

Sunnyslope County Water District

A G E N D A

DECEMBER 15, 2020

REGULAR BOARD MEETING: 5:15 PM

CLOSED SESSION: WILL IMMEDIATELY FOLLOW THE REGULAR MEETING

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/1498471074?pwd=T2wwT2VxaGVSU2I4K0U2ZzFQYWlpQT09>

Password: SSCWD

Or Telephone: Dial +1(623)404-9000 and when prompted enter Meeting ID: 149 847 1074

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 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

BOARD SWEARING IN CEREMONY – Swearing-In Ceremony for Re-Elected Board of Directors: James F. Parker and Jerry T. Buzzetta, by Secretary Lander.

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

Regular Session

C. **PLEDGE OF ALLEGIANCE**

D. **REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION HELD NOVEMBER 17, 2020**

E. **APPROVAL OF AGENDA**

F. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS – The public may comment¹ on any District business, not on the agenda, with a time limit of three minutes per speaker. No actions may be taken by the Board during the public comment period.

G. CONSENT AGENDA – Members of the Board and/or members of the public may pull matters from the Consent Agenda. Any matter pulled from the Consent Agenda shall be moved to Item 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 Board² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approval of Minutes of the Regular Board Meeting of November 17, 2020.
2. Allowance of Claims for disbursements from November 1, 2020 through November 30, 2020.
3. Associate Engineer Monthly Status Report.
4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
5. Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

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

1. Take Appropriate Action to Elect a President and Vice-President of the Board of Directors, and President to Assign Director Duties to Standing District Committees for 2021. (Not a project under CEQA per Article 20, Section 15378).
2. Authorize the Capital Purchase and Installation of Video Security System Equipment for the Administration Office not to exceed \$10,000 (Not a project under CEQA per Article 20, Section 15378).
3. Authorize the General Manager to Expend no More than \$100 to Incentivize Public Participation in Paperless Billing and Automatic Payment; Authorize the District to Absorb the Surcharge and E-check Cost of Automatic Check Processing by Customers Who Use the Pay by Phone (IVR) Portal.
4. Review and Accept the Findings of the Employee Satisfaction Survey 2020

I. STATUS REPORTS

1. Governance Committee – (No meeting)
2. Water / Wastewater Committee – (Meeting Held December 1, 2020)

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 December 3, 2020)

J. BOARD and STAFF REPORTS

1. Directors
2. District Counsel
3. General Manager – COVID 19 Updated (Oral Report), SGMA TAC Report (Oral Report)

K. FUTURE AGENDA ITEMS

- L. 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

M. 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 (§ 54956.9)** – Title: General Manager

Regular Session

N. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION

O. 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 – January 19, 2020 @ 5:15 p.m., District Office

AGENDA DEADLINE: January 13, 2020 @ 12:00 p.m.

Future Scheduled Committee Meetings

Water Resources Agency – February 4, 2020 @ 4:00 PM

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

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
November 17, 2020

- 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:** Director Mike Alcorn, Director Judi Johnson, and President James Parker. **Present Via Teleconference:** Vice President Jerry Buzzetta, Director Ann Ross.
- C. PLEDGE OF ALLEGIANCE:** General Manager/Secretary Lander led Directors and staff in the Pledge of Allegiance.
- D. APPROVAL OF AGENDA:** Upon a motion made to approve the agenda by Director Johnson, seconded by Director Ross, for which President Parker (JP) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Buzzetta (JB), yes; Johnson (JJ), yes; Ross (AR), yes; and President JP, yes; the motion carried 5-0.
- 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. Director Johnson congratulated Director Buzzetta and President Parker on their victory in the November election. She also thanked them for their dedication to serve on the Board.

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.

Member of the public in attendance was Ted Intravia.

F. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of October 20, 2020.

2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of October 13, 2020 through October 31, 2020, totaling \$ 421,015.39 which includes \$ 316,451.08 for payments to vendors, \$ 101,437.68 for Payroll – employee, and \$ 3,126.63 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH # 1861, and the last check written was check # 28553.

Date	Number	Name	Amount
10/15/20	ACH 1846	RETURNED CHECK (Ck Ret 10-01)	-317.54
10/16/20	ACH 1847	RETURNED ACH (ACH Ret 10-01)	-184.62
10/16/20	ACH 1848	RETURNED ACH (ACH Ret 10-02)	-200.99
10/16/20	ACH 1849	RETURNED ACH (ACH Ret 10-03)	-143.85
10/16/20	ACH 1850	ADP Processing Fees	-2,083.26
10/19/20	ACH 1851	RETURNED ACH (ACH Ret 10-04)	-264.51
10/19/20	ACH 1852	RETURNED ACH (ACH Ret 10-05)	-143.85
10/19/20	ACH 1853	RETURNED ACH (ACH Ret 10-06)	-196.13
10/19/20	ACH 1854	RETURNED ACH (ACH Ret 10-07)	-410.57
10/23/20	ACH 1855	Employee Payroll	-66,390.73
10/23/20	ACH 1856	Payroll Taxes	-18,302.33
10/29/20	ACH 1857	CalPERS - Retirement	-9,735.63
10/29/20	ACH 1858	CalPERS - Retirement	-6,224.27
10/21/20	ACH 1861	CalPERS - Health Insurance	-17,850.92
10/14/20	28488	San Benito County Water District	-69,667.50
10/19/20	28489	JASON & RAQUEL BROYER	-14.53
10/19/20	28490	BENNY & PAULA ESTRADA	-47.95
10/19/20	28491	TERI NORITA LIEBMANN	-49.18
10/19/20	28492	A-1 Services	-403.00
10/19/20	28493	ACWA/JPIA	-9,461.11
10/19/20	28494	Auto Tech Service Center, Inc.	-1,400.00
10/19/20	28495	Backflow Apparatus & Valve Co. (BAVCO)	-230.37
10/19/20	28496	Brenntag Pacific, Inc.	-12,437.67
10/19/20	28497	Calgon Carbon Corporation	-48,402.00
10/19/20	28498	Independent Business Forms, Inc.	-164.82
10/19/20	28499	Mc Kinnon Lumber Co., Inc.	-243.60
10/19/20	28500	Primex	-2,763.20
10/19/20	28501	San Benito County Water District-Pumping	-17,403.22
10/19/20	28502	USA Blue Book	-632.86
10/19/20	28503	Veolia Water Technologies	-6,370.51
10/19/20	28504	Vasquez-Herrera, Luis M.	-152.58
10/19/20	28505	Castro, Kevin G.	-192.00
10/26/20	28506	KB Home South Bay, Inc.	-13,755.35
10/26/20	28507	Assoc. of Calif. Water Agencies (ACWA)	-17,855.00
10/26/20	28508	Auto Tech Service Center, Inc.	-780.00
10/26/20	28509	Bianchi Kasavan & Pope, LLP	-231.00

Date	Number	Name	Amount
10/26/20	28510	Brenntag Pacific, Inc.	-8,534.03
10/26/20	28511	Calcon System, Inc.	-1,037.50
10/26/20	28512	Grainger, Inc.	-34.75
10/26/20	28513	Hach Company	-3,724.79
10/26/20	28514	Hollister Auto Parts, Inc.	-41.89
10/26/20	28515	Konica Minolta Premier Finance	-416.76
10/26/20	28516	Mc Gilloway, Ray, Brown & Kaufman	-6,390.00
10/26/20	28517	Mid Valley Supply	-76.38
10/26/20	28518	Pinnacle Agriculture	-814.76
10/26/20	28519	San Benito Tire Pros & Automotive	-291.67
10/26/20	28520	Toro Petroleum Corp.	-1,547.12
10/26/20	28521	USA Blue Book	-959.00
10/26/20	28522	Watersmart Software, Inc.	-19,553.00
10/26/20	28523	BISCEGLIA & ASSOCIATES	-174.27
10/26/20	28524	COOPER DAUER	-41.23
10/26/20	28525	KRAIG KLAUER	-45.22
10/26/20	28526	RUBEN & WILMA ORTEGA	-92.19
10/26/20	28527	SEATEC UNDERGROUND UTILITIES INC.,	-800.00
10/30/20	28528	Postmaster	-2,215.89
10/30/20	28529	Ace Hardware (Johnson Lumber Co.)	-419.17
10/30/20	28530	AT&T	-437.35
10/30/20	28531	Auto Tech Service Center, Inc.	-1,500.00
10/30/20	28532	Bartel Associates, LLC	-4,000.00
10/30/20	28533	Brenntag Pacific, Inc.	-8,107.94
10/30/20	28534	Brigantino Irrigation	-15.62
10/30/20	28535	Central Ag Supply LLC	-411.13
10/30/20	28536	CWEA Membership- TCP	-735.00
10/30/20	28537	Hach Company	-1,007.21
10/30/20	28538	Interstate Battery System of San Jose Inc	-128.68
10/30/20	28539	Maggiora Bros. Drilling, Inc.	-746.45
10/30/20	28540	Mark Nicholson, Inc.	-5,320.00
10/30/20	28541	Mc Master-Carr	-557.27
10/30/20	28542	Mission Uniform Service	-1,095.24
10/30/20	28543	Nationwide Retirements Solutions	-18,660.73
10/30/20	28544	O'Reilly Auto Parts	-98.13
10/30/20	28545	Palace Business Solutions	-1,157.38
10/30/20	28546	Postal Graphics	-53.69
10/30/20	28547	Premier Access Insurance Co.	-3,450.23
10/30/20	28548	San Benito County-Mosq Abate. Prgm	-126.23
10/30/20	28549	UWUA Local 820	-784.72
10/30/20	28550	Verizon Wireless	-230.02
10/30/20	28553	Petty Cash	-76.10

Date	Number	Name	Amount
			\$ <u><u>-421,015.39</u></u>

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

Director Johnson asked to have agenda item F.3 - Associate Engineer Monthly Status Report and F.5 - W/WW Superintendent Monthly Status Report moved to Agenda Items I.4 and I.5 respectively, under Board and Staff Reports.

Upon a motion made by Director Johnson to approve the Consent Agenda as amended, 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.

G. NEW BUSINESS:

1. **RECEIVE AUDIT REPORT/PRESENTATION BY JESUS MONTEMAYOR, CPA/PARTNER, WITH MCGILLOWAY, RAY, BROWN & KAUFMAN ON JUNE 30, 2020 AUDIT. (Not a project under CEQA per Article 20, Section 15378).** Finance and Human Resource Manager Travis Foster explained to the Board that the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2020 gives an assessment of the District's financial condition, informs the readers about District services, gives details of infrastructure replacement projects, discusses current issues, and provides financial and demographic trend information.

Finance and Human Resource Manager Foster explained to the Board that the auditors had three "findings" which meant they needed to do three adjusting journal entries to the audit. Mr. Foster explained that journal entry #1 was in regard to the true-up for West Hills and Lessalt Water Treatment Plants and the entry made in QuickBooks actually posted to an expense account, but should have gone to revenue. Adjusting journal entries #2 & #3 were translations errors.

