. A curb stop is a means to stop service to the residence in case of emergency or other reasons. A damaged curb stop would hinder the capability of the district to restrict water which could cause additional problems or even damage to property.
- 5. Quarterly Air Relief valve inspection and replacement as required. This is a quarterly preventative maintenance task done to verify that air relief valve is clear of obstructions and are in proper working order.
- 6. Continued cleaning and painting well discharge piping.





	Project Location	: Sunnyslope County Water District - All district Wells			
	Project	: General chlorine analyzer maintenance			
	Department	: Water Department			
	Description	: Due the corrosivity of sodium hypochlorite, analyzer components			
periodically calcify and erode causing minor leaks to develop minimizing the dising potential to the water being produced. Staff routinely take pumps apart to clean, a					
delivered into the distribution system contains enough disinfection potential to					
	harmful bacteria fi	rom developing.			

LESSALT Water Treatment Plant (4)

- 1. Remove dust off from various piping around the facility with a clean, dry cloth, de-gloss the surface along with light sanding, and wipe clean to ensure good adhesion. Continue painting pipes, valves, and couplings
- 2. Back washed Greensand Filter (GRF) #1 and #2 to maintain greensand effectiveness while it is offline as described in the O & M Manual.
- 3. Replaced membrane electrolyte and calibrated chlorine analyzer at well 2&11. These are routine maintenance required to maintain accuracy of analyzers.
- 4. Evaluate building condition from a distance, inspect inlet pumps station for safety and maintenance issues and notify San Benito County for them to address.







Project Location : Sunnyslope County Water District - Lessalt Water Treatment Facility

Project : Primer piping

Department : Water Department

Description : Water Treatment is offline; staff has taken this time to rehabilitate underground piping fixtures that are usually hard to work on due to time restraints it takes to remove platforms and get in the work space along with operating the treatment facility.

West Hills Water Treatment Plant (4)

1. Plant shutdown to clean Lamellas. The lamella are honeycomb shaped separators that separates settleable solids (particles) from liquids and are used for instance in the treatment of process water clarification. Essentially, all solids that can settle in a given time, can be separated easily and economically with the lamella separator.

- 2. Replaced wiper blades on all Total Suspended Solids (TSS) and turbidity probes. The wipers are used to keep membrane sensor free of scum and debris that could interfere with analyzer reading. This is a consumable that is done periodically according to O& M Manual (Bi-annually or as needed).
- 3. Plant experienced two plant shutdowns in the month of January. First incident was caused by a power glitch which occurs occasionally due to fluctuation of power in the area. The plant was restarted within 1 hour of this incident. The second incident was due to high influent turbidity which was noticed by onsite operators and facility alarms. Staff identified the cause of the high turbidity spike which was triggered by a nearby accident. A 42-inch pipe was struck and broken by heavy equipment offsite. The broken pipe caused a sudden rush of water to whip up sediment in the pipe causing undesirable source water for the treatment facility. The plant was turned off overnight to allow for pipe repair and more desirable water quality.
- 4. Incident at Chemical Tank Area While Brentagg (chemical & delivery contractor) was filling Sodium Hydroxide tank, the top inspection lid blew open causing chemical to overflow into the double containment area. It was noted that since this incident occurred, staff has been receiving "Leak Alarm" in the double containment tank. Multiple refill orders have been placed since this incident occurred. Staff has been monitoring and documenting the different fill levels at which alarm is triggered to determine where leak may be originating from. Management has been in contact with Brentagg to determine the root cause of incident and possible repair options. All proper PPE was being worn at the time of the incident by contractor and Sunnyslope staff.

Wastewater (3)

- 1. Jacob Machado began training at the SBR with Water/Wastewater Maintenance Operator.
- 2. Routine Preventative Maintenance on analyzers and pumps as described in the O & M Manual.
- 3. Hydro flushing troubled area in the sewer system. Semiannually, the district flushes known trouble spots throughout the district sewer system to keep debris from settling and causing potential Sanitary Sewer Overflows (SSO's).
- 4. Monthly sampling completed and submitted on time as described in the WDR permit.

Industrial Plant (5)

- 1. Perform sludge depth survey in 45 locations. Sludge depths are done to compare the volume of additional sludge gained compared to last years survey.
- 2. Continued ground maintenance, clearing weeds around ponds and spraying herbicides.
- 3. Daily plant inspection and weekly equipment maintenance such as Dissolved Oxygen (D.O.) cleaning, pump and motor preventative maintenance, cleaning of debris in the inlet pipe bypass and fence repair as required.
- 4. Exercise percolation pond inlet valves.
- 5. Lowered Pond 1 to increase freeboard for sludge removal.

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
177	Work Orders	1407	2469	2715	2642
43	Temporary Manual Read Water Meters Installed in New Construction Accounts	115	368	256	146
0	Radio Read Meters & ERTs Installed in New Construction Accounts	0	21	0	1
17	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	187 (Total = 6810)	282	191	246
37	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	175	322	304	350
0	Valves Exercised (Approx. 2674 in SSCWD System 3/2021)	174	721	319	410
31	Fire Hydrants Flushed (Approx. 938 in SSCWD System 3/2021)	101	749	281	757
37	Meters on Repair List	177	326	449	1147
3	Emergency Calls	106	174	156	204
155	Locates on our Water/Sewer Lines	1145	1732	1037	454
0	Sewer Inspections	1	0	0	2
0	Shutoff Notices	0	0	112	182
3	Water Services Replaced	21 (Total = 916)	12	15	18

