

Sunnyslope County Water District

A G E N D A

OCTOBER 20, 2020

REGULAR BOARD MEETING: 5:15 PM

District Office Board Room



3570 Airline Hwy., Hollister, CA

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

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

<https://meetings.ringcentral.com/j/1497548988?pwd=ZlZweWw0dHBZa2JBZktqQnZFcktkQT09>

Password: SSCWD

Or Telephone: Dial +1(623)404-9000 and when prompted enter Meeting ID: 149 754 8988

Regular Board Room attendance will NOT be available.

Any members of the public requiring special accommodations may call the District office at (831) 637-4670 a minimum of 3 hrs prior to the start of the meeting.

Mission Statement:

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

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

Regular Session

- C. PLEDGE OF ALLEGIANCE
- D. APPROVAL OF AGENDA
- E. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS – The public may comment ¹ on any District business, not on the agenda, with a time limit of three minutes per speaker. No actions may be taken.

F. CONSENT AGENDA – Members of the Board and/or members of the public may pull matters from the Consent Agenda. Any matter pulled from the Consent Agenda shall be moved to Item G, and treated as a matter of new business, or moved to Item I, and discussed as a staff report. The public may address the Board ² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approval of Minutes of the Regular Board Meeting of September 15, 2020.
2. Approval of Minutes of the Special Board Meeting of September 29, 2020.
3. Allowance of Claims for disbursements from September 9, 2020 through October 12, 2020.
4. Associate Engineer Monthly Status Report.
5. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
6. Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
7. General Manager Monthly Status Report.

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

No New Business Items to be Presented

H. STATUS REPORTS

1. Governance Committee – (No meeting)
2. Water / Wastewater Committee – (No meeting)
3. Finance Committee – (No meeting)
4. Policy and Procedure Committee – (No meeting)
5. Personnel Committee – (No meeting)
6. Water Resources Association of San Benito County – Meeting held October 1st, 2020, Next meeting December 3, 2020.

I. BOARD and STAFF REPORTS

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

J. FUTURE AGENDA ITEMS

K. ADJOURNMENT

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

Next Regular Board Meeting – November 17, 2020 @ 5:15 p.m., District Office

AGENDA DEADLINE: November 12:00 p.m. 11th, 2020

Future Scheduled Committee Meetings

Water Resources Agency – December 3, 2020 @ 4:00 PM

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- ¹ The person speaking is requested to fill out a speaker card stating items on which they wish to comment to be properly recognized during communications from the public and address comments to the Board of Directors. A limit of three (3) minutes per speaker is requested to allow others an opportunity to comment. Board members may ask questions of the speaker, but no action may be taken and no discussion may be held on non-agenized items raised by the public. The General Manager may refer the matter to the proper personnel for review. Please step up to and speak at the podium.
 - ² The person speaking is requested to fill out a speaker card stating their name, address, and items on which they wish to comment to be properly recognized during communications from the public and address comments to the Board of Directors. Please limit your comment to three (3) minutes. Please step up to and speak at the podium.

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
September 15, 2020

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

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

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

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

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

1. **Conference with Legal Counsel** – Existing Litigation, Gov. Code § 54956.9: – County of San Benito vs. SSCWD, San Benito County Superior Court Case No. CU-20-00068.

President Parker reconvened the meeting to open session at 5:15 p.m.

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

F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION: Attorney Heidi Quinn reported on the Existing Litigation, Gov. Code § 54956.9, stating this is a case with the County of San Benito vs. Sunnyslope County Water District, case # CU-20-00068, a status report was given and there was no reportable action taken.

G. APPROVAL OF AGENDA: Upon a motion made by Director Johnson, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Director Alcorn (MA), yes; Director Buzzetta (JB), yes; Director Johnson (JJ), yes; Director Ross (AR), yes; and President Parker (JP), yes; the motion carried 5-0.

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

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

I. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of August 18, 2020.

2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of August 11, 2020 through September 8, 2020, totaling \$ 2,028,661.19 which includes \$ 1,478,067.49 for payments to vendors, \$ 170,294.40 for Payroll – employee and director, \$ 361,595.70 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$ 18,703.60 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH # 1807, and the last check written was check # 28371.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
08/18/20	ACH 1783	RETURNED ACH	-179.92
08/19/20	ACH 1784	RETURNED ACH	-179.92
08/14/20	ACH 1785	EFTPS and Employment Dev. Dept. (EDD) DE88 Pmts.	-18,160.92
08/14/20	ACH 1786	Employee/Director Payroll	-67,057.64
08/13/20	ACH 1787	CalPERS - Health Insurance	-17,869.56
08/19/20	ACH 1788	RETURNED ACH	-167.42
08/19/20	ACH 1789	RETURNED ACH	-137.51
08/19/20	ACH 1790	RETURNED ACH	-146.14
08/21/20	ACH 1791	CalPERS - Retirement	-9,671.40
08/21/20	ACH 1792	CalPERS - Retirement	-6,173.30
08/28/20	ACH 1793	EFTPS and Employment Dev. Dept. (EDD) DE88 Pmts.	-18,564.78
08/28/20	ACH 1794	Employee Payroll	-66,511.06
08/31/20	ACH 1795	CalPERS - Health Insurance	-17,850.92
08/31/20	ACH 1796	CalPERS - Retirement	-686.08
08/31/20	ACH 1797	CalPERS - Retirement	-194.58
08/31/20	ACH 1798	CalPERS - Retirement	-700.00
09/01/20	ACH 1799	Nationwide Life Insurance	-215.67
09/01/20	ACH 1800	North American Bancard	-1,007.03
09/01/20	ACH1801	CalPERS - Retirement	-9,745.89
09/01/20	ACH 1802	CalPERS - Retirement	-6,173.30
09/03/20	ACH 1803	North American Bancard	-1,708.45
09/01/20	ACH 1804	Pathian Administrators (VSP)	-344.91
09/07/20	ACH 1805	American Express	-37.92
09/07/20	ACH 1806	CalPERS - Retirement	-4,940.69
09/07/20	ACH 1807	CalPERS - Retirement	-7,893.52
08/17/20	28268	Roberts, Kelly L.	-100.00
08/17/20	28269	AT&T	-267.73
08/17/20	28270	Auto Tech Service Center, Inc.	-79.00
08/17/20	28271	Brenntag Pacific, Inc.	-16,138.22
08/17/20	28272	Central Ag Supply LLC	-669.63
08/17/20	28273	Corbin Willits Systems, Inc. (MOM's)	-8,393.58
08/17/20	28274	CWEA Membership- TCP	-924.00
08/17/20	28275	CWSRF Accounting Office	-759,974.56
08/17/20	28276	EBCO Pest Control	-60.00
08/17/20	28277	Edges Electrical Group, LLC	-395.40
08/17/20	28278	Fastenal Company	-8.61
08/17/20	28279	Hach Company	-1,773.12
08/17/20	28280	Hollister Paint Co.	-73.42
08/17/20	28281	J M Electric	-725.00
08/17/20	28282	P G & E	-27,731.09
08/17/20	28283	Palace Business Solutions	-12.26
08/17/20	28284	Recology San Benito County	-286.86
08/17/20	28285	San Benito County Water District	-464.00
08/17/20	28286	San Benito Tire Pros & Automotive	-115.35
08/17/20	28287	SBC Chamber of Commerce	-245.00
08/17/20	28288	Sharp Engineering and Construction, Inc.	-9,943.38
08/17/20	28289	Toro Petroleum Corp.	-1,506.59

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
08/17/20	28290	Trans Union LLC	-137.60
08/17/20	28291	U.S. Bank Corporate Payment Systems	-9,819.16
08/17/20	28292	Underground Service Alert North 811	-1,335.02
08/17/20	28293	WM. A. Barron Co.	-600.00
08/17/20	28294	Nationwide Retirements Solutions	-18,422.55
08/24/20	28295	Vargas Garcia, Michael J	-240.34
08/24/20	28296	A-1 Services	-403.00
08/24/20	28297	B.S.K. Associates	-2,576.00
08/24/20	28298	Bianchi Kasavan & Pope, LLP	-544.50
08/24/20	28299	Brenntag Pacific, Inc.	-21,361.12
08/24/20	28300	De Lay & Laredo	-4,446.50
08/24/20	28301	Fastenal Company	-31.19
08/24/20	28302	Hach Company	-2,774.93
08/24/20	28303	Hopkins Technical Products Inc.	-114.67
08/24/20	28304	Mc Master-Carr	-154.41
08/24/20	28305	Pinnacle Agriculture	-726.28
08/24/20	28306	RJR Recycling	-1,750.00
08/24/20	28307	State Water Resources Control Board-DWOCB	-90.00
08/24/20	28308	SUEZ WTS Analytical Instruments, Inc.	-1,528.46
08/24/20	28309	Toro Petroleum Corp.	-1,736.10
08/24/20	28310	USA Blue Book	-336.90
08/24/20	28311	Wright Bros. Indust. Supply	-28.14
08/24/20	28312	San Benito County Water District	-323,808.31
08/31/20	28313	RAUL ALVAREZ	-299.12
08/31/20	28314	MARY JANE BROMAN	-142.57
08/31/20	28315	KRAIG KLIEWER	-145.52
08/31/20	28316	JOHN H KUNZ	-89.51
08/31/20	28317	MARTIN G RICHMAN	-232.40
08/31/20	28318	PHILLIP E & JULIA E THIBODEAU	-124.83
08/31/20	28319	ANDERSON HOMES	-10,341.84
08/31/20	28320	ANDERSON HOMES	-6,516.90
08/31/20	28321	Ace Hardware (Johnson Lumber Co.)	-305.78
08/31/20	28322	AT&T	-767.99
08/31/20	28323	Auto Tech Service Center, Inc.	-539.00
08/31/20	28324	B.S.K. Associates	-2,400.00
08/31/20	28325	Brenntag Pacific, Inc.	-13,692.81
08/31/20	28326	Calcon System, Inc.	-2,462.50
08/31/20	28327	CM Analytical, Inc.	-11,115.00
08/31/20	28328	CWEA Membership- TCP	-96.00
08/31/20	28329	Edges Electrical Group, LLC	-86.83
08/31/20	28330	ERA Safety Solutions LLC	-99.59
08/31/20	28331	Fastenal Company	-49.64
08/31/20	28332	Hollister Auto Parts, Inc.	-55.79
08/31/20	28333	Iconix Waterworks (US) Inc.	-901.03
08/31/20	28334	Konica Minolta Premier Finance	-416.76
08/31/20	28335	MBS Business Systems	-839.10
08/31/20	28336	Mc Master-Carr	-238.08
08/31/20	28337	Nationwide Retirements Solutions	-18,422.55
08/31/20	28338	O'Reilly Auto Parts	-123.12
08/31/20	28339	OnTrac	-24.76
08/31/20	28340	Postmaster	-2,204.18
08/31/20	28341	Underground Service Alert North 811	-872.98
08/31/20	28342	Verizon Wireless	-229.79
08/31/20	28343	Wright Bros. Welding & Sheet Metal, Inc.	-65.70
08/31/20	28344	Void	0.00
08/31/20	28345	Premier Access Insurance Co.	-3,450.23

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
09/01/20	28346	Razzolink.com	-76.95
09/02/20	28347	UWUA Local 820	-1,569.44
09/07/20	28348	Quick, Troy E.	-243.26
09/08/20	28349	Ace Hardware (Johnson Lumber Co.)	-136.12
09/08/20	28350	AT&T	-416.63
09/08/20	28351	Brenntag Pacific, Inc.	-51,195.97
09/08/20	28352	Central Ag Supply LLC	-712.93
09/08/20	28353	City of Hollister-Finance Dept	-361,595.70
09/08/20	28354	ERA Safety Solutions LLC	-573.56
09/08/20	28355	Extreme Air, Inc.	-812.12
09/08/20	28356	Filmtec Corporation	-985.08
09/08/20	28357	Hach Company	-2,909.68
09/08/20	28358	Iconix Waterworks (US) Inc.	-1,503.30
09/08/20	28359	J L Wingert Co.	-1,770.91
09/08/20	28360	Mission Uniform Service	-1,355.74
09/08/20	28361	O'Reilly Auto Parts	-23.96
09/08/20	28362	P G & E	-34,246.15
09/08/20	28363	Palace Business Solutions	-939.18
09/08/20	28364	Postmaster	-69.00
09/08/20	28365	Ryan Herco Flow Solutions	-574.14
09/08/20	28366	Toro Petroleum Corp.	-1,753.26
09/08/20	28367	U.S. Bank Corporate Payment Systems	-1,970.09
09/08/20	28368	Brenntag Pacific, Inc.	-6,216.80
09/08/20	28369	Void	0.00
09/08/20	28370	Recology San Benito County	-286.86
09/08/20	28371	AT&T	-201.95
			\$ <u>-2,028,661.19</u>

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

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

J. NEW BUSINESS: No new business items presented.

K. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** No meeting held.

