



Sunnyslope County Water District

BOARD OF DIRECTORS

SPECIAL MEETING

District Office Board Room/Teleconference



3570 Airline Hwy., Hollister, CA

NOTICE & AGENDA

FEBRUARY 27, 2024

Regularly Scheduled Board Meeting - 5:15PM

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

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

ZOOM MEETING ACCESS LINK

<https://us06web.zoom.us/j/82179260312?pwd=ogQ7HT6bom4O9p2fauikP2Dmx0eWm9.1>

Passcode: SSCWD

Or Telephone: Dial + 1 (669) 444-9171 and when prompted enter Meeting ID: 821 7926 0312

Dial in Passcode: 218751

HEALTH AND SAFETY GUIDELINES

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

Mission Statement:

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

A. CALL TO ORDER - ROLL CALL

President Mauro _____, Vice-President Parker _____,

Director Brown _____, Director Alcorn _____, and Director Buzzetta _____.

- B. PUBLIC COMMENT ON CLOSED SESSION MATTERS** – Members of the public may address the Board on the item or items listed on the Closed Session agenda, with a time limit of three minutes per speaker.

CLOSED SESSION @ 4:30PM

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):

1. *County of San Benito vs. SSCWD*, San Benito County Superior Court Case No. CU-20-00068, StatusUpdate.

2. Public Employee Performance Review (§ 54957) – Title: General Manager

REGULAR SESSION

D. PLEDGE OF ALLEGIANCE

E. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION

1. February 16, 2024, Special Meeting – Employee & Personnel Committee
Public Employee Performance Review (§ 54957) – Title: General Manager
2. February 22, 2024, Special Meeting - Employee & Personnel Committee
Public Employee Performance Review (§ 54957) – Title: General Manager
3. February 27, 2024, Special Meeting – Board of Directors
Items are noted above in closed session agenda for February 27, 2024

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

G. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS – The public may comment¹ on any District business, not on the agenda, with a time limit of three minutes per speaker. To make a public comment in person please fill out a “Speaker Card” and return to the Minutes Clerk prior to speaking. When virtual meeting access is provided, please use the “hand-raise” feature and you will be called upon to speak. No action may be taken by the Board during the public comment period.

H. CONSENT AGENDA – Members of the Board and/or members of the public may pull matters from the Consent Agenda. Any matter pulled from the Consent Agenda requiring action shall be moved to New Business and treated as a matter of new business, or for matters needing clarification shall be moved to Staff Reports and addressed by the respective staff. The public may address the Board² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approve Minutes of the Special Board Meeting
 - January 23 , 2024 (page 1)
2. Receive and Accept Allowance of Claims for Disbursements from January 1, 2024 Through January 31, 2024. (page 8)
3. Receive and Accept Associate Engineer Monthly Status Report – (January Report not Available)
4. Receive and Accept Finance Manager Monthly Status Reports:
 - a) Narrative Report (page 13)
 - b) Operation Summary (page 20)
 - c) Statement of Income (page 23)
 - d) Investment Summary (page 25)
 - e) Board Designated Reserves (page 26)
5. Receive and Accept Superintendent Monthly Status Reports:
 - a) Maintenance (page 27)
 - b) City Meter Reading (page 33)
 - c) Groundwater Level Measurement (page 34)
6. Receive and Accept General Manager Monthly Status Report. (page 35)

I. NEW BUSINESS – The Board will review and discuss agenda items and take action or direct staff to return to the Board for action at a following meeting. The public may address the Board² on these items as the Board reviews each item when directed to do so.

1. Authorize The General Manager To Contract For Professional Services Extending Audit Services With McGilloway-Ray-Brown-Kaufman Accountants And Consultants (MRBK) For One Year Not To Exceed \$27,000. (Not A Project Under CEQA Per Article 20, Section 15378)
(page 36)
2. Receive And Discuss Six-Month Budget Review Of District’s Financial Results From July 1, 2023 Thru December 31, 2023 (Not A Project Under CEQA Per Article 20, Section 15378)
(page 45)
3. General Manager’s Contract Item #3.2 Performance Reviews, Incentive Pay in the amount of \$8200.
(page 51)
4. Authorize The General Manager To Continue To Participate With Shared Contractual GIS Services Through San Benito County For A Cost Not To Exceed \$21,082. (Not A Project Under CEQA Per Article 20, Section 15378)
(page 52)

J. STATUS REPORT

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

K. BOARD and STAFF REPORTS

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

L. FUTURE AGENDA ITEMS

1. Rate model Review and Acceptance – March 19, 2024
2. Resolution to move the Regular Meeting date to the 4th Tuesday of the Month – March 19, 2024
3. Willow Landing Development Agreement
4. Fairview Corners Development Agreement
5. Gavilan College Development Agreement

M. ADJOURNMENT

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

Next Regular Board Meeting – March 19, 2024 @ 5:15 p.m., District Office

AGENDA DEADLINE: March 13, 2024 @ 12:00 p.m.

Future Scheduled Committee Meetings

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

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

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

MINUTES
Special Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
January 23rd, 2024

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

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

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

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):

County of San Benito vs. SSCWD, San Benito County Superior Court Case No. CU-20-00068

2. Public Employee Performance Review (§ 54957)

General Manager

President Mauro retired to closed session at 5:00 p.m. and upon returning to the regular session, moved to take a brief recess at 5:10 p.m. The meeting was reconvened to open session at 5:15 p.m.

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

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

1. January 23rd, 2024 Special Meeting - Conference with Legal Counsel – Pending Litigation (§ 54956.9):

County of San Benito vs. SSCWD, San Benito County Superior Court Case No. CU-20-00068, Received an update on the case and reviewed the District's Cross- Complaint. On a motion by Director Alcorn and seconded by Director Parker, voted 5-0 to dismiss the 4th Cause of Action on the District's Cross Complaint.

2. January 23rd, 2024 Special Meeting - Public Employee Performance Review (§ 54957) –

General Manager- General Discussion, no action taken.

F. APPROVAL OF AGENDA: General Manager Lander presented to the Board that exigent circumstances have arisen over the weekend regarding the condition of an existing blower at the Ridgemark treatment plant which needs to be addressed. GM Lander asked that a new business item be added to address the purchase of a replacement blower which cannot wait until a subsequent meeting. President Mauro requested a motion to approve the addition of the Aeration System Blower Replacement Project under I-3 to the agenda. Director Alcorn motioned to add item I-3 to the agenda, seconded by Director Parker, for which President Mauro then took a roll call vote as follows: (JP), yes; (DB), yes; (MA), yes; (JB), yes; and (EM), yes; the motion carried 5-0. President Mauro then requested a motion to approve the agenda

with the new item. Director Brown made a motion to approve the agenda, seconded by Director Alcorn, for which President Mauro then took a roll call vote as follows: (JP), yes; (DB), yes; (MA), yes; (JB), yes; (EM), yes; the motion carried 5-0.

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

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

H. CONSENT AGENDA:

1. Approval of Minutes of the Regular Board Meeting of December 19th, 2023.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of December 1, 2023 through December 31, 2023, totaling \$3,514,532.65 which includes \$1,414,150.39 for payments to vendors, \$391,854.08 for Payroll, \$431,452.60 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$1,855.83 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
12/01/2023	JN00530	Net Pay	\$74,957.44
12/01/2023	JN00530	Total Tax	\$20,453.98
12/04/2023	51928	Ace Hardware (Johnson Lumber Co.)	\$323.20
12/04/2023	51930	AT&T	\$1,128.29
12/04/2023	51931	Brenntag Pacific, Inc.	\$29,303.74
12/04/2023	51932	Brigantino Irrigation	\$259.97
12/04/2023	51933	Calcon System, Inc.	\$1,790.00
12/04/2023	51934	CM Analytical, Inc.	\$18,946.25
12/04/2023	51935	Don Chapin Co. Inc., The	\$167.00
12/04/2023	51936	Edward Mauro	\$87.97
12/04/2023	51937	ERS Industrial Services, Inc.	\$12,540.00
12/04/2023	51938	Exceedio	\$3,397.04
12/04/2023	51939	Grainger, Inc.	\$621.71
12/04/2023	51940	Green Line	\$20,298.00
12/04/2023	51941	Greenwood Chevrolet	\$46,000.00
12/04/2023	51942	Greenwood Chevrolet	\$46,000.00
12/04/2023	51943	Greenwood Chevrolet	\$1,853.28
12/04/2023	51944	Hach Company	\$2,424.15
12/04/2023	51945	Hollister Auto Parts, Inc.	\$291.38
12/04/2023	51946	Iconix Waterworks (US) Inc.	\$2,126.34
12/04/2023	51947	Interstate Battery System of San Jose Inc	\$412.05
12/04/2023	51948	Mission Uniform Service	\$491.87
12/04/2023	51949	O'Reilly Auto Parts	\$60.00
12/04/2023	51950	Petty Cash	\$90.00
12/04/2023	51951	Razzolink.com	\$76.95
12/04/2023	51952	RJR Recycling	\$1,000.00
12/04/2023	51953	San Benito County Water District	\$790,933.47
12/04/2023	51955	San Benito Tire Pros & Automotive	\$888.52
12/04/2023	51956	Scott Watson	\$70.70
12/04/2023	51957	Star Concrete	\$246.91
12/04/2023	51958	State Water Resources Control Board-DWOCF	\$90.00
12/04/2023	51959	Trans Union LLC	\$169.46
12/04/2023	51960	Verizon Wireless	\$519.28
12/04/2023	51961	Wallace Group	\$5,798.75

12/05/2023	ACH2749	CalPERS - Retirement	\$7,933.84
12/05/2023	ACH2750	CalPERS - Retirement	\$7,390.61
12/05/2023	ACH2763	P G & E	\$25,041.61
12/05/2023	ACH2764	Principal	\$3,235.87
12/06/2023	ACH2755	CalPERS - Retirement	\$23.08
12/06/2023	ACH2760	Nationwide Retirements Solutions	\$8,681.22
12/07/2023	51999	LOURDES L DEAN	\$60.03
12/07/2023	ACH2759	iCloud	\$12,638.95
12/08/2023	ACH2765	Sterling Administration Health	\$100.00
12/09/2023	JN00532	Net Pay	\$71,114.63
12/09/2023	JN00532	Total Tax	\$18,433.45
12/12/2023	51970	Ace Hardware (Johnson Lumber Co.)	\$115.44
12/12/2023	51971	All American Mailing, Inc.	\$3,195.85
12/12/2023	51972	Brenntag Pacific, Inc.	\$25,782.73
12/12/2023	51973	Bryan Mailey Electric, Inc	\$4,344.47
12/12/2023	51974	Calgon Carbon Corporation	\$71,697.79
12/12/2023	51975	City of Hollister-Finance Dept	\$431,452.60
12/12/2023	51976	Community Printers, Inc.	\$2,057.61
12/12/2023	51977	Doane and Hartwig Water Systems, Inc.	\$18,683.75
12/12/2023	51978	Endress & Hauser, Inc.	\$3,022.97
12/12/2023	51979	Factory Direct Hose LLC	\$5,432.46
12/12/2023	51980	Hach Company	\$361.12
12/12/2023	51981	Interstate Battery System of San Jose Inc	\$58.46
12/12/2023	51982	J M Electric	\$334.00
12/12/2023	51983	Kevin Castro	\$130.01
12/12/2023	51984	Meter, Valve & Control	\$59,303.00
12/12/2023	51985	Michael Alcorn	\$622.27
12/12/2023	51986	Mission Uniform Service	\$492.62
12/12/2023	51987	MuniQuip, LLC	\$8,375.83
12/12/2023	51988	O'Reilly Auto Parts	\$39.31
12/12/2023	51989	Rain for Rent	\$4,388.59
12/12/2023	51990	Recology San Benito County	\$342.91
12/12/2023	51991	San Benito Engineering & Surveying Inc.	\$3,760.00
12/12/2023	51992	Simplot Grower Solutions	\$1,392.00
12/12/2023	51993	Star Concrete	\$447.93
12/12/2023	51994	Toro Petroleum Corp.	\$1,613.42
12/12/2023	51995	Trans Union LLC	\$219.10
12/12/2023	51996	TTI Developers, Inc.	\$3,806.50
12/12/2023	51997	U.S. Bank Corporate Payment Systems	\$5,399.65
12/13/2023	ACH2758	Colonial Life	\$1,863.36
12/15/2023	ACH2747	ADP	\$2,221.35
12/15/2023	ACH2751	CalPERS - Retirement	\$7,894.56
12/15/2023	ACH2752	CalPERS - Retirement	\$7,565.68
12/15/2023	ACH2756	CalPERS - Retirement	\$23.08
12/15/2023	ACH2761	Nationwide Retirements Solutions	\$8,681.22
12/18/2023	52000	ACC Business	\$1,323.29
12/18/2023	52001	Ace Hardware (Johnson Lumber Co.)	\$190.83
12/18/2023	52002	Anne Muraski	\$7,942.50
12/18/2023	52003	Brenntag Pacific, Inc.	\$21,862.67
12/18/2023	52004	Calcon System, Inc.	\$890.00
12/18/2023	52005	EBCO Pest Control	\$75.00
12/18/2023	52006	Green Line	\$27,700.00
12/18/2023	52007	John Smith Road Landfill	\$1,058.10

12/18/2023	52008	Maggiore Bros. Drilling, Inc.	\$9,424.23
12/18/2023	52009	Mission Uniform Service	\$435.05
12/18/2023	52010	Paine's Restaurant, INC	\$1,421.38
12/18/2023	52011	Quinn Company	\$250.00
12/18/2023	52012	San Benito County Water District	\$278.50
12/18/2023	52013	San Benito Tire Pros & Automotive	\$3,419.48
12/18/2023	52014	State Water Resources Control Board-AFRS	\$868.00
12/18/2023	52015	State Water Resources Control Board-AFRS	\$26,785.00
12/18/2023	52016	Toro Petroleum Corp.	\$1,629.97
12/18/2023	52017	U.S. Bank Corporate Payment Systems	\$92.29
12/20/2023	52019	JOHN POPYLISEN & MICHELE HALL	\$150.00
12/20/2023	52020	REBECCA PRICE & NICHOLAS T. HOWELL	\$150.00
12/20/2023	52021	N SOBHANIPOUR & SHAHRYAR JAMSHIDI	\$181.51
12/20/2023	52022	SHARMILA & SATRAJIT MISRA	\$48.48
12/20/2023	52023	PETER KUANG & JIAN LIANG	\$96.89
12/20/2023	52024	MARC & RHODALYN CALADMAN	\$301.91
12/20/2023	52025	LEONARD ROVAI	\$204.35
12/20/2023	52026	SANCO PIPELINES,	\$630.74
12/21/2023	ACH2766	Sterling Administration Health	\$488.00
12/22/2023	ACH2767	Sterling Administration Health	\$500.00
12/26/2023	52027	A-1 Services	\$403.00
12/26/2023	52028	Ace Hardware (Johnson Lumber Co.)	\$62.21
12/26/2023	52029	Brenntag Pacific, Inc.	\$49,813.48
12/26/2023	52030	Brigantino Irrigation	\$180.71
12/26/2023	52031	Calif. Special Districts Association	\$9,050.00
12/26/2023	52032	Central Ag Supply LLC	\$421.92
12/26/2023	52033	CM Analytical, Inc.	\$19,225.00
12/26/2023	52034	Edges Electrical Group, LLC	\$414.29
12/26/2023	52035	Eva Green Power	\$580,528.36
12/26/2023	52036	exceedio	\$3,451.04
12/26/2023	52037	First Trust Alarm Company	\$753.00
12/26/2023	52038	Greenwood Chevrolet	\$61,805.54
12/26/2023	52039	Hollister Auto Parts, Inc.	\$209.48
12/26/2023	52040	Hollister True Value	\$14.73
12/26/2023	52041	Jerry Buzzetta	\$516.80
12/26/2023	52042	MBS Business Systems	\$592.81
12/26/2023	52043	Metropolitan Compounds Inc	\$9,279.46
12/26/2023	52044	Mission Uniform Service	\$524.54
12/26/2023	52045	O'Reilly Auto Parts	\$20.74
12/26/2023	52046	Palace Business Solutions	\$77.38
12/26/2023	52047	Petty Cash	\$220.00
12/26/2023	52048	Quinn Company	\$841.03
12/26/2023	52049	Reliable Translations	\$1,748.44
12/26/2023	52050	San Benito County Water District	\$484,007.78
12/26/2023	52052	Toro Petroleum Corp.	\$2,057.47
12/26/2023	52053	USA Blue Book	\$1,681.65
12/26/2023	52054	VEOLIA WTS Analytical Instruments, Inc	\$104,316.36
12/26/2023	52055	MICHAEL GRACE JR	\$31.92
12/29/2023	ACH2748	CalPERS - Health Insurance	\$31,269.36
12/29/2023	ACH2753	CalPERS - Retirement	\$7,942.38
12/29/2023	ACH2754	CalPERS - Retirement	\$7,565.69
12/29/2023	ACH2757	CalPERS - Retirement	\$203.10
12/29/2023	ACH2762	Nationwide Retirements Solutions	\$14,978.51

12/29/2023	JN00533	Net Pay	\$69,807.75
12/29/2023	JN00533	Total Tax	\$18,525.92
			-\$3,514,532.65

3. Receive Associate Engineer Monthly Status Report. (December Report Not Available)
4. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. Receive General Manager Monthly Status Report.

