

Sunnyslope County Water District

AGENDA

JUNE 16, 2020

REGULAR BOARD MEETING: 5:15 PM

District Office Board Room



3570 Airline Hwy., Hollister, CA

AS AUTHORIZED BY THE STATE OF CALIFORNIA EXECUTIVE ORDER N-25-20 PUBLIC ACCESS TO DISTRICT MEETINGS CAN BE OBTAINED THROUGH THE FOLLOWING ACCESS POINTS:

Join from PC, Mac, Linux, iOS or Android:

<https://meetings.ringcentral.com/j/1480260985?pwd=OXBjZzk0Z1c1OU1tUndRUUJZeDlvUT09>

Password: SSCWD

Or Telephone: Dial +1(623)404-9000 and when prompted enter Meeting ID: 148 026 0985, Password: 618338

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

Any members of the public requiring special accommodations may call the District office at (831) 637-4670 a minimum of 5 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

B. ROLL CALL – President James Parker, Vice-President Jerry Buzzetta, and Directors: Judi Johnson, Ann Ross, and Mike Alcorn.

Regular Session

C. PLEDGE OF ALLEGIANCE

D. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION

E. APPROVAL OF AGENDA

F. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS – The public may comment ¹ on any District business, not on the agenda, with a time limit of three minutes per speaker. No actions may be taken.

G. 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 shall be moved to Item H, and treated as a matter of new business, or moved to Item J, and discussed as a staff report.

The public may address the Board ² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approval of Minutes of the Regular Board Meeting of May 19, 2020 and Special Board Meeting May 28, 2020.
2. Allowance of Claims for disbursements from May 12, 2020 through June 8, 2020.
3. Associate Engineer Monthly Status Report.
4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary and e. Board Designated Reserves.
5. Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

H. NEW BUSINESS – The Board will review and discuss agenda items and take action or direct staff to return to the Board for action at a following meeting. The public may address the Board ² on these items as the Board reviews each item.

1. Consider Adoption of Resolution No. 552 Ordering a District Election, Requesting the County of San Benito to Conduct the Election, and Authorizing Payment for the Cost of the Election (estimated to be \$12,000). (Not a project under CEQA per Article 20, Section 15378).
2. Consider Approval and Authorize the President to Sign an Agreement for Water Facilities and Service for the Roberts Ranch Phase 1 Development.
3. Authorize the General Manager to pursue migration of the District Website with Streamline® Web Service and budget for annual service expense in the amount of \$5,400.

I. STATUS REPORTS

1. Governance Committee – (No meeting)
2. Water / Wastewater Committee – (No meeting)
3. Finance Committee – (No meeting)
4. Policy and Procedure Committee – (No meeting)
5. Personnel Committee – (May 22th) Closed Session
6. Water Resources Association of San Benito County – (Canceled) Next scheduled meeting is August 6, 2020.

J. BOARD and STAFF REPORTS

1. Directors
2. District Counsel
3. General Manager – COVID 19 Update (Oral Report)

K. FUTURE AGENDA ITEMS

L. ADJOURNMENT

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

Next Regular Board Meeting – July 21, 2020 @ 5:15 p.m., District Office

AGENDA DEADLINE: 12:00 p.m. July 15, 2020

Future Scheduled Committee Meetings

Water Resources Agency – August 6, 2020 @ 4:00 PM

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

Agenda Item: G-1

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
May 19, 2020

A. CALL TO ORDER: The meeting was called to order at 4:30 p.m. by President Parker, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

B. ROLL CALL: Present In Person: Vice President Jerry Buzzetta, and Director Mike Alcorn, Director Judi Johnson, and President James Parker. **Present Via Teleconference:** Director Ann Ross.

C. PUBLIC COMMENT ON CLOSED SESSION MATTERS: Members of the public may address the Board on the item or items listed on the Closed Session agenda, with a time limit of 3 minutes per speaker. No public comment was made.

Staff Present for Closed Session: In Person: General Manager/Secretary Drew Lander, and **Via Teleconference:** Attorney Heidi Quinn.

D. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9(b) and 54957.6: At 4:32 p.m., President Parker closed the meeting to the public to discuss the following:

1. **Conference with Legal Counsel** – Anticipated Litigation, Gov. Code § 54956.9(b): – One case.
2. **Labor Negotiation Discussion** – Management Negotiations Update, Gov. Code § 54957.6
President Parker reconvened the meeting to open session at 5:18 p.m.

E. PLEDGE OF ALLEGIANCE: Director Johnson led Directors and staff in the Pledge of Allegiance.

F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION: Attorney Heidi Quinn reported on the first item, Anticipated Litigation, Gov. Code § 54956.9(b), stating that a status report was given to the Board, and that no action was taken. Attorney Quinn addressed the second item, Management Negotiations Update, Gov. Code § 54957.6, by reporting that a status report was provided to the board, and no reportable action was taken.

G. APPROVAL OF AGENDA: Upon a motion made by Director Johnson, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Director

Alcorn (MA), yes; Director Buzzetta (JB), yes; Director Johnson (JJ), yes; Director Ross (AR), yes; and President Parker (JP), yes; the motion carried 5-0.

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

Staff Present for Open Session: In Person: General Manager/Secretary Drew Lander, Executive Assistant/Stenographer Carol Porteur, Water/Wastewater Superintendent Jose Rodriguez, Finance & Human Resource Manager Travis Foster, and Associate Engineer Rob Hillebrecht. **Via Teleconference:** Attorney Heidi Quinn.

I. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular and Special Meeting of April 21, 2020.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of April 14, 2020 through May 11, 2020, totaling \$ 1,177,083.76, which includes \$562,076.04 for payments to vendors, \$254,615.91 for Payroll – employee and director, \$357,909.67 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$2,482.14 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1706, the last “DD” # (direct deposit-electronic employee payments) was DD #2895 , and the last check written was check #27991.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
04/15/20	ACH 1685	EFTPS	-217.18
04/16/20	ACH 1686	RETURNED ACH (ACH Ret 04-01)	-175.22
04/16/20	ACH 1687	RETURNED ACH (ACH Ret 04-02)	-184.62
04/16/20	ACH 1688	RETURNED ACH (ACH Ret 04-03)	-106.02
04/17/20	ACH 1689	RETURNED ACH (ACH Ret 04-04)	-312.97
04/17/20	ACH 1690	RETURNED ACH (ACH Ret 04-05)	-175.22
04/17/20	ACH 1691	RETURNED ACH (ACH Ret 04-06)	-146.68
04/17/20	ACH 1692	RETURNED ACH (ACH Ret 04-07)	-143.85
04/17/20	ACH 1693	RETURNED ACH (ACH Ret 04-08)	-106.54
04/20/20	ACH 1694	RETURNED CHECK (Ck Ret 04-01)	-128.00
04/22/20	ACH 1695	RETURNED CHECK (Ck Ret 04-02)	-116.26
04/30/20	ACH 1696	EFTPS	-26,282.80
04/30/20	ACH 1697	Employment Dev. Dept. (EDD) DE88 Pmts.	-11,068.16
04/30/20	ACH 1698	CalPERS - Retirement	-1,036.00

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
04/30/20	ACH 1699	CalPERS - Retirement	-6,033.03
04/30/20	ACH 1700	CalPERS - Retirement	-24,664.80
04/30/20	ACH 1701	CalPERS - Health Insurance	-18,721.79
04/30/20	ACH 1702	CalPERS - Retirement	-50.00
05/01/20	ACH 1703	North American Bancard	-797.23
05/03/20	ACH 1704	Pathian Administrators (VSP)	-383.15
05/04/20	ACH 1705	North American Bancard	-1,291.30
05/05/20	ACH 1706	American Express	-29.68
04/15/20	DD 2867	Alcorn, Michael H.	-184.70
04/15/20	DD 2868	Buzzetta, Jerry T	-323.23
04/15/20	DD 2869	Johnson, Judi H.	-320.23
04/15/20	DD 2870	Parker, James F	-277.05
04/15/20	DD 2871	Ross, Ann C.	-184.70
04/30/20	DD 2872	Alvarez, Abel	-5,911.58
04/30/20	DD 2873	Bernal, Melissa M	-2,907.47
04/30/20	DD 2874	Boltz, William K	-6,175.25
04/30/20	DD 2875	Buck, Cathy L.	-1,494.87
04/30/20	DD 2876	Burbank, Jr., Dee J.	-6,336.52
04/30/20	DD 2877	Castro, Kevin G.	-6,445.79
04/30/20	DD 2878	Cervantes, Jr., Adan S.	-5,306.09
04/30/20	DD 2879	Chavez, Jr., Manuel T.	-8,273.56
04/30/20	DD 2880	Eclarin, Ernesto P.	-7,316.71
04/30/20	DD 2881	Foster, Travis J	-6,744.00
04/30/20	DD 2882	Hernandez, Bazilio	-6,103.10
04/30/20	DD 2883	Hillebrecht, Robert B.	-5,410.44
04/30/20	DD 2884	Lander, Drew A	-10,676.84
04/30/20	DD 2885	Malko, Kim A.	-3,838.05
04/30/20	DD 2886	Padilla, David	-5,759.96
04/30/20	DD 2887	Perez Bribiesca, Diego	-4,492.48
04/30/20	DD 2888	Porteur, Carol A.	-4,043.37
04/30/20	DD 2889	Quick, Troy E.	-6,729.69
04/30/20	DD 2890	Roberts, Kelly L.	-4,796.23
04/30/20	DD 2891	Rodriguez, Jose J.	-7,717.96
04/30/20	DD 2892	Vargas Garcia, Michael J	-5,305.04
04/30/20	DD 2893	Vasquez-Herrera, Luis M.	-4,622.68
04/30/20	DD 2894	Watson, Scott A.	-7,613.06
04/30/20	DD 2895	Zavala, Anabel G.	-4,436.78
04/20/20	27910	VOID	0.00
04/20/20	27911	Roberts, Kelly L.	-30.18
04/20/20	27912	Eclarin, Ernesto P.	-124.66
04/20/20	27913	A-1 Services	-403.00
04/20/20	27914	Badger Meter, Inc.	-2,773.34

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
04/20/20	27915	Ben Caputo Printing	-97.73
04/20/20	27916	Brenntag Pacific, Inc.	-4,140.01
04/20/20	27917	Central Ag Supply LLC	-95.26
04/20/20	27918	City of Hollister-Finance Dept	-357,909.67
04/20/20	27919	CM Analytical, Inc.	-33,887.50
04/20/20	27920	De Lay & Laredo	-3,985.00
04/20/20	27921	Franchise Tax Board	-29.00
04/20/20	27922	Interstate Battery System of San Jose Inc	-108.11
04/20/20	27923	Melissa Data Corp.	-1,695.00
04/20/20	27924	MuniQuip, LLC	-608.58
04/20/20	27925	San Benito County-Admin Office	-8,980.00
04/20/20	27926	San Benito County Water District	-211.50
04/20/20	27927	Star Concrete	-515.11
04/20/20	27928	SUEZ WTS Analytical Instruments, Inc.	-13,750.29
04/20/20	27929	Toro Petroleum Corp.	-1,243.97
04/20/20	27930	BLANCA DELAFUENTE BERLANGA	-256.38
04/20/20	27931	GREGG & CHRISTINE DURDEN	-45.72
04/20/20	27932	AUDRA NACCARATO	-73.44
04/27/20	27933	Auto Tech Service Center, Inc.	-295.00
04/27/20	27934	Brenntag Pacific, Inc.	-15,392.43
04/27/20	27935	Brigantino Irrigation	-127.77
04/27/20	27936	Konica Minolta Premier Finance	-416.76
04/27/20	27937	RJR Recycling	-1,500.00
04/27/20	27938	San Benito County Water District	-321,707.40
04/27/20	27939	San Benito Tire Pros & Automotive	-22.50
04/27/20	27940	State Water Resources Control Brd-WWOPCP	-110.00
04/27/20	27941	Tesco Controls Inc	-812.49
04/27/20	27942	Transene Company Inc (Shape Products)	-122.63
04/27/20	27943	USA Blue Book	-467.33
04/30/20	27944	Nationwide Retirements Solutions	-21,537.18
04/30/20	27945	UWUA Local 820	-850.00
04/30/20	27946	Dearborn Life Insurance Company	-384.00
04/30/20	27947	Void	0.00
04/30/20	27948	Premier Access Insurance Co.	-3,640.39
04/27/20	27949	Chavez, Jr., Manuel T.	-114.71
04/27/20	27950	Bernal, Melissa M	-62.65
04/30/20	27951	Postmaster	-2,179.46
05/04/20	27952	JAMII & STANLEY PURA	-188.73
05/04/20	27953	Carmel Area Wastewater District	-51,000.00
05/04/20	27954	Ace Hardware (Johnson Lumber Co.)	-573.27
05/04/20	27955	AT&T	-616.11
05/04/20	27956	Bianchi Kasavan & Pope, LLP	-312.00

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
05/04/20	27957	Brenntag Pacific, Inc.	-11,374.58
05/04/20	27958	Central Ag Supply LLC	-324.43
05/04/20	27959	Grainger, Inc.	-355.10
05/04/20	27960	Hach Company	-4,175.61
05/04/20	27961	Hollister Auto Parts, Inc.	-18.70
05/04/20	27962	Inland Water Works Supply Co	-2,709.40
05/04/20	27963	Mc Master-Carr	-17.71
05/04/20	27964	Mission Uniform Service	-922.64
05/04/20	27965	MuniQuip, LLC	-3,750.16
05/04/20	27966	Palace Business Solutions	-945.23
05/04/20	27967	Pinnacle Agriculture	-851.63
05/04/20	27968	Pinnacle HealthCare	-176.00
05/04/20	27969	Postmaster	-43.00
05/04/20	27970	Razzolink.com	-76.95
05/04/20	27971	San Benito Tire Pros & Automotive	-22.50
05/04/20	27972	State Water Resources Control Board-DWOCF	-60.00
05/04/20	27973	Verizon Wireless	-273.97
05/11/20	27974	Chavez, Jr., Manuel T.	-135.29
05/11/20	27975	PANDORA A LEININGER	-322.49
05/11/20	27976	Burbank, Jr., Dee J.	-250.00
05/11/20	27977	AT&T	-614.99
05/11/20	27978	Brenntag Pacific, Inc.	-12,952.97
05/11/20	27979	Cal-Sierra Technologies, Inc.	-265.48
05/11/20	27980	CM Analytical, Inc.	-14,720.00
05/11/20	27981	EBCO Pest Control	-60.00
05/11/20	27982	John Smith Road Landfill	-1,879.90
05/11/20	27983	Mc Master-Carr	-452.26
05/11/20	27984	P G & E	-16,494.57
05/11/20	27985	Recology San Benito County	-208.63
05/11/20	27986	Shape, Inc.	-7,566.68
05/11/20	27987	Star Concrete	-647.31
05/11/20	27988	State Water Resources Control Board-DWOCF	-60.00
05/11/20	27989	Toro Petroleum Corp.	-949.17
05/11/20	27990	Trans Union LLC	-125.08
05/11/20	27991	U.S. Bank Corporate Payment Systems	-7,967.14
			\$ <u>-1,177,083.76</u>

3. Associate Engineer Monthly Status Report.

4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, and d. Investment Summary.
5. W/WW Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

Director Buzzetta asked to have Item I.1 Minutes of the April 21, 2020 Board Meeting, Item I.2 Disbursement Summary pulled for discussion, and moved to Agenda Item L.6 and L.4, Board and Staff Reports.

Upon a motion made by Director Johnson to approve the Consent Agenda as amended, seconded by Director Buzzetta, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

J. NEW BUSINESS:

1. **AUTHORIZE THE GENERAL MANAGER TO PROCEED WITH WELL #2 REHABILITATION FOR A TOTAL COST NOT TO EXCEED \$80,680 (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander explained that in early February during routine raw water sampling at Southside Well #2, laboratory results flagged a positive Bacteriological sample. This would indicate that the well casing is failing because material from outside the well casing is making its way into the well and passing thru the pump. Staff requested the services of a local well drilling company to pull the well pump and then have the well casing videoed for holes or damage. General Manager/Secretary Lander explained that staff brushed the casing of the well and determined that due to the hole in the casing, dirt had fallen to the bottom of the well which was then dug out and pulled out. Maggiora Brothers Inc. was the successful low bid of the three quotes received and they began work on the well immediately.