4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** General Manager/Secretary Lander reported that a meeting was held on August 26, 2020 to review and discuss the Employee Satisfaction Survey prepared by CSI HR Group. Mr. Lander stated that once the results are in he will present them to the Board.

On September 10, 2020 a meeting was held to discuss the Keenan & Associates (K&A) benefits proposal. General Manager/Secretary Lander reported that Keenan & Associates are seeking to improve employee benefits for less cost than the District is currently paying. The District is not charged for this service as K&A are the third party service provider.

6. **Water Resources Association of San Benito County (WRA):** No meeting held, next meeting is scheduled for October 1, 2020.

L. BOARD and STAFF REPORTS

1. **Directors:** Director Johnson expressed her appreciation to staff for the layout changes in their reports provided to the Board, as they are easier to follow and understand. Director Johnson also commented on Water/Wastewater Superintendent Rodriguez's instruction to maintenance staff on the proper well disinfection procedures.

Director Buzzetta commented on the stream of negative comments posted to a local social media platform regarding the District recently. Director Buzzetta also thanked Director Alcorn for his positive input on the post.

2. **District Counsel:** No report
3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 situation stating that the office remains closed and that staff and immediate family members have remained healthy. Masks and sanitizer is still being provided for office and maintenance staff.

The District continues to have the same 3 past due customers since April with a total of 300 customers late for the month of August. In total there are 434 late customers, but currently the District has seen an increase of customers trying to get caught up on their balance due. Director Alcorn asked if there is a projected dollar amount for fees that will be written off, and General Manager/Secretary Lander responded that at this point there is about \$47,000 of uncollected late fees. Mr. Lander stated that staff is working on a type of program to assist the customers with bringing their accounts current.

The State has given direction that water shut-offs will not be allowed until the emergency order is lifted.

General Manager/Secretary Lander reported that Todd Groundwater has circulated the draft of the Sustainability Plan for the Technical Advisory Committee, and is currently under review. One of the significant points being that the Hollister Groundwater appears to have been well managed since the 1970's, and is working well with no additional management recommended.

The Ground Water levels are rising which not only demonstrates good management, but also provides a buffer for the basin for future water needs. The District is no longer

dependent on ground water as a drinking source, as the District has wells as a secondary source.

General Manager/Secretary Lander reported to the Board that he is currently working on a color newsletter which will be produced, printed and distributed to our customers for a cost of approximately \$10,000. The topics he is planning to cover are: COVID 19 updates on water and wastewater safety; Board member update, governance priorities, and a reminder that the Board members are elected and we have an election coming up in November; reducing costs and waste; information on the new website, new billing platform, new water smart account accesses, new smart meter information; water conservation; water treatment plant operations; new employees; new equipment; and to have a graph comparing the cost of water to other utilities and expenses.

M. FUTURE AGENDA ITEMS: None.

N. ADJOURNMENT: President Parker adjourned the meeting at 5:48 p.m.

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

RESPECTFULLY SUBMITTED: _____
Drew A. Lander, Secretary

MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
Special Board Meeting
September 29, 2020

Agenda Item: **F-2**

- A. CALL TO ORDER:** The meeting was called to order at 5:15 p.m. by President Parker, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. ROLL CALL: Present in Person:** Vice President Jerry Buzzetta, and Director Mike Alcorn, Director Judi Johnson, and President James Parker. **Present Via Teleconference:** Director Ann Ross.
- C. PLEDGE OF ALLEGIANCE:** Director Buzzetta led Directors, staff, and public in the Pledge of Allegiance.
- D. APPROVAL OF AGENDA:** Upon motion made by Director Johnson, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Director Alcorn (MA), yes; Director Buzzetta (JB), yes; Director Johnson (JJ), yes; Director Ross (AR), yes; and President Parker (JP), yes; the motion was carried 5-0 to approve the Special Meeting Agenda.
- E. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS:** The Board welcomed members of the public and opened the meeting to public comments regarding matters not itemized on the agenda. No public comment was made. General Manager/Secretary Lander noted that there were public in attendance of the meeting, as well as Howell Southmayd from Keenan and Associates, via teleconference

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

F. NEW BUSINESS:

- 1. KEENAN & ASSOCIATES BENEFIT PROPOSAL – DIRECT THE GENERAL MANAGER TO MAKE CHANGES TO THE DISTRICT DENTAL, VISION, AND LIFE INSURANCE BENEFITS AS PRESENTED. CONSIDER AND APPROVE THE ESTABLISHMENT OF HEALTH REIMBURSEMENT ARRANGEMENT (HRA) FOR ALL DISTRICT EMPLOYEES:** General Manager/Secretary Lander explained that Keenan & Associates (K&A) specializes in broker/consultant services and presently is serving over 950 public agency clients in California. At no cost to the District, K&A evaluated the Dental, Vision, and Life Insurance benefits provided by the District and made recommendations for providers where benefits can be improved or maintained at lower operating cost.

District benefits may be modified as needed by the Board at any time and are not subject to the Collective Bargaining Agreement entered into between staff and the District on June 18, 2019. The Employee and Personnel committee met on September 10th to review these proposed benefits.

After review of the SSCWD benefits, K&A has provided a recommendation for improved services. Summary pages were provided with a detailed explanation of benefits. The requested changes are listed below:

1. Change Dental providers to Principal Financial Dental Plan for a savings of

\$12,616.92 annually, (30.47% cost reduction). This program increases benefits and availability of dental offices who accept the plan in the Hollister area. Adult Orthodontia is not provided under this plan, however. This is only a one-time \$1,500 reduction in benefits for any staff member who may be interested in this service. Dependent children orthodontia is included. To offset this minor service reduction staff recommends the utilization of a Health Reimbursement Arrangement (HRA) which is defined later in this staff report.

2. Change Vision providers to the Principal Financial Vision Plan for a savings of \$899.40 annually, (22.72% cost reduction). This plan decreases copays and improves the frequency that an employee may buy glasses for the reduced price. It is the exact same VSP insurance the District currently has and is accepted by the same service providers, only for less cost and with improved benefits.
3. Change Group Life/AD&D insurance to Principal Financial for a savings of \$149.31 annually, (5.77% cost reduction). This life insurance is exactly the same as the Nationwide program the District started with this year. Nationwide recently notified the District that as of next year their company most likely will leave the life insurance markets so this plan is needed to replace Nationwide, and it is at an even lower cost.
4. Provide Voluntary Life Insurance to all employees through Principal Financial. The District currently does not offer voluntary life insurance to employees. Principal Financial offers pooled rates which are lower than published rates of non-pooled insurance providers. These services are voluntary, so they do not have a cost for the District but the ability to purchase thru this program is only available through the District. Employees may purchase these services as they wish, up to \$300,000 of coverage.
5. K&A also has provided the District with a partnership with Building Blocks for Business (BB4B). At no cost to the District, BB4B provides a positive and engaging enrollment experience for all district employees. They will meet with staff individually or with their spouse, to review all benefits provided and to explain all of the provided benefits. This program will greatly improve staff understanding of benefits and how to use them.
6. BB4B is a Colonial Life broker. At no cost to the District, Colonial Life will provide additional flexible benefit plans which employees may take advantage of at a discount. This offering is not described in detail here but the program is voluntary for all staff and provides more options for employees to save money on programs which may be useful to them.

K&A has guaranteed the offered rates as fixed for 2 years and historically they have maintained benefit increases to significantly lower than 5% increase in subsequent years. K&A will continue to review benefit providers to give the District the best options for cost for service.

The HRA program is gateway to establishing a robust “cafeteria plan” for medical expenses in the future. Unlike a Flexible Savings Account (FSA), which is an available option with BB4B benefits, the HRA allows employees to roll over any unspent funds that are allocated to the account. Only the employer can fund the HRA, however employees may allocate any amount to be placed into the HRA during open enrollment once a year. This money is pre-tax and can be used tax free for Health-related expenses. The use of the HRA program will increase employee flexibility for health-related

expenses and the program will also reduce employment taxes accrued by both the employee and the District. Provision 5019.4 of the Employee Handbook providing the \$500 per month benefit to be used towards “the cost of any dependent insurance coverage”, will be revised to provide the flexibility to contribute the \$500 per month towards an employee’s HRA as an option during open enrollment.

General Manager/Secretary Lander stated that implementation of the HRA program as described will cost the District \$1,380 annually to administer, with an additional \$4,140 annual expense to be directly applied to the employee HRA (proposed as a baseline \$15/mo. per employee) to fund the HRA.

Director Alcorn asked if the HRA benefit would affect the CalPERS contributions and Howell Southmayd from Keenan and Associates stated that it would not increase the OPEB liability. Director Alcorn also asked if an employee was to leave the District, if the District would still be liable to continue with the HRA service fee, and Mr. Southmayd stated that if the employee was no longer employed by the District, the fee could be converted over to the individual employee’s accrued account.

Mr. Southmayd explained to the Board that the HRA is beneficial to the employee and the District, as the monies are tax deferred for both. It is a plan that can be used for medical insurance, medical expenses, and medical supplies. The plan is portable and has more functionality than an FSA and can be carried on after retirement. The plan is administered by an outside agency who takes care of all tax related forms for the District as well as the paper work for the employee.

Director Buzzetta stated that this program would currently be saving the District money, but asked if in the foreseeable future if the transition would become more costly. General Manager/Secretary Lander explained that even with a 5% increase after the first two years, it would take six years to bring it to the cost the District is currently paying. Mr. Lander also stated that taking this step would reduce cost, and an additional benefit is having Keenan and Associates, as they are constantly negotiating the rates to keep them low.

Upon a motion made by Director Johnson, to direct the General Manager to make changes to the District Dental, Vision, and Life Insurance Benefits as presented; and to approve the establishment of Health Reimbursement Arrangement (HRA) for all District employees, seconded by Director Buzzetta, for which President Parker then took a roll call vote as follows: Director Alcorn (MA), yes; Director Buzzetta (JB), yes; Director Johnson (JJ), yes; Director Ross (AR), yes; and President Parker (JP), yes; the motion carried 5-0.

2. SPECIAL AGREEMENT, DISTRICT CODE 3.40.070 – CONSIDER GRANTING A VARIANCE TO DISTRICT CODE 3.40.020 TO ALLOW INSTALLATION OF A THREE INCH BADGER E-SERIES ULTRASONIC WATER METER RATHER THAN A THREE INCH COMPOUND WATER METER FOR THE SANTANA RANCH SCHOOL IRRIGATION AND LANDSCAPE:

General Manager/Secretary Lander explained that General Provisions Code 1.05.070 – Design and Construction Standards is a more suitable code rather than Code 3.40.070 – Special Agreements – Authority of District, with regard to Code 3.40.020 stated in the staff report.

Associate Engineer Hillebrecht stated that the Santana Ranch Elementary School currently under construction near the corner of Sunnyslope Rd. and Fairview Rd. has

requested a three-inch water meter for their dedicated landscape and irrigation water service. To increase accuracy of readings at both high and low flows through these larger meters District Code 3.40.020 states "...Meters three inch and larger require compound meters..." However, Badger Meter offers a three-inch E-Series ultrasonic water meter that uses the same technology as the new ¾-inch through 2-inch meters installed in the District. Mr. Hillebrecht explained that the attached are excerpts from the manufacturer specifications and they reveal that the capabilities of the ultrasonic meter are very similar to and in some cases superior to that of the compound meter. The E-Series Ultrasonic meter uses no moving parts that would be subject to wear, whereas the Recordall Compound Series meter has a complex design with various parts that are more subject to malfunction.

Staff has analyzed the benefits of both meters and finds evidence that the Three-Inch Badger E-Series Ultrasonic Meter meets the intent of District Code 3.40.020 at the anticipated flow rates for the proposed service. This meter will provide accuracies sufficient to document water use.

District Code 1.05.070 allows the District to grant special conditions associated with services. Staff recommends the board authorize a modification of code section 3.40.020 and allow staff to recommend the Three-Inch Badger E-Series Ultrasonic Meter in place of a compound meter.

Associate Engineer Hillebrecht stated that the initial purchase of either the E-Series or Recordall Compound Series carries no fiscal impact as the purchase cost of the meter is covered in the Meter Installation Fee. Meter replacement cost after its useful life (about 15 years for each) will be borne by the District. Meter accuracies are similar enough to have little effect on the amount of water metered and billed.