Mr. Foster introduced Jesus Montemayor, CPA/Partner with McGilloway, Ray, Brown & Kaufman to give the board a report/presentation regarding the District's June 30, 2020 audit and the resulting audited financial statements and Governance letter.

Mr. Montemayor began with explaining the CAFR Program stating that the Government Finance Officers Association (GFOA) has the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program). This program was setup to encourage and assist local governments to go beyond the minimum reporting requirements and provide additional full and transparent information to the users of the District's financials. This is the first year the District will submit their financials for the certificate. The following items were added/updated to the financials to submit for certificate: transmittal letter; list of principal officials; organizational chart; updates to the basic financial statements; updates to the notes to the basic financial statements, and a statistical section.

Mr. Montemayor stated that current assets increased mainly due to an increase in cash and LAIF investments primarily a result of the current year income. Capital assets increased mainly due to a completion of Crosstown Pipeline construction and developer capital contributions. The capital additions were offset by depreciation and amortization expenses and disposition of assets. Other non-current assets increased due to increase in restricted LAIF investment primarily a result of the current year capacity and connection fees and offset by write-off of impaired assets. The deferred outflows of resources decreased because in prior year, the District contributed and additional \$1.09M to the pension.

Current liabilities decreased mainly due to decrease in accounts payable because in prior year, District accrued \$812K for the Crosstown Pipeline construction and \$342K due for true-up cost for Lessalt Water Treatment Plant (LWTP) and West Hills Water Treatment Plant (WHWTP). Long term liabilities decreased due to current year principal payments paid. Net pension liability decreased because the District received a credit for the \$1.09M additional pension contributions made in May 2019. Net investment in capital assets increased due to current year additions net of depreciation and amortization and debt payments. Restricted for capacity and connection fees increased due to current year receipts of capacity and connection fees net of current year Tranche 1, 2, and 3 debt commitment payments.

Mr. Montemayor explained that operating revenues increased mainly due to addition of 288 new water customers and \$240K increased in contracted services for Lessalt & West Hills WTP. Increase in operating expenses is mainly due to an increase in pension expense by \$273K based on actuarial valuation, depreciation expenses by \$283K and operations and maintenance expenses by \$391K primarily due to operations and maintenance costs for the WHWTP and LWTP. Change is mainly due to increase in non-operating expenses

because District wrote off \$109K impaired assets. Capacity and connection fees increased because the District received 282 new water capacity fees in current year as compared to 136 in prior year. The District accepted two new water system developer capital contributions in the amount of \$1.435M and \$415K respectively as compared to one water system capital contribution in prior year in the amount of \$166K.

Mr. Montemayor stated that the significant audit findings are: Management is responsible for the selection and use of appropriate account policies and the auditors noted no transaction entered into the District books during the FY 2019-20 for which there is lack of authoritative guidance or consensus; account estimates – evaluated the underlying assumptions for allowance for uncollectible accounts, useful lives/depreciation, deferred inflows and outflows, pension liability, and postemployment benefit liability and found them to be appropriate.

The sensitive financial statement disclosures are CALPERS GASB statement No. 68, Accounting Valuation Report, with the measurement date of June 30, 2019. The disclosure of Other Post Employment Benefit (OPEB) Plan to the financial statements are GASB Statement 75, Accounting Valuation Report, with the measurement date of June 30, 2019.

Mr. Montemayor recapped stating that there were no difficulties encountered in performing the audit; 3 auditor adjusting journal entries were made; there were no disagreements with Management; there were no Management consultations with other independent accountants; the timing of the audit went according to schedule and the found no delays; and the auditors required supplementary information, other information accompanying the financial statements that are not RSI-limited assurance. Management letter material deficiency, none noted, and prior year Management letter, none noted.

Upon a motion made by Director Johnson to receive and approve the report/presentation by Jesus Montemayor, CPA/Partner, with McGilloway, Ray, Brown, & Kaufman for the June 30, 2020 Audit, 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.

2. **AUTHORIZE THE GENERAL MANAGER TO EXECUTE THE AGREEMENT FOR WELL #5 LANDSCAPE IRRIGATION SYSTEM DESIGN SERVICES WITH SCHAAF & WHEELER CONSULTING CIVIL ENGINEERS FOR AN AMOUNT NOT TO EXCEED \$130,000 (Exempt from CEQA per Article 19 Section 13501(a)):** Associate Engineer Rob Hillebrecht explained that as part of Sunnyslope County Water District's long-term planning effort, the Well 5 Landscape Irrigation System project has long been contemplated and planned for. The project was highly recommended in the 2017 HUAMP Update as an effective and affordable means to increase municipal water supplies

and quality. It was also included in the Five-Year Capital Improvement Plan approved by the Board in 2017. As development along Fairview Road has significantly increased this year, Sunnyslope has experienced major water demands for construction water. Through this project, the construction water and the projected landscape water demand as the developments approach completion could be supplied by using lower quality well water as opposed to treated surface water. This would preserve more of the higher quality treated surface water for residential use, especially in Sunnyslope's wastewater service area. Initial estimates show that construction and landscape water demand that could be served by this project may surpass 75 AFY by 2022. The attached design proposal has been provided by Schaaf and Wheeler who have the experience and background to successfully design the infrastructure needed. With this design completed Sunnyslope will be able to better evaluate the costs, benefits, and ideal timing for constructing the project. The proposal includes four items: System Modeling, Facility Design, Bid Phase Support, and Construction Phase Support. All phases are included at this time for budgetary purposes. At the present time only 51hrs of Item #1 – System Modeling design work are needed to ensure system sizing requirements are correct and all of Item #2 – Facility Design are proposed. Staff recommends that the District approve only these items noted and additional work or construction support will come before the board at a later date when this project is determined to be ready for construction bid.

The project design would be conducted on a time and materials basis not to exceed \$130,000. Initial estimates indicate approximately \$150,000 in annual construction water sales along Fairview Rd. Capital Improvement Reserves (Balance \$1.7M) may be used for the project as it is directly related to increasing long-term water supply and is part of the Capital Improvement Program.

Director Buzzetta questioned spending \$130,000 and not having revenue to offset this cost. General Manager/Secretary Lander stated that with the District has sold water in excess of \$150,000 for construction irrigation water, and that water has the additional expense for being treated, using the well water is much cheaper than using the treated surface water. Director Alcorn also commented that the District never knows what water allocation will be received, so it is best to preserve the treated surface water.

Upon a motion made by Director Alcorn to authorize the General Manager to execute the Agreement for Well #5 Landscape Irrigation System Design Services with Schaaf & Wheeler Consulting Civil Engineers for an amount not to exceed \$130,000, seconded by Director Johnson, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

- 3. AUTHORIZE THE GENERAL MANAGER TO REGISTER AND IMPLEMENT A NEW DISTRICT LOGO (Not a project under CEQA as defined by 14 California Code of Regulations 15378):** General Manager/Secretary Lander stated that as the District continues to grow it is essential that we continue the move forward to improve customer access and transparency through new technology and communication with those who we serve. The District is taking a large step towards becoming a significant service provider within San Benito County and with the use of our coming newsletters and other public outreach there is a need of additional logo branding to identify the District and make our vehicles and advertisements recognizable to the public.

Presently the District logo has consisted of the use of the District seal. The seal is not readily recognizable on our District vehicles and it presently does not adequately reflect the main service we provide, which is high quality water. Staff have been working with a graphic design specialist while putting together the newsletter to be rolled out later this month. With input from both staff and the Water/Wastewater Committee, the attached logo better represents the District services. This logo will have good visual recognition on our white vehicles, website and advertisement documentation. The logo will not replace the District seal but is proposed to be used in place of the District seal on public advertisement documents.

Mr. Lander stated that it is proposed the Board adopt the attached logo illustration and use it with all District documents, advertisements, vehicles and communications.

The implementation of the logo is estimated to cost \$4,100. This cost is associated with the development of the logo, registration of the illustration to the District, and the purchase and installation of new decals for the district vehicles. As the design and use of a logo is greater than \$1,000 and is intangible property, this cost would be capitalized, amortized over a five-year life and is being requested as an interim request per our capitalization policy.

Upon a motion made by Director Johnson to authorize the General Manager to register and implement a new District logo, 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.

H. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** General Manager/Secretary Lander reported that a meeting was held on November 6, 2020 to discuss the Well #5 as discussed tonight in agenda item G-2; discuss Hankins Information Technology request to lease space at the Ridgemark tank site for broadband antenna; the purchase of an iPad for infield use to improve inspection and construction documentation; and to discuss the new District logo.
3. **Finance Committee:** General Manager/Secretary Lander reported that a meeting was held on November 4, 2020 to discuss the FY20/21 budget review; the audit progress summary; and consider recommendation to extend the audit services contract until 2023.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** No meeting held.
6. **Water Resources Association of San Benito County (WRA):** No meeting held; next meeting is scheduled for December 3, 2020. Director Johnson reported that a sustainable groundwater meeting is planned but no date has been set.

6:20 p.m. Director Ross excused herself from the meeting.

I. BOARD and STAFF REPORTS

1. **Directors:** No report.
2. **District Counsel:** No report.
3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 reporting that the District office has remained closed and now that the county has moved back to the purple tier, he does not for see the office opening in the next few months. At this point we have no COVID illness with any staff and currently the costs attributed to the pandemic are at about \$17,000 which includes COVID sick pay and supplies such as hand sanitizer, masks, and etc. The total late and administrative fees not collected and written off amount to \$106,270. There is a compounding affect with respect to accumulating the written off fees because in a normal operating environment the District would have stopped services on these delinquent accounts. The late and administrative fees would typically be around \$20,000 in a normal operating environment due to the ability to stop service.

Mr. Lander reported that the total outstanding customer balances, excluding the first and second month of the pandemic, is approximately \$63,000 as of the end of October. The office staff have been contacting customers that are past due to try to collect or offer payment arrangements.

General Manager/Secretary Lander reported that the Technical Advisory Committee (TAC) report is complete. The last discussion was on how to improve on monitoring the agricultural areas with satellite images that will give better accuracy on the amount of water being used.

4. **Associate Engineer:** Director Johnson pulled item I.3 so that Associate Engineer Rob Hillebrecht would explain #6 - West Hills Tank Tracer Study. Kennedy/Jenks is performing flow testing of the West Hills treated water tank, which shows how well water flows through the tank and if it is short circuiting. The high flow test was the initial test and a low flow test is scheduled for mid-December. Director Johnson also asked the purpose of the study and Mr. Hillebrecht responded that it gives the operators more operational flexibility and the possibility of using less chlorine. Director Johnson also asked if the study is required and Mr. Hillebrecht stated that the Division of Drinking Water does not require it, but the study does give more regulatory freedom.
 5. **W/WW Superintendent:** Director Johnson pulled item I.5 to have W/WW Superintendent Jose Rodriguez tell the Board about #5 of his narrative report. Operators have been encouraged to take California Water Environment Association exams for additional certifications. Mr. Rodriguez has been encouraging staff to get additional licensing in mechanical and instrumentation. This past month five maintenance personnel took exams for additional licenses and all passed.
- J. FUTURE AGENDA ITEMS:** Extend the audit contract with McGilloway, Ray, Brown & Kaufman, and a closed session for General Manager Lander's review.
- K. 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. Ted Intravia, a developer for the Lico property, spoke about the issues he is having with the County of San Benito regarding his proposed development. A couple of the issues are the zone change and the pond 6 issue. Mr. Intravia offered any assistance to the District that may help resolve the pending litigation between the County of San Benito and Sunnyslope County Water District.