To date the District has expended a total of \$12,075.00 dollars over a two month period to complete reconnaissance of the current well condition. Services have included four separate site visits. The scope of work and price breakdown is the following:

- | | |
|--|------------|
| - Pull pump, motor, pipe and electrical cable. Video casing. | \$3,775.00 |
| - Brush casing and bail debris from bottom of well. | \$4,175.00 |
| - Caliper log casing to determine casing size throughout well. | \$850.00 |
| - Swab well casing and re-video. | \$3,275.00 |

The following work is proposed to reinstate the well to service:

- Install 420' of new 10" PVC casing and 100' of new 8" PVC slotted well screen. Then use gravel pack to fill in annular space between original screen and new screen. Then pressure grout/seal remaining annular space between original casing and new 10" PVC casing. Included is well casing centralizers, materials, test pumping and all labor. Estimate: \$28,453.00
- Resize pump head and motor based on test pumping results. Purchase new pump and motor, rewire, install pump and reprogram variable frequency drive. Estimate \$40,152.00

Upon a motion made by Director Johnson to authorize the General Manager to proceed with Well #2 rehabilitation for a total cost not to exceed \$80,680, seconded by Director Ross, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

2. AUTHORIZE THE GENERAL MANAGER TO PURCHASE MATERIALS AND CONTRACT FOR INSTALLATION OF PIPING AND SCADA MODIFICATIONS AT THE LESSALT BOOSTER PUMP STATION, NOT TO EXCEED \$25,000 (Not a project under CEQA per Article 20, Section 15378):

Associate Engineer Hillebrecht stated that the Lessalt Booster Pump Station was part of the plant upgrade completed in 2014. It serves to pump the treated water from the 250,000 gallon Treated Water Tank into both Sunnyslope's high pressure zone and low pressure zone for distribution to the District's water customers. Currently however, these pumps cannot easily move water from the District's middle pressure zone to its high pressure zone. To increase operational and emergency flexibility, staff are proposing that some relatively minor piping modifications be completed to facilitate such pumping of water between pressure zones when Lessalt is off-line. This flexibility allows the District to continue delivering high quality surface water from West Hills to our high zone customers in Ridgemark, Quail Hollow, Cielo Vista, and Santana Ranch in the event that Lessalt is offline. Being able to move West Hills water into Sunnyslope's high pressure zone is also key for the West Hills Clearwell Tracer Study planned this summer. Further discussion commenced concerning benefits of the proposed modifications and the budgeting for this type of capital improvement.

Upon a motion made by Director Johnson to authorize the General Manager to purchase materials and contract for installation of piping and SCADA modifications at the Lessalt Booster Pump Station, not to exceed \$25,000, seconded by Director Ross, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

3. CONSIDER ADOPTION AND APPROVAL OF THE DISTRICT BUDGET FOR FISCAL YEAR 2020/21: Finance and Human Resource Manager Foster provided the Board with the "Proposed 2020/21 Budget" and reviewed the noteworthy items in the Budget. Water revenue budget proposed for the new fiscal year is approximately 3.4%

lower than last year's budgeted water revenue, as the FY 19/20 projected actual water revenue is lower than the FY 19/20 budget (see page 2). Sewer revenue budget proposed is the same as last year's budget, as FY 19/20 projected is slightly lower (-1.4%) than the budgeted sewer revenue for FY19/20. Both the Lessalt and West Hills WTP's revenue is based on their FY 20/21 operating budgets, which have been submitted for review to SBCWD.

The overall budget for FY 2020/21 reflects a net loss of \$811,897, with no provision for non-operating revenues from capacity fees, miscellaneous fees, or interest income, the combination of which will likely cover this projected loss and result in a net income for the year. While budgeting for a loss is not desirable, the principle reason for the increase in loss from prior year's budget is attributable to a \$355,600 increase in depreciation from capitalizing the Cross Town Pipeline installation. The second material factor contributing to the increase in net loss is the forecasted decline in water revenue of \$300,000.

It is also important to note that the budget includes non-cash expenses for depreciation and amortization of the water rights. When you add back these non-cash expenses, the expected cash provided from operations is \$1,467,117. The cash generated from operations supports paying for debt service. There would be a shortfall in cash in the amount of \$358,380 for scheduling capital expenditure work per the approved 5 year Water Capital Improvement Plan. This work could be accomplished using the Board Designated Capital Improvement Reserve Fund per 8600.4.B.1. Any Capacity Fees received during the year would also alleviate any need to utilize the reserve.

Mr. Foster stated that the Finance Committee has approved bringing the FY 20/21 Proposed Budget to the Board Meeting for review.

Upon a motion made by Director Johnson to consider adoption and approval of the District Budget for Fiscal Year 2020/21, seconded by Director Ross, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

- 4. AUTHORIZE THE GENERAL MANAGER TO OPEN CONTRACT NEGOTIATIONS WITH CITY MANAGEMENT STAFF FOR CONTRACT OPERATION OF THE CITY OF HOLLISTER WASTEWATER TREATMENT PLANT (WWTP):** General Manager/Secretary Lander explained that there are several operational modifications between the City of Hollister and SSCWD that would be mutually beneficial and result in a reduction in expenses for both public entities. Presently SSCWD maintains a high level of managerial experience and staff expertise for the operation of the Wastewater Treatment plant located in Ridgemark subdivision. SSCWD has exceptional staff who have the appropriate State licensing and capability to operate the City of Hollister WWTP also.

General Manager/Secretary Lander stated that he would like to make a presentation to the City Council to present the District Qualifications and if the City agrees to negotiate a contract for operational services there are several benefits that will bring lower costs to both agencies and improve service. The proposed presentation was provided with the staff report. Staff expertise is one of these items that can be shared to improve services and reduce costs. Similar to the partnership that the County and City already maintain with the District regarding the contract operation of the potable water plants, the District Management endeavors to contract operate the City WWTP.

Director Buzzetta inquired about the benefits financially and otherwise of taking over the operation the plant. General Manager/Secretary Lander stated that the City plant would be utilized as the Regional plant, there would be a cost savings to all, shared operating expenses, all water would be treated in one location, the District would be able to stabilize the sewer rates for our customers which would include reducing the need for increased rates; and would save the City of Hollister operational costs. Mr. Lander added that he would like to discuss with the City, the possibility of a reduction or offset of connection fees with the tradeoff of saving the City money on the operational expense.

Upon a motion made by Director Alcorn to authorize the General Manager to open Contract Negotiations with City Management Staff for Contract Operation of the City of Hollister Wastewater Treatment Plant, seconded by Director Johnson, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

K. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** President Parker reported that the committee met on May 11th to review the FY20/21 preliminary budget which was discussed on agenda item J-3.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** President Parker reported that the committee met in closed session on May 4th to discuss Management Staff's labor negotiations.
6. **Water Resources Association of San Benito County (WRA):** President Parker reported that the meeting was canceled and the next scheduled meeting is set for August 6, 2020.

L. BOARD and STAFF REPORTS

A motion was made by Director Johnson to re-open the Consent Agenda and pull item I.5a W/WW Superintendent Monthly Status Report for discussion. The motion was seconded by Director Buzzetta, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

1. **Directors:** No report.
2. **District Counsel:** No report
3. **General Manager:** General Manager/Secretary Lander reported that cost tracking on the COVID-19 expenses continue with a total of \$20,569 to date which includes a reduction of income on the late fees through April. There has been speculation that the Governor is anticipating the re-opening of the State in about 3 weeks and Mr. Lander explained that the District is prepared with the Plexiglas shields for the front counter, masks, gloves, and disinfectant. The District will require customers to wear masks and encourage them to continue making payments with our autopay services or with a credit card over the phone. General Manager/Secretary Lander stated that staff continues to take every employee's temperature with the infrared thermometer daily.
4. **Finance and Human Resource Manager:** Director Buzzetta pulled item I.1 April 21, 2020 meeting minutes to point out that agenda item G-3, paragraph 1 had an incomplete sentence that has now been corrected. Director Buzzetta also pulled item I.2, Disbursement Summary and pointed out that ACH 1705 dated 5/3/20 was issued to Pathian Administrators (VSP) in the amount of \$383.15 and check # 27947 issued 4/30/20 was also issued to Pathian Administrators (VSP) for zero dollar amount. Finance and Human Resources Manager Foster explained that check #27947 was originally issued in error to Pathian Administrators and was voided but not noted on the Disbursement Summary, and stated that it will be corrected.

Director Buzzetta explained to the Board that on May 18, 2020 while signing the weekly checks he noticed that check #27998 issued to Brenntag Pacific, Inc. included an invoice that did not have the Bill of Lading (BOL) attached, therefore he would not sign the check until the BOL was received. Mr. Foster stated that staff is currently in the process of acquiring that BOL to attach to original invoice. Director Parker asked if this would cause interruption of service to the District and General Manager/Secretary Lander stated that it would not as this check will be mailed once the BOL is received and will still be within terms of agreement on the account.

5. **Water/Wastewater Superintendent:** Director Johnson pulled item I.5a and explained that she has already discussed the following with Superintendent Rodriguez but wanted him to explain to the Board. The first item was the water treatment plant operations staff have continued cleaning all parts of the facility in light of the Covid-19 pandemic and have been concentrating on preventative maintenance work orders during the month of April. Staff continues to work on operations efficiency and monitor all treatment process per permit. TOC's are used for treating surface water, and they are closely monitored to extend the greensand efficiency before exchange needs to be made.

Mr. Rodriguez also explained that staff holds daily "tailgate" meetings every morning for training purposes, such as the proper use of hand tools, precautions to use with customers/animals, etc. He also stated that the safety items are also based on what is happening in the area and with the different seasons of the year. Mr. Rodriguez is currently looking into another program, "weeklysafety.com" with about 350 different topics. President Parker asked if these safety meetings are being documented to which Mr. Rodriguez replied that yes they are.

Director Johnson also wanted Mr. Rodriguez to explain #2 under Water – Replaced 2 inch combination air valve at Well #5 – Well #5 flow. Mr. Rodriguez explained that the wells are tested every morning and evening and they noticed that Well #5 was turning on but no flow was being registered. After trouble shooting, staff determined that the air vent was not allowing the vent to read the flow as it went through. Once the gasket was replaced, that corrected the problem.

Director Johnson wanted W/WW Superintendent Rodriguez to explain #1 under Wastewater. Pulled pump #1 at Ridgemark II Lift Station due to debris stuck in impeller. Mr. Rodriguez stated that staff has installed 2 new pumps to replace a damaged pump which should help with the process in the future.

Director Johnson commented that she was happy to see that this month more fire hydrants had been flushed and asked for explanation on replacing existing Radio Read Meters & ERTs with new ones. Mr. Rodriguez explained over time as the meters and ERTs age or are damaged, they begin to malfunction and need to be replaced.

Director Johnson moved for acceptance of the two items that were placed on file, seconded by Director Buzzetta, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

M. FUTURE AGENDA ITEMS: Safety program for Water/Wastewater Maintenance.

N. ADJOURNMENT: President Parker adjourned the meeting at 7:03 p.m.

APPROVED BY THE BOARD:

James F. Parker, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary

MINUTES
Special Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
May 28, 2020

A. CALL TO ORDER: The meeting was called to order at 3:30 p.m. by President Parker, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

B. ROLL CALL: Present Via Teleconference: Vice President Jerry Buzzetta, and Director Mike Alcorn, Director Judi Johnson, and President James Parker. **Absent:** Director Ann Ross.

Staff present for Open Session Via Teleconference: General Manager/Secretary Drew Lander, Finance and Human Resource Manager Travis Foster, and Water/Wastewater Superintendent Jose Rodriguez.

C. PUBLIC COMMENT ON CLOSED SESSION MATTERS: Members of the public may address the Board on the item or items listed on the Closed Session agenda, with a time limit of 3 minutes per speaker. No public comment was made.

D. ANNUAL ETHICS TRAINING (AB1234) – PRESENTED BY DELAY & LAREDO LLC: District Counselors David Laredo and Heidi Quinn provided training to the Sunnyslope County Water District Board of Directors and staff titled, “Ethical Conduct in Public Service – Laws & Principals under AB 1234”. This training is mandated by Assembly Bill 1234 for all public elected officials that wield power of government and serve as stewards of both public resources and trust. Public perception makes public service ethics unique in a public officials own analysis and how the public perceives a particular course of action as being ethical.

The following Directors and staff completed the Ethics and Brown Act Training and received their AB1234 Public Service Ethics Education Proof of Participation Certificate: Directors: Mike Alcorn, Jerry Buzzetta, Judi Johnson, and James Parker and Staff: Travis Foster, Drew Lander and Jose Rodriguez.

E. ADJOURNMENT: President Parker adjourned the meeting at 5:30 p.m.

APPROVED BY THE BOARD: _____
 James F. Parker, President

RESPECTFULLY SUBMITTED: _____
 Drew A. Lander, Secretary

Agenda Item: G-2

*Sunnyslope County Water District***Disbursement Summary**

May 12, 2020 through June 8, 2020

Date	Num	Name	Amount
05/19/20	ACH 1707	EFTPS	-266.14
05/19/20	ACH 1708	RETURNED ACH (ACH Ret 05-01)	-330.87
05/19/20	ACH 1709	RETURNED ACH (ACH Ret 05-02)	-121.66
05/19/20	ACH 1710	RETURNED ACH (ACH Ret 05-03)	-513.86
05/19/20	ACH 1711	RETURNED ACH (ACH Ret 05-04)	-187.32
05/19/20	ACH 1712	RETURNED ACH (ACH Ret 05-05)	-177.36
05/19/20	ACH 1713	RETURNED ACH (ACH Ret 05-06)	-131.94
05/19/20	ACH 1714	RETURNED ACH (ACH Ret 05-07)	-140.68
05/19/20	ACH 1715	RETURNED ACH (ACH Ret 05-08)	-134.34
05/19/20	ACH 1716	RETURNED ACH (ACH Ret 05-09)	-154.02
05/19/20	ACH 1717	RETURNED ACH (ACH Ret 05-10)	-139.75
05/19/20	ACH 1718	RETURNED ACH (ACH Ret 05-11)	-151.72
05/19/20	ACH 1719	RETURNED ACH (ACH Ret 05-12)	-178.51
05/19/20	ACH 1720	RETURNED ACH (ACH Ret 05-13)	-143.85
05/19/20	ACH 1721	RETURNED ACH (ACH Ret 05-14)	-263.63
05/29/20	ACH 1722	EFTPS	-27,188.40
05/29/20	ACH 1723	Employment Dev. Dept. (EDD) DE88 Pmts.	-11,363.48
05/29/20	ACH 1724	CalPERS - Retirement	-1,036.00
05/29/20	ACH 1725	CalPERS - Retirement	-6,033.03
05/29/20	ACH 1726	CalPERS - Retirement	-24,725.40
05/29/20	ACH 1727	CalPERS - Health Insurance	-17,858.29
05/29/20	ACH 1728	CalPERS - Retirement	-1,411.18
06/02/20	ACH 1729	North American Bancard	-898.31
06/03/20	ACH 1730	Pathian Administrators (VSP)	-323.19
06/08/20	ACH 1731	North American Bancard	-1,230.55
06/05/20	ACH 1732	American Express	-25.71
05/15/20	DD 2896	Alcorn, Michael H.	-184.70
05/15/20	DD 2897	Buzzetta, Jerry T	-415.57
05/15/20	DD 2898	Johnson, Judi H.	-320.22
05/15/20	DD 2899	Parker, James F	-323.22
05/15/20	DD 2900	Ross, Ann C.	-320.22
05/29/20	DD 2901	Alvarez, Abel	-5,901.30
05/29/20	DD 2902	Bernal, Melissa M	-2,894.71
05/29/20	DD 2903	Boltz, William K	-6,523.18
05/29/20	DD 2904	Buck, Cathy L.	-806.18
05/29/20	DD 2905	Burbank, Jr., Dee J.	-6,336.51
05/29/20	DD 2906	Castro, Kevin G.	-6,305.64
05/29/20	DD 2907	Cervantes, Jr., Adan S.	-5,306.08
05/29/20	DD 2908	Chavez, Jr., Manuel T.	-8,226.25
05/29/20	DD 2909	Eclarin, Ernesto P.	-7,348.92
05/29/20	DD 2910	Foster, Travis J	-6,904.28
05/29/20	DD 2911	Hernandez, Bazilio	-5,988.51
05/29/20	DD 2912	Hillebrecht, Robert B.	-5,410.43

Sunnyslope County Water District

Disbursement Summary

Agenda Item: G-2

May 12, 2020 through June 8, 2020

Date	Num	Name	Amount
05/29/20	DD 2913	Lander, Drew A	-10,676.85
05/29/20	DD 2914	Malko, Kim A.	-3,992.23
05/29/20	DD 2915	Padilla, David	-6,543.65
05/29/20	DD 2916	Perez Bribiesca, Diego	-4,452.28
05/29/20	DD 2917	Porteur, Carol A.	-4,043.37
05/29/20	DD 2918	Quick, Troy E.	-6,719.10
05/29/20	DD 2919	Roberts, Kelly L.	-4,813.83
05/29/20	DD 2920	Rodriguez, Jose J.	-7,717.98
05/29/20	DD 2921	Vargas Garcia, Michael J	-5,305.05
05/29/20	DD 2922	Vasquez-Herrera, Luis M.	-4,646.11
05/29/20	DD 2923	Watson, Scott A.	-7,916.24
05/29/20	DD 2924	Zavala, Anabel G.	-4,506.39
05/18/20	27992	Hernandez, Bazilio	-87.39
05/18/20	27993	Boltz, William K	-86.12
05/18/20	27994	A-1 Services	-403.00
05/18/20	27995	Auto Tech Service Center, Inc.	-45.00
05/18/20	27996	Bracco's Towing	-125.00
05/18/20	27997	Bracewell Engineering, Inc.	-272.00
05/18/20	27998	Brenntag Pacific, Inc.	-18,657.42
05/18/20	27999	Calgon Carbon Corporation	-48,402.00
05/18/20	28000	CalVista Insurance Agency Inc.	-288.00
05/18/20	28001	CWEA Membership- TCP	-89.00
05/18/20	28002	De Lay & Laredo	-4,562.50
05/18/20	28003	Greenwood Chevrolet	-32,060.18
05/18/20	28004	Inland Water Works Supply Co	-5,629.00
05/18/20	28005	Maggiora Bros. Drilling, Inc.	-8,300.00
05/18/20	28006	Mark Nicholson, Inc.	-21,588.00
05/18/20	28007	Primex	-2,776.60
05/18/20	28008	RJR Recycling	-1,000.00
05/18/20	28009	San Benito County Water District	-115,270.00
05/18/20	28010	USA Blue Book	-3,260.61
05/18/20	28011	San Benito County Water District	-176.00
05/26/20	28012	Rodriguez, Jose J.	-98.33
05/26/20	28013	JOSUE COLON & YVONNE AVILA	-209.23
05/26/20	28014	KEITH & CRYSTAL KIRKPATRICK	-170.15
05/26/20	28015	Porteur, Carol A.	-100.00
05/26/20	28016	Malko, Kim A.	-57.37
05/26/20	28017	Bianchi Kasavan & Pope, LLP	-957.00
05/26/20	28018	Brenntag Pacific, Inc.	-15,871.97
05/26/20	28019	E.H. Wachs Co.	-286.24
05/26/20	28020	San Benito County Water District	-312,277.46
05/26/20	28021	The Maynard Group	-119.07
05/26/20	28022	Toro Petroleum Corp.	-1,372.34