Director Buzzetta asked if the meter replacement, after the useful life span at the District's expense, is included in the capital plan and Associate Engineer Hillebrecht stated that it is. The question was asked about the estimated cost of replacement and although that information was not readily available, General Manager/Secretary Lander estimated the cost to be approximately \$1,000 per meter and stated that the E-Series meter is less expensive than the compound meters.

Upon a motion made by Director Alcorn, to grant a variance to District Code 3.40.020 to allow installation of a three inch Badger E-Series Ultrasonic water meter rather than a three inch compound water meter for the Santana Ranch School irrigation and landscape, seconded by Director Johnson , for which President Parker then took a roll call vote as follows: Director Alcorn (MA), yes; Director Buzzetta (JB), yes; Director Johnson (JJ), yes; Director Ross (AR), yes; and President Parker (JP), yes; the motion carried 5-0.

G. ADJORNMENT: President Parker adjourned the meeting at 5:49 p.m.

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

RESPECTFULLY SUBMITTED: _____
Drew A. Lander, Secretary

Sunnyslope County Water District

Disbursement Summary

September 9, 2020 through October 12, 2020

Date	Num	Name	Amount
09/09/20	ACH 1808	CalPERS - Retirement (SIP)	-23.08
09/11/20	ACH 1809	Payroll Taxes 9.11.20	-18,187.54
09/11/20	ACH 1810	Employee-Director Payroll 9.11.20	-67,333.31
09/16/20	ACH 1811	RETURNED ACH (ACH Ret 09-01)	-134.34
09/17/20	ACH 1812	RETURNED ACH (ACH Ret 09-02)	-744.65
09/17/20	ACH 1813	RETURNED ACH (ACH Ret 09-03)	-186.92
09/17/20	ACH 1814	RETURNED ACH (ACH Ret 09-04)	-277.66
09/17/20	ACH 1815	RETURNED ACH (ACH Ret 09-05)	-175.22
09/17/20	ACH 1816	RETURNED ACH (ACH Ret 09-06)	-142.19
09/17/20	ACH 1817	RETURNED ACH (ACH Ret 09-07)	-69.60
09/17/20	ACH 1818	RETURNED ACH (ACH Ret 09-08)	-214.93
09/17/20	ACH 1819	RETURNED ACH (ACH Ret 09-09)	-249.78
09/18/20	ACH 1820	ADP	-2,083.26
09/17/20	ACH 1821	iCloud	-18.95
09/21/20	ACH 1822	CalPERS - Retirement (Classic)	-9,745.89
09/21/20	ACH 1823	CalPERS - Retirement (PEPRA)	-6,173.30
09/25/20	ACH 1824	Payroll Taxes 9.25.20	-18,078.88
09/25/20	ACH 1825	Employee Payroll 9.25.20	-68,146.27
10/01/20	ACH 1826	Pathian Administrators (VSP)	-344.91
10/01/20	ACH 1827	Nationwide Life Insurance	-215.67
10/01/20	ACH 1828	North American Bancard	-1,229.95
10/05/20	ACH 1829	North American Bancard	-1,623.52
10/05/20	ACH 1830	American Express	-40.82
10/08/20	ACH 1831	CalPERS - Health Insurance	-17,850.92
10/08/20	ACH 1832	CalPERS - UAL 620 (Sep)	-686.08
10/08/20	ACH 1833	CalPERS - UAL 620 (Oct)	-686.08
10/08/20	ACH 1834	CalPERS - UAL 26656 (Sep)	-194.58
10/08/20	ACH 1835	CalPERS - UAL 26656 (Oct)	-194.58
10/08/20	ACH 1836	Employee-Director Payroll 10.9.20	-68,389.19
10/08/20	ACH 1837	Payroll Taxes 10.9.20	-16,893.13
10/08/20	ACH 1838	CalPERS - Retirement (Classic)	-9,743.95
10/08/20	ACH 1839	CalPERS - Retirement (Classic)	-9,660.34
10/08/20	ACH 1840	CalPERS - Retirement (PEPRA)	-6,173.30
10/08/20	ACH 1841	CalPERS - Retirement (PEPRA)	-6,173.29
10/08/20	ACH 1842	Employee Payroll 10.9.20	-69.91
10/08/20	ACH 1843	Payroll Taxes 10.9.20	-714.51
10/08/20	ACH 1844	CalPERS - Retirement (SIP 8.23-9.5.20)	-23.08
10/08/20	ACH 1845	CalPERS - Retirement (SIP 9.6-9.19.20)	-23.08
09/08/20	28349	Ace Hardware (Johnson Lumber Co.)	-136.12
09/08/20	28350	AT&T	-416.63
09/08/20	28351	Brenntag Pacific, Inc.	-51,195.97
09/08/20	28352	Central Ag Supply LLC	-712.93
09/08/20	28353	City of Hollister-Finance Dept	-361,595.70

Sunnyslope County Water District

Disbursement Summary

September 9, 2020 through October 12, 2020

Date	Num	Name	Amount
09/08/20	28354	ERA Safety Solutions LLC	-573.56
09/08/20	28355	Extreme Air, Inc.	-812.12
09/08/20	28356	Filmtec Corporation	-985.08
09/08/20	28357	Hach Company	-2,909.68
09/08/20	28358	Iconix Waterworks (US) Inc.	-1,503.30
09/08/20	28359	J L Wingert Co.	-1,770.91
09/08/20	28360	Mission Uniform Service	-1,355.74
09/08/20	28361	O'Reilly Auto Parts	-23.96
09/08/20	28362	P G & E	-34,246.15
09/08/20	28363	Palace Business Solutions	-939.18
09/08/20	28364	Postmaster	-69.00
09/08/20	28365	Ryan Herco Flow Solutions	-574.14
09/08/20	28366	Toro Petroleum Corp.	-1,753.26
09/08/20	28367	U.S. Bank Corporate Payment Systems	-1,970.09
09/08/20	28368	Brenntag Pacific, Inc.	-6,216.80
09/08/20	28369	Void	0.00
09/08/20	28370	Recology San Benito County	-286.86
09/08/20	28371	AT&T	-201.95
09/14/20	28372	Auto Tech Service Center, Inc.	-2,470.00
09/14/20	28373	B.S.K. Associates	-1,394.00
09/14/20	28374	Brenntag Pacific, Inc.	-12,607.34
09/14/20	28375	Don Chapin Co. Inc., The	-120.00
09/14/20	28376	EBCO Pest Control	-60.00
09/14/20	28377	Grainger, Inc.	-806.71
09/14/20	28378	John Smith Road Landfill	-1,710.56
09/14/20	28379	Mc Master-Carr	-198.19
09/14/20	28380	USA Blue Book	-1,739.16
09/14/20	28381	Brenntag Pacific, Inc.	-2,629.67
09/15/20	28382	Nationwide Retirements Solutions	-9,247.89
09/21/20	28383	A-1 Services	-403.00
09/21/20	28384	Ag. Commissioner San Benito Co.	-478.46
09/21/20	28385	Bianchi Kasavan & Pope, LLP	-16.50
09/21/20	28386	Brenntag Pacific, Inc.	-26,829.65
09/21/20	28387	Calcon System, Inc.	-3,258.25
09/21/20	28388	City National Bank	-168,881.16
09/21/20	28389	CWEA Membership- TCP	-192.00
09/21/20	28390	First Trust Alarm Company	-698.00
09/21/20	28391	Mc Master-Carr	-39.55
09/21/20	28392	Void	0.00
09/21/20	28393	San Benito County Water District	-481.25
09/21/20	28394	Toro Petroleum Corp.	-2,018.57
09/21/20	28395	USA Blue Book	-663.04
09/21/20	28396	Veolia Water Technologies	-54,839.88

Sunnyslope County Water District

Disbursement Summary

September 9, 2020 through October 12, 2020

Date	Num	Name	Amount
09/21/20	28397	Wright Bros. Indust. Supply	-40.73
09/21/20	28398	Peak Communications	-6,494.50
09/21/20	28399	San Benito County Water District	-333,274.67
09/21/20	28400	Trans Union LLC	-118.82
09/28/20	28401	Void	0.00
09/28/20	28402	STEPHEN P CONROY	-300.00
09/28/20	28403	ALAN & SUE BUZZETTA	-257.33
09/28/20	28404	JASON FISCH	-29.46
09/28/20	28405	ALEX TAPIA & OCBYDEN GARCIA	-23.94
09/28/20	28406	JOHN & CHARLENE GIANCOLA	-27.02
09/28/20	28407	RICHARD & MARIANNE GLOVER	-136.94
09/28/20	28408	FRANK & MARY LARSEN	-148.69
09/28/20	28409	LCM PROPERTY MANAGMENT	-181.04
09/28/20	28410	PAULINE F LEVIN	-3.80
09/28/20	28411	ARASH & KARANJIT MANN	-121.90
09/28/20	28412	JACQUELINE MCABEE	-28.10
09/28/20	28413	PAUL & CARA MORROW	-37.31
09/28/20	28414	ROY & HELEN NEVILLE	-232.14
09/28/20	28415	ERIKA CEJA & HORACIO PEREZ	-193.25
09/28/20	28416	CADE A VALLEJO	-118.62
09/29/20	28417	AT&T	-422.42
09/29/20	28418	B.S.K. Associates	-600.00
09/29/20	28419	Brenntag Pacific, Inc.	-6,396.84
09/29/20	28420	Brigantino Irrigation	-5.81
09/29/20	28421	Central Ag Supply LLC	-126.56
09/29/20	28422	CM Analytical, Inc.	-11,646.25
09/29/20	28423	De Lay & Laredo	-3,651.50
09/29/20	28424	E.H. Wachs Co.	-863.47
09/29/20	28425	Edges Electrical Group, LLC	-172.68
09/29/20	28426	ERA Safety Solutions LLC	-491.63
09/29/20	28427	exceedio	-13,879.15
09/29/20	28428	Extreme Air, Inc.	-360.00
09/29/20	28429	Konica Minolta Premier Finance	-416.76
09/29/20	28430	Mc Master-Carr	-446.87
09/29/20	28431	Mid Valley Supply	-212.25
09/29/20	28432	Mission Uniform Service	-1,074.24
09/29/20	28433	Palace Business Solutions	-261.52
09/29/20	28434	Postal Graphics	-40.92
09/29/20	28435	Postmaster	-2,212.44
09/29/20	28436	San Benito Tire Pros & Automotive	-1,266.90
09/29/20	28437	Sharp Engineering and Construction, Inc.	-5,668.45
09/29/20	28438	Veolia Water Technologies	-6,370.51
09/29/20	28439	Verizon Wireless	-229.77

Sunnyslope County Water District

Disbursement Summary

September 9, 2020 through October 12, 2020

Date	Num	Name	Amount
10/01/20	28440	Premier Access Insurance Co.	-3,450.23
10/01/20	28441	Razzolink.com	-76.95
09/28/20	28442	Hernandez, Bazilio	-150.00
10/05/20	28443	Ace Hardware (Johnson Lumber Co.)	-979.15
10/05/20	28444	Auto Tech Service Center, Inc.	-79.00
10/05/20	28445	B.S.K. Associates	-288.00
10/05/20	28446	Void	0.00
10/05/20	28447	Central Ag Supply LLC	-430.51
10/05/20	28448	Edges Electrical Group, LLC	-211.72
10/05/20	28449	Inland Water Works Supply Co	-2,489.75
10/05/20	28450	Maggiora Bros. Drilling, Inc.	-17,499.00
10/05/20	28451	Nationwide Retirements Solutions	-9,247.89
10/05/20	28452	O'Reilly Auto Parts	-160.50
10/05/20	28453	Pinnacle Agriculture	-718.91
10/05/20	28454	RJR Recycling	-1,750.00
10/05/20	28455	Staples Advantage	-355.48
10/05/20	28456	Star Concrete	-375.82
10/05/20	28457	Toro Petroleum Corp.	-313.06
10/05/20	28458	FRANK & MARY LARSEN	-116.09
10/05/20	28459	JOSE & DELILA LUNA	-123.82
10/05/20	28460	MHG BUILDERS & CONSULTING INC	-131.40
10/05/20	28461	Bryan Mailey Electric, Inc	-5,072.57
10/05/20	28462	Toro Petroleum Corp.	-1,200.45
10/05/20	28463	AT&T	-600.13
10/05/20	28464	Brenntag Pacific, Inc.	-23,396.33
10/12/20	28465	ALAN & SUE BUZZETTA	-203.07
10/12/20	28466	SILVIA PEREZ & J ALBERT LOPEZ	-55.44
10/12/20	28467	JOSE & DELILA LUNA	-131.94
10/12/20	28468	Ben Caputo Printing	-245.81
10/12/20	28469	Brenntag Pacific, Inc.	-39,207.50
10/12/20	28470	Central Ag Supply LLC	-1,110.81
10/12/20	28471	Credit Consulting Services, Inc.	-70.00
10/12/20	28472	EBCO Pest Control	-60.00
10/12/20	28473	Grainger, Inc.	-800.91
10/12/20	28474	Hach Company	-506.30
10/12/20	28475	J M Electric	-652.50
10/12/20	28476	John Smith Road Landfill	-1,934.86
10/12/20	28477	P G & E	-33,626.24
10/12/20	28478	Quinn Company	-6,593.19
10/12/20	28479	Recology San Benito County	-286.86
10/12/20	28480	RJR Recycling	-250.00
10/12/20	28481	San Benito County Water District	-406.25
10/12/20	28482	Trans Union LLC	-156.38