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



Hollister/Sunnyslope Intertie Water Balance

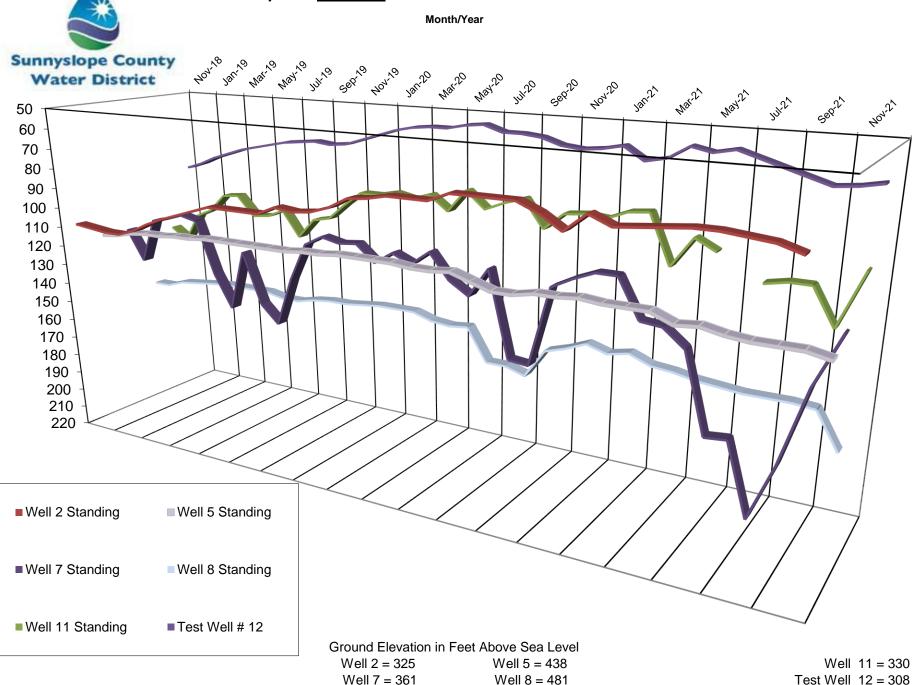
Papart Data. Folyword 1999							
	Report Date: February 1, 2022 Current Consumption Period: December 15, 2021	to	January 12, 2022				
	<u> </u>	Groundwater Flow	Surface Flow	Groundwater Flow	Surface Flow to		
	Intertie Location	to COH to COH		to SSCWD	SSCWD		
Southside	Southside Road Intertie Water Total Flow		219,681	110115			
Sunset & N	Memorial Water Total Flow	2,772,100	2,782,700	1,500	2,000		
Sunnyslop	e & Memorial Water Total Flow	6,244,700	7,108,900	0	0		
Hillcrest ar	nd Memorial Water Total Flow	4,200	6,300	1,060,800	1,408,900		
Santa Ana	& La Baig Water Total Flow	766,700	900,700				
Inte	ertie Sub-Total Water Flow	9,787,700	11,018,281	1,062,300	1,410,900		
7	otal Combined Surface and Ground Water Intertie Flow	20,8	05,981	2,4	73,200		
City of Hol	lister Well 2 Surface Water Total Flow (West Hills)		2,281,000				
City of Hol	lister Well 4 Surface Water Total Flow (West Hills)		16,794,000				
City of Hol	lister Well 5 Surface Water Total Flow (West Hills)		13,190,000				
Sunnyslop	e Well 2 Surface Water Total Flow (West Hills)				15,405,000		
Sunnyslop	e Well 11 Surface Water Total Flow (West Hills)				21,969,000		
Sunnyslop	e Surface Water Total Flow (LESSALT)				0		
Su	rface Water Flow Sub-Totals		32,265,000		37,374,000		
Gre	ound Water and Surface Water Flow Totals	9,787,700	43,283,281	1,062,300	38,784,900		
	COH half of Surface Water Flow to Distribution (LESSALT & WH)		34,819,500				
-8∙	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	8,725,400	7,052,881				
* Perio	Beginning Water Balance Owed to SSCWD (to COH)	703,248,975	-368,301,537				
Curlent Periodi.	Gallons Billed to COH thru Report Date December 1, 2021	0		Informational Last Month Net Total	334,947,438		
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	711,974,375	-361,248,656	Net Sub Total	350,725,719		
	Half of Total Gallons LESSALT Discharge to City of Hollister Wastewa consumption period	iter Treatment Plant dur	ing the current	-			
	Exchange Factor; Half of the total gallons discharged to COH WWTP	from LESSALT multiplie	d by a factor of 4		-		
	Ending Water Balance Owed to SSCWD (to COH)	711,974,375	-361,248,656	Net Total	350,725,719		

ſ	erti.	West Hills WTP Total Flow to Distribution	69,639,000					
	Curtant.	Percent of Surface Water Received	СОН	46.3%	SSCWD	53.7%		
ſ	ant.	COH half of West Hills WTP Total Flow to Distribution	34,819,500					
	Current:	West Hills WTP Surface Water Total Flow to COH		32,265,000				

From April 1, 2021 to Present								
	LESSALT WTP Total Flow to Distribution 129,597,000							
	West Hills WTP Total Flow to Distribution	694,255,000						
140	Surface WTPs Total Flow to Distribution	823,852,000						
	Total YTD Surface Flow to COH/SSCWD	СОН	433,732,696	SSCWD	390,119,304			
	Percent of Surface Water Received	СОН	52.6%	SSCWD	47.4%			

Feet Below Ground Surface

Depth to Standing Water Level Below Ground Surface



Agenda Item: E-6

<u>Staff Report</u>

DATE: February 10, 2022 (February 15, 2022 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS:

- 1. Office Technology and Public Access The glass partition was finally installed on the 1st of February. The front counter touch screen was also installed the same day. The spike in COVID cases in San Benito County did postpone opening the office on the 1st of the month however beginning February 14th the office will begin limited access for the public. Cash payments will resume at the front counter however all other payments will be made using the front counter touchscreen. Staff will assist the public with becoming comfortable with self-serving their accounts from the touch screen up front. Online bill pay options are the preferred payment method and the increase in use of these services have proven to be very beneficial to the use of staff time.
- 2. Budget Timing Staff has been notified that budget planning will be underway March 1st. The budget for the Industrial Wastewater Treatment Plant (IWTP) will be prepared first and presented to San Benito Foods (SBF) by March 30th. This budget will be reviewed by the Finance Committee and discussed with the Water/Wastewater committee as needed and will be presented to the Board for ratification at the April Board meeting. The IWTP budget will then be approved by San Benito Foods by April 30th and will become active May 1st.