At 6:33 p.m., President Parker closed the meeting to the public for closed session.

L. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9

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

M. ADJOURNMENT: President Parker adjourned the meeting at 7:12 p.m.

APPROVED BY THE BOARD:

James F. Parker, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary

Sunnyslope County Water District

Disbursement Summary

November 1, 2020 through November 30, 2020

Date	Num	Name	Amount
11/03/20	ACH 1862	North American Bancard	-198.50
11/03/20	ACH 1863	North American Bancard	-1,606.75
11/03/20	ACH 1864	North American Bancard	-0.23
11/03/20	ACH 1865	North American Bancard	-119.00
11/03/20	ACH 1866	North American Bancard	-264.00
11/03/20	ACH 1867	North American Bancard	-603.23
11/03/20	ACH 1868	Nationwide Life Insurance	-215.67
11/03/20	ACH 1869	Pathian Administrators (VSP)	-344.91
11/05/20	ACH 1870	American Express	-41.52
11/06/20	ACH 1871	Employee Payroll	-68,076.86
11/06/20	ACH 1872	Payroll Taxes	-18,064.55
11/09/20	ACH 1873	CalPERS - Retirement	-9,743.95
11/09/20	ACH 1874	CalPERS - Retirement	-6,224.26
11/13/20	ACH 1875	ADP	-2,083.26
11/13/20	ACH 1876	RETURNED CHECK	-160.54
11/16/20	ACH 1877	Pathian Administrators (VSP)	-344.91
11/17/20	ACH 1878	RETURNED ACH	-163.42
11/18/20	ACH 1879	RETURNED ACH	-160.03
11/18/20	ACH 1880	RETURNED ACH	-111.43
11/18/20	ACH 1881	RETURNED ACH	-53.97
11/18/20	ACH 1882	RETURNED ACH	-168.12
11/18/20	ACH 1883	RETURNED ACH	-147.02
11/18/20	ACH 1884	RETURNED ACH	-143.85
11/18/20	ACH 1885	RETURNED ACH	-242.81
11/18/20	ACH 1886	Reverse Invoice Cloud test deposit on 11/12/20	-30.00
11/18/20	ACH 1887	RETURNED CHECK	-137.51
11/20/20	ACH 1888	Employee Payroll	-66,848.92
11/20/20	ACH 1889	Payroll Taxes	-18,539.12
11/23/20	ACH 1890	CalPERS - Retirement	-9,534.90
11/23/20	ACH 1891	CalPERS - Retirement	-6,208.16
11/23/20	ACH 1892	CalPERS - Retirement	-9,660.73
11/23/20	ACH 1893	CalPERS - Retirement	-5,931.19
11/23/20	ACH 1894	CalPERS - Retirement	-23.08
11/23/20	ACH 1895	CalPERS - Retirement	-23.08
11/23/20	ACH 1896	CalPERS - Retirement	-23.08
11/23/20	ACH 1897	CalPERS - Retirement	-23.08
11/23/20	ACH 1898	CalPERS - Health Insurance	-17,850.92
11/23/20	ACH 1899	CalPERS - Retirement	-194.58
11/23/20	ACH 1900	CalPERS - Retirement	-686.08
11/27/20	ACH 1901	RETURNED CHECK	-176.00
11/02/20	28551	Razzolink.com	-76.95
11/02/20	28552	MARIA DOLORES GARCIA	-104.90
**	28553	Petty Cash on October Disbursement Summary	0.00
11/09/20	28554	MARK & LIZBETH JUAREZ	-63.39

Sunnyslope County Water District

Disbursement Summary

November 1, 2020 through November 30, 2020

Date	Num	Name	Amount
11/09/20	28555	SCOTT KINDRED	-67.19
11/09/20	28556	Ace Hardware (Johnson Lumber Co.)	-257.53
11/09/20	28557	AT&T	-647.46
11/09/20	28558	Brenntag Pacific, Inc.	-7,029.04
11/09/20	28559	Brigantino Irrigation	-250.56
11/09/20	28560	City of Hollister-Finance Dept	-367,889.19
11/09/20	28561	Dept. of Motor Vehicles (DMV)	-27.00
11/09/20	28562	Downtown Automotive	-207.00
11/09/20	28563	Edges Electrical Group, LLC	-384.40
11/09/20	28564	Grainger, Inc.	-145.18
11/09/20	28565	Hach Company	-2,123.07
11/09/20	28566	Mc Master-Carr	-24.26
11/09/20	28567	P G & E	-50,243.01
11/09/20	28568	Quinn Company	-1,783.95
11/09/20	28569	Recology San Benito County	-286.86
11/09/20	28570	San Benito County Water District	-364,315.03
11/09/20	28571	San Benito Tire Pros & Automotive	-20.00
11/09/20	28572	Silke Communications, Inc.	-407.50
11/09/20	28573	Star Concrete	-606.88
11/09/20	28574	Toro Petroleum Corp.	-1,540.90
11/09/20	28575	U.S. Bank Corporate Payment Systems	-4,595.02
11/09/20	28576	USA Blue Book	-3,901.78
11/09/20	28577	San Benito County Water District	-358.75
11/16/20	28578	DAVID & DANIELLE BARLOW	-52.76
11/16/20	28579	AARON & SANDRA HUGHES	-102.04
11/16/20	28580	INDIA MORENO & M MARTIN DEL CAMPO	-32.54
11/16/20	28581	JOSE ANDRES SANCHEZ	-52.76
11/16/20	28582	LETICIA VILLAFAN	-66.01
11/16/20	28583	MITCHELL & LINDA WRIGHT	-400.00
11/17/20	28584	Chavez, Jr., Manuel T.	-133.15
11/17/20	28585	Eclarin, Ernesto P.	-147.48
11/17/20	28586	Brenntag Pacific, Inc.	-25,789.73
11/17/20	28587	Calgon Carbon Corporation	-48,402.00
11/17/20	28588	CM Analytical, Inc.	-16,528.75
11/17/20	28589	Credit Consulting Services, Inc.	-79.19
11/17/20	28590	EBCO Pest Control	-60.00
11/17/20	28591	Edges Electrical Group, LLC	-95.66
11/17/20	28592	Filmtec Corporation	-985.08
11/17/20	28593	Hach Company	-598.57
11/17/20	28594	John Smith Road Landfill	-322.20
11/17/20	28595	Maggiora Bros. Drilling, Inc.	-731.25
11/17/20	28596	Mark Nicholson, Inc.	-2,940.00
11/17/20	28597	Postal Graphics	-54.07
11/17/20	28598	San Benito County Water District	-352,080.02

Sunnyslope County Water District

Disbursement Summary

November 1, 2020 through November 30, 2020

Date	Num	Name	Amount
11/17/20	28599	Trans Union LLC	-143.86
11/17/20	28600	DEBBIE NIELSEN	-150.00
11/23/20	28601	A-1 Services	-403.00
11/23/20	28602	Brenntag Pacific, Inc.	-20,801.29
11/23/20	28603	Hach Company	-3,820.12
11/23/20	28604	Star Concrete	-364.35
11/23/20	28605	Toro Petroleum Corp.	-1,160.96
11/23/20	28606	American Water Works Assoc. CA-NV Section	-850.00
11/23/20	28607	Anne Muraski	-9,625.00
11/23/20	28608	Bryan Mailey Electric, Inc	-1,964.62
11/23/20	28609	De Lay & Laredo	-3,174.50
11/23/20	28610	Vargas Garcia, Michael J	-150.00
11/24/20	28611	CWEA Membership- TCP	-195.00
11/24/20	28612	CWEA Membership- TCP	-225.00
11/30/20	28613	AT&T	-456.44
11/30/20	28614	Auto Tech Service Center, Inc.	-589.00
11/30/20	28615	Brenntag Pacific, Inc.	-5,698.25
11/30/20	28616	Brigantino Irrigation	-25.30
11/30/20	28617	Central Ag Supply LLC	-2,660.39
11/30/20	28618	ERA Safety Solutions LLC	-1,190.75
11/30/20	28619	Ferguson Enterprises, Inc.	-143.09
11/30/20	28620	Hach Company	-5,187.72
11/30/20	28621	Hollister Auto Parts, Inc.	-89.47
11/30/20	28622	Konica Minolta Premier Finance	-416.76
11/30/20	28623	Mc Master-Carr	-65.57
11/30/20	28624	Mission Uniform Service	-1,333.04
11/30/20	28625	O'Reilly Auto Parts	-70.82
11/30/20	28626	Palace Business Solutions	-118.42
11/30/20	28627	Pinnacle Agriculture	-807.39
11/30/20	28628	Quinn Company	-480.32
11/30/20	28629	State Water Resources Control Brd-WWOPCP	-110.00
11/30/20	28630	UWUA Local 820	-784.72
11/30/20	28631	Veolia Water Technologies	-58,439.41
11/30/20	28632	Verizon Wireless	-230.00
11/30/20	28633	State Water Resources Control Brd-WWOPCP	-110.00
			\$ -1,624,217.84

SUMMARY:

Accounts Payable Paid to:

Vendors	\$ 1,032,982.02
Payroll - Employee	220,590.34
City of Hollister for City Billing Collected, Net of Fees	367,889.19
Customer Refunds & Returned Checks/ACH	2,756.29

Total Disbursements

\$ 1,624,217.84

Staff Report

Agenda Item: G-3

DATE: December 9, 2020 (December 15, 2020 Meeting)

TO: Board of Directors

FROM: Rob Hillebrecht, Associate Engineer

SUBJECT: Associate Engineer Monthly Status Report

1. **Santana Ranch Water Break** – The contractor for Santana Ranch caused a significant water main break on Dec. 3rd by excavating behind a stubbed water main before District staff had shut off the service. The stubbed cap pushed off the pipe drawing nearly 3000 gallons per minute from Sunnyslope’s system. These high flows caused water to lift and suspend sediment inside the water mains making the water appear colored or dirty around Santana Ranch and parts of Ridgemark. Staff flushed this cloudy water all day to clear the minerals and sediments from the system. The contractor will be charged the cost of all the water from the initial break and flushing along with all staff time related to the incident.
2. **Development Water System Tie-ins** – Santana Ranch Phase 6 and Roberts Ranch Phase 1 have both completed their water system installation and testing. They are now tied into the overall Sunnyslope water system and may begin constructing houses in the next months. Final acceptance of their water systems will be issued after all final punch list items have been satisfactorily addressed.
3. **PlanGrid Program** – Staff have started implementing the PlanGrid software for inspection of developments and other projects. This program simplifies and expedites inspection and record keeping by having all relevant documents, notes, and more in one place. A new iPad has been purchased for the use in the field to document development improvements and to take photographs.
4. **Well 5 Irrigation System** – Schaaf & Wheeler has signed and entered a professional services contract with Sunnyslope for the design of the Well 5 Irrigation System Improvements. Staff will soon be meeting with them to discuss schedule and initial design.
5. **West Hills Tank Tracer Study** – Staff successfully conducted the low flow (1.6 MGD) tracer study test for the West Hills treated water tank with the assistance of Kennedy/Jenks Consulting. The results of the tracer study will be submitted to DDW for revision of the permit to reflect actual contact time in the tank. This will increase operational flexibility and potentially allow for reduced chemical usage.
6. **ACWA Virtual Conference** – Staff participated in the virtual ACWA conference by watching various product demonstrations, presentations on key industry issues, and speeches by top leaders in California water.
7. **USA 811 Positive Response Training** – Staff received training on posting a Positive Response for all Underground Service Alert locate request tickets. Positive Responses on locate tickets are legally required by utilities starting Jan 1, 2021.