Sunnyslope County Water District

Disbursement Summary

September 9, 2020 through October 12, 2020

Date	Num	Name	Amount
10/12/20	28483	U.S. Bank Corporate Payment Systems	-4,468.53
10/12/20	28484	USA Blue Book	-515.96
10/12/20	28485	UWUA Local 820	-784.72
10/12/20	28486	City of Hollister-Finance Dept	-361,875.64
10/12/20	28487	Calgon Carbon Corporation	-48,402.00
			\$ -2,065,095.49

SUMMARY:

Accounts Payable Paid to:

Vendors	\$ 1,030,490.79
Payroll - Employee and Director	306,336.77
City of Hollister for City Billing Collected, Net of Fees	723,471.34
Customer Refunds & Returned Checks/ACH	4,796.59

Total Disbursements	\$ 2,065,095.49
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Staff Report

Agenda Item: F – 4

DATE: October 12, 2020 (October 20, 2020 Meeting)

TO: Board of Directors

FROM: Rob Hillebrecht, Associate Engineer

SUBJECT: Associate Engineer Monthly Status Report

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1. **Computerized Maintenance Management System (CMMS)** – District staff and SBCWD’s consultant for the CMMS project are nearing the active implementation of the NexGen CMMS program. All the preventative maintenance procedures for the equipment at Lessalt and West Hills has been entered into the program. Staff training and implementation is expected to begin in mid-November.
 2. **Well 5 Irrigation System** – Staff have requested a proposal from Schaaf & Wheeler Consulting Civil Engineers for the design and estimated cost of modifying the District’s existing Well 5 to supply well water to a dedicated landscape irrigation water system. This system could also supply temporary construction water to developments along Fairview Rd. to retain the higher quality surface water produced at the treatment plants for domestic use rather than irrigation. After a project scope is fully developed a cost benefit analysis will be completed to decide on the timing of this improvement.
 3. **Roberts Ranch** – Sanco Pipelines Inc. has begun installation of the new water system for the Roberts Ranch development at Airline Hwy and Enterprise Rd. Staff are inspecting the work to ensure it meets all District standards and specifications.
 4. **Cerro Verde** – The in-fill Cerro Verde development on El Cerro Dr. near Hillcrest Rd. passed its testing requirements and has tied into the Sunnyslope water system. Construction of the 19 homes in the development is expected to commence this winter.
 5. **West Hills Tank Tracer Study** – Staff conducted the first phase of the West Hills clear well (treated water) tank tracer study with assistance from Kennedy/Jenks Consulting. Small safe amounts of fluoride were added and tracked through the tank to determine water’s retention time in the tank. This study will provide additional operational flexibility and better optimization of chemical dosing.
 6. **Annual Water Loss Audit** – Staff completed the annual water loss audit for FY 2019/2020 as required by the State. Water loss within the District’s system (caused by leaks, main breaks, firefighting, flushing, water theft, and meter error) is well below State and national averages and within the acceptable range.
 7. **Earthquake Preparedness Webinar** – Staff virtually attended a two-day webinar by CalWARN about preparing for a major earthquake. Using information and suggestions from the webinar, staff are updating and revising our Earthquake Emergency Response Plan to be better prepared and trained for a major earthquake.

Staff Report

Agenda Item: **F – 5a**

DATE: October 14, 2020 (October 20, 2020 Meeting)

TO: Board of Directors

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

SUBJECT: Narrative Report to Accompany Agenda Items

b. Operation Summary, c. Statement of Income, and d. Investment Summary

e. Board Designated Reserves

b. OPERATION SUMMARY*(September, 2020):*

We received twenty-two (22) water capacity fees and zero (0) wastewater capacity fees in September 2020, compared to six (6) water capacity fees and zero (0) wastewater capacity fees received in the previous year. Summary Table of September and YTD presented below.

Comparison of Capacity Fees Received for the Current Month & Year to Date							
Item	SEP. 2020	AUG. 2020	SEP. 2019	Increase / (Decrease) from Prior Year (PY)	YTD TOTALS Current Fiscal Year	YTD TOTALS Prior Fiscal Year	Increase / (Decrease) from Prior Year (PY)
NO. WATER CAPACITY FEE RECD	22	18	6	12	60	75	(15)
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-	-

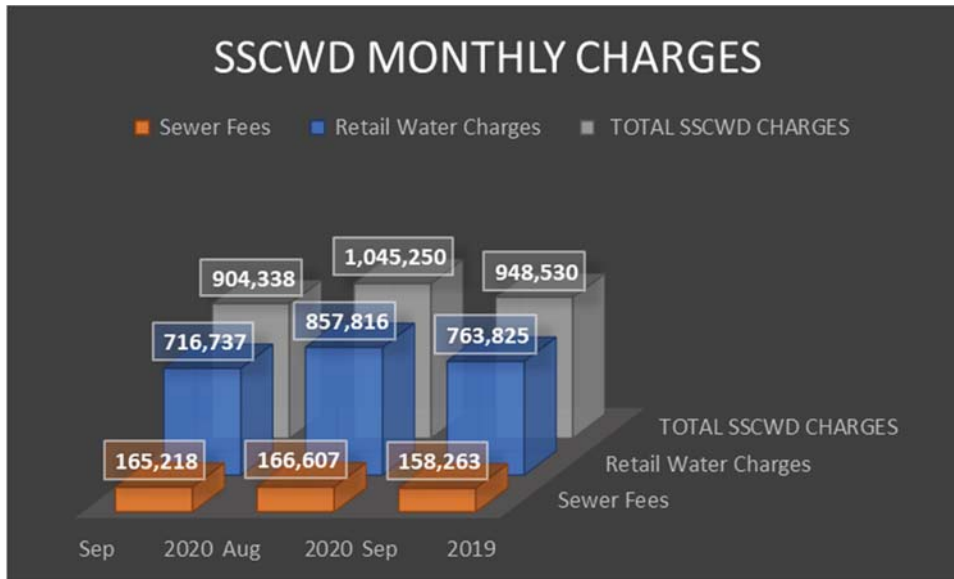
As our deposit policy continues to drive the increase in customers signing up for our in-house (free) “Auto Pay” services, the following table presents the changes from prior month (PM) and the changes from prior year (PY). The percent of Customers Gone Green continues to increase.

Summary of Changes in Customer Accounts					
Account Types	Sep 2020	Aug 2020	Sep 2019	Δ from PM ++	Δ from PY *
NO. WATER ACCOUNTS	6,501	6,481	6,216	20	285
NO. SSCWD SEWER ACCTS	1,237	1,236	1,231	1	6
NO. AUTO PAY CUSTOMERS	2,850	2,844	2,583	6	267
NO. E-BILL CUST'S (Paperless)	484	485	418	(1)	66
Percent of Customers Gone Green	7.4%	7.5%	6.7%		

++ PM = Prior Month

+ PY = Prior Year

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



Water sales revenue of \$716,737 for September 2020, is down \$141,079 (or -16.4%) compared to last month and is down \$47,087 (or -6.2%) compared to September 2019. Sewer fee revenue of \$165,218 for September 2020, is down \$1,389 compared to last month, and is up \$6,955 (or 4.4%) compared to September 2019. Total SSCWD Charges of \$904,338 are down \$140,912 from August and \$44,193 from September 2019.

Installation fee revenue is based on the number of capacity fees collected and the size of the meter to be installed. During September 2020, we have collected \$8,910 for 22 water capacity fees, compared to \$7,290 in August 2020 and \$2,905 in September 2019. This is an increase of \$1,620 (or 22.2%) from last month and an increase of \$6,005 from prior year (or 206.7%).

For the first month of fiscal year 2020/21, compared the same period last fiscal year:

- Late fee revenue of \$0 is down \$5,678 from September 2019, \$12,669 in late fees were written off in September 2020 due to COVID;
- Administrative collection fees are down \$4,290 from September 2019, \$5,350 was written off due to COVID in September 2020;
- Net billing fees from the City of Hollister of \$12,438 is up \$606 from September 2019; and
- Other miscellaneous fees of \$944 is down \$279 from August 2020 and down \$614 from September 2019.

The table below summarizes September 2020 Monthly Charges by type compared to August 2020 and September 2019, respectively.

SSCWD Monthly Charges Comparison							
MONTHLY CHARGES	Sep 2020	Aug 2020	Sep 2019	Δ from PM ++	Δ from PY *	% increase PM ++	% increase PY *
Retail Water Charges	716,737	857,816	763,825	(141,079)	(47,087)	-16.4%	-6.2%
Sewer Fees	165,218	166,607	158,263	(1,389)	6,955	-0.8%	4.4%
Installation Fees	8,910	7,290	2,905	1,620	6,005	22.2%	206.7%
Late Fees	-	-	5,768	-	(5,768)	N/A	-100.0%
Admin. Collection Fees, net	90	(40)	4,380	130	(4,290)	-325.0%	-97.9%
COHBilling Fees	12,438	12,354	11,832	84	606	0.7%	5.1%
Other Misc. Fees	944	1,223	1,558	(279)	(614)	-22.8%	-39.4%
TOTAL SSCWD CHARGES	904,338	1,045,250	948,530	(140,912)	(44,193)	-13.5%	-4.7%

++ PM = Prior Month

+ PY = Prior Year

Water sold to customers for September 2020 totals 88.5 million gallons compared to 112.8 million gallons last month and 94 million gallons in September of 2019. This represents a decrease of 24.3 million gallons sold to customers (or -21.5%) over last month and 5.5 million gallons (or 5.9%) over September 2019.

The past due percentage of accounts receivable due from all customers for September 2020 is 9.57% compared to September 2019 of 5.64%. The past due percentage has increased from 7.27% in August 2020. The inability to charge late fees or shut off water for non-payment due to the pandemic continues to result in the volatility of past due balance activity. The following table summarizes the composition of customer past due balances by the number of Months Past Due. Under normal operating conditions, customers over 2 months past due would have service disrupted for non-payment. The total past due balances of these 535 accounts is \$161,893.

SEPTEMBER 2020 - NON SHUT OFF LIST
CUSTOMERS 8 MONTHS PAST DUE -3 \$3,208.87
CUSTOMERS 7 MONTHS PAST DUE - 13 \$15,936.47
CUSTOMERS 6 MONTHS PAST DUE - 14 \$11,912.42
CUSTOMERS 5 MONTHS PAST DUE - 10 \$7,001.14
CUSTOMERS 4 MONTHS PAST DUE - 21 \$13,379.77
CUSTOMERS 3 MONTHS PAST DUE -24 \$11,781.35
CUSTOMERS 2 MONTHS PAST DUE 88 \$32,230.47
CUSTOMERS 1 MONTHS PAST DUE - 362 \$66,442.40

c. STATEMENT OF INCOME

(August 2020):

Discussion:

For August 2020, Water operations shows Net Operating Income of \$196,065 and Net Income of \$406,160, with Non-Operating Income from Capacity Fees of \$210,600. Wastewater operations shows Net Operating Income of \$69,522 and Net Income of \$48,540. When adjusted for Non-Budgeted Items, Water operations and Wastewater operations show net income of \$194,984 and \$48,666, respectively. The total in Combined Income Adjusted for Non-Budget Items is \$243,650 for the month of August and \$425,788 for Year-to-Date (YTD).

Salaries and Benefits in Water Operations are down \$21,657 from July 2020, which is the combination of various decreases from July 2020. Other Operating Expenses are up \$26,484 from July 2020. The increase is primarily attributable to the increase in use of raw water of \$24,871.