In April staff will also present to San Benito County Water District (SBCWD) the proposed Water Treatment plant operational budgets. This budget will be reviewed by SBCWD in April and will be ready for approval by the SBCWD Board at the May Board meeting.

The Sunnyslope (SSCWD) budget will incorporate both of these prepared budgets and the operational budget for the District will be prepared and reviewed by the District Finance Committee in May and the final budget will come before the Board at the June Regular Board meeting for approval so that the budget is authorized July 1st.

- **3. SCADA Upgrade** As the SCADA improvements continue additional programming has been identified. An extended contract has been proposed this month to include additional programming services. These services will provide mobile devices with the ability to effectively see and analyze system alarms.
- **4. IWTP Update** The pond sludge removal has commenced at Pond #1. Staff have begun planning and preparing for the 2022-2023 budget. Operation of the ponds have been progressing very well this year and coordination with PG&E, SBF and the City is resulting in a greatly improved operational plan for the industrial ponds.
- 5. **Drought Update** The continued dry weather through January continues to stress the water outlook. The most significant impact to District operations will be a failure to make further headway on permit compliance for Chlorides at the Ridgemark Treatment plant. Reductions in surface water results in more well water pumped and customers returning to use water softeners. This will increase salts in the wastewater stream. This increase in chlorides is expected and staff have been working on ideas to combat this potential problem from being exacerbated next year.
- **6. Permit Compliance** Monthly water reports have been completed on time and no violations were reported.

Agenda Item: E-7

Staff Report

DATE: February 10, 2022 (February 15, 2022 Meeting)

TO: Board of Directors

FROM: Drew A. Lander, General Manager

SUBJECT: Approval of Resolution No. 569 of the Board of Directors of the Sunnyslope County

Water District - Hollister California Proclaiming a Local Emergency, Ratifying the

State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote

Teleconference Meetings of all District Legislative Bodies for the Following 30 Days in

Accord with the Ralph M. Brown Act (Not a project under CEQA per Article 20,

Section 15378).

RECOMMENDATION:

Approve by consent that the findings required by AB 361 are still current and relevant and authorize the President to sign a Resolution of the Board authorizing remote teleconference meetings of all district legislative bodies for the following 30 days as provided by law.

BACKGROUND:

At the October 5th special meeting the Board discussed and approved Resolution #562 to allow the use of remote meeting access for the following 30 days. This item appeared as a consent agenda item since November and was extended through Resolutions #563, #564 and again having concluded the findings remain current Resolution #567 extends the used of remote meeting access throughout January for another 30 days.

In September 2021 Governor Newsom signed into effect AB 361, allowing public agencies to hold public meetings through teleconferencing as long as there is a state-proclaimed state of emergency.

AB 361 amends the Brown Act to allow SSCWD to continue using teleconferencing and virtual meeting technology as long as:

- There is a "Proclaimed State of Emergency;"
- State or local officials impose or recommend measures that promote social distancing; or
- SSCWD's Board finds that, by a majority vote, meeting in person would present an imminent safety risk to attendees.

The March 4, 2020 Proclamation of State of Emergency is still in effect. An Emergency Proclamation is not terminated until the Governor, or Legislature, proclaims it to be terminated. (GC 8629.) Accordingly, the current State of Emergency will remain until it is terminated with a Proclamation Terminating the State of Emergency.

AB 361 Remote Meeting Findings Required:

SSCWD must make the following findings by majority vote:

- SSCWD has reconsidered the circumstances of the state of emergency; and
- Any of the following circumstances exist:
 - o The state of emergency continues to directly impact the ability of the members to meet safely in person; or
 - State or local officials continue to impose or recommend measures to promote social distancing.

These findings must be made no later than 30 days after meeting remotely for the first time and every 30 days thereafter.

AB 361 will sunset on January 1, 2024.

FISCAL IMPACT:

No change in the fiscal impact is anticipated with the continuation of remote access for District public meetings. The cost of online access software is paid up through June 2022.

ENVIRONMENTAL IMPACT:

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

Attached: Resolution #569

RESOLUTION No. 569

A Resolution of the Board of Directors of the Sunnyslope County Water District – Hollister California Proclaiming a Local Emergency, Ratifying the State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days In Accord with the Ralph M. Brown Act

FACTS

- 1. The Board of Directors is committed to preserving and nurturing public access and participation in meetings of the Boards; and
- 2. All meetings of District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 54963), so that any member of the public may attend, participate, and observe District legislative bodies conduct business; and
- 3. The Brown Act, Government Code section 54953(e), enables remote teleconferencing participation in meetings by members of a legislative body, without strict compliance with requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and
- 4. One required condition is that a state of emergency has been declared by the Governor of the State of California pursuant to Government Code section 8625, proclaiming existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and
- 5. A proclamation is made that there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the District's jurisdiction, caused by natural, technological, or human-caused disasters; and
- 6. State or local officials have imposed or recommended measures to promote social distancing, or, that having the legislative body meet in person would present imminent risks to the health and safety of attendees; and
- 7. The Board of Director's affirms these conditions now exist in its jurisdiction. Specifically, on March 4, 2020, the Governor proclaimed a State of Emergency to exist as a result of the threat of COVID-19. That Proclamation has not been terminated by either the Governor or the Legislature pursuant to Government Code section 8629; and
- 8. Despite sustained efforts to remedy this circumstance, the District determines that meeting in person poses an imminent risk to health and safety of attendees due to the COVID-19 virus and its variants; and
- 9. The Board of Directors finds the emergency created by the COVID-19 virus and its variants has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor and similar local health orders that require social distancing; and
- 10. As a consequence of the local emergency, the Board of Directors determines that all legislative bodies of the District are required to conduct their meetings without full

compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that those District legislative bodies shall comply with the requirements to provide public access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