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

I. NEW BUSINESS:

1. **At President Mauro’s Direction, The Board Will Engage In Further Discussion Regarding Assignments Of Director’s Duties To Standing District Committees For 2024. No Action Is Required To Be Taken By The Board, And All Assignments, Or Reassignments, Are Made At The Pleasure Of The Board President And May Be Modified At Any Time During The Board President Tenure. (Not A Project Under CEQA Per Article 20, Section 15378)**

Director Alcorn was absent at the December 2023 Board Meeting where committee assignments were decided for 2024, therefore this item was brought back to the board to reevaluate the assigned duties. Directors discussed current assignments and a consensus of opinion was reached to separate the duties of the Water/Wastewater Committee from the Governance Committee. President Mauro asked for any public comment, and upon receiving no public comment, requested a motion to direct the GM to create an additional committee titled the Governance Committee. Director Buzzetta moved to approve separating the Governance and Water/Wastewater Committees, seconded by Director Parker. President Mauro then took a roll call vote as follows: (JP), yes; (DB), yes; (JB) yes; (MA) yes; and (EM), yes; the motion carried 5-0.

President Mauro then confirmed that the Director committee assignments will be as follows for 2024:

- **Finance Committee-** Jerry Buzzetta & Ed Mauro (Alternate- Mike Alcorn)
- **Water/Wastewater Committee-** Dee Brown & James Parker
- **Governance Committee-** Jerry Buzzetta & Mike Alcorn (Alternate- Ed Mauro)
- **Employee & Personnel Committee-** Ed Mauro & Dee Brown (Alternate- Mike Alcorn)
- **Policy & Procedures Committee-** Jim Parker & Mike Alcorn (Alternate- Jerry Buzzetta)
- **Water Resources Agency-** Mike Alcorn (Alternate- Jim Parker)
- **ACWA/JPIA Board Representative-** Mike Alcorn (Alternate- Dee Brown)
- **District Check Signing Responsibilities for 2024-**
 - **First Quarter-** Jim Parker
 - **Second Quarter-** Mike Alcorn
 - **Third Quarter-** Dee Brown
 - **Fourth Quarter-** Jerry Buzzetta

2. Authorize The General Manager To Purchase A 2024 Johndeer 320P, Tier 5 Backhoe Loader From Pape Machinery For A Cost Not To Exceed \$162,000 And To Surplus The 1998 CAT 416C Backhoe Loader. (Not A Project Under CEQA Per Article 20, Section 15378)

General Manager Lander informed the board the district's current 1998 CAT 416C backhoe has served the district well for over 26 years and expressed the necessity for a replacement tractor. The current backhoe is anticipated to have costly repairs in the near future and with the new Tier 5 air quality standards there will be a demand for annual inspections and reduced field hours. Considering this, District staff solicited quotes and performed inspections with three different manufacturers. Mr. Lander explained that Johndeer was most favorable to the district in pricing, quality and field maintenance.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Brown made a motion to authorize the general manager to purchase a 2024 Johndeer 320P, tier 5 backhoe loader from Pape Machinery for a cost not to exceed \$162,000 and to surplus the 1998 cat 416C backhoe loader. This motion was seconded by Director Alcorn for which President Mauro then took a roll call vote as follows: (JP), yes; (DB), yes; (MA) yes; (JB) yes; and (EM), yes; the motion carried 5-0.

3. Authorize And Approve The Aeration System Blower Replacement Project To Purchase And Install A Rotary Lobe Blower At The Ridgemark Wastewater Treatment Plant For A Cost Not To Exceed \$130,000. (The Proposed Action Is Not A Project As Defined By California Environmental Quality Act Per Article 20, Section 15378.)

General Manager Lander brought this item to the board as an urgent item following distribution of the original board agenda and packets. One of the two HSI turbo blowers at Ridgemark wastewater plant failed to start over the weekend and after further inspection of current hours has indicated that it has reached the end of its service life. This model blower is no longer serviced or maintained by Atlas Copco who purchased HSI a decade ago. With this information General Manager Lander expresses the urgency in approving this item and getting the project moving forward, as we look at a two-and-a-half-month lead time. Director Alcorn questioned whether the current blower could be surplused, to which Mr. Lander informed him it will be utilized for spare parts if possible, considering these parts are no longer available.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Alcorn made a motion to authorize and approve the aeration system blower replacement project to purchase and install a rotary lobe blower at the Ridgemark wastewater treatment plant for a cost not to exceed \$130,000. This motion was seconded by Director Parker for which President Mauro then took a roll call vote as follows: (JP), yes; (DB), yes; (MA) yes; (JB) yes; and (EM), yes; the motion carried 5-0.

J. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** (No meeting)
2. **Water/Wastewater Committee:** (No Meeting)
3. **Finance Committee:** (No meeting)
4. **Policy and Procedure Committee:** (No meeting)

5. **Personnel Committee:** (No Meeting)
6. **Water Resources Association of San Benito County (WRA):** (No Meeting)

K. BOARD and STAFF REPORTS

1. **Directors:** No Report.
2. **District Counsel:** District Attorney Michael Laredo reported that De Lay and Laredo will be hosting two training courses in February. Sexual Harassment Prevention training will take place February 14th at 9:30 AM and Ethics & Brown Act training will be on February 21st at 9:30 AM.
3. **General Manager:** GM Lander reported that the District is focusing efforts on tracking down the reasons for the increase in water loss numbers and minimizing water loss; as our existing piping is in good condition and our leak response times are appropriate. Mr. Lander additionally reported that the district is still seeking to fill the Associate engineer vacancy and plans to repost the job openings in the coming week to fill the role.

L. FUTURE AGENDA ITEMS: Willow Landing Development Agreement, Fairview Corners Development Agreement, Gavilan College Development Agreement

M. ADJOURNMENT: President Mauro adjourned the meeting at 6:16 p.m.

APPROVED BY THE BOARD:

Edward J. Mauro, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary



Sunnyslope Water District

Disbursement Reports FY 23-24

January 1, 2024 through January 31, 2024

Date	Num	Name	Amount
01/03/2024	52056	Ace Hardware (Johnson Lumber Co.)	\$22.48
01/03/2024	52057	Advanced Chemical Transport Inc	\$4,215.75
01/03/2024	52058	AT&T	\$768.87
01/03/2024	52059	Brenntag Pacific, Inc.	\$18,622.35
01/03/2024	52060	Brigantino Irrigation	\$9.11
01/03/2024	52061	Calgon Carbon Corporation	\$71,697.79
01/03/2024	52062	Central Ag Supply LLC	\$778.97
01/03/2024	52063	Corbin Willits Systems, Inc. (MOM's)	\$150.00
01/03/2024	52064	De Lay & Laredo	\$11,495.50
01/03/2024	52065	Engineering News-Record (ENR)	\$149.99
01/03/2024	52066	exceedio	\$1,836.00
01/03/2024	52067	Green Valley Farm Supply, Inc	\$505.74
01/03/2024	52068	J & J Air Conditioning	\$2,970.00
01/03/2024	52069	Mc Gilloway, Ray, Brown & Kaufman	\$11,260.00
01/03/2024	52070	Mission Uniform Service	\$525.67
01/03/2024	52071	Plangrid, Inc.	\$990.00
01/03/2024	52072	Razzolink.com	\$76.95
01/03/2024	52073	State Water Resources Control Board-DWOCP	\$60.00
01/03/2024	52074	Sterling Administration Health	\$1,150.00
01/03/2024	52075	USA Blue Book	\$3,272.10
01/03/2024	52076	UWUA Local 820	\$1,177.08
01/03/2024	52077	Verizon Wireless	\$534.16
01/03/2024	52078	Wallace Group	\$3,398.75
01/03/2024	52079	STEVEN H BULGER	\$19.10
01/03/2024	52080	DAISY M VAZQUEZ & EDGAR ZUNIGA	\$229.57
01/03/2024	ACH2768	P G & E	\$24,493.82
01/04/2024	52081	Reading Truck	\$4,458.54
01/05/2024	ACH2769	Sterling Administration Health	\$100.00
01/05/2024	ACH2770	Principal	\$3,243.72
01/08/2024	ACH2771	iCloud	\$12,643.85
01/09/2024	52082	ACC Business	\$1,323.29
01/09/2024	52083	Ace Hardware (Johnson Lumber Co.)	\$289.07
01/09/2024	52084	Brenntag Pacific, Inc.	\$3,313.35
01/09/2024	52085	Carlton's Fire Extinguisher Sales & Serv	\$377.08
01/09/2024	52086	City of Hollister-Finance Dept	\$440,492.28

Disbursement Reports FY 23-24

01/09/2024	52087	CM Analytical, Inc.	\$9,372.50
01/09/2024	52088	Hach Company	\$52.67
01/09/2024	52089	J M Electric	\$584.50
01/09/2024	52090	Manuel Chavez	\$151.54
01/09/2024	52091	Mission Uniform Service	\$492.21
01/09/2024	52092	Ryan Herco Flow Solutions	\$268.45
01/09/2024	52093	San Benito County Water District-Pumping	\$22,054.31
01/09/2024	52094	San Benito Engineering & Surveying Inc.	\$4,000.00
01/09/2024	52095	Simplot Grower Solutions	\$1,182.50
01/09/2024	52096	State Water Resources Control Brd-WWOPCP	\$170.00
01/09/2024	52097	Toro Petroleum Corp.	\$2,242.26
01/09/2024	52098	U.S. Bank Corporate Payment Systems	\$4,059.49
01/09/2024	52100	USA Blue Book	\$229.46
01/09/2024	52101	VEOLIA WTS Analytical Instruments, Inc.	\$1,114.98
01/09/2024	52102	Zoom Video Communications, Inc.	\$549.90
01/09/2024	52103	PROPERTIES 152 LLC,	\$7.67
01/09/2024	52104	JULIETTE RUBIO & LUIS RUIZ	\$56.86
01/12/2024	ACH2772	ADP	\$2,221.35
01/12/2024	ACH2773	Colonial Life	\$2,440.26
01/12/2024	JN00540	Net Pay	\$72,586.67
01/12/2024	JN00540	Total Tax	\$18,631.78
01/15/2024	52105	exceedio	\$9,597.45
01/17/2024	52106	Ace Hardware (Johnson Lumber Co.)	\$209.71
01/17/2024	52107	ACWA/JPIA	\$13,450.71
01/17/2024	52108	Auto Tech Service Center, Inc.	\$240.00
01/17/2024	52109	Bazilio Hernandez	\$32.73
01/17/2024	52110	Brenntag Pacific, Inc.	\$46,614.62
01/17/2024	52111	Buckles-Smith	\$1,301.44
01/17/2024	52112	Calcon System, Inc.	\$1,070.00
01/17/2024	52113	Central Ag Supply LLC	\$199.17
01/17/2024	52114	De Lay & Laredo	\$7,600.00
01/17/2024	52115	EBCO Pest Control	\$75.00
01/17/2024	52116	Frisch Engineering Inc.	\$1,295.00
01/17/2024	52117	Grainger, Inc.	\$99.53
01/17/2024	52118	Hach Company	\$1,414.35
01/17/2024	52119	LBF Enterprises	\$2,391.82
01/17/2024	52120	Meter, Valve & Control	\$1,132.57
01/17/2024	52121	Mission Uniform Service	\$948.67

Disbursement Reports FY 23-24

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

Disbursement Reports FY 23-24

01/23/2024	52155	Unified Truck Services	\$600.00
01/23/2024	52156	OLGA TORRES	\$125.00
01/23/2024	52157	TRINCHERO CONSTRUCTION CO INC,	\$643.40
01/25/2024	ACH2780	CalPERS - Retirement	\$23.08
01/25/2024	ACH2781	CalPERS - Retirement	\$7,860.88
01/25/2024	ACH2782	CalPERS - Retirement	\$8,782.29
01/25/2024	ACH2783	CalPERS - Health Insurance	\$29,115.91
01/25/2024	JN00541	Net Pay	\$67,835.59
01/25/2024	JN00541	Total Tax	\$17,684.64
01/26/2024	ACH2784	Sterling Administration Health	\$7.08
01/26/2024	ACH2785	Sterling Administration Health	\$39.38
01/26/2024	ACH2786	Nationwide Retirements Solutions	\$8,919.77
01/29/2024	52158	Ace Hardware (Johnson Lumber Co.)	\$809.52
01/29/2024	52159	Brenntag Pacific, Inc.	\$10,014.06
01/29/2024	52160	Brigantino Irrigation	\$33.70
01/29/2024	52161	DKF Solutions Group, LLC	\$1,875.00
01/29/2024	52162	Extreme Air, Inc.	\$360.00
01/29/2024	52163	Filmtec Corporation	\$3,684.11
01/29/2024	52164	Grainger, Inc.	\$299.74
01/29/2024	52165	Hollister True Value	\$41.49
01/29/2024	52166	Manuel Chavez	\$68.91
01/29/2024	52167	San Benito Tire Pros & Automotive	\$669.06
01/29/2024	52168	State Water Resources Control Board-DWOCP	\$90.00
01/29/2024	52169	USA Blue Book	\$1,633.55
01/29/2024	52170	Verizon Wireless	\$459.33
01/29/2024	52171	Wallace Group	\$5,788.23
01/29/2024	ACH2787	Sterling Administration Health	\$102.00
			\$1,113,926.72

S U M M A R Y:

Accounts Payable Paid to:

Vendors	\$395,437.74
Payroll - Employee	\$276,607.41
San Benito County	\$0.00
City of Hollister for City Billing Collected, Net of Fees	\$440,492.28
Customer Refunds & Returned Checks/ACH	\$1,389.29
Debt & Finance	\$0.00

Disbursement Reports FY 23-24

Total Disbursements

\$1,113,926.72

Staff Report

Agenda Item: **H – 4a**

DATE: February 13, 2024 (February 27, 2024 Meeting)

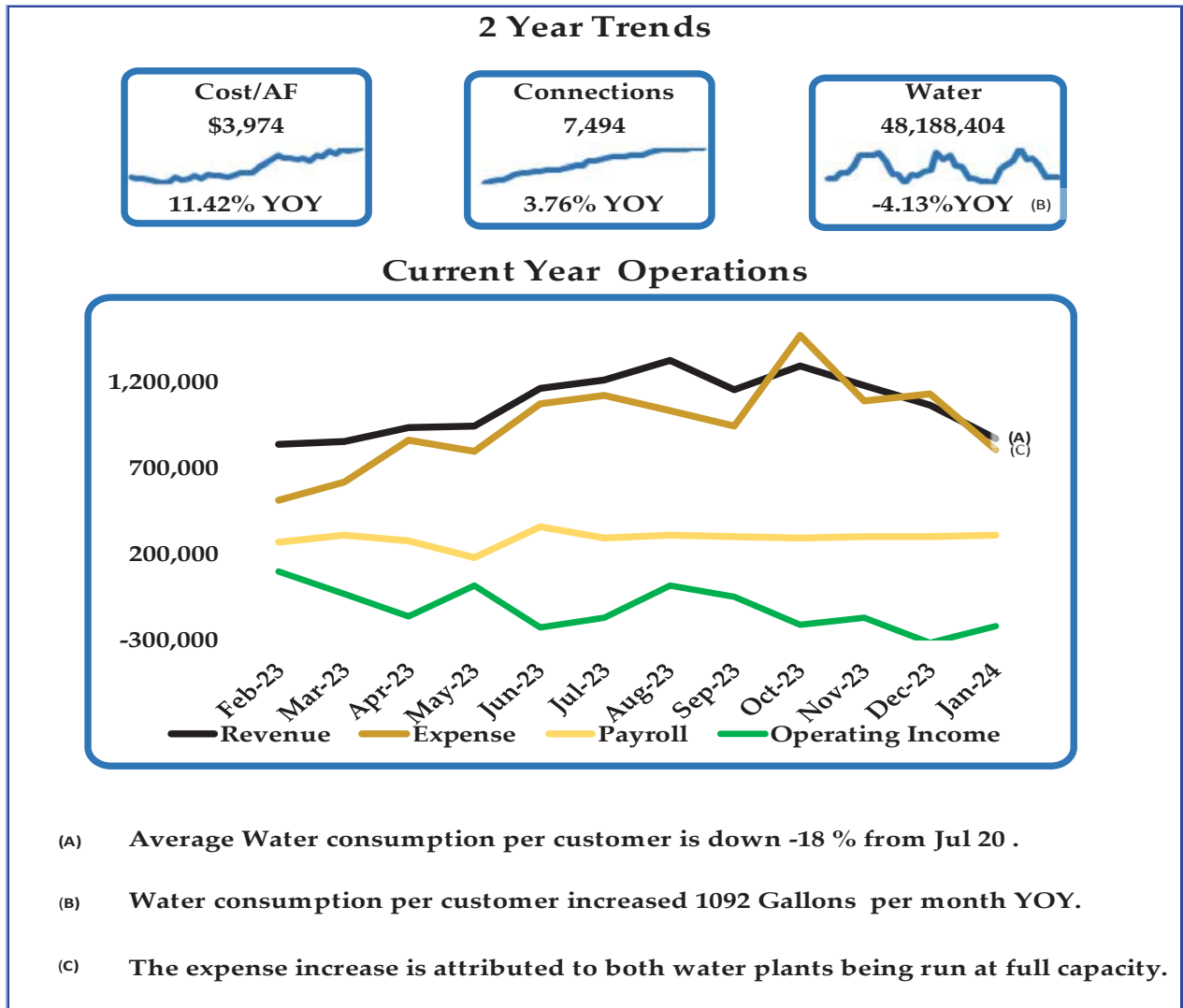
TO: Board of Directors

FROM: Finance & Human Resource Manager, Barry Kelly

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

OVERVIEW

(Jan 2024)