Sunnyslope County Water District

Disbursement Summary

Agenda Item: G-2

May 12, 2020 through June 8, 2020

Date	Num	Name	Amount
05/26/20	28023	Verizon Wireless	-274.10
05/26/20	28024	Quick, Troy E.	-250.00
05/26/20	28025	Hillebrecht, Robert B.	-115.71
05/27/20	28026	UWUA Local 820	-850.00
05/29/20	28027	Nationwide Retirements Solutions	-21,037.18
05/29/20	28028	Dearborn Life Insurance Company	-368.00
05/29/20	28029	Premier Access Insurance Co.	-3,450.23
05/29/20	28030	Postmaster	-2,192.21
05/29/20	28031	Petty Cash	-8.49
06/01/20	28032	Zavala, Anabel G.	-70.23
06/01/20	28033	Ace Hardware (Johnson Lumber Co.)	-462.73
06/01/20	28034	American Water Works Association (AWWA)	-2,305.00
06/01/20	28035	AT&T	-618.17
06/01/20	28036	Bianchi Kasavan & Pope, LLP	-15.00
06/01/20	28037	Brenntag Pacific, Inc.	-14,589.93
06/01/20	28038	Central Ag Supply LLC	-945.48
06/01/20	28039	City of Hollister-Finance Dept	-359,688.08
06/01/20	28040	CM Analytical, Inc.	-14,037.50
06/01/20	28041	ERA Safety Solutions LLC	-196.64
06/01/20	28042	Ferguson Enterprises, Inc.	-153.61
06/01/20	28043	Green Line	-1,800.00
06/01/20	28044	Hach Company	-1,068.47
06/01/20	28045	Hollister Auto Parts, Inc.	-466.70
06/01/20	28046	Iconix Waterworks (US) Inc.	-1,485.86
06/01/20	28047	Konica Minolta Premier Finance	-416.76
06/01/20	28048	Mission Uniform Service	-1,029.61
06/01/20	28049	Palace Business Solutions	-1,183.96
06/01/20	28050	Razzolink.com	-76.95
06/01/20	28051	RJR Recycling	-500.00
06/01/20	28052	San Benito Tire Pros & Automotive	-1,325.09
06/01/20	28053	Shape, Inc.	-2,036.94
06/01/20	28054	True Value Hardware	-53.45
06/01/20	28055	Wright Bros. Indust. Supply	-69.84
06/08/20	28056	Accurate Air Engineering Inc - Lodi	-1,121.26
06/08/20	28057	CATAMOUNT PROPERTIES 2018 LLC	-106.35
06/08/20	28058	SAMANTHA BAILEY & ANTHONY NACCARATO	-71.48
06/08/20	28059	SCOTT A CLIFFORD	-142.16
06/08/20	28060	LINDA S & RONNIE STROUP	-18.03
06/08/20	28061	Ace Hardware (Johnson Lumber Co.)	-508.95
06/08/20	28062	AT&T	-613.99
06/08/20	28063	Bracewell Engineering, Inc.	-272.00
06/08/20	28064	Brenntag Pacific, Inc.	-27,816.49
06/08/20	28065	Central Ag Supply LLC	-93.07

Sunnyslope County Water District

Disbursement Summary

Agenda Item: G-2

May 12, 2020 through June 8, 2020

Date	Num	Name	Amount
06/08/20	28066	City of Hollister-Finance Dept	-360,063.69
06/08/20	28067	CWEA Membership- TCP	-365.00
06/08/20	28068	Ferguson Enterprises, Inc.	-50.62
06/08/20	28069	MBS Business Systems	-871.84
06/08/20	28070	P G & E	-19,130.98
06/08/20	28071	Pinnacle Agriculture	-797.04
06/08/20	28072	Recology San Benito County	-208.63
06/08/20	28073	Shape, Inc.	-9,212.08
06/08/20	28074	Star Concrete	-668.06
06/08/20	28075	State Water Resources Control Board-DWOCF	-215.00
06/08/20	28076	Toro Petroleum Corp.	-629.75
06/08/20	28077	U.S. Bank Corporate Payment Systems	-3,067.45
06/08/20	28078	USA Blue Book	-823.80
			\$ -1,690,584.81

SUMMARY:

Accounts Payable Paid to:

Vendors	\$ 778,213.88
Payroll - Employee and Director	189,132.25
City of Hollister for City Billing Collected, Net of Fees	719,751.77
Customer Refunds & Returned Checks/ACH	3,486.91
Total Disbursements	\$ 1,690,584.81

Staff Report

Agenda Item: G - 3

DATE: June 9, 2020 (June 16, 2020 Meeting)
 TO: Board of Directors
 FROM: Rob Hillebrecht, Associate Engineer
 SUBJECT: Associate Engineer Monthly Status Report

1. **Crosstown Pipeline Training** – Engineering staff presented a training to all operational staff on the Crosstown Pipeline and booster pump station at the Well #2 site. This training included a summary of the overall operation, location of key equipment, and the impacts the booster has on the rest of our water distribution system.
2. **Twin Oaks Phase 1 Completion & Acceptance** – The Twin Oaks (a.k.a. Silver Oaks or Annotti Ranch) Phase 1 water system has been fully inspected by District staff and all punch list items have been completed. Ownership of the development water system has therefore been accepted by the District. The developer provides a one year warranty on the accepted water system.
3. **Roberts Ranch Development Agreement** – The Agreement for Water Facilities and Service for the Roberts Ranch Development was drafted by staff and reviewed by the developer. The development anticipates breaking ground this summer.
4. **Preparation of Sewer Video Request for Bids** – Staff are drafting a Request for Bids from contractors to conduct CCTV video inspection and assessment of all gravity sewer pipes within the District. In our newly approved SSMP, a goal is to begin a CCTV inspection program by 2021.
5. **Lessalt WTP Booster Station** – Staff has ordered the pipe materials for this project and have requested bids from contractors for the installation of that pipe. A pre-bid meeting was held on June 4th and final bids are due by June 18th.
6. **Organizing and Digitizing System Plans** – Sets of construction plans and records that were previously in storage and largely inaccessible have been photographed and are being organized and uploaded onto the District’s GIS system so that they are easily located for any part of the system.
7. **Developments** – West of Fairview Phase 1A installed new fire hydrants off Fairview Rd. Staff reviewed and provided comments on the plans for Santana Ranch Phase 6 and the Santana Apartments as well as West of Fairview 1B. Comments were given on the Mitigated Negative Declaration for the Vista Del Calabria (Lico) development. Punch list work remains for the Bennett Ranch and Santana Ranch Phase 5 developments.

Staff Report

DATE: June 4, 2020 (June 16, 2020 Meeting) Agenda Item: G-4a

TO: Board of Directors

FROM: Travis J. Foster, Finance & Human Resource Manager

SUBJECT: Narrative Report to Accompany Agenda Items
b. Operation Summary, c. Statement of Income, and d. Investment Summary
e. Board Designated Reserves

b. OPERATION SUMMARY

(May, 2020 & YTD Eleven Months):

We received twelve (12) water capacity fees and zero (0) wastewater capacity fees in May 2020, bringing the total to two hundred sixty-five (265) water capacity fees and one (1) wastewater capacity fees received this fiscal year, compared to fourteen (14) water capacity fees and zero (0) wastewater capacity fees received in May 2019, for a total of one-hundred fourteen (114) water capacity fees and two (2) wastewater capacity fees received last fiscal year. This is an increase of one hundred fifty-one (151) water capacity fees and a decrease of one (1) wastewater capacity fee year over year at eleven months.

The number of customers signed up for any of our various Automatic Payment services is up to 2,779 customers in May 2020, which is up eight (8) customers compared to last month, and represents 43.3% of our customers. Customers on Automatic Payment services are up 304 customers compared to May 2019, a 12.3% increase. Our deposit policy continues to drive the increase in customers signing up for our in-house (free) “Auto Pay” services. Also, 469 of our customers, or 7.3%, have gone “GREEN” by signing up for our “e-bill” service, where they receive an email notice when their bill is ready, rather than receive a paper bill and envelope in the mail.

Water sales revenue for May 2020, is up \$140,352 (or 33.8%) compared to last month, and is up \$16,137 (or 3.0%) compared to May 2019. This fiscal year’s total water revenue thru eleven months is \$5,999,399 compared to \$5,778,188 last fiscal year, which represents an increase of \$221,211 (or 3.8%) in water sales revenue year over year.

The water sold to customers for the first eleven months of fiscal year 2019/20 totals 689.6 million gallons compared to 674.2 million gallons last year. This represents an increase of 15.4 million gallons sold to customers (or 2.2%) over last year. The number of customers billed also has an effect on revenue earned, and in May 2020, we billed a total of 6,424 water customers; up 285 customers over May 2019, an increase of 4.6%.

Staff Report

Page 2

Sewer fee revenue for May 2020, is up \$66 compared to last month, and is up \$7,720 (or 5.5%) compared to May 2019. The fiscal year total sewer fee revenue of \$1,732,668 compared to \$1,770,325 for last fiscal year, represents a decrease of \$37,657 (or -2.1%) in sewer fee revenue.

Installation fee revenue is based on the number of capacity fees collected and the size of the meter to be installed. For the first ten months of fiscal year 2019/20, we have collected \$109,810 for 265 water and 1 wastewater connections, compared to last fiscal year of \$47,100 for 114 water and 2 wastewater connections. This is an increase of \$62,710 (or 133%).

For the first eleven months of fiscal year 2019/20, compared the same period last fiscal year:

- Late fee revenue of \$49,088 is down \$14,827 (or -23.2%);
- Administrative collection fees of \$38,130 is down \$13,520 (or -26.2%);
- Net billing fees from the City of Hollister of \$131,772 is up \$5,451 (or 4.3%); and
- Other miscellaneous fees of \$18,826 is down \$4,038 (or -17.7%).

The past due percentage of accounts receivable due from all customers for May 2020 is 6.05% compared to May 2019 of 5.22%. The past due percentage is in an acceptable range and we continue to monitor the change in trend from the previous months.

c. STATEMENT OF INCOME*(April, 2020 & YTD Ten Months):*

For April 2020, Water operations shows a net income of \$1,282,763 and Wastewater operations shows a net income of \$66,922, for a combined net income of \$1,349,685 compared to April 2019, which showed a Water operations net income of \$61,375, and Wastewater operations net income of \$58,069, for a total net income of \$119,444. This April's Water operations net income increased \$1,221,388 over last year, and Wastewater operations net income increased \$8,853 (or 15.2%) over last year. The April 2020 net income of \$1,349,685 increased \$1,230,241 over last year. The increase in Water net income is primarily due to the recognition of \$1,439,195 in Donated Assets from developments and \$132,000 in Capacity Fees in April.

Year-to-date (ten-months) April 2020, Water operations shows a net income of \$3,586,207, and Wastewater operations shows a net income of \$310,185, for a total net income of \$3,896,392. When comparing to year-to-date April 2019, Water operations showed net income of \$798,651, and a Wastewater operations showed net income of \$446,486, for a total income of \$1,245,137. This represents an increase in Water operations net income of \$2,787,556, and a decrease in Wastewater operations net income of \$136,301 (or -30.5%). Year-to-date (ten-months) April 2020, total net income increased \$2,651,255 over the prior year. The net increase is primarily due to the one-time recognition of Donated Assets from developments. The assets accepted by the District for FY 2020 include Santana Ranch Phase 2 and Phase 4, Sunnyside Estates and Klauer 811 Santa Ana Rd. with values estimated at \$210,800, \$252,985, \$933,925 and \$41,585

respectively. In addition, the net increase in net income is also attributable to an increase of 153 water capacity fees collected over last year.

d. INVESTMENT SUMMARY *(May 30, 2020 & YTD Eleven Months):*

Our total cash and invested funds is \$12,322,074 as of May 30, 2020, and is up \$335,741, or 2.8% compared to last month. Compared to May 30, 2019, our total cash and invested funds is up \$2,194,711, or 21.7%. The increase in cash and invested funds from prior year is due primarily to the \$1.085 million dollar funding to CALPERS for the unfunded liability in May of 2019, which decreased the cash position in the prior year. The District's invested funds at May 30th are split between the Local Agency Investment Fund (LAIF), and the Heritage Bank Money Market Account (MMA), with \$6,961,323 invested in LAIF, and \$1,057,516 invested in the MMA. The remaining balance of \$4,303,235 is on deposit with Heritage Bank in the District's checking account. Interest received year-to-date totals \$144,054, which represents eleven months interest on the MMA, and quarterly interest from LAIF that posted in July, October, January and April.

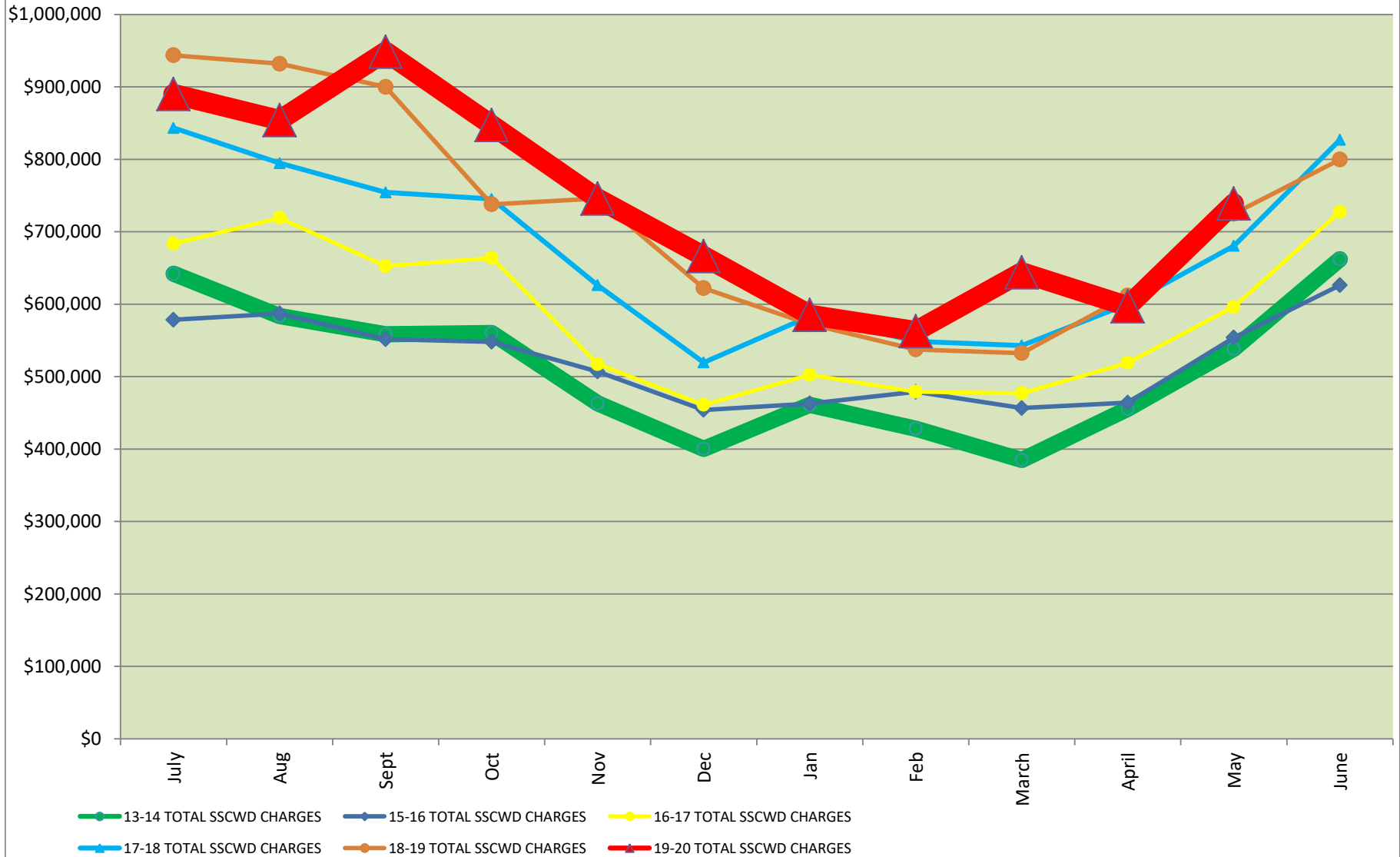
e. BOARD DESIGNATED RESERVES *(May 31, 2020 & YTD Eleven Months):*

Attachment e. of the Finance Manager's report provides a summary of the Board Designate Reserve Balances as of May 31, 2020.