In August of 2019, Water operations resulted in a Net Operating Income of \$60,322 and a Net Income of \$292,004. Wastewater operations produced Net Operating Income of \$61,836 and Net Income of \$48,961. The primary difference from prior year is due to Water Sales totaling \$854,643 in August 2020 compared to \$664,660 in Water Sales in August 2019. Combined Water & Wastewater Income of \$454,699 is higher by \$72,041 and \$113,734 from July 2020 and August 2019, respectively.

d. INVESTMENT SUMMARY*(September 30, 2020):*

Our total cash and invested funds is \$12,658,742 as of September 30, 2020, and is up \$259,055, compared to last month. The increase is attributable to the receipt of 257,400 in Water Capacity Fees in September 2020. Compared to September 30, 2019, our total cash and invested funds is up \$2,704,630 or 27%. The increase in cash and invested funds from prior year is due primarily to the \$1.085 million dollar funding to CALPERS for the unfunded liability in August of 2019, which decreased the cash position in the prior year. This decrease has been offset by Capacity Fees collected since that funding. The District's invested funds at September 30th are split between the Local Agency Investment Fund (LAIF), and the Heritage Bank Money Market Account (MMA), with \$6,986,725 invested in LAIF, and \$1,060,394 invested in the MMA. The remaining balance of \$4,611,624 is on deposit with Heritage Bank in the District's checking account. Interest received year-to-date totals \$27,538, which represents three months of interest on the MMA, and quarterly interest from LAIF that posted in July.

e. BOARD DESIGNATED RESERVES

(September 30, 2020):

Attachment e. of the Finance Manager's report provides a summary of the Board Designate Reserve Balances as of September 30, 2020.

Sunnyslope County Water District

2020 / 2021

OPERATION SUMMARY (This Year)

ITEMS	JULY 2020	AUG. 2020	SEPT. 2020	TOTALS
NO. WATER CAPACITY FEE RECD	20	18	22	60
NO. WW CAPACITY FEE RECD	-	-	-	-
NO. WATER ACCOUNTS	6,467	6,481	6,501	
NO. SSCWD SEWER ACCTS	1,238	1,236	1,237	
NO. COH SEWER ACCTS	4,074	4,080	4,112	
NO. AUTO PAY CUSTOMERS	2,826	2,844	2,850	
NO. E-BILL CUST'S (Paperless)	478	485	484	
<u>MONTHLY CHARGES</u>				
Retail Water Charges	\$ 775,775.29	\$ 857,815.88	\$ 716,737.28	\$ 2,350,328.45
Sewer Fees	165,460.51	166,607.09	165,218.43	497,286.03
Installation Fees	8,100.00	7,290.00	8,910.00	24,300.00
Late Fees	-	-	-	-
Admin. Collection Fees, net	590.00	(40.00)	90.00	640.00
COH Billing Fees	12,342.00	12,354.00	12,438.00	37,134.00
Other Misc. Fees	800.00	1,222.80	944.13	2,966.93
TOTAL SSCWD CHARGES	\$ 963,067.80	\$ 1,045,249.77	\$ 904,337.84	\$ 2,912,655.41
<u>CITY OF HOLLISTER CHARGES</u>				
COH Sewer Fees	370,300.30	370,936.59	372,723.96	\$ 1,113,960.85
COH Street Sweeping	10,050.24	10,046.16	10,066.00	30,162.40
COH Senior Discount	(1,326.60)	(1,346.70)	(1,386.90)	(4,060.20)
Total COH Charges	379,023.94	379,636.05	381,403.06	1,140,063.05
Late Fees **	-	-	-	-
TOTAL COH CHARGES	\$ 379,023.94	\$ 379,636.05	\$ 381,403.06	\$ 1,140,063.05
<u>ACCOUNTS RECEIVABLE - Aged</u>				
A/R for Sunnyslope Water **	\$ 984,619.71	\$ 1,055,071.44	\$ 938,523.95	
A/R for City of Hollister **	400,737.12	407,000.53	414,089.95	
Outstanding Bills Owed	\$ 1,385,356.83	\$ 1,462,071.97	\$ 1,352,613.90	
Past Due	\$ 102,610.08	\$ 106,279.41	\$ 129,429.45	
% Past Due	7.41%	7.27%	9.57%	
<u>WATER METERED</u>				
Cubic Feet	12,877,300	15,080,000	11,830,300	39,787,600
SSCWD Gallons	96,322,204	112,798,400	88,490,644	297,611,248
Well Flow to COH Gallons	7,175,800	8,344,900	6,093,400	21,614,100
Surface Flow to COH Gallons	13,631,701	16,782,127	16,193,640	46,607,468
TOTAL METERED	117,129,705	137,925,427	110,777,684	365,832,816
<u>WATER SOURCE</u>				
Well #2 (Southside Road)	-	-	-	-
Well #5 (Ray Cir/Enterprise)	1,795,134	5,029,002	3,308,269	22,559,859
Well #7 (Enterprise Rd)	5,079,729	6,184,298	3,257,530	41,863,461
Well #8 (Ridgemark)	7,968,000	14,471,000	11,478,000	73,385,000
Well #11 (Southside Road)	13,629,000	14,204,000	7,455,000	99,981,000
Wells	28,471,863	39,888,300	25,498,799	237,789,320
Lessalt W.T.P. I (High Zone)	31,279,000	22,009,000	22,259,000	75,547,000
Lessalt W.T.P. I (Middle Zone)	18,046,000	13,187,000	12,644,000	43,877,000
West Hills W.T.P (@ Well #2)	21,206,000	30,249,000	27,545,000	79,000,000
West Hills W.T.P (@ Well #11)	21,244,000	30,303,000	27,485,000	79,032,000
City Well Flow to SSCWD Gallons	343,400	431,000	274,000	1,048,400
City Surface Flow to SSCWD Gallons	549,400	1,180,700	549,000	2,279,100
TOTAL PUMPED	121,139,663	137,248,000	116,254,799	518,572,820
Estimated Water Loss	4,009,958	-	5,477,115	9,487,073
Water Loss %	3.310%	0.000%	4.711%	1.829%
Estimated Water Gain	-	677,427	-	677,427
Water Gain %	0.000%	0.491%	0.000%	0.185%
Total Net Water Loss				8,809,646

Total SSCWD Charges Chart 1

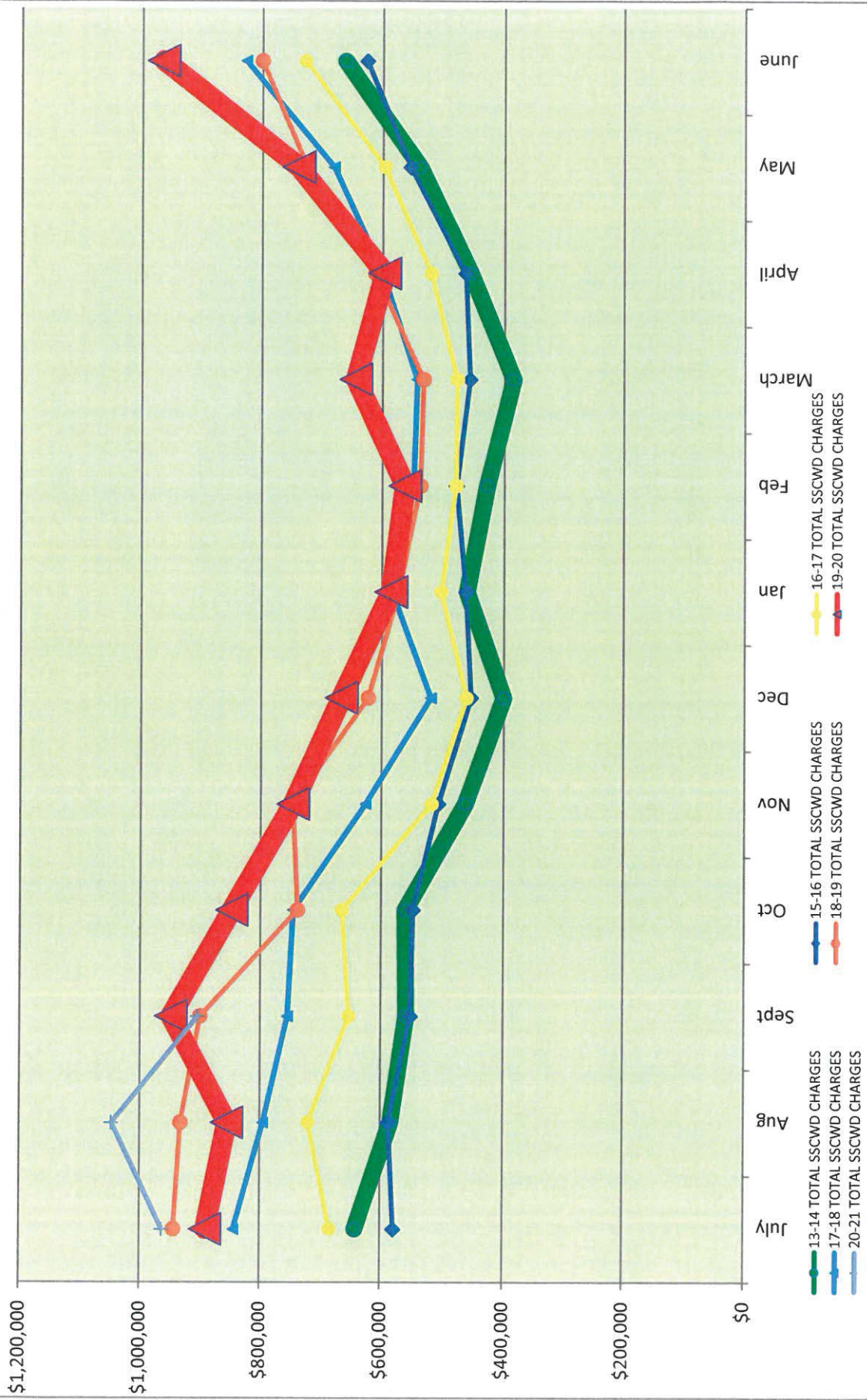
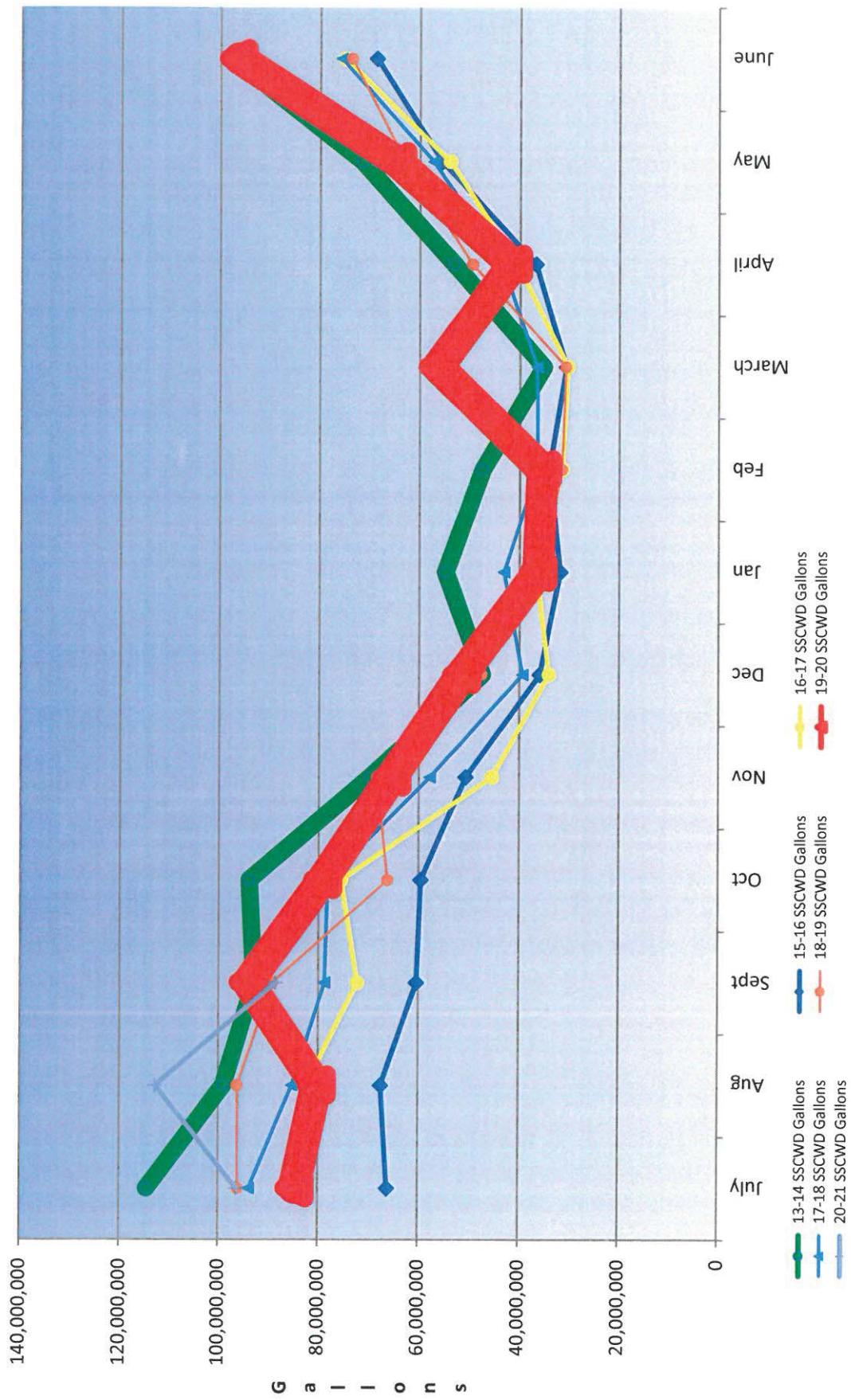
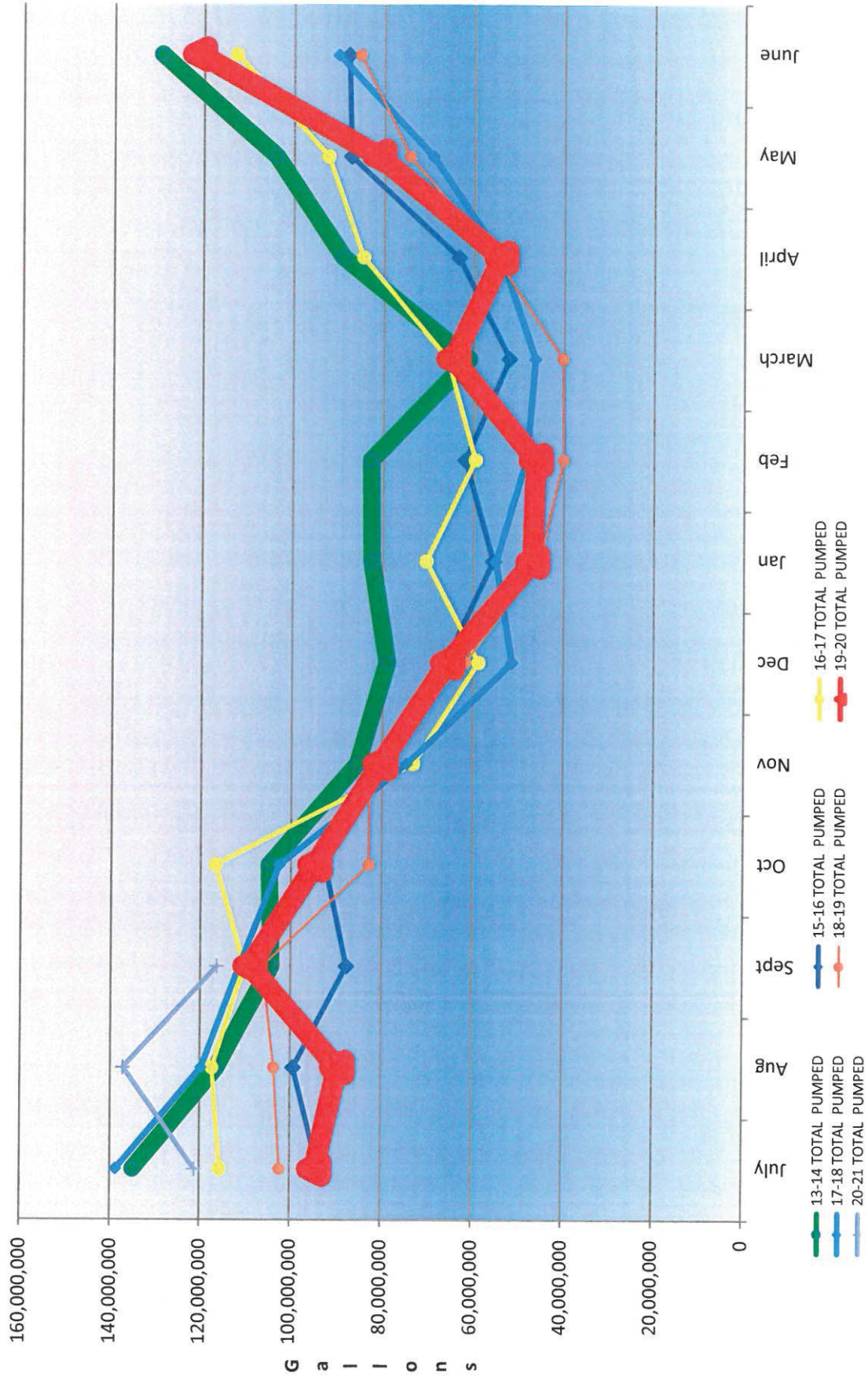