OPERATIONS SUMMARY

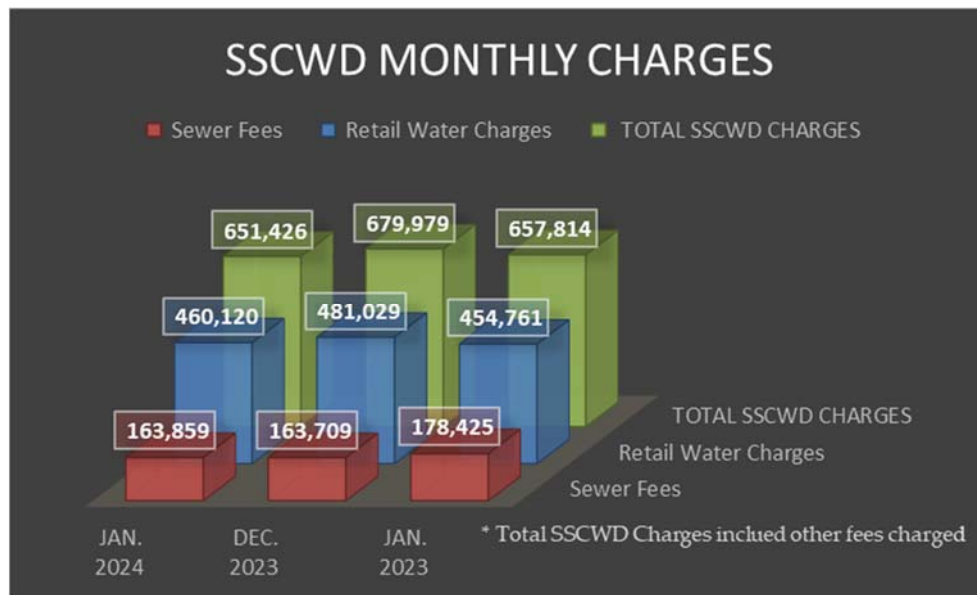
(Jan 2024)

Connections increased by 9 accounts in January . We now serve 7,494 customers and 5,673 accounts utilize online services and electronic payments.

YTD Revenue for FY 24 increased 10% YOY.

Receivables from operations total \$1.3m. 17% percent is past due. O&M receivables total \$556k which comprises December & January activity. 385k is overdue. San Benito Foods (SBF) O&M totals \$371k and comprises all nine months of the current contract and \$71k of capital improvements from Nov 2022. 337k is overdue. Both SBCWD and SBF paid their overdue balances in the first week of February and are now current. At times, both entities have forced the district to carry six figure overdue balances. This is particularly problematic with SBF as a private entity because our recourse is tenuous should they not pay. Both SBCWD and SBF have been making adjustments to pay actual expenditure each month in lieu of paying 1/12th of the budget as has been customary in our contracts. Because of this, both entities delay payment when there are items they do not understand or recognize. I recommend that we impose a 2% net 30-day fee on overdue balances starting the new contractual year if this continues to be a problem. Also, I recommend that the contractual provision that SBF pay monthly be enforced.

Water consumption YTD is up 7.6% from one year ago. Billed Metered water YTD is 509 MM gallons vs 473 MM for the same period in the prior year.



STATEMENT OF INCOME VS BUDGET

(Jan 2024)

YTD, we show an overall Net Operating loss of \$(1,096k) vs a loss of \$(491k) in the prior year. The projected FY24 net income from operations is a loss of \$1.7 MM vs a budgeted loss of \$2.3 MM and an actual loss of \$799k in the previous fiscal year. The increased deficit is attributed to the cost of operating the plants at full capacity. The surface water blend averaged 34% in the prior year and was 100% in January. The impact of this was to add 90k to the actual loss for the month, 447k YTD.

INVESTMENT SUMMARY

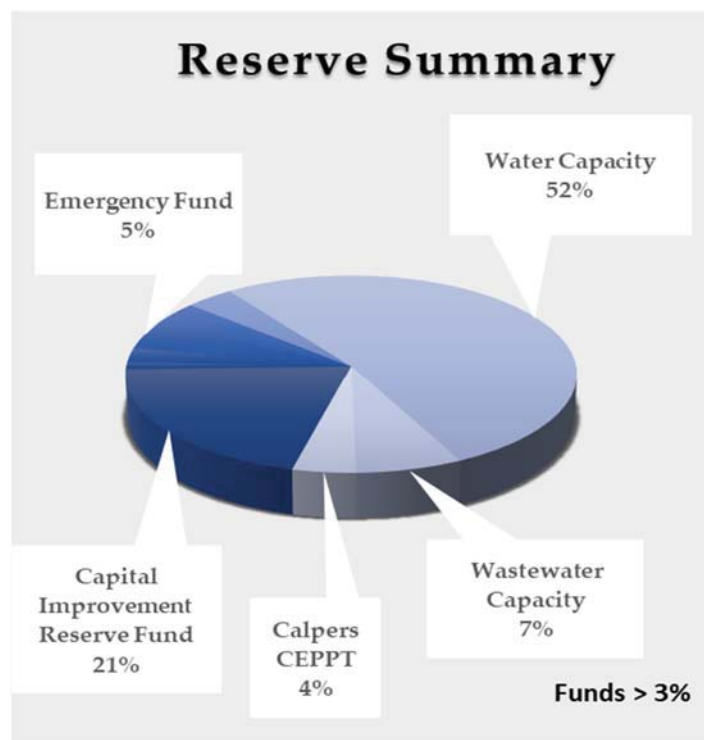
(Jan 2024)

Cash and invested funds total \$23.2 million. Over 21.1 million is earning between 3.5% and 4.5%. The FY24 income from investments is 559k YTD.

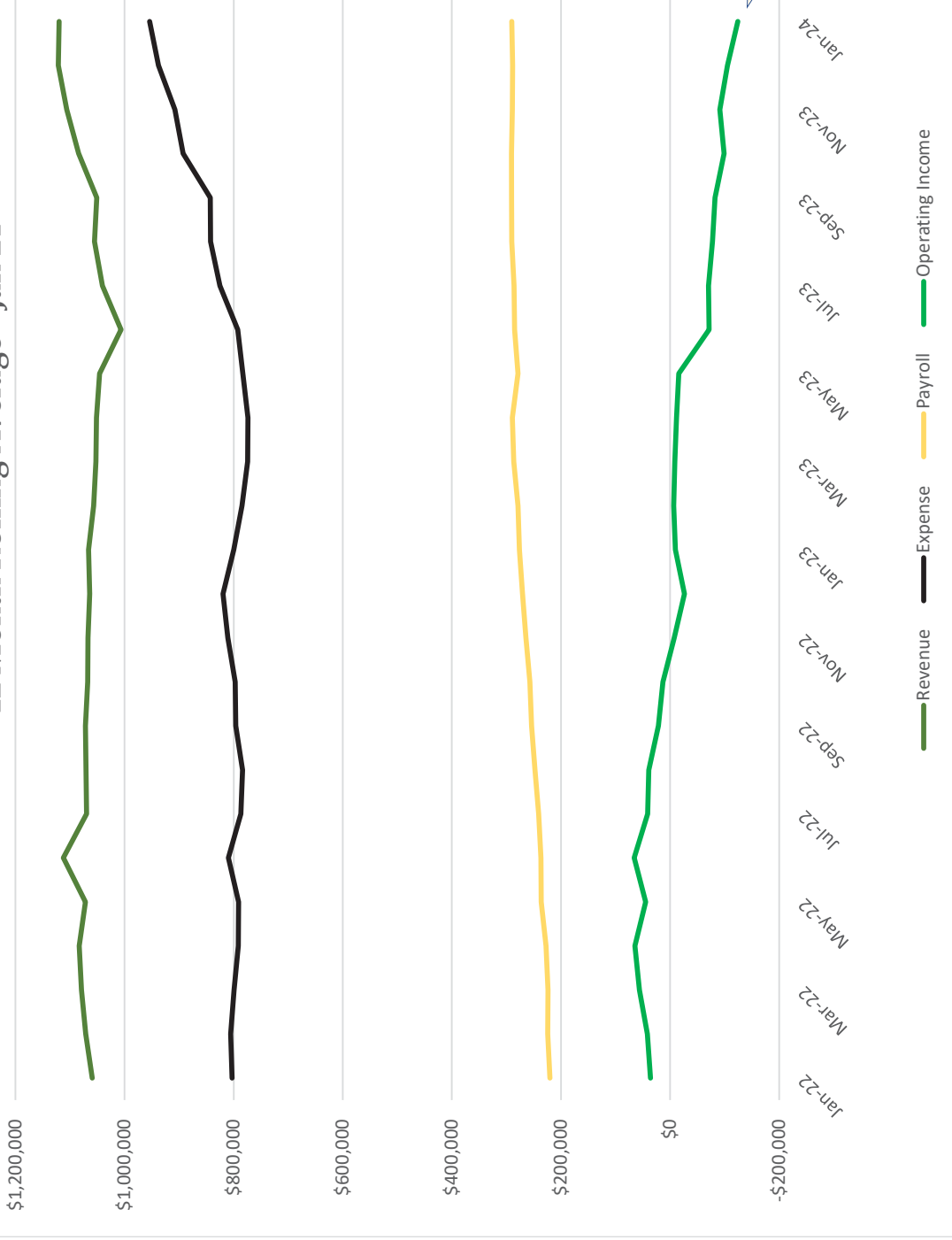
RESERVES

(Jan 2024)

Reserves total \$21.4 million which equals 40% of capitalized assets. See the Board Designated Reserve report for a summary of the transactions and the status of actual expenditures per Board authorized expenditures.

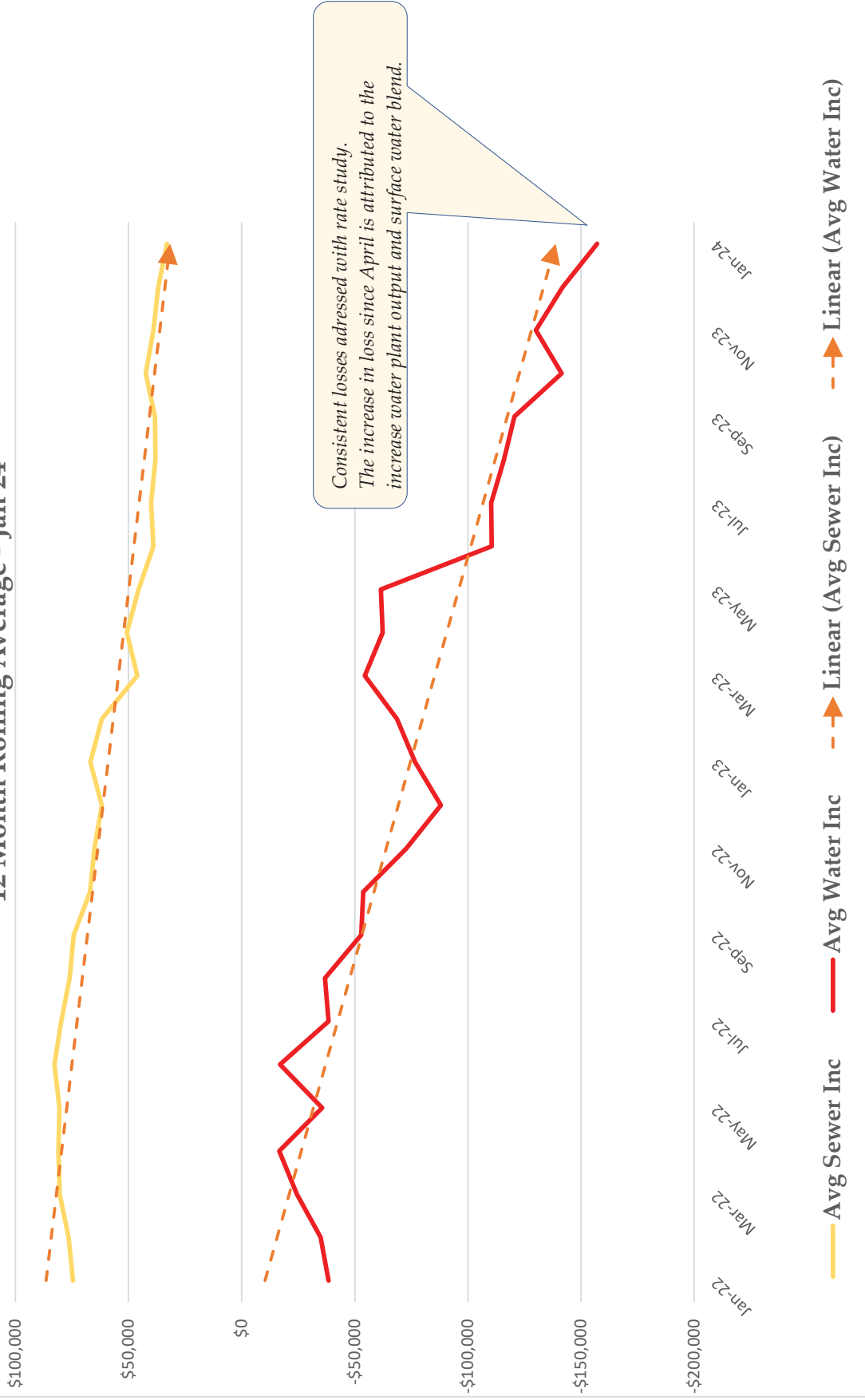


Statement of Operating Income 12 Month Rolling Average - Jan 24

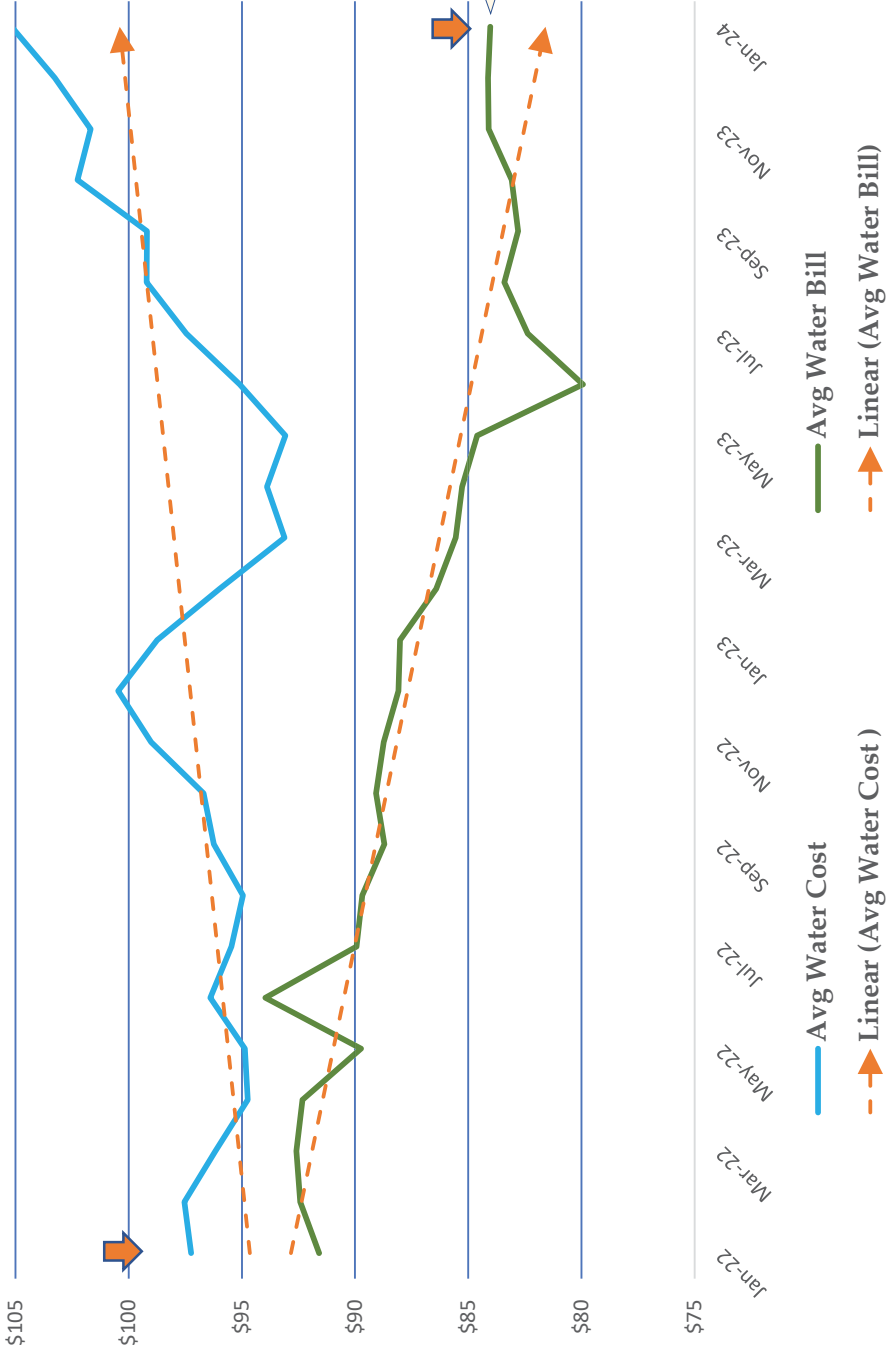


The decrease in operating income is attributed to the high cost of operating the plants at full capacity vs. pumping well water. The increase in Surface water blend added \$447k in expense FY24 YTD.