Staff Report

Agenda Item: G – 5a

DATE: December 7, 2020 (December 15, 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

(November, 2020):

We received twenty-four (24) water capacity fees and zero (0) wastewater capacity fees in November 2020, compared to three (3) water capacity fees and zero (0) wastewater capacity fees received in the previous year. Summary Table of November and YTD presented below.

Comparison of Capacity Fees Received for the Current Month & Year to Date							
Item	NOV. 2020	OCT. 2020	NOV. 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	24	7	3	21	91	109	(18)
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-	-

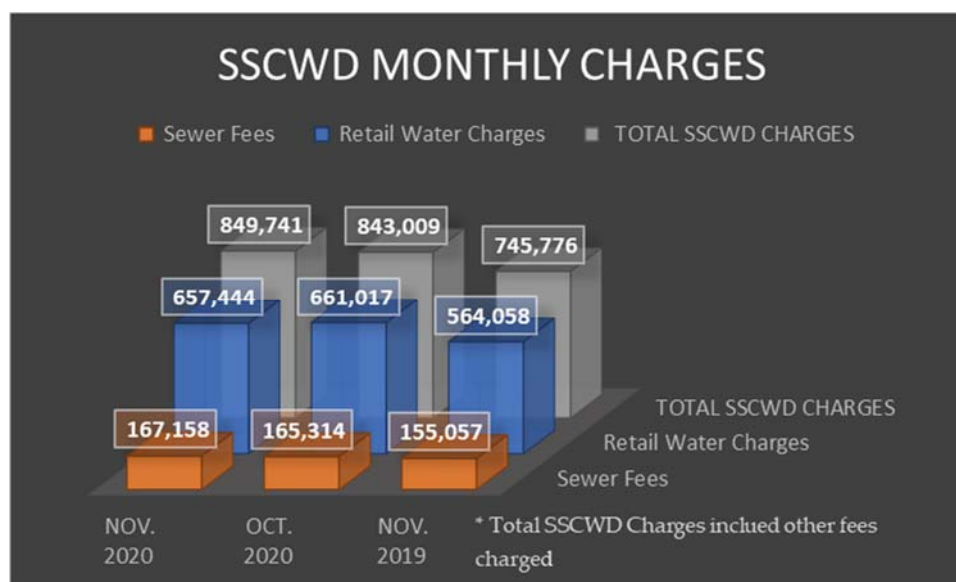
As our deposit policy continues to drive the increase in customers signing up for our in-house (free) "Auto Pay" services, the table below presents the changes from prior month (PM) and the changes from prior year (PY).

Summary of Changes in Customer Accounts					
Account Types	NOV. 2020	OCT. 2020	NOV. 2019	Δ from PM ++	Δ from PY *
NO. WATER ACCOUNTS	6,539	6,517	6,249	22	290
NO. SSCWD SEWER ACCTS	1,240	1,236	1,231	4	9
NO. AUTO PAY CUSTOMERS	2,910	2,876	2,640	34	270
NO. E-BILL CUST'S (Paperless)	500	497	419	3	81
Percent of Customers Gone Green	7.6%	7.6%	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 \$657,444 for November 2020, is down \$3,573 (or -.5%) compared to last month and is up \$93,386 (or 16.6%) compared to November 2019. Sewer fee revenue of \$167,158 for November 2020, is consistent to last month, and is up \$12,101 (or 7.8%) compared to November 2019. Total SSCWD Charges of \$849,741 are up \$6,733 and \$103,966 from October and November 2019, respectively.

Installation fee revenue is based on the number of capacity fees collected and the size of the meter to be installed. During November 2020, we have collected \$11,365 for 21 water capacity fees, compared to \$2,835 in October 2020 and \$2,165 in November 2019, resulting in increases of \$8,530 (or 300.9%) from last month and \$9,200 from prior year (or 424.9%).

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

- Late fee revenue of \$0 is down \$5,888 from November 2019, \$12,669 in late fees were written off in November 2020 due to COVID;
- Administrative collection fees are down \$4,720 from November 2019, \$6,000 was written off due to COVID in November 2020;
- Net billing fees from the City of Hollister of \$12,585 is up \$657 from November 2019; and
- Other miscellaneous fees of \$1,140 is down \$770 from November 2019.

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

SSCWD Monthly Charges Comparison							
MONTHLY CHARGES	NOV. 2020	OCT. 2020	NOV. 2019	Δ from PM ++	Δ from PY *	% increase PM ++	% increase PY *
Retail Water Charges	657,444	661,017	564,058	(3,573)	93,386	-0.5%	16.6%
Sewer Fees	167,158	165,314	155,057	1,844	12,101	1.1%	7.8%
Installation Fees	11,365	2,835	2,165	8,530	9,200	300.9%	424.9%
Late Fees	-	-	5,888	-	(5,888)	N/A	-100.0%
Admin. Collection Fees, net	50	60	4,770	(10)	(4,720)	-16.7%	-99.0%
COH Billing Fees	12,585	12,513	11,928	72	657	0.6%	5.5%
Other Misc. Fees	1,140	1,270	1,910	(130)	(770)	-10.2%	-40.3%
TOTAL SSCWD CHARGES	849,741	843,009	745,776	6,733	103,966	0.8%	13.9%

++ PM = Prior Month

+ PY = Prior Year

Water sold to customers for November 2020 totals 79.4 million gallons compared to 79.9 million gallons last month and 65.4 million gallons in November of 2019. This represents a decrease of .5 million gallons sold to customers (or -.6%) over last month and an increase of 14.1 million gallons (or 21.5%) over November 2019.

The past due percentage of accounts receivable due from all customers for November 2020 is 10.83% compared to November 2019 of 7.11%. The past due percentage has increased from 10.17% in October 2020. The inability to charge late fees or shut off water for non-payment due to the pandemic continues to drive the increase in the past due balances. Under normal operating conditions, customers over 2 months past due would have service disrupted for non-payment and the ability to charge late fees would result in a reduction of the past due percentage.

c. STATEMENT OF INCOME

(October 2020):

Discussion:

For October 2020, Water operations shows a Net Operating Loss of \$39,272 and Net Income of \$48,587. Wastewater operations resulted in Net Operating Income of \$61,795 and Net Income of \$41,882. When combining Water and Wastewater, net income of \$90,469 is down \$177,406 from

the prior month. This decrease is primarily attributable to the \$175,500 decrease in Capacity Fees from September. The total in Combined Loss Adjusted for Non-Budgeted Items is \$6,047 for the month of October. Year-to-Date (YTD) Combined Income Adjusted for Non-Budgeted Items is \$429,520, which is attributable to timing of Water Revenue Sales for higher consumption months from July to October.

October Salaries and Benefits in Water Operations are up \$16,580 from September 2020 while Other Operating Expenses are down \$73,357 from September 2020. The increase in Salary and Benefits from prior month is primarily attributable to fully implementing accrued payroll in October 2020 with the new capabilities of ADP's Work Force Now. The decrease in operating expenses from September is due to the timing of the water plant operating expenses between September and October, which are down \$46,448 for the two water plants from prior month. Wastewater operating expenses are consistent to prior month with a net decrease of \$3,585 in expenses from September.

In October of 2019, Water operations resulted in a Net Operating Income of \$108,456 and a Net Income of \$321,123. The \$272,536 decrease from October 2019 is attributable to the \$259,100 decrease in Capacity Fees collected in October 2019. Wastewater operations is consistent to prior year.

d. INVESTMENT SUMMARY

(November 30, 2020):

Our total cash and invested funds is \$13,570,923 as of November 30, 2020, and is up \$454,486, compared to last month. The increase is attributable to \$351,000 in Capacity Fees received in November 2020. Compared to November 30, 2019, our total cash and invested funds is up \$2,938,639 or 27.6%. 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 November 30th are split between the Local Agency Investment Fund (LAIF), and the Heritage Bank Money Market Account (MMA), with \$7,001,561 invested in LAIF, and \$1,061,724 invested in the MMA. The remaining balance of \$5,507,639 is on deposit with Heritage Bank in the District's checking account. Interest received year-to-date totals \$43,704, which represents five months of interest on the MMA, and quarterly interest from LAIF that posted in July and November.

e. BOARD DESIGNATED RESERVES

(November 30, 2020):