- 11. Each District legislative body shall continue to conduct meetings with public access available via call-in or internet-based service options and the public shall be allowed to address the legislative body directly in real time; and
- 12. This Resolution shall authorize the General Manager to establish and maintain platforms necessary for each District legislative body to hold teleconference meetings and provide an avenue for real-time public comments for such meetings; and
- 13. The Board of Directors finds the introduction and adoption of this resolution is not subject to the California Environmental Quality Act (CEQA) as the activity is not a project as defined in Section 15378) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SUNNYSLOPE COUNTY WATER DISTRICT:

SECTION 1. <u>RECITALS</u>. The foregoing Findings are true and correct and are adopted by the Board of Directors as though set forth in full.

SECTION 2. <u>PROCLAMATION OF LOCAL EMERGENCY</u>. The Board of Directors hereby proclaims that a local emergency now exists throughout the District, and meeting in person would present imminent risk as a result of the COVID-19 virus and its variants.

SECTION 3. <u>RATIFICATION OF PROCLAMATION OF A STATE OF EMERGENCY</u>. The Board of Directors hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

SECTION 4. <u>REMOTE TELECONFERENCE MEETINGS</u>. The General Manager and legislative bodies of Sunnyslope County Water District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

SECTION 5. <u>EFFECTIVE DATE OF RESOLUTION</u>. This Resolution shall take effect immediately upon its adoption and shall be remain in effect for a period of 30 days, or until such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which District legislative bodies may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

<u>15</u> day of _	February	_2022, by the following
SUNNYSLO	PE COUNTY	WATER DISTRICT:
Signed:		
Jerry	Buzzetta, Pres	ident
	SUNNYSLO Signed:	SUNNYSLOPE COUNTY Signed: Jerry Buzzetta, Pres

Agenda Item: F-1

Staff Report

DATE: February 10, 2022 February 15, 2022 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: Consider Adoption of Resolution No. 570 Ordering a District Election, Requesting the

County of San Benito to Conduct the Election, and Authorizing Payment for the Cost of the Election to be budgeted at \$60,000. (Not a Project Under CEQA per Article 20, Section

15378).

BACKGROUND:

On November 30, 2022, three of the Board of Director's terms will expire requiring an election of Board Members to fill these three upcoming vacancies. The next regular election will be held November 2, 2022 and the District must adopt a resolution ordering the election, requesting the County of San Benito conduct the election, and authorize payment for the County's services to conduct the District's election. This Resolution and a Notice of Elective Offices to be Filled must be certified and delivered to the County Clerk of San Benito County at least 125 days prior to the day of the election (July 1, 2020) in order for the District to utilize the services of the County. The cost for the County to conduct the election on the District's behalf will be dependent on the candidates running and the District's share of the County's overall cost of conducting the election on November 2, 2020, and as a result of State of California mandates to provide mail in ballots to all eligible voters the District saw an increase of 400% in election expenses. The District share this year is estimated to be \$50,000 to share in the election costs. The District's election will be held with several other local, State, and Federal elections reducing the District's share, however the overall election may be a higher cost than prior election cycles due to these new state requirements associated with adaptation of the Pandemic and requirements for direct mail in ballots. The actual cost will not be known until sometime in early 2023.

Residents of Sunnyslope County Water District interested in running for open seats on the Board of Directors must submit forms declaring their candidacy between July 13, 2022 and by August 7, 2022 at 5:00 pm. These forms may be obtained from the County Office of Elections between these dates.

FISCAL IMPACT:

The fiscal impact of the County conducting the District's election could be as much as \$60,000 but true costs will be shared with other local, State, and Federal elections being conducted at the same time. The last election in 2020 cost \$42,000 and included two Board members up for re-election.

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.

RECOMMENDATION:

Staff recommends the Board adopt Resolution No. 570 ordering a District election, requesting the County of San Benito conduct the election, and authorizing payment for the true cost of the election as invoiced by San Benito County.

Attachments:

Resolution #570

RESOLUTION NO. 570

A RESOLUTION OF THE BOARD OF DIRECTORS OF SUNNYSLOPE COUNTY WATER DISTRICT CALLING 2022 GENERAL ELECTION FOR CONSOLIDATION OF ELECTION WITH PRESIDENTIAL PRIMARY ELECTION; AND PUBLICATION OF NOTICE OF ELECTION BY SECRETARY

ADOPTED February 15, 2022

WHEREAS, the terms of three members of the Board of Directors of the Sunnyslope County Water District (SSCWD or District) will expire on November 30, 2022;

WHEREAS, for the purpose of filling said offices, it is necessary that the Sunnyslope County Water District election be held pursuant to the Uniform District Election Law, and other pertinent laws of the State of California; and

WHEREAS, pursuant to Section 10002 of the California Elections Code, the Board of Directors of the Sunnyslope County Water District requests the Board of Supervisors of San Benito County to permit the County Registrar of Voters to render specified services to the District relating to the November 2, 2022 Election; and

WHEREAS, pursuant to Section 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. An election of the District be held pursuant to Section of Section 10002 of the California Elections Code.
- 2. In accordance with Section 13307 of the California Elections Code, candidates shall be allowed to submit a Candidate's Statement of Qualifications consisting of not more than 200 words.
- 3. The Secretary of this Board of Directors is hereby authorized and directed, for and on behalf of said Board of Directors, pursuant to Section 10509 of California

Elections Code, to notify by a Notice, attached to this Resolution as <u>Exhibit A</u>, the Registrar of Voters of San Benito County Resolution, the Registrar of Voters of San Benito County on or before the 125th day prior to said election that there are two electives offices to be filled at the District election for Sunnyslope County Water District Board of Directors, and that candidates will pay for publication of their Statement of Qualifications.