Chart Includes: Only Water Metered to SSCWD Customers,
Chart Does Not Include: COH Interties Wholesale Water Flow

Total Water Metered to SSCWD Customers Chart 2



Total Water Pumped into SSCWD System Chart 3



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

ITEMS	JULY 2019	AUG. 2019	SEPT. 2019	TOTALS
NO. WATER CAPACITY FEE RECD	48	21	6	75
NO. WW CAPACITY FEE RECD	-	-	-	-
NO. WATER ACCOUNTS	6,177	6,173	6,216	
NO. SSCWD SEWER ACCTS	1,236	1,229	1,231	
NO. COH SEWER ACCTS	3,894	3,908	3,918	
NO. AUTO PAY CUSTOMERS	2,532	2,554	2,583	
NO. E-BILL CUST'S (Paperless)	414	415	418	
MONTHLY CHARGES				
Retail Water Charges	\$ 688,956.76	\$ 664,349.80	\$ 763,824.51	\$ 2,117,131.07
Sewer Fees	157,302.64	156,881.63	158,263.24	472,447.51
Installation Fees	19,440.00	8,505.00	2,905.00	30,850.00
Late Fees	6,035.78	6,874.90	5,767.63	18,678.31
Admin. Collection Fees, net	4,570.00	4,620.00	4,380.00	13,570.00
COH Billing Fees	11,772.00	11,808.00	11,832.00	35,412.00
Other Misc. Fees	2,122.44	1,150.00	1,558.06	4,830.50
TOTAL SSCWD CHARGES	\$ 890,199.62	\$ 854,189.33	\$ 948,530.44	\$ 2,692,919.39
CITY OF HOLLISTER CHARGES				
COH Sewer Fees	355,606.65	356,261.47	357,638.25	\$ 1,069,506.37
COH Street Sweeping	9,979.44	10,002.72	10,009.04	29,991.20
COH Senior Discount	(1,266.30)	(1,286.40)	(1,286.40)	(3,839.10)
Total COH Charges	364,319.79	364,977.79	366,360.89	1,095,658.47
Late Fees **	2,197.37	2,381.54	2,295.90	6,874.81
TOTAL COH CHARGES	\$ 366,517.16	\$ 367,359.33	\$ 368,656.79	\$ 1,102,533.28
ACCOUNTS RECEIVABLE - Aged				
A/R for Sunnyslope Water **	\$ 859,026.24	\$ 850,372.33	\$ 946,025.25	
A/R for City of Hollister **	375,487.33	376,943.14	381,328.24	
Outstanding Bills Owed	\$ 1,234,513.57	\$ 1,227,315.47	\$ 1,327,353.49	
Past Due	\$ 66,210.33	\$ 78,640.60	\$ 74,898.49	
% Past Due	5.36%	6.41%	5.64%	
WATER METERED				
Cubic Feet	11,311,500	10,732,100	12,570,200	34,613,800
SSCWD Gallons	84,610,020	80,276,108	94,025,096	258,911,224
Well Flow to COH Gallons	4,175,000	3,944,400	5,017,200	13,136,600
Surface Flow to COH Gallons	2,383,587	2,023,805	3,296,235	7,703,627
TOTAL METERED	91,168,607	86,244,313	102,338,531	279,751,451
WATER SOURCE				
Well #2 (Southside Road)	-	-	99,000	99,000
Well #5 (Ray Cir/Enterprise)	541,499	1,001,356	1,473,160	3,016,015
Well #7 (Enterprise Rd)	4,301,929	4,453,091	7,279,333	16,034,353
Well #8 (Ridgemark)	581,000	520,000	661,000	1,762,000
Well #11 (Southside Road)	18,105,000	17,214,000	17,732,000	53,051,000
Wells	23,529,428	23,188,447	27,244,493	73,962,368
Lessalt W.T.P. I (High Zone)	35,817,000	34,171,000	40,229,000	110,217,000
Lessalt W.T.P. I (Middle Zone)	20,436,000	17,471,000	23,105,000	61,012,000
West Hills W.T.P (@ Well #2)	-	-	1,510,000	1,510,000
West Hills W.T.P (@ Well #11)	-	-	1,430,000	1,430,000
City Well Flow to SSCWD Gallons	8,137,300	8,446,900	9,797,000	26,381,200
City Surface Flow to SSCWD Gallons	6,638,100	6,272,600	5,583,900	18,494,600
TOTAL PUMPED	94,557,828	89,549,947	108,899,393	293,007,168
Estimated Water Loss	3,389,221	3,305,634	6,560,862	13,255,717
Water Loss %	3.584%	3.691%	6.025%	4.524%
Estimated Water Gain	-	-	-	-
Water Gain %	0.000%	0.000%	0.000%	0.000%
Total Net Water Loss				13,255,717

Sunnyslope County Water District

STATEMENT OF INCOME

FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)

Agenda Item : **F-5c**

UN-AUDITED 10/14/2020

*** WATER ***	Jul-20	Aug-20	Variance Over / (Under) Prior Month	Jul-19	Aug-19	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
OPERATING REVENUES									
Water Sales	771,910	854,643	82,732	688,957	664,660	189,983	1,626,553	6,759,317	6,600,000
Installation Fees	8,100	7,290	(810)	19,440	8,505	(1,215)	15,390	92,340	80,000
Late Fees	-	-	-	4,829	5,500	(5,500)	-	-	52,000
Other Revenue	10,600	10,912	312	14,896	14,136	(3,224)	21,512	178,747	183,280
TOTAL OPERATING REVENUES	790,610	872,845	82,234	728,122	692,801	180,044	1,663,455	7,030,404	6,915,280
OPERATING EXPENSES									
Salaries and Benefits	(221,113)	(199,456)	(21,657)	(241,769)	(222,316)	(22,860)	(420,568)	(2,901,235)	(2,758,280)
Operating Expenses	(450,840)	(477,324)	26,484	(416,924)	(410,163)	67,161	(928,164)	(5,001,665)	(5,340,969)
TOTAL OPERATING EXPENSES	(671,953)	(676,780)	4,827	(658,693)	(632,479)	44,301	(1,348,732)	(7,902,900)	(8,099,249)
NET OPERATING INCOME	118,658	196,065	77,407	69,429	60,322	135,743	314,723	(872,496)	(1,183,969)
NON OPERATING INCOME & (EXPENSES)									
Capacity Fees	234,000	210,600	(23,400)	528,000	231,000	(20,400)	444,600	444,600	-
Donated Asset (?)	-	-	-	-	-	-	-	-	-
Miscellaneous Income (Farm Labor Camp)	(34,956)	-	(34,956)	(7,157)	-	-	(34,956)	(34,956)	-
Adjust LAIF Investment to Fair Value	10,141	-	(10,141)	-	-	-	10,141	10,141	-
Interest Income	-	576	576	750	682	(106)	576	576	-
Allocated from G & A (Interest & Sale of Assets)	-	(1,081)	1,081	-	-	(1,081)	(1,081)	-	(82,000)
Debt Service (Loan Expense) & Disposal of Assets	209,186	210,095	909	521,593	231,682	(21,587)	419,280	420,362	(82,000)
TOTAL NON OPERATING INCOME & (EXPENSES)	\$ 327,843	\$ 406,160	\$ 78,316	\$ 591,022	\$ 292,004	\$ 114,156	\$ 734,003	\$ (452,134)	\$ (1,265,969)
NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items	\$ 118,658	\$ 194,984	\$ 76,326	\$ 69,429	\$ 60,322	\$ 134,662	\$ 313,642	\$ (872,496)	\$ (1,265,969)