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

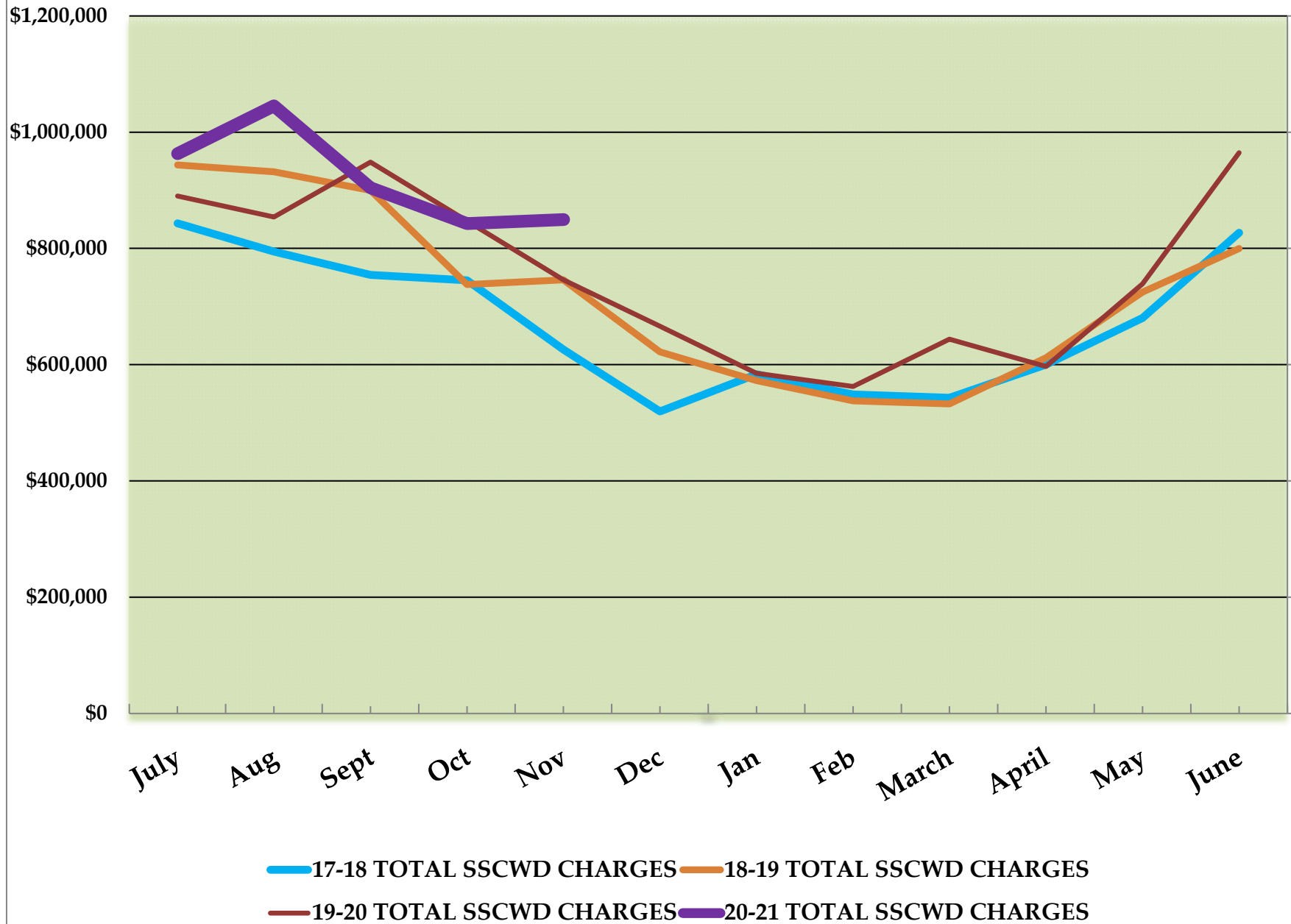
Sunnyslope County Water District

2020 / 2021

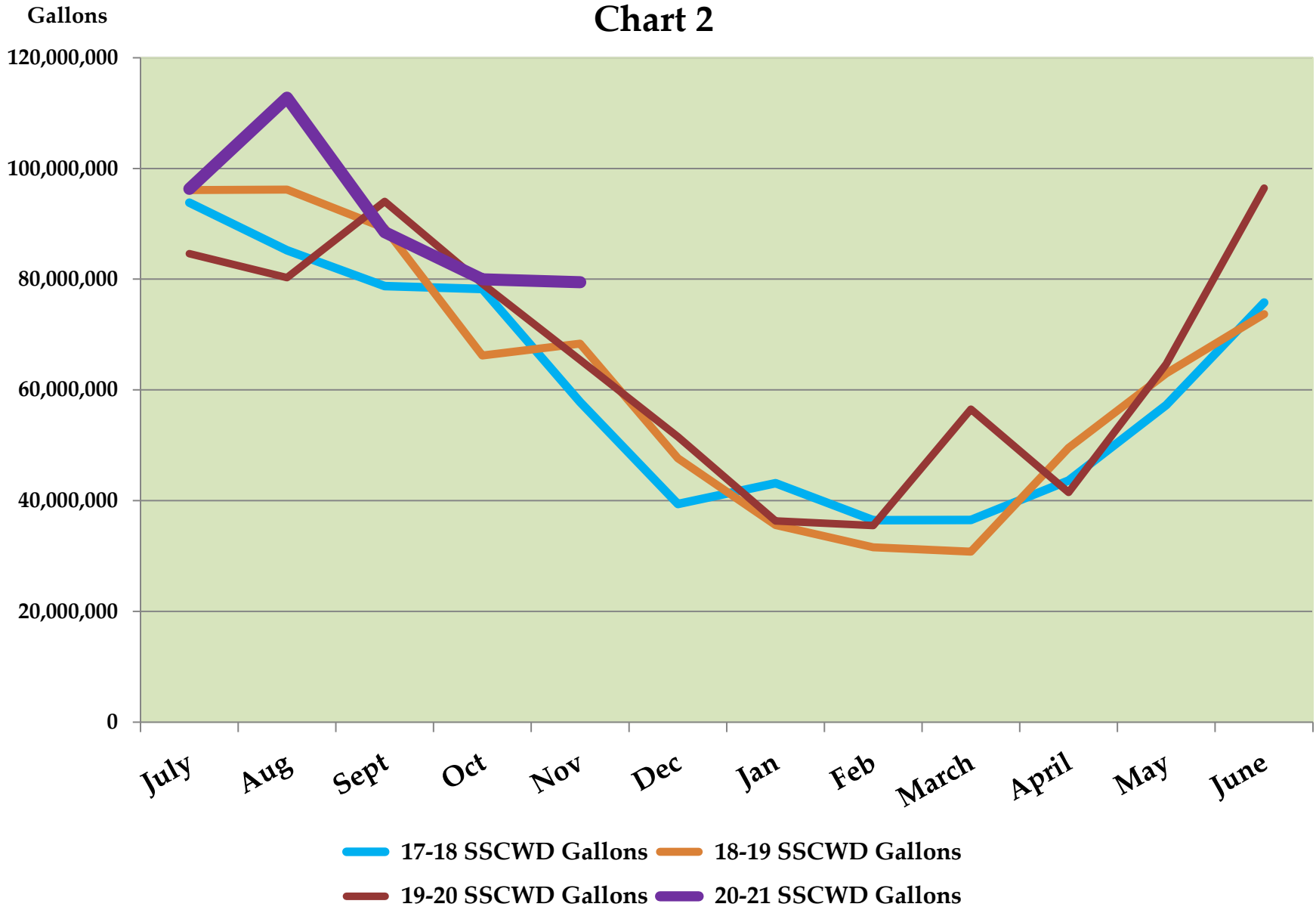
OPERATION SUMMARY (This Year)

ITEMS	JULY 2020	AUG. 2020	SEPT. 2020	OCT. 2020	NOV. 2020	TOTALS
NO. WATER CAPACITY FEE RECD	20	18	22	7	24	91
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-
NO. WATER ACCOUNTS	6,467	6,481	6,501	6,517	6,539	
NO. SSCWD SEWER ACCTS	1,238	1,236	1,237	1,236	1,240	
NO. COH SEWER ACCTS	4,074	4,080	4,112	4,134	4,156	
NO. AUTO PAY CUSTOMERS	2,826	2,844	2,850	2,876	2,910	
NO. E-BILL CUST'S (Paperless)	478	485	484	497	500	
MONTHLY CHARGES						
Retail Water Charges	\$ 775,775.29	\$ 857,815.88	\$ 716,737.28	661,016.53	657,443.72	\$ 3,668,788.70
Sewer Fees	165,460.51	166,607.09	165,218.43	165,314.20	167,157.77	829,758.00
Installation Fees	8,100.00	7,290.00	8,910.00	2,835.00	11,365.00	38,500.00
Late Fees	-	-	-	-	-	-
Admin. Collection Fees, net	590.00	(40.00)	90.00	60.00	50.00	750.00
COH Billing Fees	12,342.00	12,354.00	12,438.00	12,513.00	12,585.00	62,232.00
Other Misc. Fees	800.00	1,222.80	944.13	1,270.00	1,140.00	5,376.93
TOTAL SSCWD CHARGES	\$ 963,067.80	\$ 1,045,249.77	\$ 904,337.84	\$ 843,008.73	\$ 849,741.49	\$ 4,605,405.63
CITY OF HOLLISTER CHARGES						
COH Sewer Fees	370,300.30	370,936.59	372,723.96	374,670.26	376,999.71	\$ 1,865,630.82
COH Street Sweeping	10,050.24	10,046.16	10,066.00	10,066.00	10,084.96	50,313.36
COH Senior Discount	(1,326.60)	(1,346.70)	(1,386.90)	(1,377.52)	(1,357.42)	(6,795.14)
Total COH Charges	379,023.94	379,636.05	381,403.06	383,358.74	385,727.25	1,909,149.04
Late Fees **	-	-	-	-	-	-
TOTAL COH CHARGES	\$ 379,023.94	\$ 379,636.05	\$ 381,403.06	\$ 383,358.74	\$ 385,727.25	\$ 1,909,149.04
ACCOUNTS RECEIVABLE - Aged						
A/R for Sunnyslope Water **	\$ 984,619.71	\$ 1,055,071.44	\$ 938,523.95	\$ 880,387.53	\$ 885,094.32	
A/R for City of Hollister **	400,737.12	407,000.53	414,089.95	416,549.82	427,531.75	
Outstanding Bills Owed	\$ 1,385,356.83	\$ 1,462,071.97	\$ 1,352,613.90	\$ 1,296,937.35	\$ 1,312,626.07	
Past Due	\$ 102,610.08	\$ 106,279.41	\$ 129,429.45	\$ 131,871.32	\$ 142,112.24	
% Past Due	7.41%	7.27%	9.57%	10.17%	10.83%	
WATER METERED						
Cubic Feet	12,877,300	15,080,000	11,830,300	10,688,700	10,624,000	61,100,300
SSCWD Gallons	96,322,204	112,798,400	88,490,644	79,951,476	79,467,520	457,030,244
Well Flow to COH Gallons	7,175,800	8,344,900	6,093,400	10,967,500	9,415,100	41,996,700
Surface Flow to COH Gallons	13,631,701	16,782,127	16,193,640	8,394,805	9,744,589	64,746,862
TOTAL METERED	117,129,705	137,925,427	110,777,684	99,313,781	98,627,209	563,773,806
WATER SOURCE						
Well #2 (Southside Road)	-	-	-	4,356,000	3,309,000	7,665,000
Well #5 (Ray Cir/Enterprise)	1,795,134	5,029,002	3,308,269	7,938,403	4,692,185	22,762,993
Well #7 (Enterprise Rd)	5,079,729	6,184,298	3,257,530	7,844,228	5,163,825	27,529,610
Well #8 (Ridgemark)	7,968,000	14,471,000	11,478,000	18,943,000	15,318,000	68,178,000
Well #11 (Southside Road)	13,629,000	14,204,000	7,455,000	16,810,000	12,949,000	65,047,000
Wells	28,471,863	39,888,300	25,498,799	55,891,631	41,432,010	191,182,603
Lessalt W.T.P. I (High Zone)	31,279,000	22,009,000	22,259,000	7,894,000	18,247,000	101,688,000
Lessalt W.T.P. I (Middle Zone)	18,046,000	13,187,000	12,644,000	4,630,000	9,048,060	57,555,060
West Hills W.T.P. (@ Well #2)	21,206,000	30,249,000	27,545,000	15,364,000	16,157,000	110,521,000
West Hills W.T.P. (@ Well #11)	21,244,000	30,303,000	27,485,000	16,027,400	16,715,600	111,775,000
City Well Flow to SSCWD Gallons	343,400	431,000	274,000	754,300	554,800	2,357,500
City Surface Flow to SSCWD Gallons	549,400	1,180,700	549,000	532,900	525,000	3,337,000
TOTAL PUMPED	121,139,663	137,248,000	116,254,799	101,094,231	102,679,470	578,416,163
Estimated Water Loss	4,009,958	-	5,477,115	1,780,450	4,052,261	15,319,784
Water Loss %	3.310%	0.000%	4.711%	1.761%	3.947%	2.649%
Estimated Water Gain	-	677,427	-	-	-	677,427
Water Gain %	0.000%	0.491%	0.000%	0.000%	0.000%	0.120%
Total Net Water Loss						14,642,357