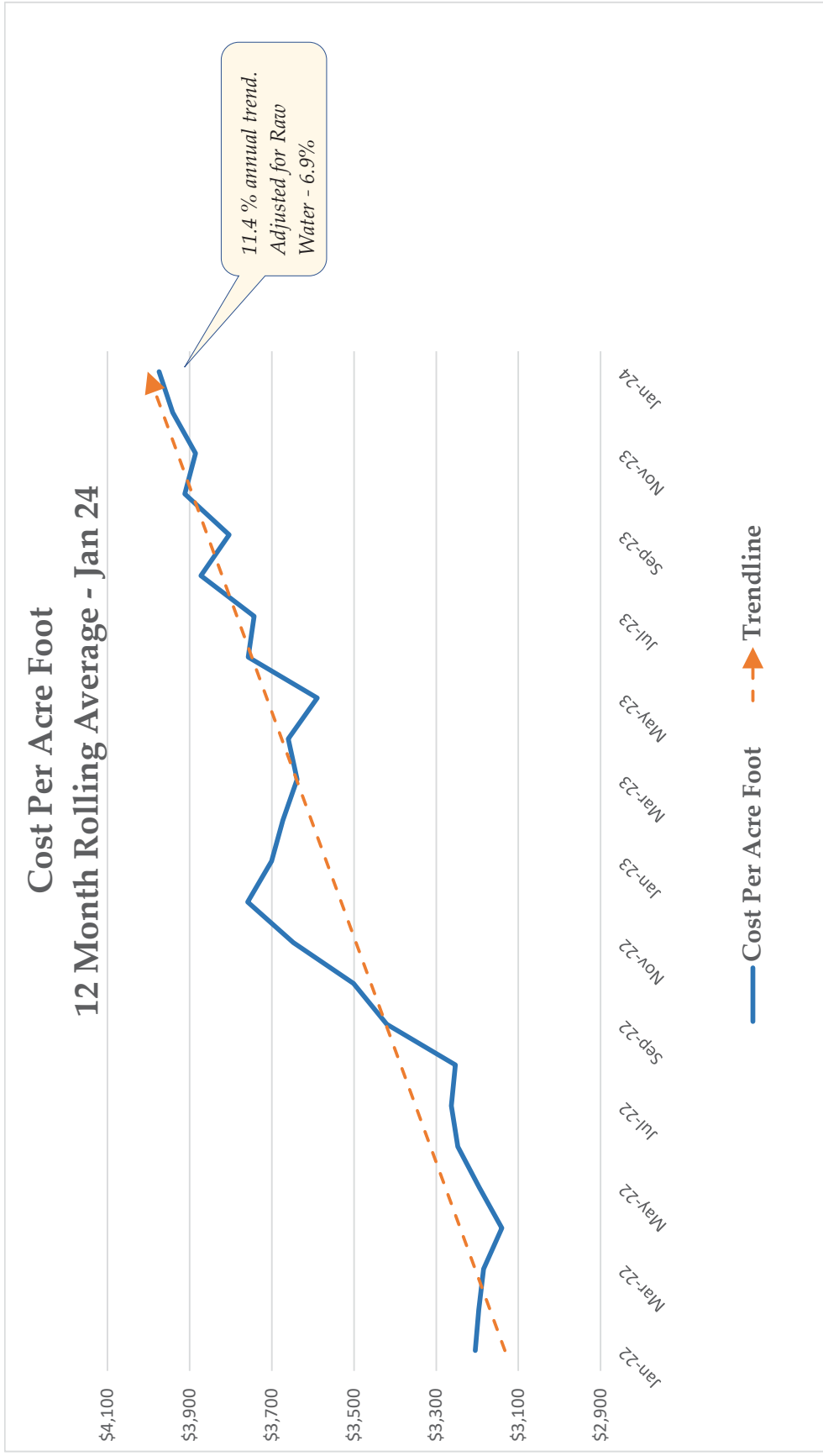
Operating Income by Segment 12 Month Rolling Average - Jan 24



Per Customer Water Charges 12 Month Rolling Average - Jan 24



The difference between water costs and the average bill has grown from \$5 to \$21 since Jan 22. Average cost per customer has increased \$8 over the same period.



Sunnyslope County Water District
2023 / 2024
OPERATION SUMMARY (This Year)

ITEMS	JULY 2023	AUG. 2023	SEPT. 2023	OCT. 2023	NOV. 2023	DEC. 2023	JAN. 2024	FEB. 2024	MAR. 2024	APR. 2024	MAY 2024	JUNE 2024	YTD TOTAL
NO. WATER CAPACITY FEE RECD	7	8	-	-	23	-	2	-	-	-	-	-	62
NO. WW CAPACITY FEE RECD	5	4	-	-	-	-	13	-	-	-	-	-	9
NO. WATER ACCOUNTS	7,413	7,413	7,419	7,419	7,457	7,485	7,484						
NO. SSCWD SEWER ACCTS	1,302	1,308	1,309	1,306	1,308	1,305	1,311						
NO. COH SEWER ACCTS	4,877	4,884	4,906	4,922	4,938	4,972	4,984						
Total WaterSmart / Invoice Cloud	5,653	5,470	5,854	5,693	5,661	5,680	5,673						
NO. E-BILL Invoice Cloud (Paperless)	2,090	2,119	2,153	2,146	2,164	2,180	2,181						
MONTHLY CHARGES													
Retail Water Charges	\$ 678,622.03	\$ 851,334.48	\$ 684,394.94	\$ 710,883.41	\$ 611,236.80	\$ 481,028.87	\$ 460,120.11						\$ 4,477,620.64
Sewer Fees	162,527.70	162,127.99	164,279.77	163,759.42	163,744.51	163,708.67	163,859.14						1,144,007.20
Installation Fees	2,960.00	4,860.00	10,439.18	9,315.00	6,215.00	810.00	3,520.00						27,880.00
Rate Fee Collection Fees, net	7,460.55	8,213.75		7,676.22	7,622.41	8,971.82	6,532.99						56,856.92
COH Billing Fees	14,679.00	14,721.00	14,808.00	14,832.00	14,922.00	15,009.00	15,054.00						104,025.00
Other Misc. Fees	2,785.48	2,325.39	1,600.00	30,186.38	1,375.73	10,450.64	2,340.00						51,063.62
TOTAL SSCWD CHARGES	\$ 868,974.76	\$ 1,043,582.61	\$ 875,521.89	\$ 936,654.43	\$ 805,116.45	\$ 679,979.00	\$ 651,426.24						\$ 5,861,255.38
CITY OF HOLLISTER CHARGES													
COH Sewer Fees	439,232.35	440,073.98	441,641.95	443,488.36	444,804.27	446,587.41	437,044.44						\$ 3,092,872.76
COH Street Sweeping	11,143.60	11,149.86	11,194.04	11,241.20	11,277.80	11,321.04	11,334.75						78,662.29
COH Senior Discount	(1,427.10)	(1,407.00)	(1,414.80)	(1,459.26)	(1,467.30)	(1,467.30)	(1,467.30)						(10,110.06)
Total COH Charges	448,948.85	449,816.84	451,421.19	453,270.30	454,614.77	456,441.15	446,911.89						3,161,424.99
Late Fees	5,571.85	5,635.57	5,292.91	5,483.09	5,140.00	4,307.40	5,075.02						36,904.84
TOTAL COH CHARGES	\$ 454,520.70	\$ 455,452.41	\$ 456,714.10	\$ 458,753.39	\$ 459,754.77	\$ 461,348.55	\$ 451,986.91						\$ 3,198,329.83
ACCOUNTS RECEIVABLE - Aged													
A/R for Sunnyslope Water **	\$ 994,039.75	\$ 1,182,589.86	\$ 1,028,536.87	\$ 1,028,959.80	\$ 950,312.12	\$ 824,990.90	\$ 798,559.11						
A/R for City of Hollister **	563,971.82	584,258.78	576,598.85	574,964.95	586,571.15	590,785.95	578,799.18						
Unapplied Payments	(48,720.53)	(48,256.13)	(43,957.84)	(47,912.58)	(55,020.27)	(68,083.30)	(62,384.80)						
Outstanding Bills Owed	\$ 1,509,291.04	\$ 1,718,592.51	\$ 1,561,177.88	\$ 1,556,012.17	\$ 1,481,863.00	\$ 1,347,693.55	\$ 1,314,973.49						
Past Due	\$ 267,120.54	\$ 259,706.29	\$ 289,851.57	\$ 265,104.60	\$ 276,827.88	\$ 283,998.10	\$ 232,523.96						
% Past Due	17.70%	15.11%	18.57%	17.04%	18.68%	21.07%	17.68%						
SSCWD O&M Owed			\$562,694.15	\$96,071.00	\$370,681.77	\$384,771.95	\$556,719.61						
San Benito Foods Owed			\$ 467,638.17	\$ 270,971.34	\$ 309,304.67	\$ 337,638.00	\$ 370,971.30						

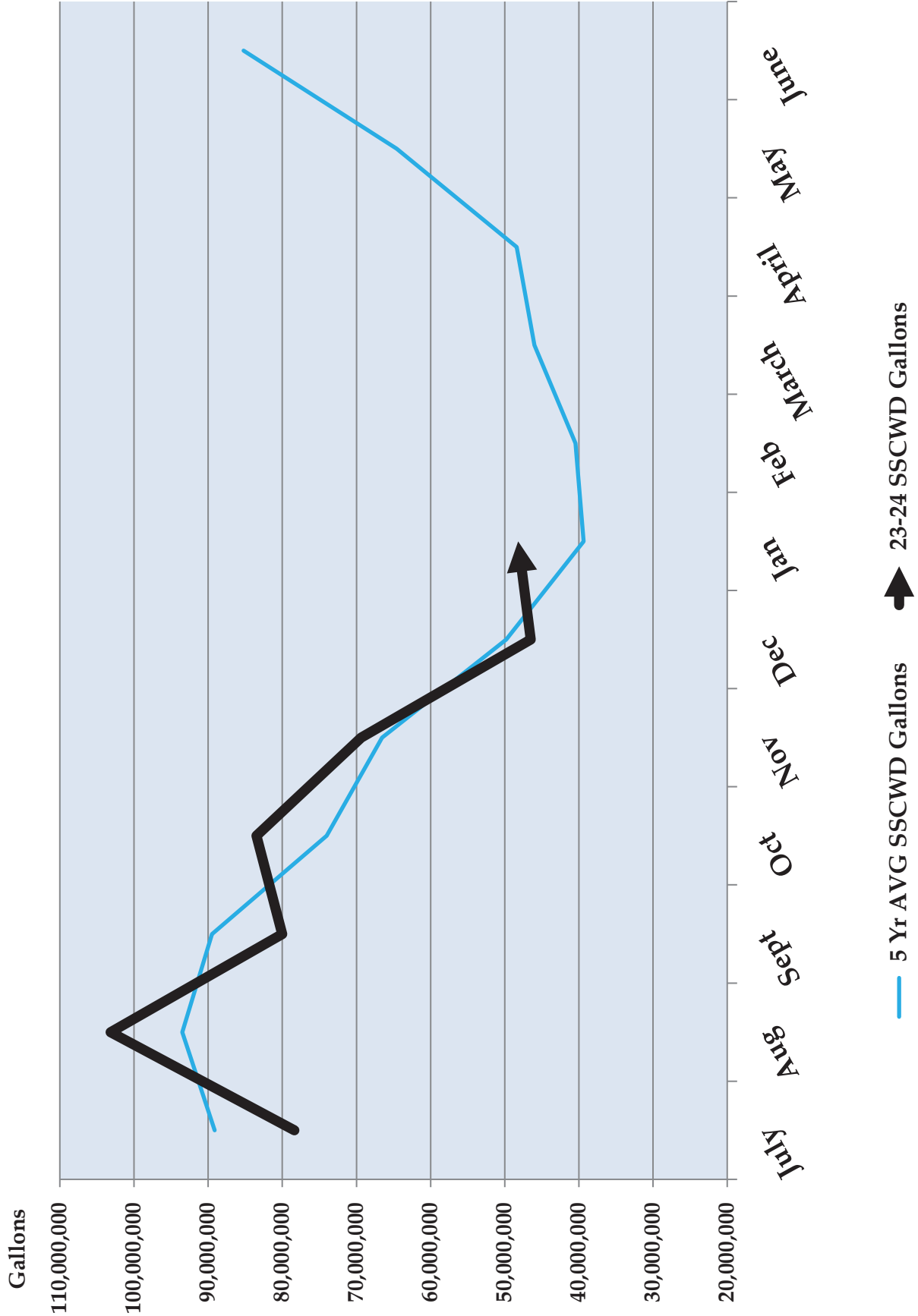
Sunnyslope County Water District
2023 / 2024
OPERATION SUMMARY (This Year)