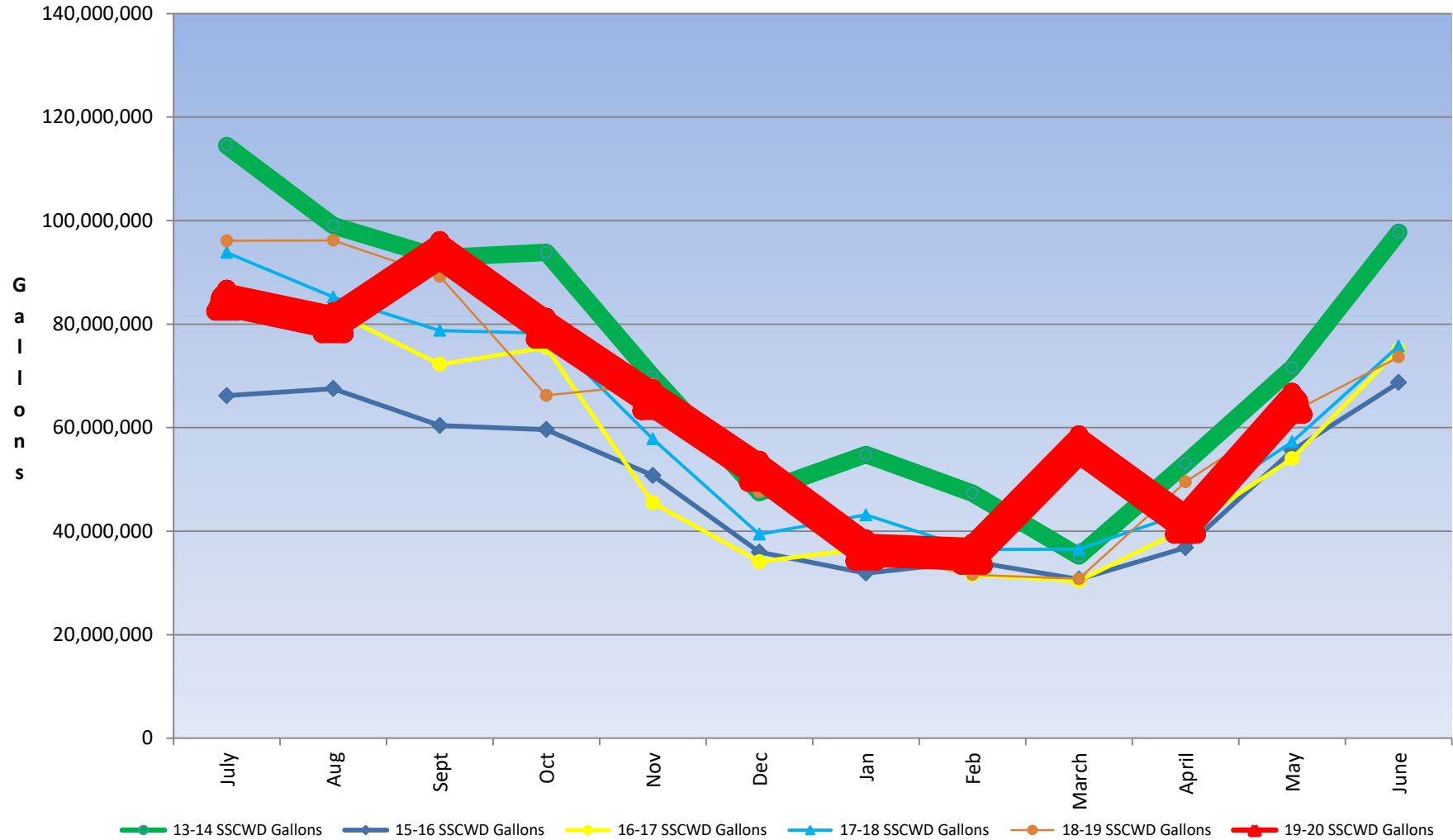
Sunnyslope County Water District
2019 / 2020 OPERATION SUMMARY (This Year)

Table with columns for ITEMS, JULY 2019, AUG. 2019, SEPT. 2019, OCT. 2019, NOV. 2019, DEC. 2019, JAN. 2020, FEB. 2020, MARCH 2020, APRIL 2020, MAY 2020, JUNE 2020, and TOTALS. Rows include categories like NO. WATER CAPACITY FEE RECD, MONTHLY CHARGES, CITY OF HOLLISTER CHARGES, ACCOUNTS RECEIVABLE - Aged, WATER METERED, WATER SOURCE, and TOTAL PUMPED.

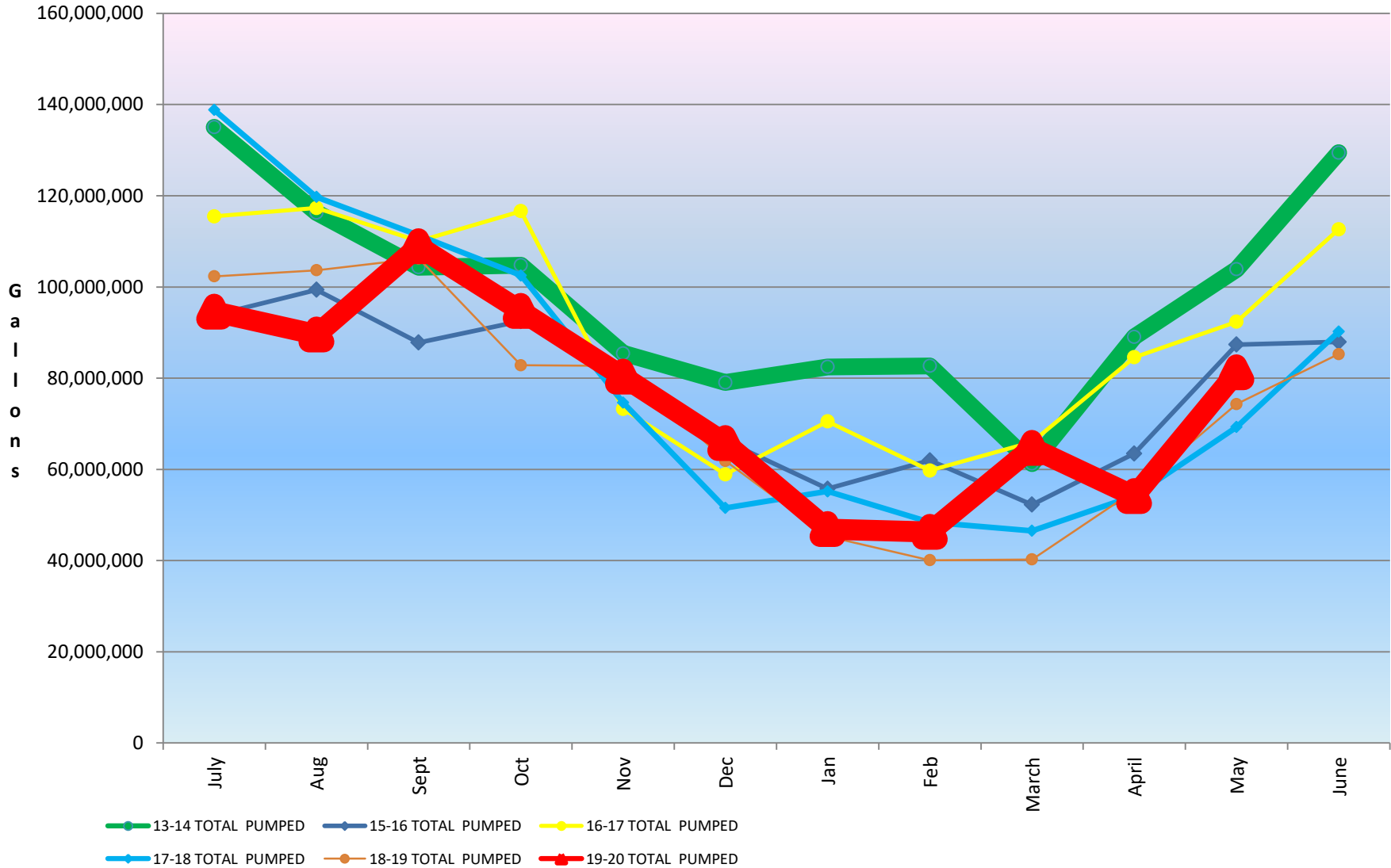
Total SSCWD Charges Chart 1



Total Water Metered to SSCWD Customers Chart 2



Total Water Pumped into SSCWD System Chart 3



Sunnyslope County Water District
2018 / 2019 OPERATION SUMMARY (Last Year)

SSCWD Board Meeting 26 of 62

ITEMS	JULY 2018	AUG. 2018	SEPT. 2018	OCT. 2018	NOV. 2018	DEC. 2018	JAN. 2019	FEB. 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	TOTALS
NO. WATER CAPACITY FEE RECD	1	6	23	18	15	15	3	1	4	14	14		114
NO. WW CAPACITY FEE RECD	-	1	-	-	-	-	1	-	-	-	-		2
NO. WATER ACCOUNTS	6,015	6,022	6,029	6,063	6,080	6,104	6,124	6,115	6,119	6,134	6,139		
NO. SSCWD SEWER ACCTS	1,232	1,228	1,229	1,234	1,232	1,234	1,235	1,235	1,234	1,234	1,234		
NO. COH SEWER ACCTS	3,717	3,747	3,748	3,773	3,748	3,810	3,830	3,831	3,844	3,857	3,868		
NO. AUTO PAY CUSTOMERS	2,217	2,258	2,276	2,318	2,352	2,355	2,383	2,396	2,432	2,449	2,475		
NO. E-BILL CUST'S (Paperless)	355	354	355	359	359	366	373	374	387	394	401		
MONTHLY CHARGES													
Retail Water Charges	\$ 754,320.00	\$ 740,839.51	\$ 698,915.92	543,608.01	555,936.23	\$ 429,062.61	\$ 385,476.05	\$ 353,782.83	\$ 348,913.72	\$ 428,405.30	\$ 538,927.56		\$ 5,778,187.74
Sewer Fees	163,625.25	162,922.70	162,937.08	162,315.84	161,946.75	161,417.13	161,173.22	160,831.07	161,063.05	155,579.46	156,513.06		1,770,324.61
Installation Fees	1,285.00	2,455.00	9,315.00	7,290.00	6,075.00	6,075.00	1,240.00	405.00	1,620.00	5,670.00	5,670.00		47,100.00
Late Fees	6,342.95	7,267.36	9,916.20	6,991.87	3,605.30	5,506.21	5,977.82	4,784.90	4,166.84	4,059.48	5,295.88		63,914.81
Admin. Collection Fees, net	4,690.00	4,980.00	4,610.00	4,660.00	4,930.00	4,810.00	5,320.00	4,310.00	4,350.00	4,280.00	4,710.00		51,650.00
COH Billing Fees	11,292.00	11,331.00	11,334.00	11,403.00	11,418.00	11,481.00	11,544.00	11,595.00	11,592.00	11,661.00	11,670.00		126,321.00
Other Misc. Fees	2,075.00	2,081.33	2,949.28	1,620.00	1,880.00	3,706.24	1,650.00	1,820.61	830.00	2,210.00	2,041.30		22,863.76
TOTAL SSCWD CHARGES	\$ 943,630.20	\$ 931,876.90	\$ 899,977.48	\$ 737,888.72	\$ 745,791.28	\$ 622,058.19	\$ 572,381.09	\$ 537,529.41	\$ 532,535.61	\$ 611,865.24	\$ 724,827.80		\$ 7,860,361.92
CITY OF HOLLISTER CHARGES													
COH Sewer Fees	341,616.88	343,142.85	344,095.25	345,186.05	347,003.43	348,202.02	349,843.91	350,414.35	350,789.78	352,314.50	353,039.55		\$ 3,825,648.57
COH Street Sweeping	9,959.92	9,887.68	9,886.64	9,856.02	9,914.16	9,922.96	9,946.16	9,937.28	9,937.28	9,961.68	9,960.88		109,075.86
COH Senior Discount	(1,125.60)	(1,125.60)	(1,145.70)	(1,147.62)	(1,246.20)	(1,266.30)	(1,266.30)	(1,266.30)	(1,266.30)	(1,266.30)	(1,266.30)		(13,388.52)
Total COH Charges	350,351.20	351,904.93	352,836.19	353,894.45	355,671.39	356,858.68	358,523.77	359,090.53	359,460.76	361,009.88	361,734.13		3,921,335.91
Late Fees	2,340.85	2,300.10	2,370.24	2,384.17	2,434.10	2,503.58	2,661.42	2,257.20	2,274.54	2,228.51	2,186.13		25,940.84
TOTAL COH CHARGES	\$ 352,692.05	\$ 354,205.03	\$ 355,206.43	\$ 356,278.62	\$ 358,105.49	\$ 359,362.26	\$ 361,185.19	\$ 361,347.73	\$ 361,735.30	\$ 363,238.39	\$ 363,920.26		\$ 3,947,276.75
ACCOUNTS RECEIVABLE - Aged													
A/R for Sunnyslope Water	\$ 931,317.61	\$ 921,915.90	\$ 928,921.20	\$ 697,815.29	\$ 709,037.97	\$ 590,686.64	\$ 524,186.87	\$ 518,964.79	\$ 506,079.35	\$ 580,034.29	\$ 698,410.04		
A/R for City of Hollister	365,104.71	362,629.82	367,905.15	365,986.53	369,645.97	366,590.12	369,616.02	370,584.88	367,886.27	368,406.84	371,372.54		
Outstanding Bills Owed	\$ 1,296,422.32	\$ 1,284,545.72	\$ 1,296,826.35	\$ 1,063,801.82	\$ 1,078,683.94	\$ 957,276.76	\$ 893,802.89	\$ 889,549.67	\$ 873,965.62	\$ 948,441.13	\$ 1,069,782.58		
Past Due	\$ 67,070.93	\$ 65,819.47	\$ 110,968.32	\$ 67,946.72	\$ 69,397.44	\$ 69,057.61	\$ 61,937.32	\$ 57,501.88	\$ 49,520.01	\$ 48,719.44	\$ 55,872.28		
% Past Due	5.17%	5.12%	8.56%	6.39%	6.43%	7.21%	6.93%	6.46%	5.67%	5.14%	5.22%		
WATER METERED													
Cubic Feet	12,848,900	12,858,400	11,927,700	8,853,200	9,138,900	6,371,000	4,757,400	4,220,800	4,118,100	6,621,900	8,418,800		90,135,100
SSCWD Gallons	96,109,772	96,180,832	89,219,196	66,221,936	68,358,972	47,655,080	35,585,352	31,571,584	30,803,388	49,531,812	62,972,624		674,210,548
Well Flow to COH Gallons	7,482,100	7,741,200	5,762,100	5,720,600	1,897,900	1,661,600	1,343,100	1,244,500	1,287,700	1,562,200	3,287,300		38,990,300
Surface Flow to COH Gallons	2,382,855	2,249,456	3,188,282	4,999,726	4,836,809	4,975,932	2,150,465	1,752,956	2,439,614	2,120,492	2,072,396		33,168,983
TOTAL METERED	105,974,727	106,171,488	98,169,578	76,942,262	75,093,681	54,292,612	39,078,917	34,569,040	34,530,702	53,214,504	68,332,320		746,369,831
WATER SOURCE													
Well #2 (Southside Road)	9,152,450	10,217,847	5,575,162	4,303,209	2,428,919	1,409,492	1,082,321	753,784	630,374	292,105	-		35,845,663
Well #5 (Ray Cir/Enterprise)	985,324	946,787	1,598,953	614,700	638,730	566,201	732,863	1,249,612	376,175	437,675	345,824		8,492,844
Well #7 (Enterprise Rd)	6,343,422	8,436,007	4,193,666	3,545,257	2,354,030	1,082,105	596,150	713,580	686,087	888,437	4,802,096		33,640,837
Well #8 (Ridgemark)	1,033,000	948,000	1,243,000	761,000	860,000	784,000	1,232,000	2,031,000	526,000	657,000	542,000		10,617,000
Well #11 (Southside Road)	20,842,000	24,408,000	22,591,000	14,125,000	8,037,000	4,926,000	2,184,000	2,323,000	1,797,000	4,329,000	15,111,000		120,673,000
Wells	38,356,196	44,956,641	35,201,781	23,349,166	14,318,679	8,767,798	5,827,334	7,070,976	4,015,636	6,604,217	20,800,920		209,269,344
Lessalt W.T.P. I (High Zone)	31,484,000	31,866,000	32,432,000	27,471,000	28,009,000	18,616,000	14,480,000	8,916,000	10,138,000	16,837,000	26,711,000		246,960,000
Lessalt W.T.P. I (Middle Zone)	21,222,000	16,551,000	26,530,000	24,666,000	28,375,000	23,796,000	16,568,000	14,045,000	19,642,000	20,250,000	17,070,000		228,715,000
West Hills W.T.P. (@ Well #2)	-	-	-	-	-	-	-	-	-	-	-		-
West Hills W.T.P. (@ Well #11)	-	-	-	-	-	-	-	-	-	-	-		-
City Well Flow to SSCWD Gallons	6,531,200	5,285,500	5,416,800	4,526,300	4,787,500	2,572,200	3,017,100	4,637,800	2,395,900	6,862,500	5,328,600		51,361,400
City Surface Flow to SSCWD Gallons	4,729,300	4,991,700	6,673,700	2,820,100	7,167,500	8,103,300	5,380,700	5,419,600	4,065,700	4,776,900	4,420,400		58,548,900
TOTAL PUMPED	102,322,696	103,650,841	106,254,281	82,832,566	82,657,679	61,855,298	45,273,134	40,089,376	40,257,236	55,330,617	74,330,920		794,854,644
Estimated Water Loss	-	-	8,084,703	5,890,304	7,563,998	7,562,686	6,194,217	5,520,336	5,726,534	2,116,113	5,998,600		54,657,491
Water Loss %	0.00%	0.00%	7.609%	7.111%	9.151%	12.226%	13.682%	13.770%	14.225%	3.824%	8.070%		6.976%
Estimated Water Gain	3,652,031	2,520,647	-	-	-	-	-	-	-	-	-		6,172,678
Water Gain %	3.446%	2.374%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.827%
Total Net Water Loss													48,484,813