- 4. Pursuant to California Election's Code Section 10407, the period for filing nomination documents by candidates in this District election, which is consolidated with the general election, shall commence on July 13, 2022. The nomination documents shall be filed no later than 5:00 pm on August 7, 2022, in the office of the appropriate officer during regular office hours.
- 5. Unless the publication of notice of election is otherwise provided by the Elections Department of San Benito County, the Secretary of this Board of Directors shall and is hereby authorized and directed, for and on behalf of said Board of Directors, pursuant to Section 12112 of the State of California Elections Code, not less than 90 days but no more than 125 days prior to the day fixed for said election, to publish in a newspaper of general circulation in the District, a Notice, attached to this Resolution as Exhibit B stating the date of the election and the number of offices to be filled at said election.
- 6. The Secretary of this Board of Directors shall designate the Registrar of Voters or designee to act in their place and stead in issuing Official Filing Petitions and administering oaths or affirmations as required under Section 10512 of the California Elections Code and Article XX, Section 3 of the California Constitution.
- 7. The Secretary or any officer of this Board of Directors be, and hereby is, authorized and directed to take the above action for and on behalf of the Board of Directors and any and all actions that may be necessary or appropriate, including procurement of necessary supplies and services to prepare for and conduct said general election in accordance with the District law.

February 15, 2022 SSCWD Board Meeting Page 49

15, 2022.	
AYES: NOES: ABSENT:	
	Jerry Buzzetta, President
(Seal)	
ATTEST:	
By Drew A. Lander, Secretary of Board of Directors	

The above Resolution was passed by the following vote of the Board of Directors of the Sunnyslope County Water District, at a regular meeting of said Board held on February

Exhibit A

NOTICE TO REGISTRAR OF VOTERS OF GENERAL ELECTION OF SUNNYSLOPE COUNTY WATER DISTRICT

(California Elections Code Section 10509)

NOTICE IS HEREBY GIVEN:

At the next general election of the County of San Benito, there will be filled three electives' offices the same being the office of three members of the Board of Directors of Sunnyslope County Water District. Said election shall be held on November 2, 2022.

The Candidate is to pay for the publication of any statement pursuant to Section 13307 of the California Elections Code.

Each candidate shall be allowed to submit a Candidate's Statement of Qualifications consisting of no more than 200 words.

Executed at 3570 Airline Highway, Hollister, California, on February 15, 2022.

Jerry Buzzetta, President
D.,
By
Drew A. Lander,
Secretary of Board of Directors

Exhibit B

NOTICE OF GENERAL ELECTION OF SUNNYSLOPE COUNTY WATER DISTRICT

(California Elections Code Section 12112)

At the next general election of the County of San Benito, there will be filled three electives' offices the same being the office of three members of the Board of Directors of Sunnyslope County Water District. Said election shall be held on November 2, 2022.

Candidates shall reside within the District boundary. Declarations of Candidacy shall be obtained and filed at the County of San Benito Registrar of Voters, 440 Fifth Street, 2nd Floor, Room 206, Hollister, CA 95023. Declarations of Candidacy shall be filed by 5:00 p.m. on August 7, 2022.

Appointment to each elective office will be made as prescribed by California Elections Code Section 10515 in the event there are no nominees or an insufficient number of nominees for office by the filing date listed above.

The Candidate is to pay for the publication of any statement pursuant to Section 13307 of the California Elections Code.

Each candidate shall be allowed to submit a Candidate's Statement of Qualifications consisting of no more than 200 words.

Executed at 3570 Airline Highway, Hollister, California, on February 15, 2022.

Jerry Buzzetta, President
By
Drew A. Lander,
Secretary of Board of Directors

Agenda Item: F-2

Staff Report

DATE: February 10, 2022 February 15, 2022 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: Approve and Authorize the General Manger to Execute a Contact for Professional

Services with Raftelis Financial Consultants for the Development of Water and Sewer Rates, Capacity Fee Studies and Provide Water and Sewer Financial Plans for an Amount

not to Exceed \$84,502. (Not a Project Under CEQA per Article 20, Section 15378).

BACKGROUND:

In September 2012 the District employed Raftelis to develop water and sewer rates, as well as prepare connection fee recommendations for the District services. The rate increases recommended by Raftelis have proven to be accurate and the prior rate model last expired in 2019. Due to pending challenges and looming inflation, it is an advantageous opportunity to review the District rate model and fees. Staff has engaged Raftelis as the preferred consultant because they are familiar with previous work completed for the District and presently Raftelis is working for the City of Hollister, and San Benito County Water District to update those agency fee models and structures. The current expertise that Raftelis staff possess and their familiarity with the Hollister area that they maintain while completing rate models for our sister agencies has provided Sunnyslope with a competitive scope of work estimate which takes advantage of the work already being undertaken in the area.

The proposal from Raftelis Financial Consultants includes all work needed to plan for future rate increases associated with the growth of the District at this time. Attached is the proposed Professional Services scope and the negotiated scope of services with Raftelis Financial Consultants. The District's legal counsel will be consulted in the preparation of a Services agreement which will then be executed by the General Manager.