ITEMS	JULY 2023	AUG. 2023	SEPT. 2023	OCT. 2023	NOV. 2023	DEC. 2023	JAN. 2024	FEB. 2024	MAR. 2024	APR. 2024	MAY 2024	JUNE 2024	YTD TOTAL
WATER METERED													
Cubic Feet	10,476,000	13,790,400	10,695,300	11,162,700	9,273,100	6,216,400	6,442,300	-	-	-	-	-	68,056,200
Total SSCWD Gallons	78,360,480	103,152,192	80,000,844	83,496,996	69,362,788	46,498,672	48,188,404	-	-	-	-	-	509,060,376
WATER SOURCE													
Well #2 (Southside Road)	3,216,000	4,438,000	1,566,000	20,000	378,000	1,024,000	1,861,000	-	-	-	-	-	12,503,000
Well #5 (Ray Cir/Enterprise)	1,258,700	1,445,061	2,941,907	3,086,942	1,968,696	1,782,157	627,627	-	-	-	-	-	13,111,090
Well #7 (Enterprise Rd)	1,975,951	1,045,825	388,265	21,383	-	372,196	440,362	-	-	-	-	-	4,243,982
Well #8 (Ridgemark)	5,719,000	12,855,000	19,826,000	15,937,000	14,466,000	8,127,000	7,206,000	-	-	-	-	-	84,136,000
Well #11 (Southside Road)	6,753,000	7,344,000	3,044,000	62,000	2,783,000	3,290,000	4,071,000	-	-	-	-	-	27,347,000
NEW Well Interests	(9,713,660)	(6,553,709)	(4,983,100)	(6,273,750)	(1,925,950)	(1,168,180)	(16,740,400)	-	-	-	-	-	(66,645,720)
TOTAL from Wells	9,209,081	18,554,186	22,963,072	15,353,625	17,669,746	2,977,053	(2,834,411)	-	-	-	-	-	84,692,922
Lessalt W.T.P. I (High Zone)	30,051,000	41,453,000	32,234,000	39,306,000	35,941,000	9,293,000	12,581,000	-	-	-	-	-	200,859,000
Lessalt W.T.P. I (Middle Zone)	13,037,000	16,620,000	12,880,000	14,828,000	13,590,000	23,850,000	17,660,000	-	-	-	-	-	112,465,000
West Hills W.T.P. @ Well #2)	13,107,000	20,205,000	12,594,000	13,974,000	3,902,000	3,193,000	9,930,000	-	-	-	-	-	76,905,000
West Hills W.T.P. @ Well #11)	25,764,000	31,979,000	21,927,000	27,068,000	18,799,000	13,232,000	17,724,000	-	-	-	-	-	156,493,000
West Hills W.T.P. @ COH #2)	13,670,000	1,296,000	12,780,000	22,509,000	19,715,000	13,087,000	15,878,000	-	-	-	-	-	98,935,000
West Hills W.T.P. @ COH #4)	22,709,000	14,146,000	8,998,000	3,185,000	24,178,000	17,737,000	20,768,000	-	-	-	-	-	111,721,000
West Hills W.T.P. @ COH #5)	22,634,000	13,998,000	26,450,000	41,595,000	24,194,000	17,571,000	22,711,000	-	-	-	-	-	169,153,000
TOTAL Surface Water (Plant Production)	140,972,000	139,697,000	127,863,000	162,465,000	140,319,000	97,963,000	117,252,000	-	-	-	-	-	926,531,000
Plant Production Used by Hollister	67,946,370	46,274,558	62,547,029	85,735,000	86,356,071	65,850,049	74,793,479	-	-	-	-	-	-
SSCWD % of Plant Production	51.80%	66.88%	51.08%	47.23%	38.46%	32.78%	36.21%	-	-	-	-	-	-
Estimated Water Gain(Loss)	(3,874,201)	(8,824,436)	(8,278,199)	(6,586,629)	(2,269,887)	11,408,668	(7,672,185)	0	0	0	0	0	(122,353,946)
Percent Difference	-2.58%	-5.58%	-5.49%	-4.83%	-1.44%	11.30%	-6.66%	-	-	-	-	-	-12.10%
Water Consumption Per Customer	10528	13861	10740	11179	9289	6212	6430	-	-	-	-	-	9749
Blend - % Surface	88.25%	82.01%	71.30%	81.61%	74.53%	93.60%	100.00%	-	-	-	-	-	84.47%
Chemical, Carbon, Water PAF	1399	1373	1349	1325	1284	1284	1254	-	-	-	-	-	1324
Blend Budget Impact	\$85,478	\$64,785	\$29,899	\$71,389	\$40,169	\$64,834	\$90,271	-	-	-	-	-	\$446,824
Cost of Water Produced (Per Acre Foot)	3,526	2,755	3,303	4,383	3,979	5,914	5,203	-	-	-	-	-	4,323
Prior YTD Cost	2,666	2,445	3,115	3,970	4,342	5,073	4,324	3,128	3,406	7,175	3,740	4,649	3,795

(SBCWD Raw Water & Power increased \$110in May 2022, \$334 May 2023)

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

FY24 Metered Water



Sunnyslope County Water District

STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2024 (This Year)
UN-AUDITED 2/12/2024

*** WATER ***	Dec-23	Jan-24	Variance Over / (Under) Prior Month	Dec-22	Jan-23	YEAR- TO-DATE	PRIOR YEAR-TO- DATE	PROJECTED 23/24 ACTUAL	FY 23/24 BUDGET
OPERATING REVENUES									
Water Sales	479,713	460,120	(19,593)	456,718	454,511	4,473,210	4,014,842	7,220,836	7,465,000
Contracted Services	384,772	209,981	(174,791)	209,947	209,947	2,286,136	1,469,629	4,261,000	4,261,000
Installation Fees	810	3,520	2,710	2,835	2,025	25,935	13,435	80,421	
Late Fees	7,692	5,184	(2,509)	1,460	5,625	48,107	42,896	74,815	
Other Revenue	24,619	13,634	(10,985)	30,338	13,199	133,339	108,802	495,281	228,220
TOTAL OPERATING REVENUES	897,607	692,439	(205,167)	701,298	685,307	6,966,727	5,649,603	12,132,353	11,954,220
OPERATING EXPENSES									
Salaries and Benefits	(237,955)	(252,283)	(14,328)	(269,655)	(268,594)	(1,706,299)	(1,769,385)	(2,701,214)	(2,660,460)
Operating Expenses	(990,798)	(727,153)	263,645	(620,957)	(521,001)	(6,694,324)	(4,778,290)	(11,210,326)	(12,051,637)
TOTAL OPERATING EXPENSES	(1,228,753)	(979,436)	249,317	(890,612)	(789,595)	(8,400,623)	(6,547,675)	(13,911,540)	(14,712,097)
NET OPERATING INCOME	(331,146)	(286,997)	44,150	(189,314)	(104,288)	(1,433,897)	(898,072)	(1,779,187)	(2,757,877)
NON OPERATING INCOME & (EXPENSES)									
Capacity Fees	28,050	126,300	98,250	96,600	69,000	930,400	472,075	930,400	-
Donated Asset			-			-	2,192,767	-	-
Miscellaneous Income (Farm Labor Camp)			-			-	-	-	-
Adjust LAIF Investment to Fair Value			-			-	-	-	-
Interest Income	26,062	39,403	13,342	34,608	29,106	244,605	157,454	419,323	500,000
Allocated from G & A (Interest & Sale of Assets)	6,665	42,226	35,561	(113)	10,330	230,494	20,033	395,133	21,000
Other Non-Operational			-			-	(2,023)	-	-
TOTAL NON OPERATING INCOME & (EXPENSES)	60,776	207,929	147,153	131,095	108,436	1,405,499	2,840,307	1,744,856	521,000
NET WATER INCOME (LOSS)	\$ (270,370)	\$ (79,068)	\$ 191,303	\$ (58,219)	\$ 4,148	\$ (28,397)	\$ 1,942,235	\$ (34,331)	\$ (2,236,877)
NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items	\$ (331,146)	\$ (286,997)	\$ 44,150	\$ (189,314)	\$ (104,288)	\$ (1,433,897)	\$ (900,094)	\$ (1,779,187)	\$ (2,757,877)

Sunnyslope County Water District

STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2024 (This Year)
UN-AUDITED 2/12/2024

	Dec-23	Jan-24	Variance Over / (Under) Prior Month	Dec-22	Jan-23	YEAR- TO-DATE	PRIOR YEAR-TO- DATE	PROJECTED ACTUAL	FY 23/24 BUDGET
*** WASTEWATER ***									
OPERATING REVENUES									
Sewer Sales	162,418	174,865	12,447	174,429	179,231	1,159,005	1,173,615	1,994,517	2,205,000
Contracted Services	33,333	14,966	(18,367)	35,154	36,991	433,507	351,107	523,300	523,300
Installation Fees			-			-	-		
Late Fees	1,346	1,349	4	1,574	1,574	8,972	11,672	13,969	56,880
Other Revenue	3,380	3,420	40	2,283	2,235	23,104	20,256	42,221	
TOTAL OPERATING REVENUES	200,478	194,600	(5,877)	211,866	220,031	1,624,589	1,556,649	2,574,007	2,785,180
OPERATING EXPENSES									
Salaries and Benefits	(57,134)	(56,720)	414	(33,675)	(23,490)	(385,513)	(264,071)	(906,775)	(843,040)
Operating Expenses	(137,442)	(74,246)	63,195	(147,432)	(86,222)	(901,562)	(882,525)	(1,543,527)	(1,439,275)
TOTAL OPERATING EXPENSES	(194,576)	(130,966)	63,609	(181,107)	(109,712)	(1,287,075)	(1,146,596)	(2,450,302)	(2,282,315)
NET OPERATING INCOME	5,902	63,634	57,732	30,758	110,319	337,514	410,053	123,705	502,865
NON OPERATING INCOME & (EXPENSES)									
Capacity Fees			-			124,625	-	124,625	
Miscellaneous Income			-			-	-	-	
Adjust LAIF Investment to Fair Value			-			-	-	-	
Interest Income	3,515	13,387	9,872	5,783	3,528	62,704	16,398	62,704	40,000
Allocated from G & A (Interest & Sale of Assets)	1,704	10,797	9,093	(19)	1,752	132,096	1,733	132,096	9,000
Other Non-Operational			-			-	(680)	-	
TOTAL NON OPERATING INCOME & (EXPENSES)	5,219	24,184	18,964	5,764	5,280	319,425	17,451	319,425	49,000
NET WASTEWATER INCOME (LOSS)	11,121	87,818	76,697	36,522	115,599	656,939	427,504	443,130	551,865
NET WASTEWATER INCOME (LOSS)	\$ 5,902	\$ 63,634	76,697	\$ 30,758	\$ 110,319	\$ 337,514	\$ 409,373	\$ 123,705	\$ 502,865
<i>Adjusted for Non Budgeted Items</i>									
*** WATER & WASTEWATER ***									
*** COMBINED INCOME (LOSS) WATER & WASTEWATER ***	(259,249)	8,750	267,999	(21,697)	119,747	628,541	2,369,739	408,799	(1,685,012)
*** COMBINED INCOME (LOSS) WATER & WASTEWATER	\$ (325,245)	\$ (223,362)	\$ 101,882	\$ (158,555)	\$ 6,031	\$ (1,096,383)	\$ (490,721)	\$ (1,655,482)	\$ (2,255,012)
<i>Adjusted for Non - Budgeted Items</i>									

Sunnyslope County Water District

Investment Summary 2023 / 2024 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023	JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024	JUNE 2023
<u>Heritage Bank of Commerce</u>														
CHECKING ACCOUNT Operating - General Fund	0	1,593,120	1,606,042	2,196,208	1,879,151	2,183,982	1,574,196	1,972,545						2,040,106
CHECKING SUBTOTAL		1,593,120	1,606,042	2,196,208	1,879,151	2,183,982	1,574,196	1,972,545	0	0	0	0	0	2,040,106
MONEY MARKET ACCT (MMA) Invested - General Fund	0.75%	90,661	90,776	90,830	90,890	90,946	91,000	91,062						90,661
MMA SUBTOTAL		90,661	90,776	90,830	90,890	90,946	91,000	91,062	0	0	0	0	0	90,661
L.A.I.F. (Local Agency Investment Fund) As of: Sep 2023														
General Fund	3.48%	-4,173,662	-4,173,662	-4,173,662	-4,173,662	-4,173,662	-4,173,662	-4,173,662						-4,104,152
Water Connect. Fee	3.48%	0	0	0	0	0	0	0						0
Sewer Connect. Fee	3.48%	0	0	0	0	0	0	0						0
SRF Loan Reserve	3.48%	774,890	774,890	782,041	782,041	800,160	800,160	808,198						774,890
Board Designated Reserves	3.48%	7,910,911	7,910,911	7,945,400	7,945,400	8,032,787	8,032,787	6,571,557						7,910,911
L.A.I.F. SUBTOTAL		4,512,138	4,512,138	4,553,778	4,553,778	4,659,285	4,659,285	3,206,093	0	0	0	0	0	4,581,649
CEPPT (CA Employee Pension Plan Trust)														
Employee Pension Reserve	0	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000						1,000,000
CEPPT SUBTOTAL		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	0	0	0	0	1,000,000
MBS Securities (CD Brokerage - Water Capacity Funds)														
General Fund	4.00%	3,326,368	3,473,795	3,574,001	3,679,171	3,770,149	3,845,621	3,827,672						3,442,907
Board Designated Reserves	4.00%	436,010	440,970	445,666	450,970	365,809	370,664	375,977						403,709
Water Connect. Fee	4.00%	11,292,180	11,218,349	11,137,332	11,071,162	11,161,073	11,116,462	11,183,442						11,259,801
Sewer Connect. Fee	4.00%	1,485,963	1,489,265	1,491,615	1,495,975	1,505,396	1,508,912	1,514,260						1,357,257
MBS SUBTOTAL		16,540,541	16,622,379	16,648,614	16,697,278	16,802,426	16,841,658	16,901,351	0	0	0	0	0	16,463,673
GRAND TOTAL		23,736,460	23,831,336	24,489,431	24,221,097	24,736,639	24,166,139	23,171,051	0	0	0	0	0	24,176,089
* TOTAL INTEREST RECORDED	YTD Total	49,929	36,760	67,928	48,719	210,711	39,286	106,563						449,333

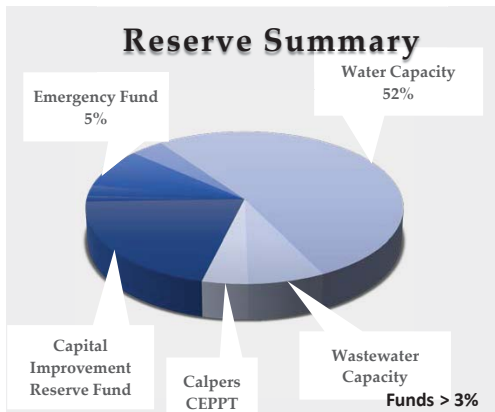
Sunnyslope County Water District

Reserve Summary As of January 31, 2024 (Policy #8600)

	<u>1/31/2024</u>	<u>Increase</u>	<u>Decrease</u>	<u>6/30/2023</u>	<u>6/30/2022</u>	<u>Change</u>
1 Capital Improvement Reserve Fund	\$ 4,409,009	\$ 136,385	\$ 1,500,000	\$ 5,772,624	\$ 5,863,936	\$ (91,312)
2 Rate Stabilization Fund	250,000		-	250,000	250,000	\$ -
3 Drought Contingency Reserve	500,000			500,000	500,000	-
4 Emergency Fund	1,000,000			1,000,000	1,000,000	-
5 Vehicle Replacement Fund	350,897	44,765	92,000	398,132	348,078	50,054
6 Office and Misc. Equipment Replacement Fund	437,628	16,764		420,864	418,845	2,019
Board Designated Reserves	<u>6,947,534</u>	<u>197,914</u>	<u>1,592,000</u>	<u>8,341,620</u>	<u>8,380,859</u>	<u>(39,239)</u>
7 CSWRCB Loan	808,198	33,309		774,889	760,000	14,889
8 Water Capacity	11,183,442	1,174,790	1,251,150	11,259,801	11,410,006	(150,205)
9 Wastewater Capacity	1,514,259	157,002		1,357,257	1,320,135	37,122
10 Calpers CEPPT	899,643			899,643	640,401	259,242
Legally Restricted Reserves	<u>14,405,542</u>	<u>1,365,101</u>	<u>1,251,150</u>	<u>14,291,590</u>	<u>14,130,542</u>	<u>161,048</u>
TOTAL	<u>\$ 21,353,076</u>	<u>\$ 1,563,016</u>	<u>\$ 2,843,150</u>	<u>\$ 22,633,210</u>	<u>\$ 22,511,401</u>	<u>\$ 121,809</u>
Unreserved Cash	<u>\$1,817,975</u>					
Percentage of Total Capital Assets	<u>39.91%</u>					

Detailed Transactions:

Depr. Expense	\$ 28,000			\$ 461,194
Board Authorized Changes to Policy #8600	\$ -			\$ 5,729,257
Interest	\$ 479,993			\$ 25,685
Debt Amortization		691,059		\$ (1,184,682)
Water Capacity Fees	930,400			\$ 6,087,125
Sewer Capacity Fees	124,625			\$ 1,299,000
CEPPT Funding				\$ 1,000,000
Fixed asset Additions	-	652,091		\$ (483,314)
Transfers		1,500,000		
Fair Market Value & Misc Adj	(2)	-		\$ (610,420)
	<u>\$ 1,563,016</u>	<u>\$ 2,843,150</u>		<u>\$ 12,323,845</u>



Board Approved Disbursement Analysis					
Date:	Description:	Vendor	Resolution	#	Actual
1/19/2021	Audit (FY21,FY22 & FY 23)	Mc Gilloway	76,160		87,150
2/21/2023	Rate Study	Raftelis	110,502		57,281
11/15/2022	Promontory Amendment 2	Century Homes	110,000		110,000
4/18/2023	Best Road Initiative	Wallace Group	40,000		56,837
2/28/2023	Solar Project - SBR	Eva Green Power	1,300,000		1,198,594
2/28/2023	Solar Project - Lessalt	Eva Green Power	39,131		3,958
6/20/2023	Temetra	Meter Valve & C	412,000		186,519
8/15/2023	Demographics	LGDR	40,000		0
8/15/2023	Trucks	Greenwood	230,000		153,805
8/15/2023	VOIP	Exceedio	16,178		1,396
9/19/2023	Hydroflush IWWTP	Green line	22,000		47,998
9/19/2023	Itron Meters	Meter Valve & C	357,000		131,712
10/17/2023	Vacon Truck	MM Equip Inc.	530,000		526,095

Staff Report

Agenda Item: H-5a

DATE: February 13, 2024 (February 27, 2024, Meeting)

TO: Board of Directors

FROM: Water/Wastewater Superintendent, Jose J. Rodriguez

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

Narrative

1. All three water reports were completed and submitted on time by January 10, 2024.
2. Westhills WTP and Lessalt WTP are now treating 2.2 MGD and 1.0 MGD, respectively. In the month of January, Westhills WTP produced a total of 47.6 million gallons with Lessalt WTP producing 43.1 million gallons. The total acre foot produced in January 2024 was 278.17-acft with a balance of 1,548-acft available for the 2023-2024 year.
3. Nicholson Construction Inc. completed the pavement repair on Hillcrest/Memorial resulting from the emergency water main repair conducted in October. Much of the road was potholed to investigate the leak near the intersection. The section excavated was about 40 feet long by 5 feet wide. This section was initially back filled with cold patch with routine maintenance performed to allow for the subgrade to dry out before finalizing the repair. The onset of cold winter weather and rain resulted in the delay.
4. The Westhills treatment plant Powder Activated Carbon mixing unit system was rebuilt. Staff replaced auger screw, worn sprocket and couplings. Unit has been maintained well but it has seen continuous operation for over 7 years. This unit is an essential piece of equipment that continuously runs at a set speed, adding predetermined amount of carbon required to improve water treatment. All the work performed was done by in-house staff.
5. Lessalt WTP completed another Granular Activated Carbon (GAC) exchange in January. Recent rain events have caused lower water production from the water treatment plant, extending exchange frequency. We are expected to skip the month of February and will schedule the next exchange for March. GAC exchanges are required monthly to maintain Total Organic Carbon as low as possible to minimize the production of TTHM's in the distribution systems.
6. Both Lessalt WTP and Westhills WTP's continue to utilize the Computer Maintenance Management System (CMMS) to better manage treatment facilities equipment and document preventative maintenance activities. A total of 246 Work Orders were completed by Sunnyslope Staff between the two facilities.