Sunnyslope County Water District
 STATEMENT OF INCOME
 FOR THE FISCAL YEAR ENDING JUNE 30, 2020 (This Year)
 UN-AUDITED 6/5/2020

*** WATER ***	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	YEAR-TO-DATE	PROJECTED ACTUAL	FY 19/20 BUDGET
OPERATING REVENUES															
Water Sales	688,957	664,660	763,198	650,374	565,914	468,509	382,633	381,353	463,419	414,735	-	-	5,443,752	6,532,502	6,900,000
Installation Fees	19,440	8,505	2,905	12,555	2,165	16,200	23,770	3,140	10,935	4,860	-	-	104,475	125,370	40,000
Late Fees	4,829	5,500	4,843	6,964	4,711	3,957	4,984	3,984	(90)	(283)	-	-	39,399	47,279	60,000
Other Revenue	14,896	14,136	14,245	15,279	14,970	15,320	14,412	14,645	11,286	10,827	-	-	140,016	176,854	179,440
TOTAL OPERATING REVENUES	728,122	692,801	785,191	685,172	587,760	503,986	425,799	403,122	485,550	430,139	-	-	5,727,642	6,882,005	7,179,440
OPERATING EXPENSES															
Salaries and Benefits	(241,769)	(222,316)	(230,044)	(212,783)	(208,052)	(207,774)	(188,585)	(194,290)	(212,621)	(216,689)	-	-	(2,134,923)	(2,558,425)	(2,702,003)
Operating Expenses	(416,924)	(410,163)	(519,739)	(363,933)	(440,972)	(296,377)	(320,479)	(392,866)	(568,313)	(501,883)	-	-	(4,231,649)	(4,894,514)	(4,959,310)
TOTAL OPERATING EXPENSES	(658,693)	(632,479)	(749,783)	(576,716)	(649,024)	(504,151)	(509,064)	(587,156)	(780,934)	(718,572)	-	-	(6,366,572)	(7,452,939)	(7,661,313)
NET OPERATING INCOME	69,429	60,322	35,408	108,456	(61,264)	(165)	(83,265)	(184,034)	(295,384)	(288,433)	-	-	(638,930)	(570,934)	(481,873)
NON OPERATING INCOME & (EXPENSES)															
Capacity Fees	528,000	231,000	90,300	341,000	81,600	440,000	649,075	88,075	297,000	132,000	-	-	2,878,050	2,878,050	-
Donated Asset (?)	-	-	-	-	-	-	-	-	-	1,439,195	-	-	1,439,195	1,727,034	-
Adjust LAIF Investment to Fair Value	(7,157)	-	-	-	-	-	-	-	-	-	-	-	(7,157)	(7,157)	-
Interest Income	-	-	-	8,044	-	-	11,070	-	596	12,313	-	-	32,023	32,023	-
Allocated from G & A (Interest & Sale of Assets)	750	682	702	19,184	669	738	15,857	12,317	-	32,347	-	-	83,246	83,246	-
Debt Service (Loan Expense) & Disposal of Assets	-	-	-	(155,561)	-	-	-	-	-	(44,659)	-	-	(200,220)	(199,040)	(90,000)
TOTAL NON OPERATING INCOME & (EXPENSES)	521,593	231,682	91,002	212,667	82,269	440,738	676,002	100,392	297,596	1,571,196	-	-	4,225,137	4,514,166	(90,000)
NET WATER INCOME (LOSS)	591,022	292,004	126,410	321,123	21,005	440,573	592,737	(83,642)	2,212	1,282,763	-	-	3,586,207	3,943,222	(571,873)
*** WASTEWATER ***															
OPERATING REVENUES															
Sewer Sales	157,303	156,882	158,263	156,539	155,056	155,285	154,936	154,896	155,108	164,167	-	-	1,568,435	1,882,122	1,900,000
Installation Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50
Late Fees	1,207	1,375	1,211	1,741	1,178	989	1,246	996	(22)	(71)	-	-	9,850	11,820	15,000
Other Revenue	3,607	3,520	3,554	3,808	3,672	3,704	3,609	3,650	2,853	2,610	-	-	34,587	43,688	43,860
TOTAL OPERATING REVENUES	162,117	161,777	163,028	162,088	159,906	159,978	159,791	159,542	157,939	166,706	-	-	1,612,872	1,937,630	1,958,910
OPERATING EXPENSES															
Salaries and Benefits	(49,801)	(45,826)	(46,940)	(44,692)	(41,789)	(43,605)	(36,612)	(39,162)	(42,704)	(43,216)	-	-	(434,347)	(522,639)	(548,919)
Operating Expenses	(51,385)	(54,115)	(61,644)	(48,239)	(64,771)	(51,741)	(49,839)	(55,924)	(78,930)	(57,512)	-	-	(574,100)	(656,489)	(705,140)
TOTAL OPERATING EXPENSES	(101,186)	(99,941)	(108,584)	(92,931)	(106,560)	(95,346)	(86,451)	(95,086)	(121,634)	(100,728)	-	-	(1,008,447)	(1,179,128)	(1,254,059)
NET OPERATING INCOME	60,931	61,836	54,444	69,157	53,346	64,632	73,340	64,456	36,305	65,978	-	-	604,425	758,502	704,851
NON OPERATING INCOME & (EXPENSES)															
Capacity Fees	-	-	-	-	-	-	-	19,875	-	-	-	-	19,875	19,875	-
Adjust LAIF Investment to Fair Value	(1,789)	-	-	-	-	-	-	-	-	-	-	-	(1,789)	(1,789)	-
Interest Income	-	-	-	-	-	-	-	-	-	99	-	-	99	99	-
Allocated from G & A (Interest & Sale of Assets)	187	171	176	4,796	167	185	3,964	3,079	149	6,371	-	-	19,245	19,245	-
Debt Service (Loan Expense) & Southside Rd. Slide	(11,273)	(1,224)	(303,573)	(3,826)	(2,040)	(663)	(995)	(1,861)	(689)	(5,526)	-	-	(331,670)	(319,271)	(240,500)
TOTAL NON OPERATING INCOME & (EXPENSES)	(12,875)	(1,053)	(303,397)	970	(1,873)	(478)	2,969	21,093	(540)	944	-	-	(294,240)	(281,841)	(240,500)
NET WASTEWATER INCOME (LOSS)	48,056	60,783	(248,953)	70,127	51,473	64,154	76,309	85,549	35,765	66,922	-	-	310,185	476,661	464,351
*** COMBINED INCOME (LOSS) ***	639,078	352,787	(122,543)	391,250	72,478	504,727	669,046	1,907	37,977	1,349,685	-	-	3,896,392	4,419,883	(107,522)

Sunnyslope County Water District
 STATEMENT OF INCOME
 FOR THE FISCAL YEAR ENDING JUNE 30, 2019 (Last Year)
 UN-AUDITED 6/4/2020

SSCWD Board Meeting 28 of 62

*** WATER ***	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YEAR-TO-DATE	PROJECTED ACTUAL	FY 18/19 BUDGET
OPERATING REVENUES															
Water Sales	754,240	742,218	698,314	542,706	556,527	428,600	385,476	353,773	348,931	428,278			5,239,063	6,286,876	6,500,000
Installation Fees	1,285	2,430	9,315	7,290	6,075	6,075	1,215	405	1,620	5,670			41,380	49,656	64,000
Late Fees	5,074	5,782	7,933	5,593	2,884	4,405	4,783	3,828	3,333	3,248			46,863	56,236	56,000
Other Revenue	14,547	14,742	15,350	14,164	14,607	16,442	15,542	14,329	13,436	14,509			147,668	177,202	169,260
TOTAL OPERATING REVENUES	775,146	765,172	730,912	569,753	580,093	455,522	407,016	372,335	367,320	451,705	-	-	5,474,974	6,569,970	6,789,260
OPERATING EXPENSES															
Salaries and Benefits	(243,337)	(208,120)	(208,513)	(206,259)	(240,860)	(213,483)	(212,743)	(202,178)	(201,961)	(231,040)			(2,168,494)	(2,598,193)	(2,605,808)
Operating Expenses	(388,039)	(443,219)	(374,384)	(377,737)	(420,724)	(362,767)	(285,992)	(307,995)	(396,705)	(301,437)			(3,658,999)	(4,390,797)	(4,975,720)
TOTAL OPERATING EXPENSES	(631,376)	(651,339)	(582,897)	(583,996)	(661,584)	(576,250)	(498,735)	(510,173)	(598,666)	(532,477)	-	-	(5,827,493)	(6,988,990)	(7,581,528)
NET OPERATING INCOME	143,770	113,833	148,015	(14,243)	(81,491)	(120,728)	(91,719)	(137,838)	(231,346)	(80,772)	-	-	(352,519)	(419,020)	(792,268)
NON OPERATING INCOME & (EXPENSES)															
Capacity Fees	35,200	65,850	252,425	197,550	160,875	168,375	32,925	10,975	43,900	153,650			1,121,725	1,121,725	-
Adjust LAIF Investment to Fair Value	12,140	-	-	-	-	-	-	-	-	-			12,140	12,140	-
Interest Income	-	-	-	13,455	-	27	4,521	-	-	3,719			21,722	21,722	-
Allocated from G & A (Interest & Sale of Assets)	560	543	491	25,674	539	673	31,206	624	647	33,130			94,087	94,087	-
Debt Service (Loan Expense) & Disposal of Assets	-	-	-	(50,152)	-	-	-	-	-	(48,352)			(98,504)	(97,000)	(97,000)
TOTAL NON OPERATING INCOME & (EXPENSES)	47,900	66,393	252,916	186,527	161,414	169,075	68,652	11,599	44,547	142,147	-	-	1,151,170	1,152,674	(97,000)
NET WATER INCOME (LOSS)	191,670	180,226	400,931	172,284	79,923	48,347	(23,067)	(126,239)	(186,799)	61,375	-	-	798,651	733,654	(889,268)
*** WASTEWATER ***															
OPERATING REVENUES															
Sewer Sales	163,625	162,923	162,937	162,316	161,947	161,417	161,173	160,831	161,063	155,579			1,613,811	1,936,573	1,900,000
Installation Fees	-	25	-	-	-	-	25	-	-	-			50	60	50
Late Fees	1,269	1,445	1,983	1,398	721	1,102	1,196	956	834	812			11,716	14,059	14,000
Other Revenue	3,627	3,678	3,632	3,537	3,647	3,600	3,883	3,429	3,354	3,626			36,013	43,216	41,690
TOTAL OPERATING REVENUES	168,521	168,071	168,552	167,251	166,315	166,119	166,277	165,216	165,251	160,017	-	-	1,661,590	1,993,908	1,955,740
OPERATING EXPENSES															
Salaries and Benefits	(49,740)	(41,863)	(41,805)	(41,978)	(49,129)	(43,858)	(43,376)	(40,526)	(40,674)	(49,280)			(442,229)	(529,676)	(524,385)
Operating Expenses	(52,755)	(56,410)	(59,772)	(49,639)	(62,434)	(64,063)	(50,572)	(52,989)	(69,411)	(57,098)			(575,143)	(690,172)	(709,680)
TOTAL OPERATING EXPENSES	(102,495)	(98,273)	(101,577)	(91,617)	(111,563)	(107,921)	(93,948)	(93,515)	(110,085)	(106,378)	-	-	(1,017,372)	(1,219,848)	(1,234,065)
NET OPERATING INCOME	66,026	69,798	66,975	75,634	54,752	58,198	72,329	71,701	55,166	53,639	-	-	644,218	774,060	721,675
NON OPERATING INCOME & (EXPENSES)															
Capacity Fees	-	19,825	-	-	-	-	19,825	-	-	-			39,650	39,650	-
Adjust LAIF Investment to Fair Value	3,035	-	-	-	-	-	-	-	-	-			3,035	3,035	-
Interest Income	-	-	-	-	-	-	-	-	-	124			124	124	-
Allocated from G & A (Interest & Sale of Assets)	140	136	122	6,419	135	168	7,802	156	162	8,283			23,523	23,523	-
Debt Service (Loan Expense) & Disposal of Assets	-	(255,962)	-	(4,125)	-	-	-	-	-	(3,977)			(264,064)	(254,200)	(254,200)
TOTAL NON OPERATING INCOME & (EXPENSES)	3,175	(236,001)	122	2,294	135	168	27,627	156	162	4,430	-	-	(197,732)	(187,868)	(254,200)
NET WASTEWATER INCOME (LOSS)	69,201	(166,203)	67,097	77,928	54,887	58,366	99,956	71,857	55,328	58,069	-	-	446,486	586,192	467,475
*** COMBINED INCOME (LOSS) ***	260,871	14,023	468,028	250,212	134,810	106,713	76,889	(54,382)	(131,471)	119,444	-	-	1,245,137	1,319,846	(421,793)

Agenda Item: G-4d

Sunnyslope County Water District
Investment Summary
2019 / 2020 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020	FEBRUARY 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020
<u>Heritage Bank of Commerce</u>													
CHECKING ACCOUNT Operating - General Fund	0.000%	\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13	\$ 3,589,977.57	\$ 4,020,493.70	\$ 4,318,486.01	\$ 3,696,330.38	\$ 3,723,071.20	\$ 4,092,105.18	\$ 3,968,166.18	\$ 4,303,234.89	\$ -
CHECKING SUBTOTAL		\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13	\$ 3,589,977.57	\$ 4,020,493.70	\$ 4,318,486.01	\$ 3,696,330.38	\$ 3,723,071.20	\$ 4,092,105.18	\$ 3,968,166.18	\$ 4,303,234.89	\$ -
MONEY MARKET ACCT (MMA) Invested - General Fund	0.950%	1,049,596.82	1,050,416.68	1,051,264.54	1,052,113.08	1,052,907.50	1,053,784.80	1,054,635.38	1,055,404.23	1,056,149.05	1,056,843.72	1,057,515.67	-
MONEY MARKET ACCT (MMA) Retainage - Specialty Construction	0.200%	234,987.84	252,661.04	255,314.79	260,893.99	260,935.45	260,981.21	-	-	-	-	-	-
MMA SUBTOTAL		\$ 1,284,584.66	\$ 1,303,077.72	\$ 1,306,579.33	\$ 1,313,007.07	\$ 1,313,842.95	\$ 1,314,766.01	\$ 1,054,635.38	\$ 1,055,404.23	\$ 1,056,149.05	\$ 1,056,843.72	\$ 1,057,515.67	\$ -
<u>L. A. I. F.</u> (Local Agency Investment Fund)													
General Fund	1.787%	(39,436.38)	328,286.28	376,637.88	157,445.56	174,568.22	(166,709.12)	602,304.49	593,077.15	694,799.81	682,049.82	673,782.03	-
Water Connect. Fee	1.787%	1,228,658.42	1,360,935.76	1,352,513.10	1,602,834.00	1,585,711.34	1,926,988.68	2,488,411.45	2,477,763.79	2,676,041.13	2,721,631.49	2,779,208.79	-
Sewer Connect. Fee	1.787%	39,928.94	39,928.94	-	-	-	-	-	19,875.00	19,875.00	19,973.77	19,973.77	-
SRF Loan Reserve	1.787%	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	-
Board Designated Reserves	1.787%	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,728,358.40	-
L.A.I.F. SUBTOTAL		\$ 4,766,818.98	\$ 5,266,818.98	\$ 5,266,818.98	\$ 5,297,947.56	\$ 5,297,947.56	\$ 5,297,947.56	\$ 6,628,383.94	\$ 6,628,383.94	\$ 6,928,383.94	\$ 6,961,323.08	\$ 6,961,322.99	\$ -
GRAND TOTAL		\$ 9,847,371.08	\$ 10,271,488.77	\$ 9,954,112.44	\$ 10,200,932.20	\$ 10,632,284.21	\$ 10,931,199.58	\$ 11,379,349.70	\$ 11,406,859.37	\$ 12,076,638.17	\$ 11,986,332.98	\$ 12,322,073.55	\$ -