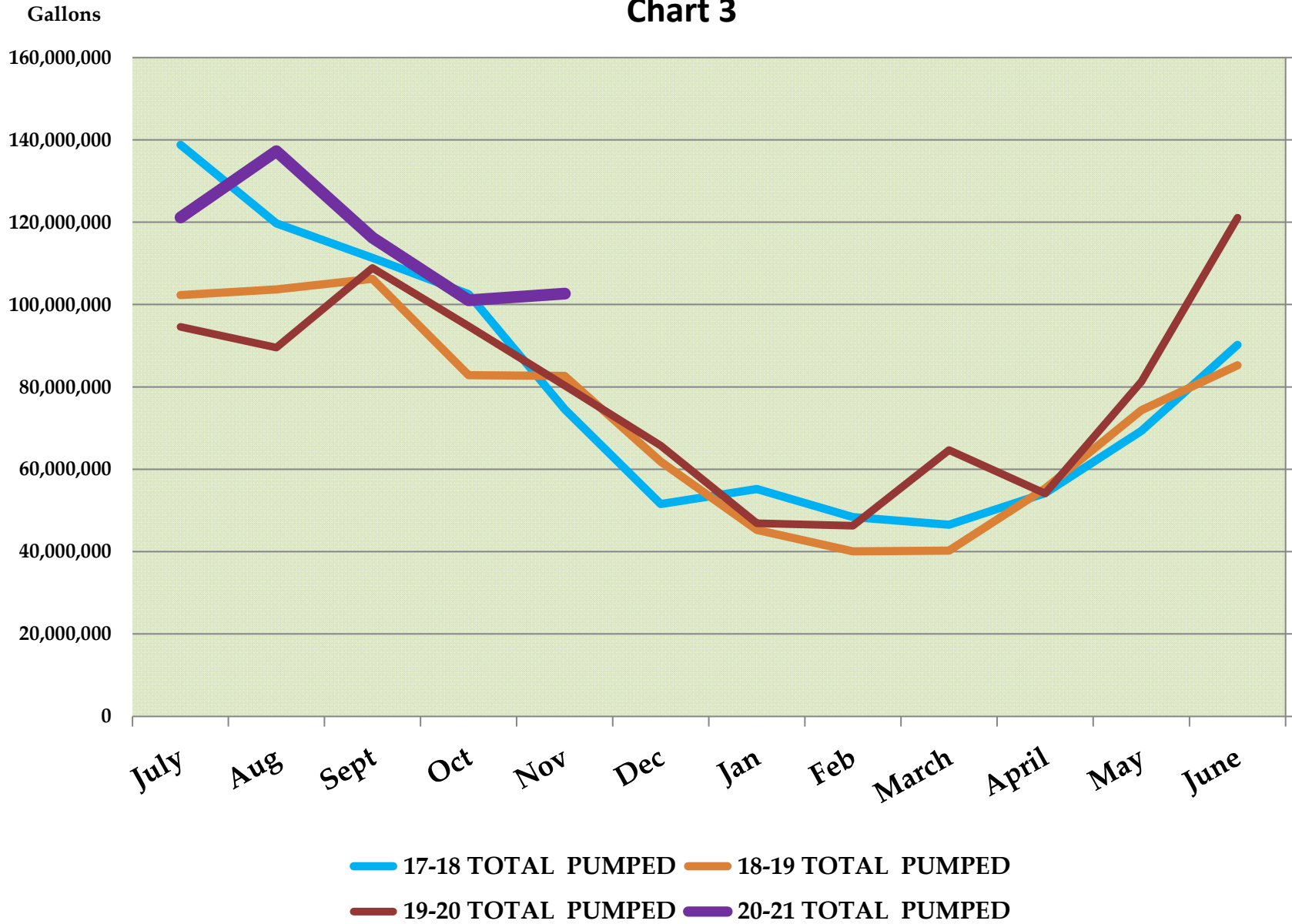
Total SSCWD Charges Chart 1



Total Water Metered to SSCWD Customers Chart 2



Total Water Pumped into SSCWD System Chart 3



Sunnyslope County Water District

2019 / 2020 OPERATION SUMMARY (Last Year)

ITEMS	JULY 2019	AUG. 2019	SEPT. 2019	OCT. 2019	NOV. 2019	TOTALS
NO. WATER CAPACITY FEE RECD	48	21	6	31	3	109
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-
NO. WATER ACCOUNTS	6,177	6,173	6,216	6,251	6,249	
NO. SSCWD SEWER ACCTS	1,236	1,229	1,231	1,234	1,231	
NO. COH SEWER ACCTS	3,894	3,908	3,918	3,934	3,943	
NO. AUTO PAY CUSTOMERS	2,532	2,554	2,583	2,614	2,640	
NO. E-BILL CUST'S (Paperless)	414	415	418	419	419	
MONTHLY CHARGES						
Retail Water Charges	\$ 688,956.76	\$ 664,349.80	\$ 763,824.51	650,433.88	564,057.50	\$ 3,331,622.45
Sewer Fees	157,302.64	156,881.63	158,263.24	156,538.89	155,056.98	784,043.38
Installation Fees	19,440.00	8,505.00	2,905.00	12,555.00	2,165.00	45,570.00
Late Fees	6,035.78	6,874.90	5,767.63	8,705.27	5,888.26	33,271.84
Admin. Collection Fees, net	4,570.00	4,620.00	4,380.00	5,670.00	4,770.00	24,010.00
COH Billing Fees	11,772.00	11,808.00	11,832.00	11,886.00	11,928.00	59,226.00
Other Misc. Fees	2,122.44	1,150.00	1,558.06	1,530.97	1,910.00	8,271.47
TOTAL SSCWD CHARGES	\$ 890,199.62	\$ 854,189.33	\$ 948,530.44	\$ 847,320.01	\$ 745,775.74	\$ 4,286,015.14
CITY OF HOLLISTER CHARGES						
COH Sewer Fees	355,606.65	356,261.47	357,638.25	358,335.93	359,570.77	\$ 1,787,413.07
COH Street Sweeping	9,979.44	10,002.72	10,009.04	10,016.00	10,011.60	50,018.80
COH Senior Discount	(1,266.30)	(1,286.40)	(1,286.40)	(1,306.50)	(1,306.50)	(6,452.10)
Total COH Charges	364,319.79	364,977.79	366,360.89	367,045.43	368,275.87	1,830,979.77
Late Fees **	2,197.37	2,381.54	2,295.90	3,001.71	2,645.67	12,522.19
TOTAL COH CHARGES	\$ 366,517.16	\$ 367,359.33	\$ 368,656.79	\$ 370,047.14	\$ 370,921.54	\$ 1,843,501.96
ACCOUNTS RECEIVABLE - Aged						
A/R for Sunnyslope Water **	\$ 859,026.24	\$ 850,372.33	\$ 946,025.25	\$ 846,206.64	\$ 746,581.49	
A/R for City of Hollister **	375,487.33	376,943.14	381,328.24	381,641.56	382,968.97	
Outstanding Bills Owed	\$ 1,234,513.57	\$ 1,227,315.47	\$ 1,327,353.49	\$ 1,227,848.20	\$ 1,129,550.46	
Past Due	\$ 66,210.33	\$ 78,640.60	\$ 74,898.49	\$ 82,273.00	\$ 80,337.22	
% Past Due	5.36%	6.41%	5.64%	6.70%	7.11%	
WATER METERED						
Cubic Feet	11,311,500	10,732,100	12,570,200	10,586,100	8,744,700	53,944,600
SSCWD Gallons	84,610,020	80,276,108	94,025,096	79,184,028	65,410,356	403,505,608
Well Flow to COH Gallons	4,175,000	3,944,400	5,017,200	3,907,900	4,694,400	21,738,900
Surface Flow to COH Gallons	2,383,587	2,023,805	3,296,235	6,799,685	7,605,915	22,109,227
TOTAL METERED	91,168,607	86,244,313	102,338,531	89,891,613	77,710,671	447,353,735
WATER SOURCE						
Well #2 (Southside Road)	-	-	99,000	1,358,000	911,000	2,368,000
Well #5 (Ray Cir/Enterprise)	541,499	1,001,356	1,473,160	915,059	702,094	4,633,168
Well #7 (Enterprise Rd)	4,301,929	4,453,091	7,279,333	1,246,088	2,022,759	19,303,200
Well #8 (Ridgemark)	581,000	520,000	661,000	625,000	517,000	2,904,000
Well #11 (Southside Road)	18,105,000	17,214,000	17,732,000	4,414,000	5,384,000	62,849,000
Wells	23,529,428	23,188,447	27,244,493	8,558,147	9,536,853	92,057,368
Lessalt W.T.P. I (High Zone)	35,817,000	34,171,000	40,229,000	32,184,000	27,999,000	170,400,000
Lessalt W.T.P. I (Middle Zone)	20,436,000	17,471,000	23,105,000	23,455,000	19,230,000	103,697,000
West Hills W.T.P. (@ Well #2)	-	-	1,510,000	12,421,000	10,892,000	24,823,000
West Hills W.T.P. (@ Well #11)	-	-	1,430,000	13,087,000	11,043,000	25,560,000
City Well Flow to SSCWD Gallons	8,137,300	8,446,900	9,797,000	3,809,800	1,089,100	31,280,100
City Surface Flow to SSCWD Gallons	6,638,100	6,272,600	5,583,900	1,216,900	545,500	20,257,000
TOTAL PUMPED	94,557,828	89,549,947	108,899,393	94,731,847	80,335,453	468,074,468
Estimated Water Loss	3,389,221	3,305,634	6,560,862	4,840,234	2,624,782	20,720,733
Water Loss %	3.584%	3.691%	6.025%	5.109%	3.267%	4.427%
Estimated Water Gain	-	-	-	-	-	-
Water Gain %	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
Total Net Water Loss						20,720,733

Unaudited 12/7/2020

S:\ADMIN & MANAGERS\Board of Directors\Staff Reports - 2020\12-December 20\Finance Support\Operation Summary Charts