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

Water (11) January 2024

1. Nicholson Construction Inc. paved Hillcrest Road and Memorial Drive water main repair patch.
2. Cleaned and inspected Air/Vacuum (ARV) relief valves throughout the district. Proper maintenance not only extends the lifespan of air release valves but also helps to prevent damage to other components in the system.
3. Flushed all transducers at wells and tanks. Maintenance of transducers continues reliability in instrumentation and control logic throughout the system.
4. Continued clearing weeds around district facilities.
5. Cleaned inside all generator enclosures.
6. Inspected and tested emergency lights at the shop and well sites.
7. Replaced curb stop and meter at 1075 Bonnie View Drive.
8. Saw-cut asphalt for repair at Ridgemark Tanks.
9. Repaired service line leak at 670 Rivera Drive.
10. Replaced leaking fire hydrant at Sonny’s Way and Cheri Court.
11. Assisted JM Electric with installation of new mixer in Fairview Tank.



VacCon in use during line repair.



Completed asphalt repair.

Project Location	: Hillcrest and Memorial Rd
Project	: Water leak road repair
Department	: Utilities/Maintenance Department
Description	: Road repair was initially repaired with cold patch allow oversaturated soils to dry out from the leak. The winter conditions prolonged ground settling. Nicholson was able to find dry conditions to properly backfill, compact and asphalt section of street.

LESSALT Water Treatment Plant (8)

1. Replaced Air Valve #2 on MF #2.
2. Calibrated DO probes.
3. GAC carbon exchange on GAC filter #1 with Calgon. GAC exchange will be skipped in February due to lower water production.
4. Trimmed trees along fence line and hauled to dump.
5. Brian Malley and Pascal from Suez worked on TOC analyzer. The old TOC analyzer is over 20 years old and could not pass calibration during the last by-annual calibration. New TOC analyzer was purchased and installed by Veolia Water Instrumentation with the assistance of our contract electrician.
6. Cleaned turbidity meters, replaced light bulbs, and calibrated to 20 NTU standard.
7. Sonic tested Membrane Filters (MF) units. Sonic testing is done to identify compromised modules and possible breaches in the fibers. If a fiber is found to be damaged, they are injected with silica to seal the individual fiber and allow the rest of the module to be used as normal.
8. Replaced tubing and liquid junction on chlorine dose analyzer.

West Hills Water Treatment Plant (10)

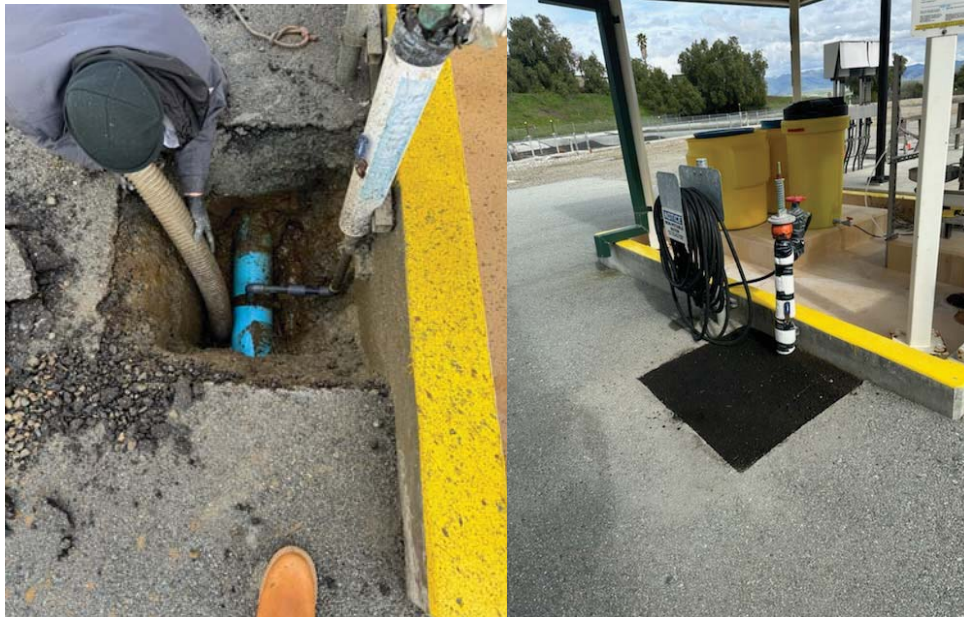
1. Replaced Powder Activated Carbon (PAC) auger, coupling and sprocket.
2. Replaced PAC system booster pump #1.
3. Installed new sensor cap on the raw water DO probe.
4. Reassembled sand pump #2.
5. Veolia replaced IC pump on Total Organic Carbon (TOC) analyzer.
6. Changed oil in all mixers.
7. Changed oil and filter on scrapper.
8. Received load of PAC.
9. Replaced return TSS probe.
10. Filled Raw Water Pump Station shower/ eyewash station.



Project Location	: Westhills Water Treatment Plant
Project	: Powder Activated Carbon (PAC)
Department	: Water Department
Description	: PAC unit was frequently faulting resulting in significant loss of product. Maintenance of the unit included auger screw, coupling, sprocket, and booster pump.

Wastewater (7)

1. Repaired utility water leak by chlorine shed.
2. Finished hydro-jetting collection system.
3. Cleaned and de-webbed office, shop, and lab at SBR.
4. Replaced all blower room filters.
5. Re-caulked electrical enclosures.
6. MME completed full service on hydro-jetting trailer.
7. Jim from Calcon made updates to SBR SCADA system.



Project Location	: Ridgemark Estates Wastewater Treatment Plant
Project	: Water Leak at Wastewater Treatment Plant
Department	: Utilities/Maintenance Department
Description	: Water was detected coming out of asphalt.

Industrial Plant (3)

1. Continued cutting, clearing, and spraying weeds around ponds.
2. Exercise equipment and pumps.
3. Prepping concrete basins for new season.

Completed This Month	Job Descriptions	Completed YTD 2023 – 2024 July 1 to June 30	Completed 2022 – 2023 July 1 to June 30	Completed 2021 – 2022 July 1 to June 30	Completed 2020 – 2021 July 1 to June 30
415	Work Orders	2077	2480	2520	2469
9	Temporary Manual Read Water Meters Installed in New Construction Accounts	55	287	292	368
3	Radio Read Meters & ERTs Installed in New Construction Accounts	4	3	1	21
0	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	19 (Total = 7216)	268	300	282
14	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	127	247	309	322
29	Valves Exercised (Approx. 2674 in SSCWD System 3/2021)	240	528	487	721
76	Fire Hydrants Flushed (Approx. 938 in SSCWD System 3/2021)	331	537	342	749
14	Meters on Repair List	155	250	335	326
9	Emergency Calls	81	158	161	174
129	Locates on our Water/Sewer Lines	982	1512	1816	1732
0	Sewer Inspections	0	0	0	0
0	Shutoff Notices	0	0	0	0
0	Water Services Replaced	9 (Total = 955)	15	39	12

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



Hollister/Sunnyslope Intertie Water Balance

Report Date: February 1, 2024		to		January 15, 2024	
Current Consumption Period: December 13, 2023		to		January 15, 2024	
Intertie Location	Groundwater Flow to COH	Surface Flow to COH	Groundwater Flow to SSCWD	Surface Flow to SSCWD	to
	i n G a l l o n s				
Southside Road Intertie Water Total Flow	0	1,844,779			
Sunset & Memorial Water Total Flow	0	0	24,600		100
Sunnyslope & Memorial Water Total Flow	16,258,300	10,679,500	0		0
Hillcrest and Memorial Water Total Flow	6,700	30,100	0		0
Santa Ana & La Baig Water Total Flow	0	2,882,100			
Intertie Sub-Total Water Flow	16,265,000	15,436,479	24,600		100
<i>Total Combined Surface and Ground Water Intertie Flow</i>		31,701,479		24,700	
City of Hollister Well 2 Surface Water Total Flow (West Hills)		15,878,000			
City of Hollister Well 4 Surface Water Total Flow (West Hills)		20,768,000			
City of Hollister Well 5 Surface Water Total Flow (West Hills)		22,711,000			
Sunnyslope Well 2 Surface Water Total Flow (West Hills)				9,930,000	
Sunnyslope Well 11 Surface Water Total Flow (West Hills)				17,724,000	
Sunnyslope Surface Water Total Flow (LESSALT)				30,239,000	
Surface Water Flow Sub-Totals		59,357,000		57,893,000	
Ground Water and Surface Water Flow Totals	16,265,000	74,793,479	24,600		57,893,100
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		58,625,000		
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	16,240,400	16,168,379		
	Beginning Water Balance Owed to SSCWD (to COH)	790,687,100	-360,924,863		
	Gallons Billed to COH thru Report Date January 1, 2024	0		Informational Last Month Net Total	429,762,237
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	806,927,500	-344,756,484	Net Sub Total	462,171,016
	Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period			1,505,500	
	Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4				6,022,000.00
	Ending Water Balance Owed to SSCWD (to COH)	800,905,500	-344,756,484	Net Total	456,149,016

Current:	LESSALT WTP Total Flow to Distribution	30,239,000			
	Percent of LESSALT Surface Water Received	COH	51.0%	SSCWD	49.0%
Current:	COH half of LESSALT Total Flow to Distribution	15,119,500			
	Intertie Net Surface Water Total Flow to COH	15,436,379			
	Intertie Net Ground Water Total Flow to COH	16,240,400			
Current:	West Hills WTP Total Flow to Distribution	87,011,000			
	Percent of Surface Water Received	COH	68.2%	SSCWD	31.8%
Current:	COH half of West Hills WTP Total Flow to Distribution	43,505,500			
	West Hills WTP Surface Water Total Flow to COH	59,357,000			

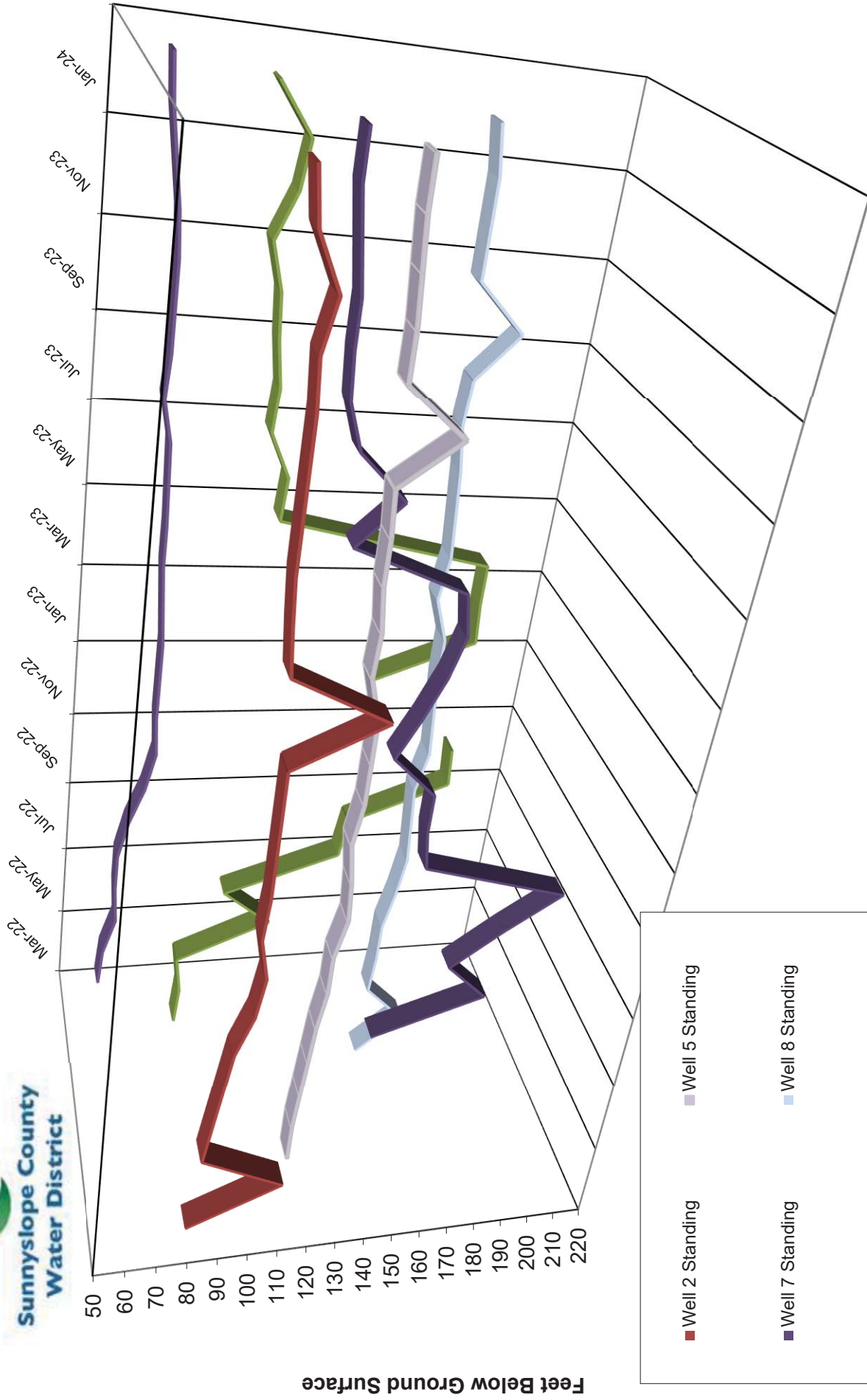
From April 1, 2023 to Present					
YTD	LESSALT WTP Total Flow to Distribution	411,336,000			
	West Hills WTP Total Flow to Distribution	713,215,000			
	Surface WTPs Total Flow to Distribution	1,124,551,000			
	Total YTD Surface Flow to COH/SSCWD	COH	554,806,298	SSCWD	569,744,702
	Percent of Surface Water Received	COH	49.3%	SSCWD	50.7%

Depth to Standing Water Level Below Ground Surface



**Sunnyslope County
Water District**

Month/Year



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

Ground Elevation in Feet Above Sea Level
Well 2 = 325
Well 5 = 438
Well 7 = 361
Well 8 = 481

Well 11 = 330
Test Well 12 = 308

Staff Report

Agenda Item: H – 6

DATE: February 20, 2024 (February 27, 2024 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS:

1. **Gavilan College/Cielo Vista Sewer** – San Benito County is working with their counsel to prepare a resolution to transfer the sewer responsibility to Sunnyslope. Sunnyslope has reviewed the construction plans for connection to the sewer and the City of Hollister has provided comments. The next steps are in the hands of the County. Currently the project is on schedule to meet the timeline of Gavilan College to open on time.
2. **Solar Field Design** – Rain and poor weather is hampering the construction of the solar field. The last rows of panels have not been installed but the project is moving forward. The project has now experienced 6 weeks of total delay. All equipment is not on site and connection to the grid is anticipated to be early April.
3. **Permit Compliance** – Monthly water reports have been completed on time and no water violations were reported.
4. **Staffing** – The Assistant/Associate Engineering position remains open until filled however some new applications have been submitted.
5. **Water Loss Investigation** – For the past few months staff have been working on verifying the accuracy of flow meters and conductivity sensors employed in the measurement of water in and out of the Sunnyslope/City interties. After making some adjustment to the calibration and recalculating flow numbers it appears that staff have been able to return the projected water loss numbers back to a range that reflects the accuracy of prior years. One action to note is that water operators have been expending more effort in the monitoring of water theft in the subdivisions under construction. It is speculated that our active deterrence of water theft over the past 2 months has also resulted in the avoidance of several million gallons of water theft.