GENERAL FUND \$ 6,034,532.59 BOARD DESIGNATED RESERVES (GENERAL FUND) \$ 2,728,358.40
WATER CONNECT. FEE FUNDS \$ 2,779,208.79 SEWER CONNECT. FEE FUNDS \$ 19,973.77 SRF LOAN RESERVE \$ 760,000.00 TOTAL \$ 12,322,073.55

* TOTAL INTEREST RECORDED		41,434.61	853.06	877.63	32,023.02	835.88	923.06	31,286.96	768.85	744.82	33,633.81	671.95	-
TOTAL \$ 144,053.65													

**Sunnyslope County Water District
Investment Summary
2018 / 2019 (Last Year)**

BANK ACCOUNT	INTEREST RATE	JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019
<i>Heritage Bank of Commerce</i>													
CHECKING ACCOUNT													
Operating - General Fund	0.000%	\$ 3,825,480.09	\$ 4,308,707.57	\$ 3,974,680.44	\$ 4,180,019.71	\$ 3,611,466.29	\$ 4,083,423.91	\$ 3,633,649.96	\$ 3,590,907.83	\$ 3,406,041.37	\$ 3,214,736.37	\$ 3,674,200.61	\$ -
CHECKING SUBTOTAL		\$ 3,825,480.09	\$ 4,308,707.57	\$ 3,974,680.44	\$ 4,180,019.71	\$ 3,611,466.29	\$ 4,083,423.91	\$ 3,633,649.96	\$ 3,590,907.83	\$ 3,406,041.37	\$ 3,214,736.37	\$ 3,674,200.61	\$ -
MONEY MARKET ACCT (MMA)													
Invested - General Fund	0.700%	840,289.45	840,967.70	841,580.78	842,303.92	1,042,977.47	1,043,819.32	1,044,661.85	1,045,423.43	1,046,212.80	1,047,084.52	1,047,929.69	-
MONEY MARKET ACCT (MMA)													
Retainage - Specialty Construction	0.150%	-	-	-	67,552.36	106,525.44	106,543.54	118,394.60	122,417.07	131,122.90	147,748.73	178,910.76	-
MMA SUBTOTAL		\$ 840,289.45	\$ 840,967.70	\$ 841,580.78	\$ 909,856.28	\$ 1,149,502.91	\$ 1,150,362.86	\$ 1,163,056.45	\$ 1,167,840.50	\$ 1,177,335.70	\$ 1,194,833.25	\$ 1,226,840.45	\$ -
<i>L. A. I. F.</i>													
<i>(Local Agency Investment Fund)</i>													
General Fund	2.445%	2,074,674.49	2,087,722.15	2,011,704.39	1,943,301.11	2,881,148.77	2,811,496.43	2,895,634.10	2,983,381.76	3,038,204.42	3,023,794.84	1,078,867.50	-
Water Connect. Fee	2.445%	2,526,983.04	2,494,110.38	1,847,812.72	1,410,091.01	672,243.35	741,895.69	680,601.40	592,853.74	538,031.08	596,677.27	651,604.61	-
Sewer Connect. Fee	2.445%	57,859.58	77,684.58	-	-	-	-	19,825.00	19,825.00	19,825.00	19,949.36	19,949.36	-
SRF Loan Reserve	2.445%	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	-
Board Designated Reserves	2.445%	2,715,900.00	2,715,900.00	2,715,900.00	2,715,900.00	2,715,900.00	2,715,900.00	2,715,900.00	2,715,900.00	2,715,900.00	2,715,900.00	2,715,900.00	-
L.A.I.F. SUBTOTAL		\$ 8,135,417.11	\$ 8,135,417.11	\$ 7,335,417.11	\$ 6,829,292.12	\$ 7,029,292.12	\$ 7,029,292.12	\$ 7,071,960.50	\$ 7,071,960.50	\$ 7,071,960.50	\$ 7,116,321.47	\$ 5,226,321.47	\$ -
GRAND TOTAL		\$ 12,801,186.65	\$ 13,285,092.38	\$ 12,151,678.33	\$ 11,919,168.11	\$ 11,790,261.32	\$ 12,263,078.89	\$ 11,868,666.91	\$ 11,830,708.83	\$ 11,655,337.57	\$ 11,525,891.09	\$ 10,127,362.53	\$ -

GENERAL FUND \$ 5,800,997.80 BOARD DESIGNATED RESERVES (GENERAL FUND) \$ 2,715,900.00
 WATER CONNECT. FEE FUNDS \$ 651,604.61 SEWER CONNECT. FEE FUNDS \$ 19,949.36 SRF LOAN RESERVE \$ 760,000.00 TOTAL \$ 9,948,451.77

* TOTAL INTEREST RECORDED		34,424.87	678.25	613.08	44,601.88	683.10	859.95	43,529.01	779.55	809.20	45,255.77	870.95	-
													TOTAL \$ 173,105.61

Sunnyslope County Water District

Board Designated Reserves

As of May 31, 2020

(Policy #8600)

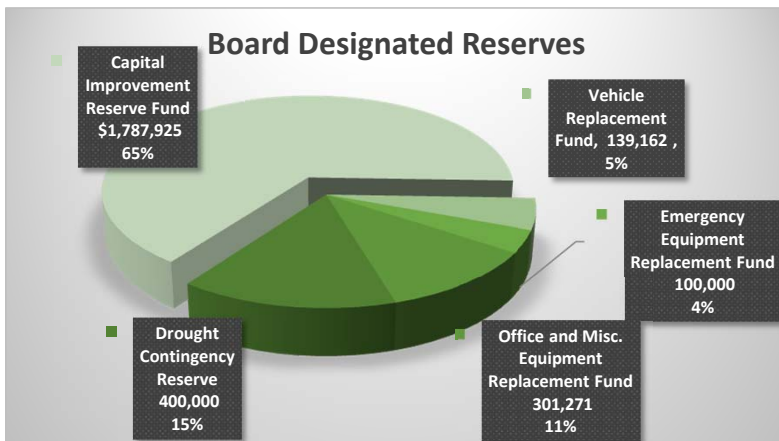
			Acct. 115.11	% Incr (Decr)			Acct. 115.11
	5/31/2020	6/30/2019	Incr (Decr)		6/30/2018	Incr (Decr)	% Incr (Decr)
1 Capital Improvement Reserve Fund	\$ 1,787,925	\$ 1,800,000	\$ (12,075)	-0.7%	\$ 1,800,000	\$ -	0.0%
2 Vehicle Replacement Fund	139,162	192,693	(53,531) ¹	-27.8%	161,200	31,493 ¹	19.5%
3 Emergency Equipment Replacement Fund	100,000	100,000	-	0.0%	100,000	-	0.0%
4 Office and Misc. Equipment Replacement Fund	301,271	284,975	16,296 ²	5.7%	254,700	30,275 ²	11.9%
5 Drought Contingency Reserve	<u>400,000</u>	<u>400,000</u>	<u>-</u>	<u>0.0%</u>	<u>400,000</u>	<u>-</u>	<u>0.0%</u>
TOTAL	<u>\$ 2,728,358</u>	<u>\$ 2,777,668</u>	<u>\$ (49,310)</u>	<u>-1.78%</u>	<u>\$ 2,715,900</u>	<u>\$ 61,768</u>	<u>2.27%</u>

¹ Depr. Expense FY 19 - Acct #163.05 Vehicles	\$ -		\$ 31,493
Vehicles Purchased FY 19	-		-
Depr. Expense FY 20 - Acct #163.05 Vehicles	\$ 29,529		-
Vehicles Purchased FY 20	(83,060)		-
	<u>\$ (53,531)</u>		<u>\$ 31,493</u>

² Depr. Expense FY 19 - Acct #163.03 Shop / Field Equipment	\$ -		\$ 23,580
Depr. Expense FY 19 - Acct #163.04 Office Furn. / Equip.	-		6,695
Depr. Expense FY 20 - Acct #163.03 Shop / Field Equipment	\$ 12,219		-
Depr. Expense FY 20 - Acct #163.04 Office Furn. / Equip.	4,077		-
	<u>\$ 16,296</u>		<u>\$ 30,275</u>
	<u>\$ (37,235)</u>		<u>\$ 61,768</u>

Acct. #	Heritage Bk CD #25 - Board Design. Reserves	\$ 132,000.00
115.11	LAIF - Board Design. Reserves	<u>2,596,358</u>

5/31/20 Balance Board Designated Reserves \$ 2,728,358



Capital Improvement Reserve Summary	
Beginning Balance	\$ 1,800,000
<i>Well #2 Rehabilitation (Approved May 19, 2020)</i>	
Maggiore Drilling Invoices through May 20	(12,075)
Total Well #2 Rehab	(12,075)
Ending Balance	<u>\$ 1,787,925</u>

Staff Report

DATE: June 6, 2020 (June 16, 2020 Meeting) Agenda Item: G-5a
TO: Board of Directors
FROM: Jose J. Rodriguez, Water/Wastewater Superintendent
SUBJECT: Maintenance Monthly Staff Report - May

Narrative

- Unregulated Contaminant Monitoring Rule (UCMR 4) sampling began in May and will continue thru August.
- Staff training at Well #2. Training was geared on its operational strategy throughout the city system and intertie.
- No permit issues or concerns identified in May.
- Well #2 repair anticipated is scheduled to commence next month.

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

Water (7)

1. Replaced service line at 1311 Aspen Circle.
2. Repaired fire hydrant at 410 Mansfield Road.
3. Replaced curb stop at 240 Marks Drive.
4. Pulled and cleaned chlorine injectors at well sites.
5. Continued in house training thru RCAC and CWEA.
6. Installed emergency eye wash/shower station in shop.
7. Continued spraying weeds and cleaning district facilities.

LESSALT Water Treatment Plant (6)

1. Granular Activated Carbon (GAC) exchange on filter #2.
2. Completed Clean In Place (CIP) on all three Continuous Micro Filtration Units (CFM).
3. Continued cleaning facility.
4. Replaced feed line pressure transducer for Continuous Micro Filtration Unit (CFM) #1.
5. Serviced and replaced parts on Granular Activated Carbon (GAC) Filter Air Reliefs.
6. Replaced all Oxidation Reduction Potential (ORP) salt bridges.

West Hills Water Treatment Plant (7)

1. Finished the install of all safety nets on lift stations, pits, and vaults.
2. Fabricated guards for sand pumps.
3. Treatment staff removed wasted sludge from basin #2, RJR recycling hauled the roll-off bins to John Smith Landfill for disposal.
4. Accurate Air serviced compressors at the facility.
5. Quinn serviced fire pump.
6. Received Powder Activated Carbon (PAC) shipment.
7. Cut back weeds and other plants around District Office driveway entrance on Union Road.

Wastewater (2)

1. Greenline came out to pump grit from liftstations after system cleaning was completed.
2. Replaced level transducer at Main Liftstation.

Completed This Month	Job Descriptions	Completed YTD 2019 – 2020 July 1 to June 30	Completed 2018 – 2019 July 1 to June 30	Completed 2017 – 2018 July 1 to June 30	Completed 2016 – 2017 July 1 to June 30
231	Work Orders	2468	2642	2826	3079
23	Temporary Manual Read Water Meters Installed in New Construction Accounts	244	146	229	151
0	Radio Read Meters & ERTs Installed in New Construction Accounts	0	1	2	6
10	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	140 (Total = 6271)	246	176	159
32	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	274	350	370	321
37	Valves Exercised (Approx 2750 in SSCWD System 1/2016)	292	410	269	470
71	Fire Hydrants Flushed (Approx 811 in SSCWD System 8/2016)	253	757	509	396
32	Meters on Repair List	418	1147	1035	950
17	Emergency Calls	140	204	225	172
118	Locates on our Water/Sewer Lines	874	454	427	322
0	Sewer Inspections	0	2	2	9
0	Shutoff Notices	112	182	180	170
1	Water Services Replaced	15 (Total = 883)	18	19	23

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



Hollister/Sunnyslope Intertie Water Balance

Agenda Item: G-5b

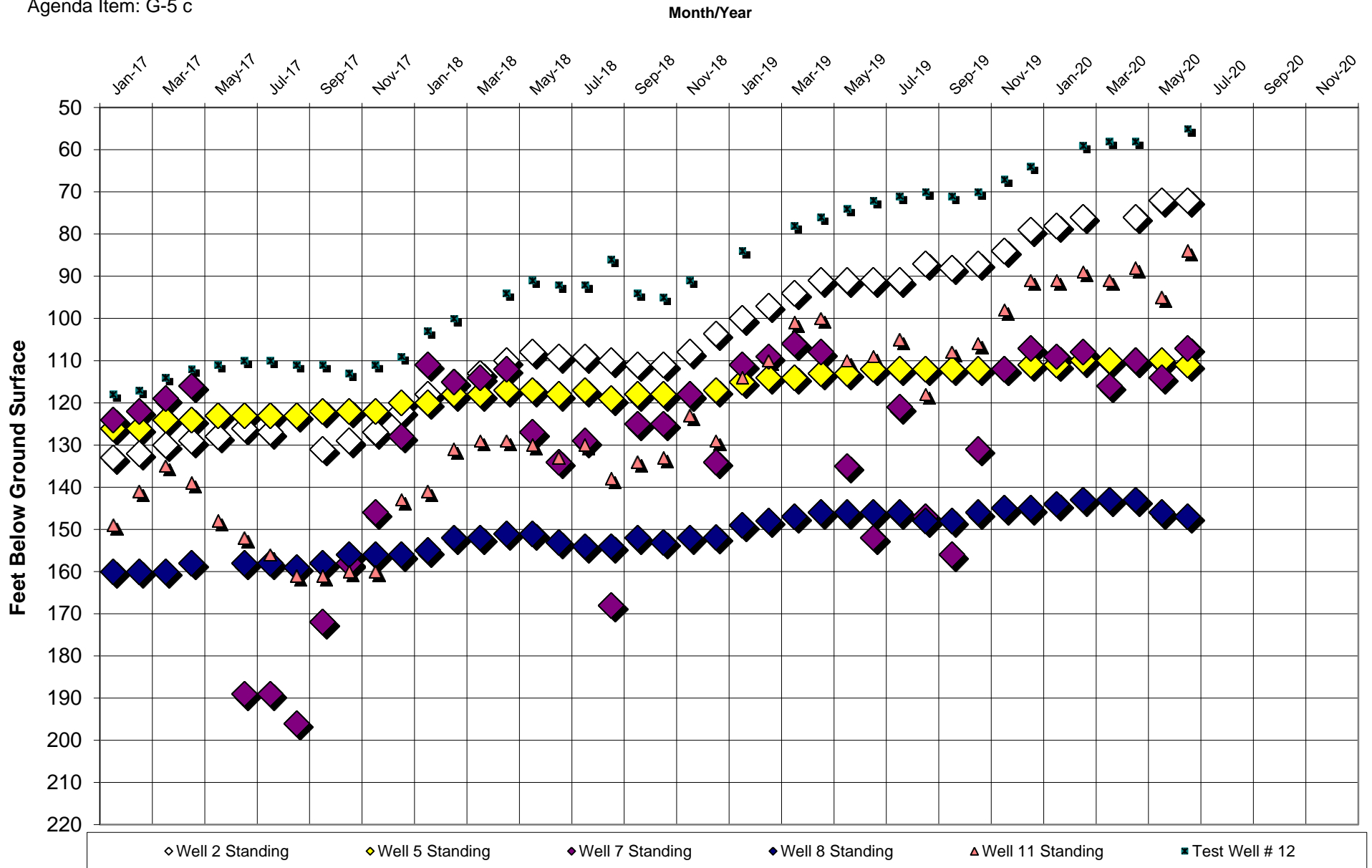
Report Date: June 1, 2020		to		May 13, 2020	
Current Consumption Period: April 15, 2020		Groundwater Flow to COH	Surface Flow to COH	Groundwater Flow to SSCWD	Surface Flow to SSCWD
Intertie Location		i n G a l l o n s			
Southside Road Intertie Water Total Flow		0	999,729		
Sunset & Memorial Water Total Flow		3,892,900	2,783,500	200	100
Sunnyslope & Memorial Water Total Flow		2,696,400	2,181,600	32,000	29,300
Hillcrest and Memorial Water Total Flow		244,700	350,100	414,100	671,900
Santa Ana & La Baig Water Total Flow		273,300	616,200		
Intertie Sub-Total Water Flow		7,107,300	6,931,129	446,300	701,300
<i>Total Combined Surface and Ground Water Intertie Flow</i>		14,038,429		1,147,600	
City of Hollister Well 2 Surface Water Total Flow (West Hills)			17,596,000		
City of Hollister Well 4 Surface Water Total Flow (West Hills)			18,999,000		
City of Hollister Well 5 Surface Water Total Flow (West Hills)			17,201,000		
Sunnyslope Well 2 Surface Water Total Flow (West Hills)					8,734,000
Sunnyslope Well 11 Surface Water Total Flow (West Hills)					8,676,000
Sunnyslope Surface Water Total Flow (LESSALT)					42,922,000
Surface Water Flow Sub-Totals			53,796,000		60,332,000
Ground Water and Surface Water Flow Totals		7,107,300	60,727,129	446,300	61,033,300
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		57,064,000		
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	6,661,000	2,961,829		
	Beginning Water Balance Owed to SSCWD (to COH)	602,758,735	-416,856,372		
	Gallons Billed to COH thru Report Date April 1, 2020	0		Informational Last Month Net Total	185,902,363
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	609,419,735	-413,894,543	Net Sub Total	195,525,192
Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period				1,681,000	
Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4					6,724,000.00
Ending Water Balance Owed to SSCWD (to COH)		602,695,735	-413,894,543	Net Total	188,801,192