FISCAL IMPACT:

The fiscal impact of developing new rates for water and sewer services as well as connection/buy-in fees will result in an expenditure of up to \$84,502 for the professional services proposed and will require District staff time to provide data and review the work product of Raftelis Financial Consultants. Adjusting rates for sewer and water services will ultimately increase the revenue needed

to finance the capital improvements anticipated in the District Capital improvement plans as well as improvements to the wastewater system.

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.

RECOMMENDATION:

Staff recommends the Board approve a motion and authorize execution of a professional services contract for the development of water and sewer rates and connection/buy-in fees by Raftelis Financial Consultants for an amount not to exceed \$84,502.

Attachments:

Raftelis Services Proposal



445 S. Figueroa Street Suite #2270 Los Angeles, CA 90071 Phone 213.327.4405 Fax 626.583.1411 www.raftelis.com

January 21, 2022

Mr. Drew Lander General Manager Sunnyslope County Water District 3570 Airline Hwy Hollister, CA 95023

<u>Subject:</u> Proposal to Conduct 2022 Water, Sewer and Capacity Fee Studies

Dear Mr. Lander:

Raftelis Financial Consultants, Inc. (Raftelis) is pleased to submit this scope of services to provide water and sewer financial plans, cost-of-service, and rate studies, as well as capacity fee studies for Sunnyslope County Water District (Sunnyslope). The following scope of work outlines the tasks Raftelis believes will be involved in completing the 2022 studies. The two primary objectives of the 2022 studies as conveyed to Raftelis include:

- Conducting an updated financial plan, cost-of-service analysis, and rate design for the water enterprise and for the sewer enterprise
- Updating Sunnyslope's capacity fees for water and sewer

We thank you for the opportunity to continue to assist Sunnyslope and we look forward to working with you on these important studies.

Sincerely,

RAFTELIS FINANCIAL CONSULTANTS, INC.

Theresa Jurotich, P.E. (KS, WA), PMP

Manager

Scope of Services

Project Initiation, Kick-Off Workshop, and Project Management

Task 1.1- Kick-Off Meeting

The web-based kick-off meeting will provide an opportunity for Sunnyslope to provide input on the project's approach, work plan, schedule, and priorities. Raftelis will develop a kick-off meeting package that contains the meeting agenda and presentation materials to guide the discussion. The kick-off will include discussions on all components of the studies including water/sewer rate design, financial planning, and capacity fees.

Task 1.2 - Data Collection and Review

Prior to the kick-off workshop, Raftelis will have requested and reviewed Sunnyslope's water and sewer-related data. The data request outlines the information needed to complete the study. The data request will include customer billing data and financial documents such as operating budgets, capital plans, master/strategic plans, etc. Raftelis will utilize this data, such as operating costs, water use and sewer flows, capital spending plans, and revenues generated, to develop financial forecasts, units of service for rate design, and utility valuations for the capacity fee framework. The kickoff workshop will provide an opportunity to jointly review the data received.

Task 1.3 - Project Management

Our project management approach stresses communication, teamwork, objectivity, and accountability to meet project objectives. This task includes general administrative duties including client correspondence, billing, project documentation, and administration of the study plan.

Meetings/Workshops: One (1) web-based kick-off meeting

Deliverables: Data request, kick-off meeting presentation materials and meeting minutes

Financial Plan Development – Water and Sewer

Task 2 – Water and Sewer Financial Plan Updates

Once all data has been collected and reviewed, Raftelis will update the existing Water and Sewer 10-year financial plan models to project Sunnyslope's revenue requirements based upon historical results, the current budget, and updated capital improvement plan / master plan. Updates will include operations and maintenance (O&M), labor, power, materials, etc. The financial plan will assess each enterprise's current financial status and suggest revenue adjustments to ensure long-term fiscal sustainability. Raftelis will project expenses and other revenue requirements over a 10-year planning horizon. Doing so will illustrate

future rate impacts and potential challenges to Sunnyslope's financial health so it can plan expenses, reserve balances, or capital project scheduling to smooth rate impacts.

Meetings/Workshops: Two (2) web-based meetings to confirm financial plan inputs, assumptions, and discuss preliminary results

Deliverables: Updated ten-year financial plans for the water and sewer enterprises

Water and Sewer Cost-of-Service and Rate Design

Task 3 – Water and Sewer Cost-of-Service Analysis

Raftelis will perform a cost-of-service analysis for the water and sewer enterprises. The cost-of-service analysis is needed to provide a nexus between utility rates and Sunnyslope's costs for Proposition 218 defensibility. The cost-of-service analysis is based on industry standards and methodologies approved by the American Water Works Association (AWWA) and described in their *M1 Manual: Principles of Water Rates, Fees, and Charges* and the Water Environment Federation (WEF) in its *Manual of Practice No. 27: Financing and Charges for Wastewater Systems*. Although Raftelis tailors a utility's cost-of-service analysis to meet its unique needs, we make sure to conform to industry standards and regulatory requirements. Typically, a utility cost of service study involves the following three steps:

- Assigning revenue requirements to functions. For example, typical water functions include supply, treatment, pumping, storage, distribution, meter reading, and customer service. Sewer functions may include flow, strength, customer service, and collection.
- Allocating those functions to cost causative factors, which are specific to each utility. For example, supply, base costs, max day, and max hour costs for a water utility.
- Distributing cost components to the various customer classes based on how customers use the services of the utility.

Raftelis will review parameters for each utility that affect the cost of service such as peaking factors for water and flow for wastewater. We will discuss any warranted changes to customer classes with Sunnyslope staff. The cost-of-service analysis calculates the unit cost of service for each utility, which is applied to the class loadings to determine each class' share of costs. Once we know each class's cost responsibility, we will calculate rates as discussed in Task 4.