Staff Report

Agenda Item: I-1

DATE: February 14, 2024 (February 27, 2024 Meeting)

TO: Board of Directors

FROM: Finance Manager, Barry Kelly

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

RECOMMENDATION:

Authorize the General Manager to contract for professional audit services with MRBK for a one-year engagement not to exceed \$27,000.

BACKGROUND:

Government Code Section 26909 requires an annual audit of district financial records to be conducted by a certified public accountant within 12 months of the end of the fiscal year and reported to the Board. Historically the district contracts independent auditing services with outside firms to perform annual review of all district financial procedures and policies. MRBK was contracted for a three-year engagement ending in FY22-23. Based on MRBK's excellent performance over that period and upon being informed that the same team is available for FY23-24 staff recommends extension of the contractual services for an additional year. The Finance Committee favorably reviewed this proposal and staff is requesting MRBK be retained for audit services until 2024 as outlined in the attached proposal.

FINANCIAL IMPACT:

MRBK has proposed a contract for services for one year. Services will not exceed \$27,000. A single-year contract is recommended to allow flexibility next year in the event the district chooses to seek additional proposals.

ENVIRONMENTAL IMPACT:

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



2511 Garden Road
Suite A180
Monterey, CA 93940
831-373-3337
Fax 831-373-3437

379 West Market Street
Salinas, CA 93901
831-424-2737
Fax 831-424-7936

January 18, 2024

Sunnyslope County Water District
Attn: Barry Kelly
3570 Airline Hwy
Hollister, CA 95023

GAAP Audit Engagement Letter

To the Board of Directors,

We are pleased to confirm our understanding of the services we are to provide Sunnyslope County Water District for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Sunnyslope County Water District as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Sunnyslope County Water District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Sunnyslope County Water District's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Change in the Net OPEB Liability and Related Ratios
3. Schedule of OPEB Contributions
4. Schedule of the District's Proportionate Share of the Plan's (PERF C) Net Pension Liability
5. Schedule of the District's Pension Plan Contributions

Gerald Ray, CPA | Patricia Kaufman, CPA, CGMA | Smriti Shrestha, CPA

Sunnyslope County Water District
January 18, 2024
Page 2 of 8

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in accordance with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Audit Procedures: Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under the American Institute of Certified Public Accountants' (AICPA) professional standards.

Audit Procedures: Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Sunnyslope County Water District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Sunnyslope County Water District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

The other services are limited to the financial statement services as previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we

Sunnyslope County Water District
January 18, 2024
Page 4 of 8

may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Sunnyslope County Water District
January 18, 2024
Page 5 of 8

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Hiring of Employees

We have a significant investment in the training and development of our staff, and they are valued employees of McGilloway, Ray, Brown & Kaufman. If you should hire one of our shareholders, managers, or professional employees either during the audit or within one year after the completion of this engagement, you agree to pay a personnel placement fee of 100% of their annual salary to compensate McGilloway, Ray, Brown & Kaufman.

Management also has the responsibility to ensure that they have not caused McGilloway, Ray, Brown & Kaufman's independence to be impaired by hiring a former or current McGilloway, Ray, Brown & Kaufman shareholder, manager, or professional employee in a key position, as defined in the Code of Professional Conduct of the AICPA, that could cause a violation of the AICPA Code of Professional Conduct or other applicable independence rules. Any offer of employment to members of the team prior to issuance of our report may impair our independence, and may result in our inability to complete the engagement and issue a report.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work.

The audit documentation for this engagement is the property of McGilloway, Ray, Brown & Kaufman and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit

Sunnyslope County Water District
January 18, 2024
Page 6 of 8

documentation will be provided under the supervision of McGilloway, Ray, Brown & Kaufman personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator or its designee. The regulator may intend or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Our firm subscribes to the AICPA Peer Review program, mandated by the California Board of Accountancy for all California licensed firms. As part of that program this engagement could be selected for review. If selected, we will retain the strictest confidentiality rules.

Patricia Kaufman is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees for these services will be \$27,000 for the audit and prepared financial statements. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. Currently, our rates range from \$100 per hour for clerical to \$400 per hour for partners. You will receive the final audited financial statements in one bound copy as well as an electronic (PDF) version. If you would like additional bound copy versions printed for you, the charge will be \$20 per copy.

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. The fee estimate will be subject to adjustments based on unanticipated changes in the scope of our work and/or the incomplete and untimely receipt by us of the information on the client request list such as:

1. Timely responses to our inquiries
2. Timely completion and delivery of client assistance requests
3. Timely communication of all significant accounting and financial reporting matters
4. The assumption that unexpected circumstances will not be encountered during the engagement
5. Material changes in current or prior period financial reporting
6. Multiple adjustments to the financial statements
7. Accounting assistance outside the scope of the audit (e.g., researching accounting topics, assistance with other accounting matters, etc.)

These fees shall be in addition to the above quoted fee for audit services. All billings for additional audit fees or services will be billed as these services are provided at our standard billing rate in effect at the time services are rendered.

Accounts past due over 30 days are considered delinquent and will be subject to an annual finance charge of twelve percent (12%), or a monthly rate of one percent (1%). There will be a minimum finance charge of \$1.00. Payments received on account will first be credited against any delinquency charges. Further, we will cease performing services on delinquent accounts if the account becomes 60 days or more overdue and services will not be resumed until your account is paid in full. All expenses incurred to collect past due accounts, including collection fees will be added to any amount due. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Sunnyslope County Water District
January 18, 2024
Page 7 of 8

If any dispute arises among the parties, they agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Commercial Mediation Rules. All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Commercial Arbitration Rules of the AAA. Fees charged by any mediators, arbitrators, or the AAA shall be shared equally by all parties. In agreeing to arbitration, we both acknowledge that in the event of a dispute, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentation to us.

Our audit engagement ends on delivery of our audit report and prepared financial statements. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Reporting

We will issue a written report upon completion of our audit of Sunnyslope County Water District's financial statements. Our report will be addressed to the Board of Directors of Sunnyslope County Water District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We appreciate the opportunity to be of service to Sunnyslope County Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



McGilloway, Ray, Brown & Kaufman

Sunnyslope County Water District
January 18, 2024
Page 8 of 8

Response:

This letter correctly sets forth the understanding of Sunnyslope County Water District.

Management Signature: _____

Print: _____

Title: _____

Date: _____

Governance Signature: _____

Print: _____

Title: _____

Date: _____

Staff Report

Agenda Item: I – 2

DATE: February 7, 2024 (February 27, 2024 Meeting)

TO: Board of Directors

FROM: Finance & Human Resource Manager, Barry Kelly

SUBJECT: Receive And Discuss Six-Month Budget Review Of District's Financial Results From July 1, 2023 Thru December 31, 2023 (Not A Project Under CEQA Per Article 20, Section 15378)

CONCLUSION / DISCUSSION:

In general, the district is on track to report good to excellent financial results at the year end. The district is likely to continue to experience similar to slightly better results with respect to Revenue and Labor over the next six months. We expect expenses to continue to be impacted by material increases in prices for goods and services. Customer growth has slowed to less than a third of the previous year rate but given the lifting of drought measures, water consumption is anticipated to yield a 5% to 8% increase in revenues.

OVERVIEW:

Please find the attached report Sunnyslope County Water District Profit & Loss Budget Overview from July 2023 through December 2023. The report includes an analysis broken out by operating segment which includes:

- Water Distribution
- Water Production
- Lessalt Water Treatment Plant
- Westhills Water Treatment Plant
- Sewer Collection
- Ridgemark Sewer Treatment
- Industrial Treatment Plant (San Benito Foods)
- Customer Service
- General & Administrative

The Report also includes a summary analysis that combines all segments.

The Finance Committee met on Feb 16th, 2024 to review the Budget to Actuals results for the first six months of operations. This Board presentation is to summarize our discussion and report to the Board on the mid-year operating results for the District.

COMBINED OPERATING RESULTS:

Revenue: Proceeds total \$7,705,357 which is \$335,657 over the budget and has increased 22% from the previous year. 17% of the increase is from reimbursed O&M operating costs. 5% is from an increase in water consumption.

Labor & Benefits: Total cost of goods sold is \$1,782,809 which is \$31,059 over the budget and an increase of 2% from the previous year. The small increase given 3% average wage increases and an 18% healthcare increase reflects additional improvements to operational efficiencies and the Associate Engineer vacancy.

Expense: Total Expense is \$6,618,539 which is \$126,917 under budget and has increased \$1.5 million from the prior year. The year over year increase is attributed to operating both plants at full capacity. The plants processed 2,484 acre feet during this period versus 1,043 in the prior year. Chemical and carbon costs account for 729k of this increase and raw water purchase accounts for 668k.

Other Income & Expense: **Total Other is \$1,421,271. A budget comparison is meaningless because** Connection Fees, Asset Contributions, and FMV accounting adjustments are not included in projections. Of note, Connection Fees are \$928,725 which is down \$1.2 million from the prior year and reflects a slowdown in construction within the district. Interest Income totals \$453,333 which is \$163,333 over the budget and \$302k more than the prior year. This is attributed to investment of reserve funds in CDs with MBS securities and LAIF which have experienced yields as much as 5.0%. The favorable variance to budget is due in part to transferring Heritage money market savings to MBS, which was previously yielding under 1%.

Net Income: The Net Loss from operations was \$(695,991) versus a budgeted loss of \$(1,127,506) and \$(535,000) in the prior year. The favorable budget variance is attributed to an increase in water consumption and continuing improved operational efficiencies. On-going losses are attributed to multiple years of budgeted cost increases since the district's last rate adjustment in 2016. The district has retained Raftelis to evaluate the rate structure and is expected to propose changes that will mitigate these ongoing deficits. Total Net Income equals \$725,281 which includes the non-budgeted Other Income & Expense items.

ENVIRONMENTAL IMPACT:

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

Attachments: SSCWD Profit & Loss Budget Overview

Sunnyslope County Water District

December 2023 Mid Year Budget to Actual Summary

Category	Account	Actual Amt	Budget Amt	Difference	Percentage	Notes
Revenue	Administrative Collection Fees - Water	-44.27	300.00	-344.27	100 -	
	Bad Check Fees	5,580.00	2,500.00	3,080.00	100 +	
	Call-Out Fees	350.00	250.00	100.00	40%	
	City of Hollister Sewer Billing Fees	88,521.00	87,500.00	1,021.00	1%	
	Credit Report Application Fee - Water	2,200.00	2,250.00	-50.00	-2%	
	Installation & Inspect Fees	22,540.00	37,500.00	-14,960.00	-40%	
	Labor Billed to Subdivision	39,326.48	7,500.00	31,826.48	100 +	
	Late Fees	7,623.07		7,623.07	100 +	
	Late Fees - Water	42,923.15		42,923.15	100 +	
	O&M Revenue	2,494,696.03	2,392,150.00	102,546.03	4%	
	Other Operating Revenue	645.57	4,000.00	-3,354.43	-84%	
	Property Lien Filing Fee - Water	2,185.39	250.00	1,935.39	100 +	
	Reconnection Fees		500.00	-500.00	-100%	
	Residential Sales	4,998,311.06	4,835,000.00	163,311.06	3%	
	Revenue Allocation	-0.02	0.00	-0.02	-2%	
Water Sales - Adjustments	500.00		500.00	100 +		
Revenue Total		7,705,357.46	7,369,700.00	335,657.46	5%	Increased water consumption
Cost of Goods	Benefits Administrative Costs	-11,052.53	-12,500.00	1,447.47	12%	
	Boot Allowance	-1,846.12	-3,250.00	1,403.88	43%	
	CALPERS Pension Expense - Other		-22,500.00	22,500.00	100 +	
	Cell Phone Allowance	-3,060.85	-3,500.00	439.15	13%	
	Classic Member ER Paid Contribution	-8,102.39	-20,400.00	12,297.61	60%	
	Dental	-16,037.65	-17,450.00	1,412.35	8%	
	ER Survivor Contribution	-283.36	-300.00	16.64	6%	
	Health	-141,736.92	-110,500.00	-31,236.92	-28%	
	Labor Allocation	0.01	-100,000.00	100,000.01	100 +	
	Labor Benefits	1,208.00		1,208.00	100 +	
	Life Insurance	-1,683.73	-2,450.00	766.27	31%	
	Meal Premium	-1,051.50	-1,500.00	448.50	30%	
	NRS ER 457b Contribution	-103,960.74	-96,600.00	-7,360.74	-8%	
	On Call Duty	-15,352.46	-19,200.00	3,847.54	20%	
	Overtime	-148,496.05	-156,000.00	7,503.95	5%	
	PEPRA ER Contribution	-118,900.99	-118,150.00	-750.99	-1%	
	Retiree Health Insurance	-9,664.00	-6,000.00	-3,664.00	-61%	
	Service Credit ER	-2,020.40	-3,000.00	979.60	33%	
	Taxes	-20,447.80	-23,250.00	2,802.20	12%	
	Uniforms	-13,369.21	-14,750.00	1,380.79	9%	
	Vacation	-127,715.07	-113,500.00	-14,215.07	-13%	
	Vision	-1,940.83	-3,300.00	1,359.17	41%	
	Wages	-1,010,294.52	-881,850.00	-128,444.52	-15%	
Worker's Compensation	-27,000.00	-21,800.00	-5,200.00	-24%		
Cost of Goods Total		-1,782,809.11	-1,751,750.00	-31,059.11	-2%	Labor is up 2% over last year
Expenses	Accounting	-33,948.31	-20,000.00	-13,948.31	-70%	
	Administrative Fee	-9,005.65	-14,000.00	4,994.35	36%	
	Amonum Nitrate	-6,860.70	-10,000.00	3,139.30	31%	
	Billing Forms & Envelopes	-2,915.12	-5,050.00	2,134.88	42%	
	Building Repair	-3,253.92	-1,500.00	-1,753.92	100 -	
	Capital Equipment (Non Budgeted)	-68,025.38	-62,500.00	-5,525.38	-9%	
	Cellular Services	-3,207.03	-7,500.00	4,292.97	57%	
	Chemical Removal Costs	-4,215.75		-4,215.75	100 -	
	Contract/Professional Services	-235,116.09	-96,700.00	-138,416.09	100 -	
	Cost of Raw Water	-805,431.41	-1,129,500.00	324,068.59	29%	
	Cost of Raw Water - Power	-143,892.66	-107,200.00	-36,692.66	-34%	
	Depreciation	-754,339.30	-780,750.00	26,410.70	3%	
	Direct Costs	-29,013.60	-26,000.00	-3,013.60	-12%	
	Dues, Fees, Permits	-153,061.73	-80,000.00	-73,061.73	-91%	
	Electrical Services	-266,377.95	-243,700.00	-22,677.95	-9%	
	Equipment Rental	-884.20	-2,250.00	1,365.80	61%	
	Equipment Repair	627.30	-14,000.00	14,627.30	100 +	
	ERT Repair Kits		-500.00	500.00	100 +	
	Expense Allocation	-0.01	169,237.50	-169,237.51	-100%	
	Facility Supplies	-6,602.89	-13,000.00	6,397.11	49%	
	Ferric Chloride	-139,384.59	-190,000.00	50,615.41	27%	
	Fuel		-2,350.00	2,350.00	100 +	
	GAC Media Replacement	-430,186.74	-440,000.00	9,813.26	2%	
	Generator Repair	-2,627.46	-2,250.00	-377.46	-17%	
	Information Technology (IT)	-1,025.00	-40,000.00	38,975.00	97%	
	Insurance	-52,974.18	-50,000.00	-2,974.18	-6%	
	Interest Expense	-300,238.86	-417,100.00	116,861.14	28%	
Internet	-31,961.19	-28,500.00	-3,461.19	-12%		

Sunnyslope County Water District December 2023 Mid Year Budget to Actual by Department