Current:	LESSALT WTP Total Flow to Distribution	42,922,000			
	Percent of LESSALT Surface Water Received	COH	14.5%	SSCWD	85.5%
Current:	COH half of LESSALT Total Flow to Distribution	21,461,000			
	Intertie Net Surface Water Total Flow to COH	6,229,829			
	Intertie Net Ground Water Total Flow to COH	6,661,000			
Current:	West Hills WTP Total Flow to Distribution	71,206,000			
	Percent of Surface Water Received	COH	75.5%	SSCWD	24.5%
Current:	COH half of West Hills WTP Total Flow to Distribution	35,603,000			
	West Hills WTP Surface Water Total Flow to COH	53,796,000			

From February 14, 2019 to Present					
YTD	LESSALT WTP Total Flow to Distribution	526,585,000			
	West Hills WTP Total Flow to Distribution	695,624,000			
	Surface WTPs Total Flow to Distribution	1,222,209,000			
	Total YTD Surface Flow to COH/SSCWD	COH	622,387,369	SSCWD	599,821,631
	Percent of Surface Water Received	COH	50.9%	SSCWD	49.1%

Depth to Standing Water Level Below Ground Surface

Agenda Item: G-5 c



Ground Elevation in Feet Above Sea Level

Well 2 = 325

Well 5 = 438

Well 11 = 330

Well 7 = 361

Well 8 = 481

Test Well 12 = 308

Staff Report

Agenda Item: **G - 6**

DATE: June 9, 2020 (June 16, 2020 Meeting)
 TO: Board of Directors
 FROM: Drew Lander, General Manager
 SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS

1. ADP® implementation has been progressing well. The Finance Manager and Executive Secretary have taken the lead on inputting all payroll and financial items in preparation with the conversion. Employee noticing has gone out and the Go-Live date of July 1st, remains. Management has begun receiving training however much training will be coming in this month for staff to be able to smoothly implement the ADP reporting tools. The ADP comprehensive services module is already assisting and educating management staff with personnel related items.
2. Local guidance continues to be followed regarding the COVID-19 status. The General Manager has been coordinating plans to re-open the office safety to the public. Staff safety has remained a very high priority.
3. The General Manager presented on June 1st to the City of Hollister City Council. The presentation given was that approved by the Board in May regarding the District's willingness to support the City and operate the Treatment Plant for less cost. The City Mayor has instructed staff to pursue requests for proposals.
4. The development of a comprehensive digital management strategy, file storage and selection of software platforms to support this direction has been the main focus this month. The COVID-19 pandemic has identified several deficiencies in office operation with respect to electronic security, system backups and training in the event that several office staff are absent due to sickness or other emergencies. The General Manager has interviewed several service providers to develop strategies for the following items:
 - a. Website updating and support,
 - b. Enterprise financial and documentation software,
 - c. Comprehensive IT Services,
 - d. Public account access and servicing,
 - e. Automated water service meter read and reporting,
 - f. Electronic device security,
 - g. Computerized maintenance management software.

These services will be coordinated to provide an improved public access experience, increased employee efficiency and superior document control and record keeping. These components and their respective functions will be introduced to the Board in coming months.

Staff Report

Agenda Item: **H - 1**

DATE: June 5, 2020 (June 16, 2020 Meeting)
 TO: Board of Directors
 FROM: Drew Lander, General Manager
 SUBJECT: Consider Adoption of Resolution No. 552 Ordering a District Election, Requesting the County of San Benito to Conduct the Election, and Authorizing Payment for the Cost of the Election (estimated to be \$12,000).

BACKGROUND:

On November 30, 2020, two of the Board of Director's terms will expire requiring an election of Board Members to fill these two upcoming vacancies. The next regular election will be held November 3, 2020 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 (August 7, 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 3, 2020, but is not expected to exceed \$12,000. The cost to the District should be less than the estimate due to the District's election being 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 potential new state requirements associated with adaptation to the Corona Virus and requirements for direct mail in ballots. The actual cost will not be known until sometime late in 2020.

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, 2020 and by August 7, 2020 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 \$12,000 but is likely to be less due to the other local, State, and Federal elections being conducted at the same time.

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. 552 ordering a District election, requesting the County of San Benito conduct the election, and authorizing payment for the cost of the election.

RESOLUTION NO. 552

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
SUNNYSLOPE COUNTY WATER DISTRICT
CALLING 2020 GENERAL ELECTION FOR CONSOLIDATION OF ELECTION
WITH PRESIDENTIAL PRIMARY ELECTION;
AND PUBLICATION OF NOTICE OF ELECTION BY SECRETARY**

ADOPTED _____

WHEREAS, the terms of two members of the Board of Directors of the Sunnyslope County Water District (SSCWD or District) will expire on November 30, 2020;

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 8, 2016 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 Exhibit A, 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, 2020. The nomination documents shall be filed no later than 5:00 pm on August 7, 2020, 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.

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 June 16, 2020.

AYES:

NOES:

ABSENT:

James Parker, President

(Seal)

ATTEST:

By _____

Drew A. Lander, Secretary of Board of Directors

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 two electives offices the same being the office of two members of the Board of Directors of Sunnyslope County Water District. Said election shall be held on November 3, 2020.

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 June 16, 2020.

James Parker, President

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 two elective offices the same being the office of two members of the Board of Directors of Sunnyslope County Water District. Said election shall be held on November 3, 2020.

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, 2020.

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 June 16, 2020.

James Parker, President

By _____
Drew A. Lander,
Secretary of Board of Directors

Staff Report

Agenda Item: **H-2**

DATE: June 3, 2020 (June 16, 2020 meeting)

TO: Board of Directors

FROM: Rob Hillebrecht, Associate Engineer

SUBJECT: Consider Approval and Authorize the President to Sign an Agreement for Water Facilities and Service for the Roberts Ranch Phase 1 Development.

BACKGROUND:

The proposed Roberts Ranch Phase 1 Development is located north of Airline Highway between Enterprise Road and the Cielo Vista development. Phase 1 involves the creation of 88 new single family residences, 7 triplex units, and 7 four-plex units. It will also expand Valley View Park (Whale Park). Future phases plan to develop another 104 single family lots directly north of Cielo Vista out to Fairview Road. Sunnyslope County Water District has previously agreed to provide potable domestic water and fire protection water service to the development. District staff have reviewed the Improvement Plans to ensure that they meet all District standards and requirements.

The irrigation system of all the Valley View Park expansion will be served from the independent irrigation pipeline that Sunnyslope is configuring as various key properties develop. The intent is for the water supply of the irrigation pipeline to eventually be served through the District's Well #5. That will retain more high quality treated surface water for residential customers rather than using it for irrigation of public areas and landscaping. As part of Sunnyslope's high pressure zone, the pipelines installed by this development will also help provide additional connectivity and resilience in that zone between its southern portion around Ridgemark and its northern portion around Lessalt WTP and Santana Ranch.

The attached Agreement is the District's standard agreement for water facilities and service to a new development. The District currently has the capacity and ability to serve this development with potable water. Yet the Agreement acknowledges the District's right to terminate the Agreement if severe drought or other unforeseen circumstances significantly limit its ability to serve additional development.

FISCAL IMPACT:

The developer will pay for all related District costs through the Deposit explained in Section 5 of the Agreement, along with water capacity charges and meter set fees for each new unit. The capacity charge is currently \$11,000.00 and will be adjusted up to \$11,700 in accordance with the Engineering News Record Construction Cost Index for San Francisco on July 1st. The meter set fee is currently \$405.00.

ENVIRONMENTAL IMPACT:

The City of Hollister City Council approved an Environmental Impact Report for the Roberts Ranch Development through Resolution 2018-37 on February 20th, 2018. This satisfies the requirements of the California Environmental Quality Act.

RECOMMENDATION:

Staff recommends the Board approve and authorize the President to sign the Agreement for Water Facilities and Service for the Roberts Ranch Phase 1 Development.

Attachment: Agreement for Water Facilities and Service for the Roberts Ranch Phase 1 Development

RECORDING REQUESTED BY AND
WHEN RECORDED, RETURN TO:

Sunnyslope County Water District
3570 Airline Highway
Hollister, CA 95023-9702

AGREEMENT FOR WATER FACILITIES AND SERVICE
FOR THE ROBERTS RANCH PHASE 1 DEVELOPMENT

The undersigned District declares:

Documentary Transfer Tax exemption Pursuant to Section 11922 of the Revenue and Taxation Code and Exempt from Recording Fees per Government Code Section 27383.

THIS AGREEMENT is made this ____ day of _____ 2020, by and between the SUNNYSLOPE COUNTY WATER DISTRICT, a County Water District organized and existing pursuant to Division 12 of the California Water Code, State of California, ("District") and KB HOME SOUTH BAY, INC. ("Developer").

W I T N E S S E T H:

WHEREAS, Developer owns and is developing the parcel(s) of land to be developed in Hollister, California ("Development"); and

WHEREAS, the vicinity map of the Development is attached hereto as Exhibit A, and a map showing the planned Development is attached hereto as Exhibit B; and

WHEREAS, Developer is proposing to construct a water system to serve the Development ("development water system") and desires to transfer the same to the District upon completion of construction; and

WHEREAS, District is agreeable to accepting the transfer, operation, and maintenance of the development water system and to provide domestic and fire protection water service on the terms provided herein and their performance by Developer.

NOW, THEREFORE, in consideration of the mutual promises and conditions in this Agreement, District and Developer covenant and agree as follows:

1. INSTALLATION REQUIREMENTS. As a condition precedent to District's acceptance of the development water system, all water facilities shall be designed, constructed and be operable to District's satisfaction. District requirements shall include, but not be limited to the following:

a. Design. Developer shall design the water facilities to District's standards and any other applicable regulatory requirements. All plans and specifications shall be prepared by a licensed civil engineer registered in the State of California.

b. Plans and Specifications. Complete sets of plans and specifications for the water facilities shall be submitted to the District for review and consideration of approval prior to construction. Construction shall not proceed until all plans and specifications are signed with evidence of District written approval and a preconstruction meeting is held between representatives of District and Developer. District review of plans and specifications may be withheld until receipt of the deposit as provided in Section 5.

c. Construction. Developer shall construct within two (2) years of the date of this Agreement the water facilities as shown on the plans and specifications approved by District. Failure to do so shall be grounds for termination. However, the District, in its sole discretion, may extend the date for construction beyond one year upon its determination that Developer has made sufficient efforts to complete construction in compliance with the terms of this Agreement. Any changes to the plans and specifications must be approved in advance by the District Engineer. All work, including connections to existing facilities, shall be performed in a manner satisfactory to the District Engineer. Developer shall provide at its own expense a report by a competent soils engineer or soils laboratory, indicating that the compaction in the fills within which water facilities are to be installed is at least equal to ninety-five percent (95%) compaction and according to such specifications and standards as the District Engineer may prescribe for all or any part of the development water systems.

d. Underground Obstructions. District does not assume any responsibility or liability whatsoever during the construction of the water system facilities. Any location of underground utility lines or surface obstructions given to the Developer or placed on

the project drawing by District are for the Developer's convenience, and must be verified by Developer in the field. District assumes no responsibility for the sufficiency or accuracy of such information, lines, or obstructions.

e. Licenses; skill. Developer, or Developer's authorized representative (contractor) to perform the work, shall be licensed under the provisions of the Business and Professions Code of the State of California to do the type of work called for in the proposed project. District reserves the right to waive this requirement at its discretion where permitted under state statute. Developer, or Developer's contractor, shall be skilled and regularly engaged in the installation of water systems. District may request evidence that the constructing party has satisfactorily installed other projects of like magnitude or comparable difficulty.

f. Inspection. District shall have the right at any time and from time to time to inspect work in progress in the construction of the water system facilities. Developer shall provide and assure the District and its employees and designees the right to inspect the development water systems including the plans, materials, and workmanship for the systems before, during and after such are installed. Developer shall be responsible for all costs incurred by the District that are associated with interim and final inspection, completion, additional construction, and testing of the system as needed or required for the approval of the water system by the District and any other regulatory agency having jurisdiction (such as the State Division of Drinking Water or California Regional Water Quality Control Board). Within the warranty period the Developer shall reimburse District for costs to correct any damages to on-site or off-site existing facilities related to the construction of the development water systems. Prior to the Notice of Completion and Acceptance, Developer shall remit to the District payment of reimbursable costs incurred for inspection, administration and plan review if greater than the deposit provided in Section 5.

g. Testing. All facilities in the development water systems shall be tested to meet District requirements. No system or portion thereof will be accepted without meeting all District test requirements.

2. PAYMENT OF FEES, CHARGES AND COSTS. Developer will pay all costs to construct the development water system and connect the system with the District's existing systems. They also will pay all sums expended by the District for engineering, legal and other services rendered in connection with the construction, inspection, and final connection. All fees and charges established by District

as connection charges, rates for service, and other related charges shall be paid upon being furnished with a statement of the fees and charges by the District. All these must be paid prior to the District's acceptance of the development water systems.

3. BOND. Before commencing construction, Developer shall furnish a bond or check, in the amount of 10% of the Engineer's Estimate for the development water system rounded to the nearest \$10. The Engineer's Estimate on development water system is Six Hundred Sixty Three Thousand Four Hundred Eighty dollars (\$663,480); therefore the required bond amount is Sixty Six Thousand Three Hundred Fifty dollars (\$66,350). These sureties shall be satisfactory to the District Board of Directors to guarantee the faithful performance of the terms of this Agreement and to guarantee the maintenance of the development water system against defective materials and faulty workmanship for a period of one (1) year following the acceptance of the development water system by the District. These sureties shall also indemnify the District against any costs of expenses (including the District's own labor costs) incurred by reason of failures, malfunctions, replacements, repairs or any other expenses incurred by District during the one-year period after the development water systems is transferred to the District.

4. PERMITS, EASEMENTS, LANDSCAPE COMPLIANCE.

a. Permits, Easements. Developer shall obtain all necessary local, county and state permits (including encroachment permits) for the development water system, and shall conform to the requirements of the permits. They shall arrange for applicable inspections and pay any necessary fees and deposits. Developer shall obtain all permanent and temporary easements necessary for ingress and egress to and from the development water system for the purpose of installation, operation, maintenance, and removal of system components. Pipeline easements shall be 20 feet in width, shall be in a form approved by the District and shall be submitted/conveyed to the District in recordable form prior to District's acceptance of the development water systems.

b. Landscape Compliance. Developer shall demonstrate to the District that Developer has complied with the terms of the Water Efficient Landscape Ordinance by the City of Hollister and any amendments thereto and/or successor ordinances. The Developer shall comply with all other water efficiency requirements adopted by the State of California and the District. The provisions of said ordinance are to be made available upon Developer request. Developer shall prepare and submit to the the District a landscaping plan

meeting the requirements of such ordinance, which plan shall be reviewed and approved by the District.

5. DEPOSIT. Developer hereby agrees to provide District with a check in the amount of Twenty Seven Thousand Forty dollars (\$27,040) as a deposit. This sum consists of 5% of the first \$50,000 of the Engineer's Estimate for development water system, and 4% of the remaining amount rounded to the nearest \$10. The Engineer's Estimate is Six Hundred Sixty Three Thousand Four Hundred Eighty dollars (\$663,480). This deposit shall be used by the District to pay for the District Engineer's charges for examination of plans and checking of specifications and other similar engineering charges, along with other costs incidental to the inspection of the development water system. This may include but is not limited to payment of fees for legal services, contract engineering services, or other costs directly related to the development. If such deposit is insufficient to pay all such charges and costs, the Developer hereby agrees to pay all such charges and costs prior to the acceptance of the development water system by the District.