Nov 19

Sunnyslope County Water District

STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)
UN-AUDITED 12/8/2020

*** WATER ***	Sep-20	Oct-20	Variance Over / (Under) Prior Month	Sep-19	Oct-19	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
OPERATING REVENUES									
Water Sales	715,966	661,371	(54,594)	763,198	650,374	10,997	3,003,890	6,711,670	6,600,000
Contracted Services	220,953	220,953	-	195,650	195,650	25,303	883,812	2,651,436	2,651,436
Installation Fees	8,910	2,835	(6,075)	2,905	12,555	(9,720)	27,135	81,405	80,000
Late Fees	-	-	-	4,843	6,964	(6,964)	-	-	52,000
Other Revenue	10,519	10,886	367	14,245	15,279	(4,393)	42,916	178,747	183,280
TOTAL OPERATING REVENUES	956,347	896,045	(60,302)	980,841	880,822	15,223	3,957,753	9,623,258	9,566,716
OPERATING EXPENSES									
Salaries and Benefits	(155,434)	(172,015)	16,580	(230,044)	(212,783)	(40,768)	(704,243)	(2,112,728)	(2,758,280)
Operating Expenses	(835,659)	(763,302)	(72,357)	(715,389)	(559,583)	203,719	(3,012,807)	(8,038,420)	(7,992,405)
TOTAL OPERATING EXPENSES	(991,094)	(935,317)	(55,777)	(945,433)	(772,366)	162,951	(3,717,049)	(10,151,148)	(10,750,685)
NET OPERATING INCOME	(34,746)	(39,272)	(4,526)	35,408	108,456	(147,728)	240,704	(527,890)	(1,183,969)
NON OPERATING INCOME & (EXPENSES)									
Capacity Fees	257,400	81,900	(175,500)	90,300	341,000	(259,100)	783,900	783,900	-
Donated Asset (?)	-	-	-	-	-	-	-	-	-
Miscellaneous Income (Farm Labor Camp)	-	-	-	-	-	-	-	-	-
Adjust LAIF Investment to Fair Value	-	-	-	-	-	-	(34,956)	(34,956)	-
Interest Income	-	6,972	6,972	-	8,044	(1,072)	17,114	17,114	-
Allocated from G & A (Interest & Sale of Assets)	558	6,115	5,557	702	19,184	(13,069)	7,248	7,248	-
Debt Service (Loan Expense) & Disposal of Assets	-	(7,128)	(7,128)	-	(155,561)	148,433	(8,209)	(82,000)	(82,000)
TOTAL NON OPERATING INCOME & (EXPENSES)	257,958	87,859	(170,098)	91,002	212,667	(124,808)	765,097	691,306	(82,000)
NET WATER INCOME (LOSS)	\$ 223,211	\$ 48,587	\$ (174,624)	\$ 126,410	\$ 321,123	\$ (272,536)	\$ 1,005,801	\$ 163,416	\$ (1,265,969)
NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items									
	\$ (34,746)	\$ (46,400)	\$ (11,653)	\$ 35,408	\$ (47,105)	\$ 705	\$ 232,495	\$ (609,890)	\$ (1,265,969)

Sunnyslope County Water District

STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2021 (This Year)
UN-AUDITED 12/8/2020

*** WASTEWATER ***	Sep-20	Oct-20	Variance Over /	Sep-19	Oct-19	Variance Over /	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
OPERATING REVENUES									
Sewer Sales	165,218	165,314	96	158,263	156,539	8,775	667,510	1,902,531	1,900,000
Installation Fees	-	-	-	-	-	-	-	-	50
Late Fees	-	-	-	1,211	1,741	(1,741)	-	-	13,000
Other Revenue	2,623	2,717	95	3,554	3,808	(1,091)	10,540	31,621	44,820
TOTAL OPERATING REVENUES	167,841	168,032	191	163,028	162,088	5,944	678,051	1,934,152	1,957,870
OPERATING EXPENSES									
Salaries and Benefits	(40,508)	(46,568)	6,060	(46,940)	(44,692)	1,876	(179,539)	(538,617)	(549,848)
Operating Expenses	(61,953)	(59,669)	(2,284)	(61,644)	(48,239)	11,430	(236,187)	(708,561)	(698,150)
TOTAL OPERATING EXPENSES	(102,461)	(106,237)	3,776	(108,584)	(92,931)	13,306	(415,726)	(1,247,178)	(1,247,998)
NET OPERATING INCOME	65,380	61,795	(3,585)	54,444	69,157	(7,362)	262,324	686,974	709,872
NON OPERATING INCOME & (EXPENSES)									
Capacity Fees	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-
Adjust LAIF Investment to Fair Value	-	-	-	-	-	-	(8,739)	-	-
Interest Income	-	-	-	-	-	-	73	73	-
Allocated from G & A (Interest & Sale of Assets)	139	1,529	1,389	176	4,796	(3,267)	1,542	1,542	-
Debt Service (Loan Expense) & Southside Rd. Slide	(20,856)	(21,442)	586	(303,573)	(3,826)	17,616	(65,300)	(255,800)	(255,800)
TOTAL NON OPERATING INCOME & (EXPENSES)	(20,716)	(19,913)	1,975	(303,397)	970	14,349	(72,424)	(254,185)	(255,800)
NET WASTEWATER INCOME (LOSS)	44,664	41,882	(2,782)	(248,953)	70,127	(28,245)	189,900	432,789	454,072
NET WASTEWATER INCOME (LOSS) Adjusted for Non Budgeted Items									
	\$ 44,525	\$ 40,353	\$ (4,172)	\$ (249,129)	\$ 65,331	\$ (24,978)	\$ 197,025	\$ 431,174	\$ 454,072

*** WATER & WASTEWATER ***	Sep-20	Oct-20	Variance Over /	Sep-19	Oct-19	Variance Over /	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
*** COMBINED INCOME (LOSS) WATER & WASTEWATER***	267,875	90,469	(177,406)	(122,543)	391,250	(300,781)	1,195,701	596,205	(811,897)
*** COMBINED INCOME (LOSS) WATER & WASTEWATER Adjusted for Non - Budgeted Items	\$ 9,778	\$ (6,047)	\$ (15,825)	\$ (213,721)	\$ 18,226	\$ (24,273)	\$ 429,520	\$ (178,716)	\$ (811,897)

Sunnyslope County Water District

Investment Summary 2020 / 2021 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2020	AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020	NOVEMBER 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	\$ 5,053,825.42	\$ 5,507,639.05
CHECKING SUBTOTAL		\$ 4,554,854.66	\$ 4,353,266.01	\$ 4,611,624.18	\$ 5,053,825.42	\$ 5,507,639.05
MONEY MARKET ACCT (MMA) Invested - General Fund	0.800%	1,058,976.90	1,059,696.66	1,060,393.67	1,061,047.53	1,061,723.61
MMA SUBTOTAL		\$ 1,058,976.90	\$ 1,059,696.66	\$ 1,060,393.67	\$ 1,061,047.53	\$ 1,061,723.61
<u>L. A. I. F.</u>						
(Local Agency Investment Fund)	As of: Oct. 20					
General Fund	0.620%	452,087.51	334,952.14	210,938.42	225,831.14	(30,981.92)
Water Connect. Fee	0.620%	3,012,904.69	3,124,782.03	3,283,459.37	3,273,609.07	3,525,886.41
Sewer Connect. Fee	0.620%	39,921.65	39,921.65	-	-	-
SRF Loan Reserve	0.620%	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00
Board Designated Reserves	0.620%	2,721,810.72	2,727,068.75	2,732,326.78	2,742,120.53	2,746,656.25
L.A.I.F. SUBTOTAL		\$ 6,986,724.57	\$ 6,986,724.57	\$ 6,986,724.57	\$ 7,001,560.74	\$ 7,001,560.74
GRAND TOTAL		\$ 12,600,556.13	\$ 12,399,687.24	\$ 12,658,742.42	\$ 13,116,433.69	\$ 13,570,923.40
GENERAL FUND		\$ 6,065,919.07	\$ 5,747,914.81	\$ 5,882,956.27	\$ 6,340,704.09	\$ 6,538,380.74
BOARD DESIGNATED RESERVES		\$ 2,721,810.72	\$ 2,727,068.75	\$ 2,732,326.78	\$ 2,742,120.53	\$ 2,746,656.25
WATER CONN. FEE FUNDS		\$ 3,012,904.69	\$ 3,124,782.03	\$ 3,283,459.37	\$ 3,273,609.07	\$ 3,525,886.41
S. C. FEE FUNDS		\$ 39,921.65	\$ 39,921.65	\$ -	\$ -	\$ -
SRF Loan Reserves		\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00
* TOTAL INTEREST RECORDED	\$ 43,703.71	\$ 26,120.85	\$ 719.76	\$ 697.01	\$ 15,490.03	\$ 676.06

Sunnyslope County Water District

Investment Summary 2019 / 2020 (Last Year)

BANK ACCOUNT	INTEREST RATE	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019
<u>Heritage Bank of Commerce</u>						
CHECKING ACCOUNT Operating - General Fund	0.000%	\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13	\$ 3,589,977.57	\$ 4,020,493.70
CHECKING SUBTOTAL		\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13	\$ 3,589,977.57	\$ 4,020,493.70
MONEY MARKET ACCT (MMA) Invested - General Fund	0.950%	1,049,596.82	1,050,416.68	1,051,264.54	1,052,113.08	1,052,907.50
MONEY MARKET ACCT (MMA) Retainage - Specialty Construction	0.200%	234,987.84	252,661.04	255,314.79	260,893.99	260,935.45
MMA SUBTOTAL		\$ 1,284,584.66	\$ 1,303,077.72	\$ 1,306,579.33	\$ 1,313,007.07	\$ 1,313,842.95
<u>L. A. I. F.</u> <u>(Local Agency Investment Fund)</u>						
General Fund	2.103%	(39,436.38)	328,286.28	376,637.88	157,445.56	174,568.22
Water Connect. Fee	2.103%	1,228,658.42	1,360,935.76	1,352,513.10	1,602,834.00	1,585,711.34
Sewer Connect. Fee	2.103%	39,928.94	39,928.94	-	-	-
SRF Loan Reserve	2.103%	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00
Board Designated Reserves	2.103%	2,777,668.00	2,777,668.00	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	\$ 5,297,947.56	\$ 5,297,947.56
GRAND TOTAL		\$ 9,847,371.08	\$ 10,271,488.77	\$ 9,954,112.44	\$ 10,200,932.20	\$ 10,632,284.21

GENERAL FUND	\$ 5,041,115.72	\$ 5,332,956.07	\$ 5,063,931.34	\$ 5,060,430.20	\$ 5,508,904.87
BOARD DESIGNATED RESERVES	\$ 2,777,668.00	\$ 2,777,668.00	\$ 2,777,668.00	\$ 2,777,668.00	\$ 2,777,668.00
WATER CONN. FEE FUNDS	\$ 1,228,658.42	\$ 1,360,935.76	\$ 1,352,513.10	\$ 1,602,834.00	\$ 1,585,711.34
S. C. FEE FUNDS	\$ 39,928.94	\$ 39,928.94	\$ -	\$ -	\$ -
SRF Loan Reserves	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00	\$ 760,000.00

* TOTAL INTEREST RECORDED		41,434.61	853.06	877.63	32,023.02	835.88
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Sunnyslope County Water District