Sunnyslope County Water District

STATEMENT OF INCOME

FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)

UN-AUDITED 10/14/2020

	Jul-20	Aug-20	Jul-19	Aug-19	Variance Over / (Under) Prior Year
*** WASTEWATER ***					
OPERATING REVENUES					
Sewer Sales	170,371	166,607	157,303	156,882	9,725
Installation Fees	-	-	-	-	-
Late Fees	-	-	1,207	1,375	(1,375)
Other Revenue	2,632	2,568	3,607	3,520	(952)
TOTAL OPERATING REVENUES	173,003	169,175	162,117	161,777	7,398
OPERATING EXPENSES					
Salaries and Benefits	(49,864)	(42,599)	(49,801)	(45,826)	(3,227)
Operating Expenses	(57,511)	(57,054)	(51,385)	(54,115)	2,939
TOTAL OPERATING EXPENSES	(107,375)	(99,653)	(101,186)	(99,941)	(288)
NET OPERATING INCOME	65,627	69,522	60,931	61,836	7,686
NON OPERATING INCOME & (EXPENSES)					
Capacity Fees	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-
Adjust LAIF Investment to Fair Value	(8,739)	-	(1,789)	(1,789)	(1,789)
Interest Income	73	-	-	-	-
Allocated from G & A (Interest & Sale of Assets)	-	(126)	187	187	(313)
Debt Service (Loan Expense) & Southside Rd. Slide	(2,147)	(20,856)	(11,273)	(11,273)	9,583
TOTAL NON OPERATING INCOME & (EXPENSES)	(10,813)	(20,982)	(12,875)	(12,875)	7,480
NET WASTEWATER INCOME (LOSS)	\$ 54,815	\$ 48,540	\$ 48,056	\$ 48,961	\$ (421)
NET WASTEWATER INCOME (LOSS)					
<i>Adjusted for Non Budgeted Items</i>	\$ 63,481	\$ 48,666	\$ 49,658	\$ 50,563	\$ (1,897)

	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
	336,978	1,921,866	1,900,000
	-	-	50
	-	-	13,000
	5,200	43,289	44,820
	342,178	1,965,155	1,957,870
	(92,463)	(597,605)	(549,848)
	(114,565)	(616,567)	(698,150)
	(207,029)	(1,214,172)	(1,247,998)
	135,149	750,983	709,872
	-	-	-
	-	-	-
	(8,739)	(8,739)	-
	73	73	-
	(126)	(126)	-
	(23,002)	-	(255,800)
	(31,795)	(8,792)	(255,800)
	\$ 103,354	\$ 742,191	\$ 454,072
	\$ 112,147	\$ 750,983	\$ 454,072

	Jul-20	Aug-20	Jul-19	Aug-19	Variance Over / (Under) Prior Year
*** WATER & WASTEWATER ***					
*** COMBINED INCOME (LOSS) WATER & WASTEWATER***	\$ 382,658	\$ 454,699	\$ 639,078	\$ 340,965	\$ 113,734
*** COMBINED INCOME (LOSS) WATER & WASTEWATER	\$ 182,139	\$ 243,650	\$ 119,087	\$ 110,885	\$ 132,765
<i>Adjusted for Non - Budgeted Items</i>					

	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
	\$ 837,357	\$ 290,056	\$ (811,897)
	\$ 425,788	\$ (121,513)	\$ (811,897)

Sunnyslope County Water District

Investment Summary 2020 / 2021 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2020	AUGUST 2020	SEPTEMBER 2020												
<u>Heritage Bank of Commerce</u>																
CHECKING ACCOUNT Operating - General Fund	0.000%	\$ 4,554,854.66	\$ 4,353,266.01	\$ 4,611,624.18												
CHECKING SUBTOTAL		\$ 4,554,854.66	\$ 4,353,266.01	\$ 4,611,624.18												
MONEY MARKET ACCT (MMA) Invested - General Fund	0.800%	1,058,976.90	1,059,696.66	1,060,393.67												
MMA SUBTOTAL		\$ 1,058,976.90	\$ 1,059,696.66	\$ 1,060,393.67												
<u>L. A. I. F.</u> <u>(Local Agency Investment Fund)</u>																
General Fund	0.784%	459,527.85	347,650.51	171,016.77												
Water Connect. Fee	0.784%	3,012,904.69	3,124,782.03	3,283,459.37												
Sewer Connect. Fee	0.784%	39,921.65	39,921.65	39,921.65												
SRF Loan Reserve	0.784%	760,000.00	760,000.00	760,000.00												
Board Designated Reserves	0.784%	2,714,370.38	2,714,370.38	2,732,326.78												
L.A.I.F. SUBTOTAL		\$ 6,986,724.57	\$ 6,986,724.57	\$ 6,986,724.57												
GRAND TOTAL		\$ 12,600,556.13	\$ 12,399,687.24	\$ 12,658,742.42												
<table style="margin-left: auto; margin-right: 0;"> <tr> <td>GENERAL FUND</td> <td style="text-align: right;">\$ 5,843,034.62</td> </tr> <tr> <td>WATER CONNECT. FEE FUNDS</td> <td style="text-align: right;">\$ 3,283,459.37</td> </tr> <tr> <td>BOARD DESIGNATED RESERVES (GENERAL FUND)</td> <td style="text-align: right;">\$ 2,732,326.78</td> </tr> <tr> <td>SEWER CONNECT. FEE FUNDS</td> <td style="text-align: right;">\$ 39,921.65</td> </tr> <tr> <td>SRF LOAN RESERVE</td> <td style="text-align: right;">\$ 760,000.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$ 12,658,742.42</td> </tr> </table>					GENERAL FUND	\$ 5,843,034.62	WATER CONNECT. FEE FUNDS	\$ 3,283,459.37	BOARD DESIGNATED RESERVES (GENERAL FUND)	\$ 2,732,326.78	SEWER CONNECT. FEE FUNDS	\$ 39,921.65	SRF LOAN RESERVE	\$ 760,000.00	TOTAL	\$ 12,658,742.42
GENERAL FUND	\$ 5,843,034.62															
WATER CONNECT. FEE FUNDS	\$ 3,283,459.37															
BOARD DESIGNATED RESERVES (GENERAL FUND)	\$ 2,732,326.78															
SEWER CONNECT. FEE FUNDS	\$ 39,921.65															
SRF LOAN RESERVE	\$ 760,000.00															
TOTAL	\$ 12,658,742.42															
* TOTAL INTEREST RECORDED	\$ 27,537.62	\$ 26,120.85	\$ 719.76	\$ 697.01												

Sunnyslope County Water District

Investment Summary 2019 / 2020 (Last Year)

BANK ACCOUNT	INTEREST RATE	JULY 2019	AUGUST 2019	SEPTEMBER 2019
<i>Heritage Bank of Commerce</i>				
CHECKING ACCOUNT Operating - General Fund	0.000%	\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13
CHECKING SUBTOTAL		\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13
MONEY MARKET ACCT (MMA) Invested - General Fund	0.950%	1,049,596.82	1,050,416.68	1,051,264.54
MONEY MARKET ACCT (MMA) Retainage - Specialty Construction	0.200%	234,987.84	252,661.04	255,314.79
MMA SUBTOTAL		\$ 1,284,584.66	\$ 1,303,077.72	\$ 1,306,579.33
<i>L. A. I. F.</i> <i>(Local Agency Investment Fund)</i>				
General Fund	2.341%	(39,436.38)	328,286.28	376,637.88
Water Connect. Fee	2.341%	1,228,658.42	1,360,935.76	1,352,513.10
Sewer Connect. Fee	2.341%	39,928.94	39,928.94	-
SRF Loan Reserve	2.341%	760,000.00	760,000.00	760,000.00
Board Designated Reserves	2.341%	2,777,668.00	2,777,668.00	2,777,668.00
L.A.I.F. SUBTOTAL		\$ 4,766,818.98	\$ 5,266,818.98	\$ 5,266,818.98
GRAND TOTAL		\$ 9,847,371.08	\$ 10,271,488.77	\$ 9,954,112.44

GENERAL FUND	\$ 5,063,931.34
WATER CONNECT. FEE FUNDS	\$ 1,352,513.10
BOARD DESIGNATED RESERVES (GENERAL FUND)	\$ 2,777,668.00
SEWER CONNECT. FEE FUNDS	\$ -
SRF LOAN RESERVE	\$ 760,000.00
TOTAL	\$ 9,954,112.44

* TOTAL INTEREST RECORDED	43,165.30	41,434.61	853.06	877.63
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Sunnyslope County Water District

Agenda Item: F-5e

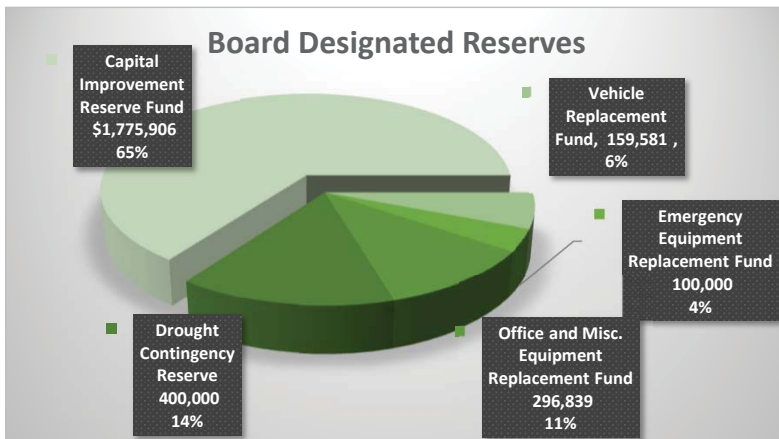
Board Designated Reserves As of September 30, 2020 (Policy #8600)

	<u>9/30/2020</u>	<u>6/30/2020</u>	<u>Incr (Decr)</u>	<u>% Incr (Decr)</u>	<u>6/30/2019</u>	<u>Incr (Decr)</u>	<u>% Incr (Decr)</u>
1 Capital Improvement Reserve Fund	\$ 1,775,906	\$ 1,775,906	\$ -	0.0%	\$ 1,800,000	\$ (24,094)	-1.3%
2 Vehicle Replacement Fund	159,581	148,634	10,947 ¹	7.4%	192,693	(44,059) ¹	-22.9%
3 Emergency Equipment Replacement Fund	100,000	100,000	-	0.0%	100,000	-	0.0%
4 Office and Misc. Equipment Replacement Fund	296,839	292,735	4,104 ²	1.4%	284,975	7,760 ²	2.7%
5 Drought Contingency Reserve	<u>400,000</u>	<u>400,000</u>	<u>-</u>	<u>0.0%</u>	<u>400,000</u>	<u>-</u>	<u>0.0%</u>
TOTAL	<u>\$ 2,732,326</u>	<u>\$ 2,717,275</u>	<u>\$ 15,051</u>	<u>0.55%</u>	<u>\$ 2,777,668</u>	<u>\$ (60,393)</u>	<u>-2.17%</u>

¹ Depr. Expense FY 20 - Acct #163.05 Vehicles	\$ -	\$ 33,889
Vehicles Purchased FY 20	-	(77,948)
Depr. Expense FY 21 - Acct #163.05 Vehicles	\$ 10,947	-
Vehicles Purchased FY 21	-	-
	<u>\$ 10,947</u>	<u>\$ (44,059)</u>

² Depr. Expense FY 20 - Acct #163.03 Shop / Field Equipment	\$ -	\$ 13,946
Equipment Purchased FY 20	-	(10,555)
Depr. Expense FY 20 - Acct #163.04 Office Furn. / Equip.	-	4,369
Depr. Expense FY 21 - Acct #163.03 Shop / Field Equipment	\$ 3,651	-
Equipment Purchased FY 21	-	-
Depr. Expense FY 21 - Acct #163.04 Office Furn. / Equip.	453	-
	<u>\$ 4,104</u>	<u>\$ 7,760</u>
	<u>\$ 15,051</u>	<u>\$ (36,299)</u>

Acct. #		
115.11	LAIF - Board Design. Reserves	<u>2,732,326</u>
9/30/20	Balance Board Designated Reserves	<u>\$ 2,732,326</u>



Capital Improvement Reserve Summary	
Beginning Balance	\$ 1,800,000
Well #2 Rehabilitation (Approved May 19, 2020)	
Maggiore Drilling Invoices through May 20	(12,075)
Total Well #2 Rehab	(12,075)
Lessalt Plant Modification - Sunnyslope Connection	
Iconix and California Pipe Fabricators	(12,019)
Total Lessalt Plant Modif.	(12,019)
Ending Balance	<u>\$ 1,775,906</u>

Staff Report

Agenda Item: **F – 6 a**

DATE: October 14, 2020 (October 20, 2020 Meeting)

TO: Board of Directors

FROM: Jose J. Rodriguez, Water/Wastewater Superintendent

SUBJECT: Maintenance Monthly Staff Report – September 2020

Narrative

1. Well #2 was sampled for the presence of Coliform Bacteria. Initial and secondary samples both came back non-detect. Well #2 was approved for operation by the Department of Drinking Water and is now active.
2. Total Organic Carbon analyzer semiannual maintenance performed at both facilities by outside service. These analyzers are important for staff to monitor the organic reduction to reduce the formation of Trihalomethanes (TTHM's).
3. Staff has continued to make good progress flushing fire hydrants and exercising valves. One hundred and twenty hydrants flushed and twenty five valves exercised last month respectively.