Meetings/Workshops: One (1) web-based meeting to confirm cost-of-service inputs and assumptions **Deliverables**: Water and sewer cost-of-service analyses in Microsoft Excel

Task 4 – Water and Sewer Rate Design

Task 4.1 - Calculate Rates

After conducting the cost-of-service analyses, the rates will be calculated for the current and any alternative rate structures. We recognize that ratemaking is in part art, so Raftelis works within broad

industry guidelines and Proposition 218 requirements to meet the strategic objectives of Sunnyslope while ensuring that any proposed rates meet cost-of-service and are defensible.

Raftelis will develop a rate model with the flexibility to compare the current rate structures with alternatives. The water rate model will be able to change tier widths based on customer class. Changes to tiers and rates, as well as changes to water demand, can be done through instantaneous scenario analysis options to readily view impacts of changes. During our analysis, we will examine how the current water tier definitions and class structures serve Sunnyslope's objectives and align with demand patterns. Raftelis may recommend adjustments to the water tier structures to achieve high priority policy objectives, aid in the defensibility of water rates, and/or aid in communicating rates to customers.

In today's water rate-setting environment, it is imperative to show the nexus between the cost to serve water in each tier and the rate in each tier. For tiered structures, Raftelis shows this nexus by tabulating the tiered rates to show each unit cost component, which generally includes water supply costs, system costs (delivery costs), peaking costs (capacity-related costs), and conservation costs, among others. This derivation communicates to customers the cost drivers behind the rate for each tier and the rationale for the differentials between tiers and customer classes. An example of our build-up of "rate components" to final commodity rates is shown in the subsequent table. The five rate components, derived from the cost-of-service analysis, are summed to yield the final commodity rates. An example is shown below.

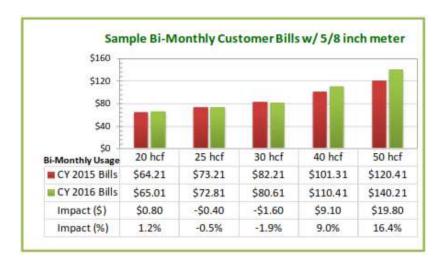
	Water Delivery Peak		Peaking	Revenue Offset	Proposed Rates
Residential					
Tier I	\$1.80	\$1.95	\$0.90	(\$0.30)	\$4.35
Tier II	\$4.00	\$1.95	\$1.20	(\$0.30)	\$6.85
Tier III	\$6.45	\$1.95	\$1.90	\$0.00	\$10.30

Raftelis also understands that Sunnyslope receives several calls each year when sewer usage is updated based on winter averages and is interested in exploring a different sewer rate structure, such as a flat rate. Proposed rates will be based on the updated cost-of-service allocations with any proposed revenue adjustments applied uniformly to the test year cost-of-service rates.

Task 4.2 - Customer Impact Analysis

Rate changes stem from an adjustment in the total revenue required to serve customers and/or changes to rate structures. The total rate change can sometimes cause "rate shock" to customers. In our impact analysis graphics, we calculate estimated monthly bills at typical levels of usage assuming the new proposed rate structure was already in place to determine the true impact of the new rate structure.

The customer impact analysis will include a series of tables and figures that show projected rate impacts by customer class at various levels of usage and connection size. Understanding customer impacts and taking corrective action, if necessary, allows us to design public outreach strategies for generating customer buy-in and successful rate implementation. An illustrated example of customer impacts of a rate structure change is shown in the following chart.



Meetings/Workshops: Up to two (2) web-based meetings to develop rate structure modification options

Deliverables: Water and Sewer Rate Models for each enterprise in Microsoft Excel

Capacity Fee Study

TASK 5.1 - DETAILED REVIEW OF MASTER PLANS AND ASSET LISTING DATA

Raftelis will review Sunnyslope's current water and sewer enterprises asset databases as well as current and future potential demand based on existing master and strategic plan documents. The goal of this sub-task is to ensure that total demand at build-out is considered for purposes of developing the capacity fees. Raftelis will summarize the assets that need to be constructed to meet this demand and corresponding costs.

Meeting(s): None

Deliverable(s): Data request list in Microsoft Excel

TASK 5.2 - FEE FRAMEWORK DEVELOPMENT

Several methodologies exist for calculating capacity fees. The various approaches have largely evolved on the basis of changing public policy, legal requirements, and the unique and special circumstances of each agency.

Raftelis will evaluate Sunnyslope's capacity fees based on the buy-in and incremental methodologies, or a hybrid methodology, whichever is most applicable to Sunnyslope. The calculation of the fees will depend on current fixed assets, planned (future) capital improvements, capital financing assumptions, system capacities, and the level of service (or demand requirements) of new customers. Proposed fees will meet applicable regulatory requirements (i.e., Government Code 66000) in developing impact fees. Raftelis will work with staff to develop the capacity fee framework that is most appropriate for Sunnyslope.

Raftelis will hold one meeting with staff to review and finalize the fee framework. The goal of the framework meeting is to determine the methodology and policy decisions that will allow Raftelis to calculate the water and sewer capacity fees. Decision points will include but not be limited to the following: what is the appropriate methodology for Sunnyslope- Equity Buy-in, Incremental Cost, or a hybrid approach? How will debt service be accounted for in fee calculations?

Meeting(s): One (1) webinar with Sunnyslope staff Deliverable(s): Presentation materials as necessary

TASK 5.3 – CALCULATION OF WATER AND SEWER CAPACITY FEES

Informed by the previous tasks, Raftelis will develop a Capacity Fee Model that will reflect future demand and associated facilities costs that benefit new development in whole or in part. Raftelis will review the resulting capacity fees with Sunnyslope before finalizing the fee recommendation.