6. TRANSFER OF SYSTEMS TO DISTRICT. Full right, title and interest in and to the development water systems installed pursuant to this Agreement is hereby granted to the District, subject to the conditions of this Agreement. This transfer may be realized through the District's issuance of the Notice of Completion and Acceptance, or through other means as required by District. There shall be no obligation upon the District to pay or reimburse the Developer any part of the cost of the development water system. Developer may be required to execute and obtain all signatures of any other parties having any interest (including any Deed of Trust), and deliver a Deed satisfactory in form and content to District, transferring absolute and unencumbered ownership of the completed development water system to the District together with all real property, interest in real property, easements and rights-of-ways (including any off-site easements or real property), and all overlying and other underground water rights that are a part of, appurtenant to, or belonging to any parcels now or hereafter served by the development water systems that are necessary or appropriate in the opinion of the District for the ownership and operation of the systems. All costs of construction of the system shall have been paid for by Developer, the time for filing mechanics liens shall have expired, and the title to the water system and the interests in real property transferred shall be good, clear and marketable title, free and clear of all encumbrances, liens or charges. Developer shall pay costs of title insurance if deemed necessary by the District. All construction, including final inspection punch list items must be completed prior to transfer. After transfer, the District shall own

and be free in every respect to operate and manage the water system and to expand, improve, or interconnect with adjacent facilities, as it deems appropriate^[HQ1].

7. AS-BUILT PLANS, SPECIFICATIONS, VALUES, ETC. Developer shall, as its obligations under this Agreement and as a condition of District's acceptance of the system, provide to the District:

a. A complete and final set of As-Built blueprints and AutoCAD digitized files for the entire development water system, satisfactory to the District General Manager, together with a copy of the specifications and any contract documents used for the construction of the water system.

b. A complete, detailed statement of account, satisfactory to the District, of the amounts expended for the installation and construction of the system, with values applicable to the various components thereof, together with a list of any other materials and equipment (and their values) being transferred.

8. ACCEPTANCE AND SERVICE BY DISTRICT. Provided that Developer complies with the provisions of this Agreement, District will accept the water facilities constituting the development water system, and will provide domestic and fire protection water services to the development. Acceptance may not occur prior to completion and proof supplied to District of the installation thereof, full payment of all costs thereof by Developer and certification by the District Engineer that the development water system meets the standards and specifications required by District. The District will provide water service only in accordance with the rules and regulations of the District, including the Developer's prepayment of applicable connection fees, capacity charges, and service charges.

9. INSURANCE. Developer or Developer's authorized representative to do the work shall maintain and be responsible for subcontractors and outside owners or operators of equipment and must maintaining the following coverage during the performance of the Agreement:

1). Workers' compensation or self-insurance indicating compliance with any applicable Labor Codes, acts, laws, or statutes, whether federal or state, where Developer operates, including employers' liability insurance;

2). Comprehensive general liability and comprehensive automobile liability of not less than Five Million Dollars (\$5,000,000.00) ^[HQ2]combined single limit or equivalent for bodily

injury, personal injury and property damage as a result of any one occurrence.

This policy shall name the District as an additional named insured, and shall be primary and underlying to District's insurance and shall not be excess or contributing with District insurance. Said policy shall be placed with a carrier or carriers licensed to do business in the State of California, and shall cover Developer's contractual liability to District. A certificate of insurance shall be delivered to District verifying such coverage and also showing insurance against liability for workers' compensation, and the certificate shall include a statement that thirty (30) days' written notice shall be given by the carrier to District prior to any cancellation of or material change in the said insurance. The required insurance certificates shall be delivered to the District prior to commencement of the construction.

10. NO SERVICE BEFORE COMPLETION AND TRANSFER. Developer shall not allow any occupant or person to commence operations or use of any part of the development water system prior to the transfer and acceptance by District of the water system, excepting for construction purposes, without the express written consent of the District. Such consent will normally not be given. Without limiting in any way the District's right to refuse such consent, the District may impose conditions or restrictions upon any consent to such prior service, including but not limited to the posting of satisfactory surety to assure the completion and transfer of the water system within a period of time specified by District.

11. WARRANTIES. Developer hereby warrants that, as of the time of District's acceptance of the development water systems, such systems and all components thereof are in satisfactory working order and quality, have been constructed and installed in compliance with specifications, as-built plans provided to District, and in accordance with applicable requirements of any governmental agency having jurisdiction. Developer further warrants that the water system will operate in good and sufficient manner for the purpose intended for not less than one (1) year after date of transfer. Developer shall indemnify District for any costs or expenses (including District's own labor costs) incurred by reason of failure, malfunction, replacements, repairs or any other expenses incurred by District during the warranty period.

12. CONTINUING EFFECT. This Agreement shall be binding upon and inure to the benefit of the heirs, administrators, successors and assigns of the parties hereto.

13. TIME OF ESSENCE. Time is of the essence in this Agreement.

14. ENTIRE AGREEMENT. This writing contains the entire agreement of the parties with respect to the matters contained herein.

15. MODIFICATION. This Agreement shall not be modified except by an agreement in writing, signed by the Developer and District.

16. ASSIGNMENT. Developer shall not assign this Agreement or any interest herein or hereunder without the prior written consent of the District, which consent shall not be unreasonably withheld.

17. TERMINATION.^[HQ3] By written notice to the Developer, the District may terminate this Agreement for water service in the event that the Developer defaults or fails to comply or timely perform any of the terms, covenants or conditions contained herein. Upon written notice, the Developer shall have 30 days to cure or provide evidence satisfactory to the District of progress toward cure of the failure to comply or timely perform the terms herein. The District may also terminate this Agreement due to emergency drought measures which require the cessation of new water meter connections and services within the District, or other unforeseen circumstances limiting either the capacity or ability for the District to provide service to new water connections.

18. WAIVER. A waiver by either party of any breach of any term, covenant or condition of this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition of this Agreement.

19. INDEMNITY. Developer shall protect, defend, indemnify and hold harmless the District and its Board of Directors, officers, employees and agents from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees occurring or resulting to any and all persons, firms or corporations furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with Developer's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the District. "Developer's performance" includes Developer's action or inaction and the action or inaction of Developer's officers, employees, agents and subcontractors.

20. NEGOTIATED AGREEMENT. This Agreement has been reached through negotiation between the parties. Neither party is deemed the party which prepared the Agreement within the meaning of Civil Code section 1654, or case law thereunder.

21. DISPUTE RESOLUTION. Developer shall continue to perform under this Agreement during any dispute. Developer and District hereby agree to make good faith efforts to resolve disputes as quickly as possible. In the event any dispute arising from or related to this Agreement results in litigation or other proceeding to enforce or interpret this Agreement, the prevailing party shall be entitled to recover all reasonable costs incurred, including court costs, attorney fees, expenses for expert witnesses (whether or not called to testify), expenses for accountants or appraisers (whether or not called to testify), and other related expenses. Recovery of these expenses shall be as additional costs awarded to the prevailing party, and shall not require initiation of a separate legal proceeding.

22. GOVERNING LAW. This Agreement shall be governed by and interpreted under the laws of the State of California. Venue shall be in San Benito County.

24. SEVERABILITY. If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of the Agreement for any cause. If a part of this Agreement is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this Agreement is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

25. AUTHORITY. Any individual executing this Agreement on behalf of Developer or District represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.

23. SPECIAL TERMS. The Developer is prohibited from installing Self Regenerating Water Softening Appliances (SRWS). The Developer may install water softeners with portable cartridges supplied by service providers that regenerate the cartridge off-site. It is understood by both the District and the Developer that the area will be served primarily by softer surface water but may at times receive harder ground water.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate on the date and year first above written.

"District"

SUNNYSLOPE COUNTY WATER DISTRICT, a public corporation

James F. Parker
President, Board of Directors,
Sunnyslope County Water District

ATTEST:

Drew A. Lander
General Manager/District Secretary
Sunnyslope County Water District

"Developer"
KB HOME SOUTH BAY, INC.

Ray Panek
Senior Vice President
KB Home South Bay, Inc.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF SAN BENITO

On _____, 20____, before me, _____,
Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the
person(s) whose name(s) is/are subscribed to the within instrument
and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their
signature(s) on the instrument the person(s), or the entity upon
behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of
California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF SAN BENITO

On _____, 20____, before me, _____,
Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the
person(s) whose name(s) is/are subscribed to the within instrument
and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their
signature(s) on the instrument the person(s), or the entity upon
behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of
California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF SAN BENITO

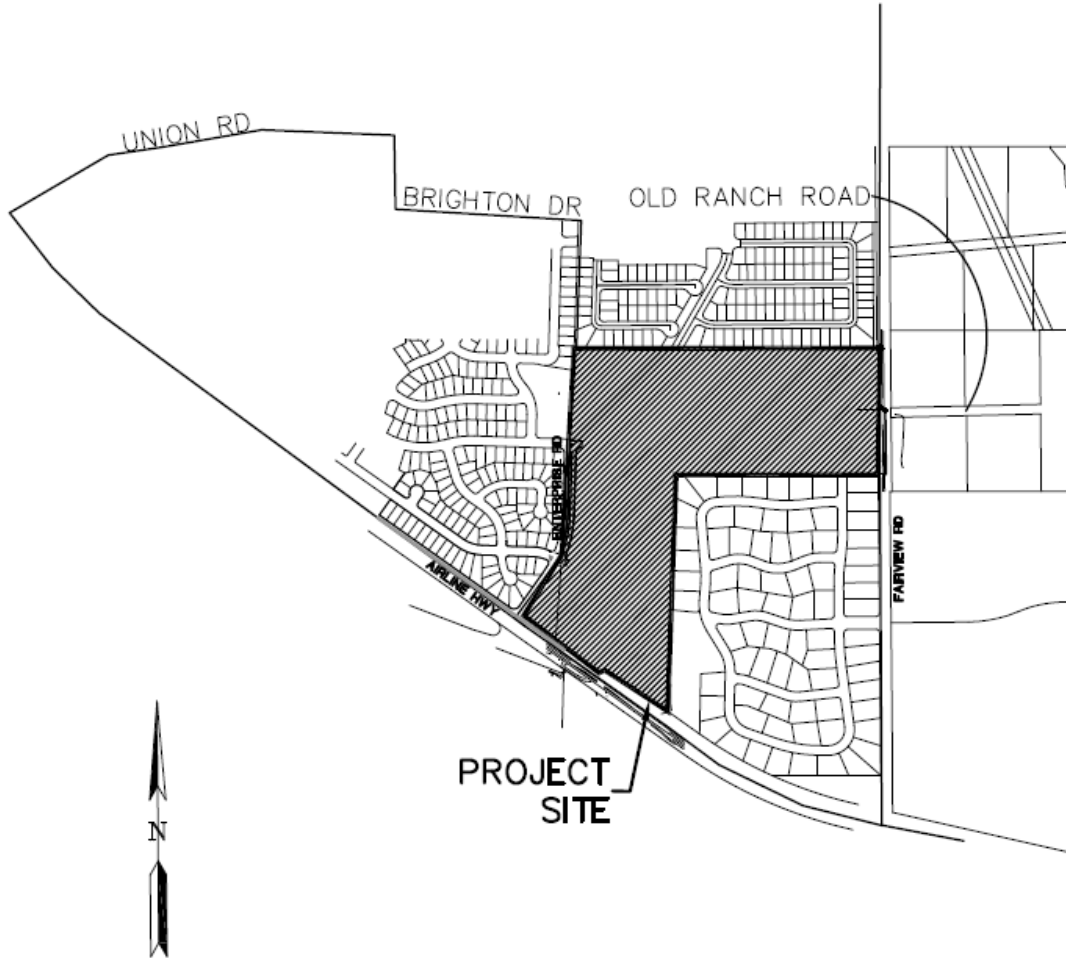
On _____, 20____, before me, _____,
Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the
person(s) whose name(s) is/are subscribed to the within instrument
and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their
signature(s) on the instrument the person(s), or the entity upon
behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of
California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

EXHIBIT A
(Development Vicinity Map)



VICINITY MAP

NO SCALE

EXHIBIT B
(Map of Development Phase 1 Shown in Red)



Staff Report

Agenda Item: **H - 3**

DATE: June 5, 2020 (June 16, 2020 Meeting)
 TO: Board of Directors
 FROM: Drew Lander, General Manager
 SUBJECT: Authorize the General Manager to pursue migration of the District Website with Streamline® Web Service and budget for annual service expense in the amount of \$5,400.

BACKGROUND:

The District website is maintained in house by District staff. The website format has remained relatively unchanged for more than a decade and currently is not in compliance with public transparency regulations and best management practices. To align the District website with accessibility guidelines the web service company Streamline offers to provide a software as a service (SaaS) package specifically geared toward public agency and special district needs.

The website will be hosted remotely to ensure that the software remains up to date and to meet the latest accessibility requirements including Section 508 / Web Content Accessibility Guidelines (WCAG) 2.0 AA standards. An example of a requirement that would greatly benefit the District is the ability of the Streamline® to provide translation services to the District webpage content. SSCWD currently only maintains the website in English which does not provide sufficient access to the growing Hispanic and Latino demographics inside the District boundaries. Additionally, the service provides meeting and transparency dashboards which help staff recognize at a glance if we are in compliance with state-specific requirements. Streamline has partnered with the California Special District Association (CSDA) and could qualify for a \$1,800 discount in the annual service costs by joining CSDA. Service includes not only full compliance with public access accessibility best management practices, but also support and training for staff tasked with managing the website.

FISCAL IMPACT:

The website and full support package costs \$450 per month. The Contract is month to month and can be canceled at any time. Funding for this service will appear in an account designated for Website Expenses and will be offset by decreases in other Computer Services expenses, which will be discontinued. The service cost of \$5,400 will be renewed annually.

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 authorize the General Manager to contract with Streamline® for website hosting and services and to migrate the District website to Streamline for a cost of \$5,400 annually.



STREAMLINE

The Special District Website Engine

Response to Proposed Website

Streamline introduction

Streamline is a website development system built specifically for special districts and local agencies. Our intention is to provide a product that lets district staff focus on what they do best: deliver services to their customers. We know many special districts don't have IT staff, and our vision is to empower them with web technology that makes their lives easier, not harder.

Platform overview: key features

- **Meeting dashboard.** The meeting dashboard is designed to help special districts keep up to date with Brown Act requirements.
- **Agenda reminders.** Use the agenda reminder functionality to send an email to your Board Secretary before the Brown Act deadline, so you never forget to post your agenda online.
- **Transparency dashboard** helps track for SDLF (Special District Leadership Foundation) certification, as well as best practices. See what content is suggested to be considered a transparent organization, or filter to see only the four state requirements.
- **Clear indication of State compliance.** The transparency dashboard clearly indicates the website content required by the State and allows you to create and publish this content with ease.
- **Compliance with all current and upcoming government requirements** (for example, the recently-passed law requiring posting of most recent agenda to the home page).
- **Full ADA / Section 508 compliance** for visitors with disabilities, as required by the federal government.
- **Responsive and mobile friendly**
- **Easily embed anything:** MailChimp, Constant Contact, Survey Monkey, Google Maps, PayPal, social media feeds , and even calendars into any page in seconds.

The Process

1. **Site set-up:** Streamline builds your new website (*~15 minutes*)
2. **Content migration (if applicable):** District staff or Streamline transfers content from the old website to the new, Streamline website (*Time TBD*)
3. **Training:** District staff members complete an online training session with our Customer Success Manager (*1 hour*)
4. **Go-Live:** Take your new website live to the world using our free, or your custom, domain

What your Streamline subscription includes

Technology	Setup and training	Ongoing support
Easy-to-use website tool allows you to control your content - no more waiting on a vendor or IT.	Initial website setup is free, and done before we meet - including information architecture (menu) best practices.	Unlimited support is included for anyone on your staff responsible for updating the website.
Built-in ADA compliance (the platform is fully accessible out of the “box”).	Introduction to your state requirements so you know what needs to be posted.	Support system is built into your website - get help with the click of a button.
State-specific transparency dashboard with checkpoints for all posting requirements.	Training for your anyone on your staff via remote meeting to help you learn the system.	Unlimited hosting of content and files so you never have to “upgrade” your account.
Meeting dashboard with agenda reminders, one-click agenda and minute upload that takes seconds.	Free domain included (acmemud.specialdistrict.org) or connect your own custom domain / web address.	Extensive knowledge base of how-to articles and getting started guides are available 24/7.
Ongoing improvements to existing features included at no cost - your software will never be out of date.	Free SSL security certificate so that your site is served over https and visitors are protected.	Can't figure out how to send your question? That's ok, you'll have our technical support number, too.
<p><i>And if (when) your state passes additional website mandates, Streamline Web will be updated to help you comply as effortlessly as possible.</i></p>		

Pricing

Pricing is based upon annual operating revenue and membership status with the California Special District Association. CSDA members receive a discount, and 5% of your Streamline membership fees go back to CSDA to support the important work they do advocating for special districts in the legislature.

- **Monthly Subscription Rate:** \$300 (CSDA member)
- Includes basic site set up, unlimited hosting, domain name, all new features and updates, unlimited support, access to our knowledge base and website bootcamps.

Annual Operating Revenue	Discounted monthly price for members of our partner agencies	Monthly price for non-members
0 - \$15K	\$10	\$20
\$15 - \$50K	\$25	\$50
\$50 - \$250K	\$50	\$75
\$250 - \$500K	\$75	\$100
\$500K - \$1M	\$100	\$150
\$1 - \$5M	\$200	\$300
\$5 - 10M	\$300	\$450
\$10 - \$20M	\$400	\$600
\$20M +	\$550	\$825

Please don't hesitate to contact me with any questions:

Maria Lara, Community Manager
[Streamline](#) (DBA of Digital Deployment, Inc.)
 2321 P Street, Sacramento, CA 95816
maria@getstreamline.com
 916-900-6619