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

Water (7)

1. All Maintenance workers participated in the Rural Community Assistance Corp (RCAC) training on "Customer Communications".
2. Weed abatement (spraying) at District facilities performed by staff.
3. Replaced service lines at 191 and 201 Tierra Del Sol.
4. Well #2 is fully operational.
5. Started replacing and restoring electrical back boards supporting electrical panels at well heads throughout the District.
6. Staff has pulled and cleaned all chlorine injectors at well sites as continued preventative maintenance to reduce after hours call out.
7. Changed oil in all three booster pumps at Well #2.

LESSALT Water Treatment Plant (7)

1. Granular Activated Carbon (GAC) exchange on filter #2.
2. Continued cleaning facility and sanitizing surface.
3. Worked on air relief valve on GAC filter #2.
4. Sharp Engineering & Construction installed new sodium permanganate containment pipe. Staff installed poly tubing to transport chemical into RAW Water pipe.

5. Staff rebuilt spare recirculation pump.
6. Calibrated all turbidity meters.
7. Suez performed semiannual Total Organic Carbon (TOC) analyzer maintenance.

West Hills Water Treatment Plant (6)

1. Cleaned and inspected lamellas.
2. Suez Water performed semiannual Total Organic Carbon (TOC) analyzer maintenance.
3. Replaced Total Suspended Solids (TSS) probe in Powder Activated Carbon (PAC) return tank.
4. Replaced all ¼” feed lines in all sample panels.
5. Built fluoride skid for tracer study, obtained testing equipment. Prepared and performed tracer study under the direction of Kennedy/Jenks Engineering.
6. Removed sludge from drying bed #2, RJR hauled sludge to John Smith Landfill.

Wastewater (1)

1. Continued hydro flushing sewer system.

Completed This Month	Job Descriptions	Completed YTD 2020 – 2021 July 1 to June 30	Completed 2019 – 2020 July 1 to June 30	Completed 2018 – 2019 July 1 to June 30	Completed 2017 – 2018 July 1 to June 30
221	Work Orders	713	2715	2642	2826
25	Temporary Manual Read Water Meters Installed in New Construction Accounts	67	256	146	229
0	Radio Read Meters & ERTs Installed in New Construction Accounts	0	0	1	2
43	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	72 (Total = 6394)	191	246	176
16	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	75	304	350	370
25	Valves Exercised (Approx. 2750 in SSCWD System 1/2016)	106	319	410	269
120	Fire Hydrants Flushed (Approx. 811 in SSCWD System 8/2016)	259	281	757	509
16	Meters on Repair List	76	449	1147	1035
14	Emergency Calls	44	156	204	225
137	Locates on our Water/Sewer Lines	375	1037	454	427
0	Sewer Inspections	0	0	2	2
0	Shutoff Notices	0	112	182	180
2	Water Services Replaced	2 (Total = 885)	15	18	19

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



Hollister/Sunnyslope Intertie Water Balance

Agenda Item: F-6b

Report Date: October 1, 2020		to		September 15, 2020	
Current Consumption Period: August 17, 2020		Groundwater Flow to COH	Surface Flow to COH	Groundwater Flow to SSCWD	Surface Flow to SSCWD
Intertie Location		i n G a l l o n s			
Southside Road Intertie Water Total Flow		0	1,421,140		
Sunset & Memorial Water Total Flow		2,873,100	6,681,500	0	200
Sunnyslope & Memorial Water Total Flow		2,616,800	6,525,400	70,000	1,100
Hillcrest and Memorial Water Total Flow		333,000	778,200	204,000	547,700
Santa Ana & La Baig Water Total Flow		270,500	787,400		
Intertie Sub-Total Water Flow		6,093,400	16,193,640	274,000	549,000
<i>Total Combined Surface and Ground Water Intertie Flow</i>		22,287,040		823,000	
City of Hollister Well 2 Surface Water Total Flow (West Hills)			19,087,000		
City of Hollister Well 4 Surface Water Total Flow (West Hills)			20,238,000		
City of Hollister Well 5 Surface Water Total Flow (West Hills)			24,044,000		
Sunnyslope Well 2 Surface Water Total Flow (West Hills)					27,545,000
Sunnyslope Well 11 Surface Water Total Flow (West Hills)					27,485,000
Sunnyslope Surface Water Total Flow (LESSALT)					34,903,000
Surface Water Flow Sub-Totals			63,369,000		89,933,000
Ground Water and Surface Water Flow Totals		6,093,400	79,562,640	274,000	90,482,000
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		76,651,000		
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	5,819,400	2,362,640		
	Beginning Water Balance Owed to SSCWD (to COH)	598,030,935	-409,117,473		
	Gallons Billed to COH thru Report Date October 1, 2020	0		Informational Last Month Net Total	188,913,462
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	603,850,335	-406,754,833	Net Sub Total	197,095,502
Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period				1,476,000	
Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4					5,904,000.00
Ending Water Balance Owed to SSCWD (to COH)		597,946,335	-406,754,833	Net Total	191,191,502

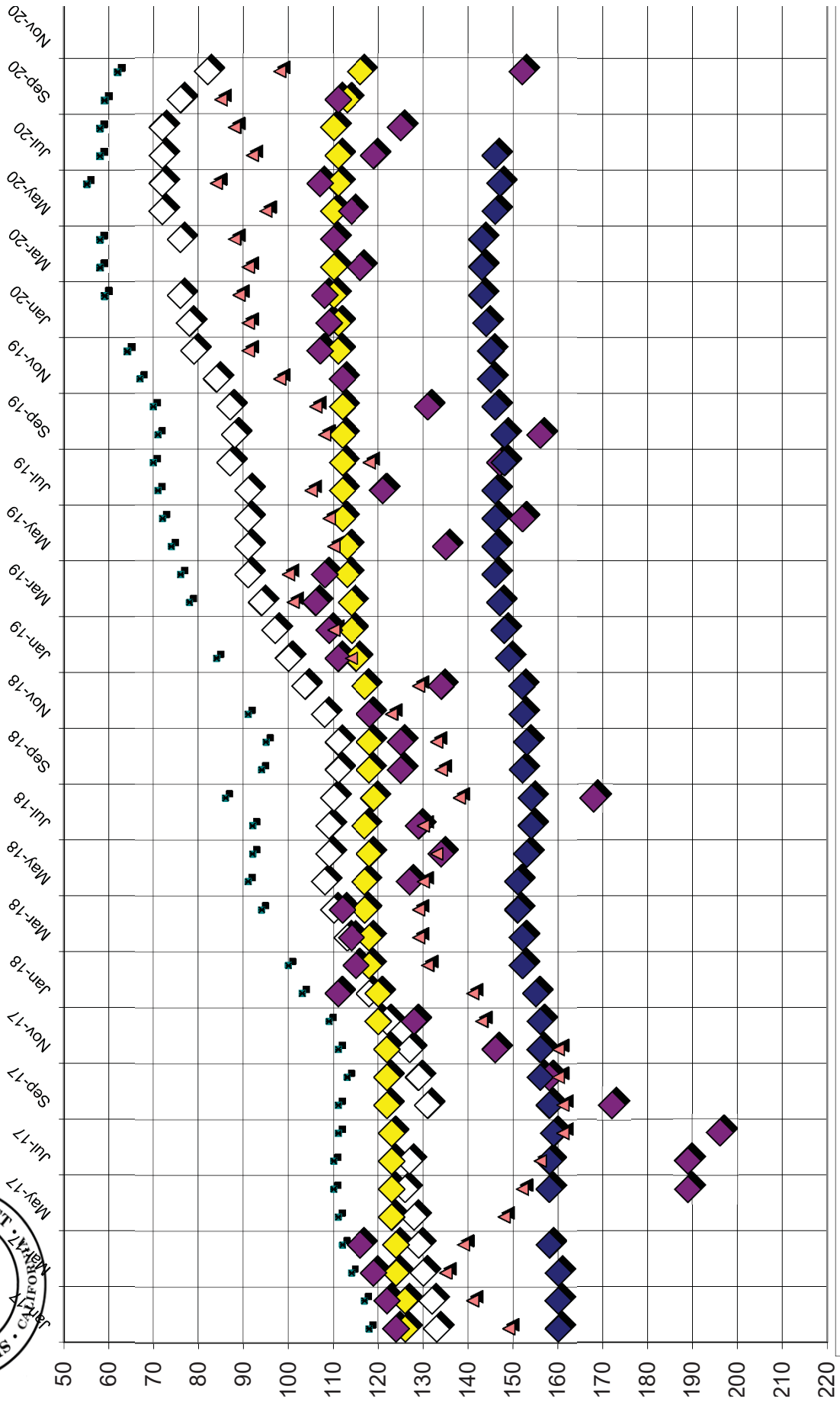
Current:	LESSALT WTP Total Flow to Distribution	34,903,000			
	Percent of LESSALT Surface Water Received	COH	44.8%	SSCWD	55.2%
Current:	COH half of LESSALT Total Flow to Distribution	17,451,500			
	Intertie Net Surface Water Total Flow to COH	15,644,640			
	Intertie Net Ground Water Total Flow to COH	5,819,400			
Current:	West Hills WTP Total Flow to Distribution	118,399,000			
	Percent of Surface Water Received	COH	53.5%	SSCWD	46.5%
Current:	COH half of West Hills WTP Total Flow to Distribution	59,199,500			
	West Hills WTP Surface Water Total Flow to COH	63,369,000			

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

Depth to Standing Water Level Below Ground Surface

Agenda Item: **F-6c**

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: F - 7

DATE: October 14, 2020 (October 20, 2020 Meeting)

TO: Board of Directors

FROM: Drew Lander, General Manager

SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS:

1. **IT Improvements Update** – Server equipment is installed and is working well. CalCon Systems has been given access to the SCADA machines to begin migration. The Corporate server is being converted and all district computers will be re-directed to this new machine by the end of the year. This server has also been partitioned so that the Tyler software can begin to be installed when we are ready. The installation has gone very well and Exceedio has maintained the schedule appropriately.
2. **Employee Survey Distributed** – The employee satisfaction survey was completed at the end of September and the data received is under review by CSI-HR. It is anticipated that an assessment report will be presented to the Board at the November meeting.
3. **Office Update** - The District Administration office was not opened to the public during the month of September. One maintenance staff member tested positive for COVID-19 at the end of September (resulting from contact from outside of the workplace) however safety protocols were followed in the office, this individual was quarantined, and has now returned after a full recovery. No COVID-19 related sicknesses has occurred within the office. PPE is still available and utilized among staff.
4. **Office Technology and Public Access** – The District website and new payment platforms are nearly completed and ready for the public to use. Coordinating all of the financial data has required additional time and go-live is expected to occur at the end of November with full implementation beginning in December. Staff have been training on this new platform so they will be able to communicate clearly with the public.
5. **Cost Savings Measures** – The revised pooled insurance benefits presented by Keenan & Associates and adopted by the Board at the September 29th Special Board meeting have been implemented during open enrollment. The free service that *Building Blocks 4 Business* have provided to assist all staff with the open enrollment procedure has been welcomed by staff.

The current District insurance policies for Liability, Property and Workers Comp are under review to see if cost savings or improved benefits can be realized through pooled insurance

brokers specializing in Water/Wastewater utilities.

Engineering staff has been directed to seek engineering design assistance to price and scope a project to utilize well water as the primary source of irrigation and construction water for projects occurring along Fairview Road. This has been an improvement anticipated by prior District management however based on current water consumption numbers this project could be realized much sooner allowing water sales to fund the improvements in a timely manner.