Department	Category	Account	Actual Amt	Budget Amt	Difference	Percentage	Notes
Distribution	Revenue Total		4,196,358.35	3,822,910.00	373,448.35	10%	Increase in water consumption
	Cost of Goods Total		-804,153.29	-694,580.00	-109,573.29	-16%	Down 100k from the prior year, budget issue.
	Expenses Total		-863,341.00	-821,762.50	-41,578.50	-5%	
	Other	Interest Income	205,201.80	250,000.00	-44,798.20	-18%	
		Connection Fees	804,100.00	804,100.00		100 +	Connection Fees unbudgeted
		Non-Op Allocation	181,151.31	6,750.00	174,401.31	100 +	Allocation of G&A Interest
	Other Total		1,190,453.11	256,750.00	933,703.11	100 +	
Distribution Total			3,719,317.17	2,563,317.50	1,155,999.67	45%	
	Cost of Goods Total		-45,608.04	-163,350.00	117,741.96	72%	Due to a budget issue.
	Expenses Total		-185,766.54	-335,812.50	150,045.96	45%	Half is reduced pumping volume, half is a budget issue
Production Total			-221,401.59	-471,712.50	250,310.91	53%	
	Revenue Total		866,366.69	851,000.00	15,366.69	2%	Revenue is up 470k from the prior year
	Cost of Goods Total		-281,891.60	-237,000.00	-44,891.60	-19%	Labor increased due to the increase in production The increase is attributed to the SBCWD prior year true-up
	Expenses Total		-1,863,411.07	-1,780,901.50	-82,509.57	-5%	
Lessalt Total			-1,278,935.98	-1,166,901.50	-112,034.48	-10%	
	Revenue Total		1,209,788.46	1,279,500.00	-69,711.54	-5%	
	Cost of Goods Total		-322,363.20	-235,300.00	-87,063.20	-37%	Revenue is up 965k from the prior year. The labor budget did not reflect the increase in operating activity. Cost of Raw Water and Chemicals were correctly forecasted to increase over 30%. Actual increases were less than anticipated Chemicals were correctly forecasted to increase over 30%. Actual increases were less than anticipated
West Hills Total			-2,882,202.93	-3,087,342.00	205,139.07	7%	
	Expenses Total		-1,994,777.67	-2,043,142.00	48,364.33	2%	
	Revenue Total		999,174.21	1,116,720.00	-117,545.79	-11%	Rate increase did not materialize
	Cost of Goods Total		-72,036.64	-145,510.00	73,473.36	50%	Favorable operating performance
	Expenses Total		-62,409.89	-146,387.50	83,977.61	57%	Favorable operating performance
	Other	Interest Income	52,317.34	20,000.00	32,317.34	100 +	Higher rates, budget adjustment needed
		Connection Fees	124,625.00	124,625.00		100 +	Connection Fees not budgeted
	Other Total		194,574.42	22,250.00	172,324.42	100 +	
Collection Total			1,059,302.10	847,072.50	212,229.60	25%	
Treatment		Revenue Allocation	12,273.25	14,220.00	-1,946.75	-14%	
	Revenue Total		12,273.25	14,220.00	-1,946.75	-14%	
	Cost of Goods Total		-117,548.49	-189,360.00	71,811.51	38%	Down 3k from prior year, budget issue
	Expenses Total		-444,406.69	-398,250.00	-46,156.69	-12%	Up 8k from last year, budget issue
	Other Total		29,127.09	2,250.00	26,877.09	100 +	
Treatment Total			-520,554.84	-571,140.00	50,585.16	9%	
SBF		O&M Revenue	418,540.88	261,650.00	156,890.88	60%	Budget issue
	Cost of Goods Total		-139,207.85	-86,650.00	-52,557.85	-61%	Budget issue
	Expenses Total		-316,765.20	-175,000.00	-141,765.20	-81%	Budget issue
SBF Total			-37,432.17	0.00	-37,432.17	100 -	Difference to be resolved at contract completion

Sunnyslope County Water District

December 2023 Mid Year Budget to Actual by Department

Department	Category	Account	Actual Amt	Budget Amt	Difference	Percentage	Notes
Hollister Total			88,521.00	87,500.00	1,021.00	1%	Billing fees on target
	Cost of Goods	Wages	-109,885.31	-93,000.00	-16,885.31	-18%	
		Labor Allocation	204,815.14	192,500.00	12,315.14	6%	CS Labor on target
		Expense Allocation	100,341.73	123,900.00	-23,558.27	-19%	CS Expense on target
	Expenses Total		0.00	0.00	0.00	0%	
C S Total			-88,521.00	-87,500.00	-1,021.00	-1%	
	Revenue Total		0.00	0.00	0.00	0%	
	Cost of Goods	Wages	-339,707.67	-237,500.00	-102,207.67	-43%	Down 36k from prior year
		Labor Allocation	510,195.48	444,300.00	65,895.48	15%	Budget Issue
	Cost of Goods Total		12,487.42	0.00	12,487.42	100 +	
		Expense Allocation	398,108.18	391,900.00	6,208.18	2%	G&A Expense on target
	Expenses Total		-235.72	0.00	-235.72	100 -	
G A Total			12,251.70	0.00	12,251.70	100 +	
Directors			-12,487.42	0.00	-12,487.42	100 -	
Grand Total			725,281.30	-842,506.00	1,567,787.30	100 +	

Staff Report

Agenda Item: I - 3

DATE: February 23, 2024 (February 27, 2024)

TO: Board of Directors

FROM: Employee and Personnel Committee
(President Mauro, Director Brown, General Manager - Drew Lander)

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

RECOMMENDATION:

Approve an incentive pay amount of 4% per section 3.2 of the current General Manager employment Contract.

BACKGROUND:

The Employee and Personnel committee met on February 16th and again on February 22nd to discuss the GM's performance in 2023. Section 3.2 of the GM's contract allows the board to authorize a percentage of the GM base salary as incentive pay upon completing a favorable annual review by the Board of Directors. The incentive pay shall not increase the GM's base salary.

DISCUSSION:

The Board met in Closed Session prior to this scheduled meeting to discuss the GM performance. Approval of this item concludes the GM review for 2023.

FINANCIAL IMPACT:

Approval of this item will authorize a \$8200 payment to the General Manager for successful completion of the GM annual review.

Staff Report

Agenda Item: I - 4

DATE: February 23, 2024 (February 27, 2024)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

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

RECOMMENDATION:

Authorize the general manager to pay the district fair share of GIS services through San Benito County for a cost not to exceed \$21,082. (Not a project under CEQA per article 20, section 15378)

BACKGROUND:

Sunnyslope has participated in the joint funding agreement presented by the County each year for the past 8 years to receive GIS services from County staff. County staff update Sunnyslope maps and provide district engineering staff access to edit County GIS layers so that all agencies are working with the most current and up to date information.

This year is especially important to have County mapping assistance in the absence of the Associate Engineer.

The County policy update is provided as an attachment to provide additional background.

DISCUSSION:

The annual cost of participation in the joint services agreement has historically been under \$10k for the Sunnyslope share of the costs and the General Manager has authorized participation as a maintenance task on our existing map system. This year the cost has increased significantly and is presented to the board for approval. Several factors have increased the Sunnyslope share to over \$21k. First, this year the County will be updating several mapping functions requiring additional personnel hours in the budget. Second, SBCWD has chosen not to participate so costs are divided among the remaining participants, and lastly the Sunnyslope budget increased, making the percent share slightly more.

These cost increases are indicative of the new world of expenses that we are navigating. The services are important for Sunnyslope maintenance of our maps and for good record keeping between agencies.

FINANCIAL IMPACT:

Approval of this item will authorize the general manager to participate in the GIS program this year for a cost not to exceed. \$21,082.

ATTACHMENTS:

GIS Revenue and Budgeting Policy, 5 pages

COUNTY OF SAN BENITO, CALIFORNIA COUNTY ADMINISTRATIVE MANUAL		
0300: FINANCE, ACCOUNTING, AND PURCHASING GEOGRAPHIC INFORMATION SYSTEM (GIS) REVENUE AND BUDGETING	Policy Number: PN2023-01- 000	Page
<p>PURPOSE:</p> <p>This policy supersedes Administrative Policy 2016-03-000 and Section 8, Distribution of Costs, in the Memorandum of Agreement (MOA) between the County of San Benito and the following partner agencies:</p> <ul style="list-style-type: none"> • City of Hollister • City of San Juan Bautista • San Benito County Office of Education • Local Agency Formation Commission (LAFCO) • Sunnyslope County Water District • Council of San Benito County Governments (COG) <p>All future internal and external agencies not party to the MOA will be subject to user fees outlined in the County’s Master Fee Ordinance.</p> <p>BACKGROUND:</p> <p>The development of a County GIS mapping system began as early as 1998 in San Benito County. Around this time, a GIS Needs Analysis was approved by the Board of Supervisors that explained the potential use of GIS and GIS data in everyday activities and focused on requirements for implementation.</p> <p>In 2007, a Memorandum of Agreement (MOA) was entered with various stakeholders, including the County of San Benito, the City of Hollister, the City of San Juan Bautista, LAFCO, COG, the Office of Education, Gavilan Joint Community College District, and San Benito County Water District. Since 2007, the membership has changed from time to time, as outlined in section 9(B) of the MOA. The Sunnyslope County Water District joined the MOA, while the Gavilan Joint Community College District and the San Benito County Water District canceled their memberships, FY 14/15, respectively. In 2020, the San Benito County Water District was added back to the MOU. In 2023, San Benito County Water District has canceled membership.</p> <p>The GIS Steering Committee’s roles and responsibilities are outlined in the MOA, and further defined in prior versions of this Administrative Policy. The GIS Steering Committee meets to update this policy every three years. It was last updated on March 15, 2019 (Administrative Policy No. 016-03-000).</p> <p>Since 2012, several milestones have been met. GIS has transitioned to an Enterprise environment, allowing easy access to GIS data and version control. Another significant milestone is the development and installation of a new user-friendly WebGIS system. Users have the ability to edit data in the WebGIS, query information through various GIS layers and run analysis. Several interactive maps</p>		

and galleries have been published to ArcGIS Online. The ArcGIS online content allows users and the public the ability to easily look up information such as, schools, polling locations, zoning, etc. Using the Enterprise environment and ArcGIS Online applications, GIS has configured ESRI Applications (Collector app, Workforce) for field data collection for both emergency and non-emergency situations. The data collected is sent to the Enterprise server and updated in real time as the data is collected.

GIS Data is being hosted and served to several county and city software applications, as well as being served to SCR911 and Hollister Fire. GIS is currently upgrading its ESRI Enterprise Architecture. The much needed upgrade will allow for faster connection speeds, including the WebGIS, and bring the system up to current standards. There are several new applications GIS is working on, which includes easier data editing, field data collection and a new WebGIS application.

This policy changes the funding commitment of partnering agencies and internal County Departments and/or Offices.

POLICY:

1. Partnering agencies, representatives and/or designees assigned by partnering agencies are voting members of the GIS Steering Committee. They include the following as of the effective date of this policy:
 - City of Hollister, City Manager or designee
 - City of San Juan Bautista, City Manager or designee
 - County of San Benito, Assessor, County Administrative Officer or designee
 - Sunnyslope County Water District, Director or designee
 - San Benito County Office of Education, Superintendent of Schools or designee
 - COG, Executive Director or designee
 - LAFCO, Executive Officer or designee
2. The GIS Steering Committee will review the GIS Budget, User Fees, Map Layer Fees, and CPI assessment for the next fiscal year.
3. Each year, the County Administrative Officer or their designee will introduce a proposed GIS budget for the next fiscal year to begin July 1.
4. Upon introduction of the proposed GIS Budget by the CAO or their designee and upon the incorporation of any changes made by the GIS Steering Committee, shared costs of the GIS Budget, including salaries, services, and supplies, will be calculated and shared among the members based on the average of their general fund (GF) budget example below:

$$\text{(Agency's Budget/SUM of Total Agencies' Approved Budgets) x100 = Percent Share of Actual Cost}$$

5. Promotes the use of GIS and data in decision-making on a daily basis and does not punish the user for an additional benefit of the program, as further use of the program should be encouraged.

- a) If the calculation results in a percent share that is less than one percent, the amount will be rounded up to one percent of the cost of the program.
 - b) Percentage of Share of Approved Budget will be rounded to the nearest whole percent.
 - c) Final figures shall be rounded to the nearest whole dollar.
 - d) The County will invoice each Partner Agency by January 15 (mid-year) of each fiscal year for the cost of the shared program.
6. Any new partner agency may become a Party to the Agreement and added as a member of the Committee, subject to approval by the GIS Steering Committee. The initial membership cost shall be at minimum 1% of the total Actual Cost for GIS.

PROCEDURE:

1. Assigned staff will develop the requested Budget in consultation with technical GIS staff and Information Technology, including equipment and necessary salary adjustments, by February of each year to present to the GIS Steering Committee by March 15. The requested Budget will identify costs of salaries and benefits, operational costs, and costs of outside contractors required for GIS operation.
2. The Steering Committee will provide recommendations for the Budget, but will be subject to the County Board of Supervisors for Final approval.

For Example: In this hypothetical scenario, we will assume only three partners: The County, the City, and COG.

The County evaluates the current year’s General Fund budget amount to determine the cost shares, Illustrated in the table below.

Solving for Averages Based on GF:

	Current GF Budget	Solving for Average: Work Shown:	Percentage	Rounded
County	30M	$(30/59)*100=$	50.84	51 %
City	27M	$(27/59)*100=$	45.76	46%
COG	2M	$(2/59)*100=$	3.39	3%
Sum of Partnering Agencies	59 M			100%

Solving allocation of yearly cost given percentage share based on averages:

Let’s assume that the Total Approved and Planned Cost for GIS FY 20/21 = **\$150,000**

Cost share of County: (\$150,000x.51) = **\$76,671**

Note: Round to the nearest whole dollar.

Cost share of City: (\$150,000x.46) = **\$68,644**

Cost Share of COG(150,000x.03) = **\$4,500**

The following is the first year, FY 23/24, cost share between the existing partnering agencies:

Total FY 23/24 Cost: \$263,522*

Partner	GF FY23/24	Percent Share	Dollar Share
County	\$117,974,931	60%	\$158,113
City of Hollister	\$49,514,385	26%	\$68,516
City of San Juan Bautista	\$2,107,694	1%	\$2,635
LAFCO	\$245,964	1%	\$2,635
COG	\$2,984,208	2%	\$5,270
Office of Education	\$6,539,849	3%	\$7,906
Sunnyslope	\$14,712,097	8%	\$21,082

NOTE Based on the assumption budget cost of GIS is 263,522, the invoice will be based on the actual cost.

SUNSET DATE

This policy will be reviewed every three years by the GIS Steering Committee. The next review date is 12/15/2026.

Version History:

Version Number	Change Request Number <i>(if applicable)</i>	Date	Author	Summary of Change	Effective Date
2016-03-000	N/A	03/01/2016	S. De Leon	Amendment to 2012-03 and Original MOA	03/01/2016
2019-01-000	N/A	03/07/2019	D. Alonso	Amendment to 2016-03-000 & original MOA	03/15/2019
2020-09-000	N/A	12/15/2020	D. Alonso	Amendment to 2019-01-00 & original MOA	12/15/2023
2023-01-000	N/A	12/12/2023	D. Alonso	Amendments to 2020-09-000 & original MOA	12/16/2023

References

1. Memorandum of Agreement Between the County of San Benito, Sunny Slope Water District, City of Hollister, City of San Juan Bautista, San Benito County Office of Education, LAFCO, and the Council of Government, for Spatial Data Sharing.
2. Policy #2016-03: Revenue and Budgeting – GIS Budget #1001107 – Distribution of Costs, GIS Enterprise Partners and County of San Benito, March 15, 2019

Agreed as per majority vote of the GIS Steering Committee on December, 2023:

County of San Benito 481 4th Street Hollister, CA 95023

_____ Date: _____
Ray Espinosa, County Administrative Officer

City of San Juan Bautista, PO BOX 1420, San Juan Bautista, Ca 95045

_____ Date: _____
Don Reynolds, City Manager

City of Hollister, 375 Fifth Street, Hollister, CA 95023

_____ Date: _____
Davis Mirrione, City Manager

San Benito County Office of Education, 460 Fifth Street, Hollister, CA 95023

_____ Date: _____
Krystal Lomanto, Superintendent

Council of Governments, 330 Tres Pinos Road, Suite C7, Hollister, CA 95023

_____ Date: _____
Binu Abraham, Executive Director

LAFCO, 481 4th Street Hollister, CA 95023

_____ Date: _____
Jennifer Stephenson, Executive Officer

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

_____ Date: _____
Drew Lander, General Manager