Meeting(s): None

Deliverable(s): Capacity Fee Model for Water and Sewer in Microsoft Excel

Rate & Fee Implementation

TASK 6.1 - PROPOSITION 218 NOTICE REVIEW

Raftelis will be available to assist Sunnyslope in drafting and reviewing Proposition 218 notices to its customers should Sunnyslope desire. While Raftelis will assist in the process, the customer notice is a legal document and should be drafted by Sunnyslope and reviewed by Sunnyslope's Attorney's office.

TASK 6.2 - REPORT DEVELOPMENT

The process for developing the proposed water and sewer revenue adjustments and rates will be described in a Draft Report. This draft report will include an executive summary highlighting the major

issues and decisions during the study; provide detail of operations, customer data, capital programs and the resulting financial plans; and detail the cost-of-service analyses, rate design, and customer impacts. Comments from Sunnyslope staff will be incorporated into the Final Report. The Final Report will be submitted to Sunnyslope and will include appropriate supporting data from the models to address the requirements of Proposition 218.

Recent court decisions have emphasized the importance of a thorough administrative record and defensible methodology for the final rates for service. To ensure that the study includes a thorough administrative record, the Final Report will include an exhibit listing all assumptions and methodologies used to develop the financial plans, cost-of-service, and rates. The report will lead the reader through Raftelis' approach at arriving at revenue adjustments and rate modifications that are defensible, reflect Sunnyslope's policies and objectives, and are driven by the revenue requirement of each utility.

The process for developing proposed capacity fees and the associated methodology will be described in a separate detailed draft report. Proposed fees and the report will meet applicable regulatory requirements (Government Code 66000). Comments from Sunnyslope staff will be incorporated into a Final Report.

Meeting(s): One (1) conference call to review comments to the draft report **Deliverable(s):** Draft and Final Reports in Microsoft Office and Adobe PDF

TASK 6.3 - PUBLIC HEARING

Raftelis has assisted numerous agencies with the Proposition 218 process and will be available to assist Sunnyslope with public information during the 45-day noticing period. Raftelis will be present at the Public Hearing where recommended rates may be adopted, absent a majority protest. The Raftelis project team will be available to answer questions or to present the Rate Study, if requested.

Meetings/Workshops: One (1) conference call to review Prop 218 notice; one (1) Public Hearing **Deliverables:** Presentation materials, as necessary

Project Fees

Raftelis will complete the above scope of services for a not-to-exceed amount as shown in the table below. Raftelis will invoice Sunnyslope monthly based on time and materials.

Sunnyslope County Water District 2022 Water, Sewer & Capacity Fees **Proposed Hours and Fees**

					Hours			Total Fees &
Tasks	Staff Webinars/Calls	Public Meetings	PD	PM	sc	Admin	Total	Expenses
Project Initiation, Kick-Off Workshop, and Project Management	1		2	16	12	2	32	\$7,340
2. Financial Plans Development	2		2	16	60	0	78	\$16,750
3. Cost-of-Service Analyses	1		1	8	32	0	41	\$8,775
4. Rate Design	2		2	16	32	0	50	\$11,150
5. Capacity Fee Study	1		2	10	40	0	52	\$11,190
6. Rate & Fee Implementation	2	1	6	24	100	4	134	\$29,297
Total Estimated Meetings / Hours	9	1	15	90	276	6	387	
Hourly Billing Rate			\$285	\$250	\$190	\$85		
Total Professional Fees			\$4,275	\$22,500	\$52,440	\$510	\$79,725	

PD - Project Director, Steve Gagnon PM - Project Manager, Theresa Jurotich SC- Staff Consultants

Admin - Administrative Staff

Task Fees

\$79,725

Total Expenses

\$4,777

Total Fees & Expenses

\$84,502

Agenda Item: <u>F - 3</u>

Staff Report

DATE: July 14, 2021 (July 20, 2021 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander

SUBJECT: Authorize the General Manager to Increase the SCADA Conversion Project

Budget by \$50,000, Raising the Not to Exceed budged from \$77,000 to \$127,000.

BACKGROUND:

In July of 2021 the Board authorized the General Manager to begin the SCADA conversion from Wonderware over to Ignition® with a not to exceed project value of \$77,000. The software has been purchased and Frisch Engineering has been contracted to convert existing screens and controls over to the new software. The Associate Engineer and the Crewe Chief have attended Ignition training to become familiar with the system and the conversion is progressing well. Frisch Engineering has identified additional programing that will greatly benefit staff in the use of mobile devices. This programing and security needed to view and operate our SCADA systems from mobile devices is essential to seamless control for our remote operators who view and monitor Wells and Pumpstations outside of normal business hours.

This additional work was contemplated in the initial project scope but was not originally requested to be funded this fiscal year as it was expected to occur in the next budget cycle. It is advantageous for the District to begin this work now as Frisch Engineering has both the man hours available and familiarity with the system to integrate this additional work. It is important to note that this additional scope is not unplanned work, or scope creep, rather it is an acceleration of work that would otherwise be planned next fiscal year.

Currently Frisch Engineering has been contracted for \$30,000 of programming and the additional \$50,000 will allow work to continue into the second phase of programing.

Software has been purchased, staff have received formal training and an additional \$50,000 is requested to supplement the current project.

FINANCIAL IMPACT:

The fiscal impact of upgrading the District's SCADA system is estimated to be \$127,000 this first year including the purchase of the software, training, the programing of new control screens and mobile devices. Future expense will continue to be budgeted based on the ability of staff to perform programming functions. A portion of this cost will qualify for reimbursement from San Benito Foods. Funding for this improvement will be designated from the Capital Reserve fund.

ENVIRONMENTAL IMPACT:

The proposed action is not a project as defined by Article 20, Section 15378 of the State CEQA Guidelines and therefore CEQA is not applicable.

RECOMMENDATION:

Consider authorizing the General Manager to increase the SCADA Conversion to Ignition® project budget from \$77,000 to \$127,000 for FY 2021-22.