Board Designated Reserves

As of November 30, 2020

(Policy #8600)

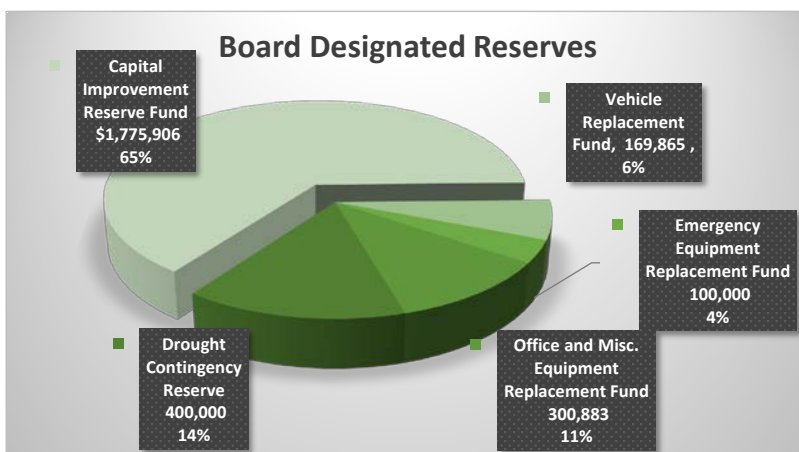
	<u>11/30/2020</u>	<u>6/30/2020</u>	<u>Incr (Decr)</u>	<u>% Incr (Decr)</u>	<u>6/30/2019</u>	<u>Incr (Decr)</u>	<u>% Incr (Decr)</u>
1 Capital Improvement Reserve Fund	\$ 1,775,906	\$ 1,775,906	\$ -	0.0%	\$ 1,800,000	\$ (24,094)	-1.3%
2 Vehicle Replacement Fund	169,865	148,634	21,231 ¹	14.3%	192,693	(44,059) 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	300,883	292,735	8,148 ²	2.8%	284,975	7,760 ²	2.7%
5 Drought Contingency Reserve	400,000	400,000	-	0.0%	400,000	-	0.0%
TOTAL	\$ 2,746,654	\$ 2,717,275	\$ 29,379	1.08%	\$ 2,777,668	\$ (60,393)	-2.17%

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	\$ 21,231	-
Vehicles Purchased FY 21	-	-
	\$ 21,231	\$ (44,059)

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	\$ 7,242	-
Equipment Purchased FY 21	-	-
Depr. Expense FY 21 - Acct #163.04 Office Furn. / Equip.	906	-
	\$ 8,148	\$ 7,760
	\$ 29,379	\$ (36,299)

Acct. #
115.11 LAIF - Board Design. Reserves 2,746,654

11/30/20 Balance Board Designated Reserves \$ 2,746,654



Capital Improvement Reserve Summary	
Beginning Balance	\$ 1,800,000
Well #2 Rehabilitation (Approved May 19, 2020)	
Maggiara 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	\$ 1,775,906

Staff Report

Agenda Item: **G – 5 a**

DATE: December 9, 2020 (December 15, 2020 Meeting)

TO: Board of Directors

FROM: Jose J. Rodriguez, Water/Wastewater Superintendent

SUBJECT: Maintenance Monthly Staff Report – November 2020

Narrative

1. Employee temperatures are checked daily and staff is educated on the best practices in regard to Covid-19. They have received abundant PPE and surface cleaning products to maintain a clean work environment.
2. The treatment plant operations staff has continued finishing up projects and concentrating on Preventative Maintenance during the month of November.
3. Morning safety talks in November include but not limited to discussions on Holiday/seasonal stress, Saving time for exercise and vision and eye health.
4. Vaccon used four (4) times in November for service line repairs.
5. Maggiora Brothers replaced a coupling on Mid-Zone pump #3 and removed pump #1 for coupler and bearing repair.
6. Water Treatment Facilities have lowered their water production due to lower demand requirements during the fall and winter months.
7. Purchased two (2) additional digital chlorine analyzer to replace older style colorimeter. Digital analyzers are more accurate and are more aligned with modern industry standards.

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

Water (5)

1. Replaced service lines at 1631 and 1641 Bodega Court.
2. Replaced service line at 950 Plum Court.
3. Replaced service line at 1541 Cerra Vista Drive.
4. Builders notified the district that the blowoff valve on Brighton & Calistoga Dr was leaking. Repaired 4” Blow-off valve.
5. Cleaned and sealed gutters at the office and shop.

LESSALT Water Treatment Plant (5)

1. Maggiora Brothers finished work on mid-zone booster pump.
2. Cleaned and vacuumed all storm inlets.
3. Sprayed weeds around facility.
4. Peroxide cleaned Total Organic Compound (TOC) analyzer and cleaned mixing chamber.
5. Calibrated Granular Activated Carbon (GAC) turbidity meter.

West Hills Water Treatment Plant (6)

1. Calibrated all turbidity meters.
2. Cleaned lamellas.
3. Replaced sand pump #1 packing gland.
4. Peroxide cleaned Total Organic Compound (TOC) analyzer.
5. Replaced Powder Activated Carbon tank and clearwell effluent pH probes.
6. Rebuilt permanganate pump #1.

Wastewater (5)

1. Continued hydro flushing sewer system.
2. Replaced clutch assembly on hydro flushing machine.
3. Pulled pump #2 at RMII to pull out debris and inspect.
4. Hauled wastewater sludge from drying beds to John Smith Landfill.
5. Had exhaust fans installed on electrical enclosures at Oak Canyon Lift station.



Project Location : Lessalt WTP	
Project	: Mid Zone Pumps Repair
Department	: Water Treatment
Description	: Pump removed for drive coupling repair and bearing replacement on the wet side. Expected repair is about 2-3 weeks.
Permits	: N/A

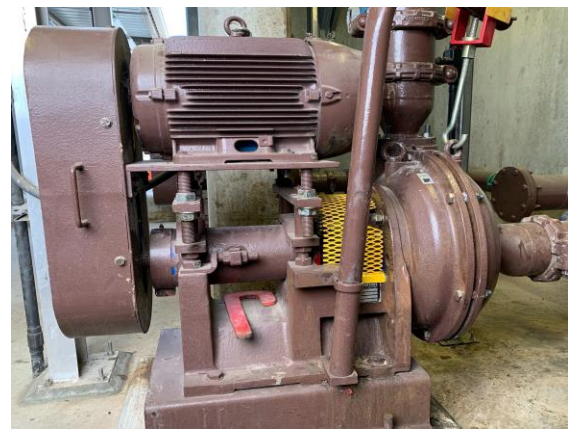
Water/Wastewater Utility Maintenance Operators



Project Location : 1541 Cerra Vista Dr	
Project	: Leaking service line repair
Department	: Water/Wastewater
Description	: Vaccon used in the replacement of four (4) service lines in November. Such repairs were completed 20% percent faster, which allows staff time to include “saw cutting” of perimeter, in preparation of contracted services repaving at a later time.
Permits	: USA Locates

Project Location : Operations Building	
Project	: Replaced clutch assembly
Department	: Water/Wastewater
Description	: Hydro Flushing machine is used to keep sewer laterals clear of debris build up. Unit was inoperable due to failed clutch. Repair done in-house by staff.
Permits	: N/A

West Hills Water Treatment Facility



Project Location : West Hills WTP	
Project	: Replaced Pump #1 packing gland
Department	: Water Treatment
Description	: Packing glands in pumps (2) are replaced semi-annually. These pumps run continuously throughout the year.
Permits	: N/A



Project Location : Sunnyslope County Water District	
Project	: Testing Equipment upgrade
Department	: Water/Wastewater Utility Department
Description	: Upgrading the visual colorimeter with digital analyzer.
Permits	: N/A

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
181	Work Orders	1125	2715	2642	2826
22	Temporary Manual Read Water Meters Installed in New Construction Accounts	96	256	146	229
0	Radio Read Meters & ERTs Installed in New Construction Accounts	0	0	1	2
33	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	113 (Total = 6435)	191	246	176
9	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	98	304	350	370
23	Valves Exercised (Approx. 2750 in SSCWD System 1/2016)	161	319	410	269
31	Fire Hydrants Flushed (Approx. 811 in SSCWD System 8/2016)	307	281	757	509
9	Meters on Repair List	100	449	1147	1035
8	Emergency Calls	64	156	204	225
141	Locates on our Water/Sewer Lines	661	1037	454	427
0	Shutoff Notices	0	112	182	180
4	Water Services Replaced	8 (Total = 891)	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

Report Date: December 1, 2020 Current Consumption Period: October 14, 2020		to		November 16, 2020	
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	757,489			
Sunset & Memorial Water Total Flow	4,047,000	4,488,200	0		0
Sunnyslope & Memorial Water Total Flow	4,118,400	3,448,400	0		0
Hillcrest and Memorial Water Total Flow	497,900	393,000	554,800		525,000
Santa Ana & La Baig Water Total Flow	751,800	657,500			
Intertie Sub-Total Water Flow	9,415,100	9,744,589	554,800		525,000
<i>Total Combined Surface and Ground Water Intertie Flow</i>		19,159,689		1,079,800	
City of Hollister Well 2 Surface Water Total Flow (West Hills)		16,119,000			
City of Hollister Well 4 Surface Water Total Flow (West Hills)		17,300,000			
City of Hollister Well 5 Surface Water Total Flow (West Hills)		7,783,000			
Sunnyslope Well 2 Surface Water Total Flow (West Hills)				16,157,000	
Sunnyslope Well 11 Surface Water Total Flow (West Hills)				16,715,600	
Sunnyslope Surface Water Total Flow (LESSALT)				27,295,000	
Surface Water Flow Sub-Totals		41,202,000		60,167,600	
Ground Water and Surface Water Flow Totals	9,415,100	50,946,589	554,800		60,692,600
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		50,684,800		
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	8,860,300	-263,211		
	Beginning Water Balance Owed to SSCWD (to COH)	604,429	-396,808,628		
	Gallons Billed to COH thru Report Date December 1, 2020	0		Informational Last Month Net Total	207,620,907
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	9,464,729	-397,071,839	Net Sub Total	-387,607,110
	Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period			1,857,000	
	Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4				7,428,000.00
	Ending Water Balance Owed to SSCWD (to COH)	2,036,729	-397,071,839	Net Total	-395,035,110

Current:	LESSALT WTP Total Flow to Distribution	27,295,000			
	Percent of LESSALT Surface Water Received	COH	33.8%	SSCWD	66.2%
Current:	COH half of LESSALT Total Flow to Distribution	13,647,500			
	Intertie Net Surface Water Total Flow to COH	9,219,589			
	Intertie Net Ground Water Total Flow to COH	8,860,300			
Current:	West Hills WTP Total Flow to Distribution	74,074,600			
	Percent of Surface Water Received	COH	55.6%	SSCWD	44.4%
Current:	COH half of West Hills WTP Total Flow to Distribution	37,037,300			
	West Hills WTP Surface Water Total Flow to COH	41,202,000			

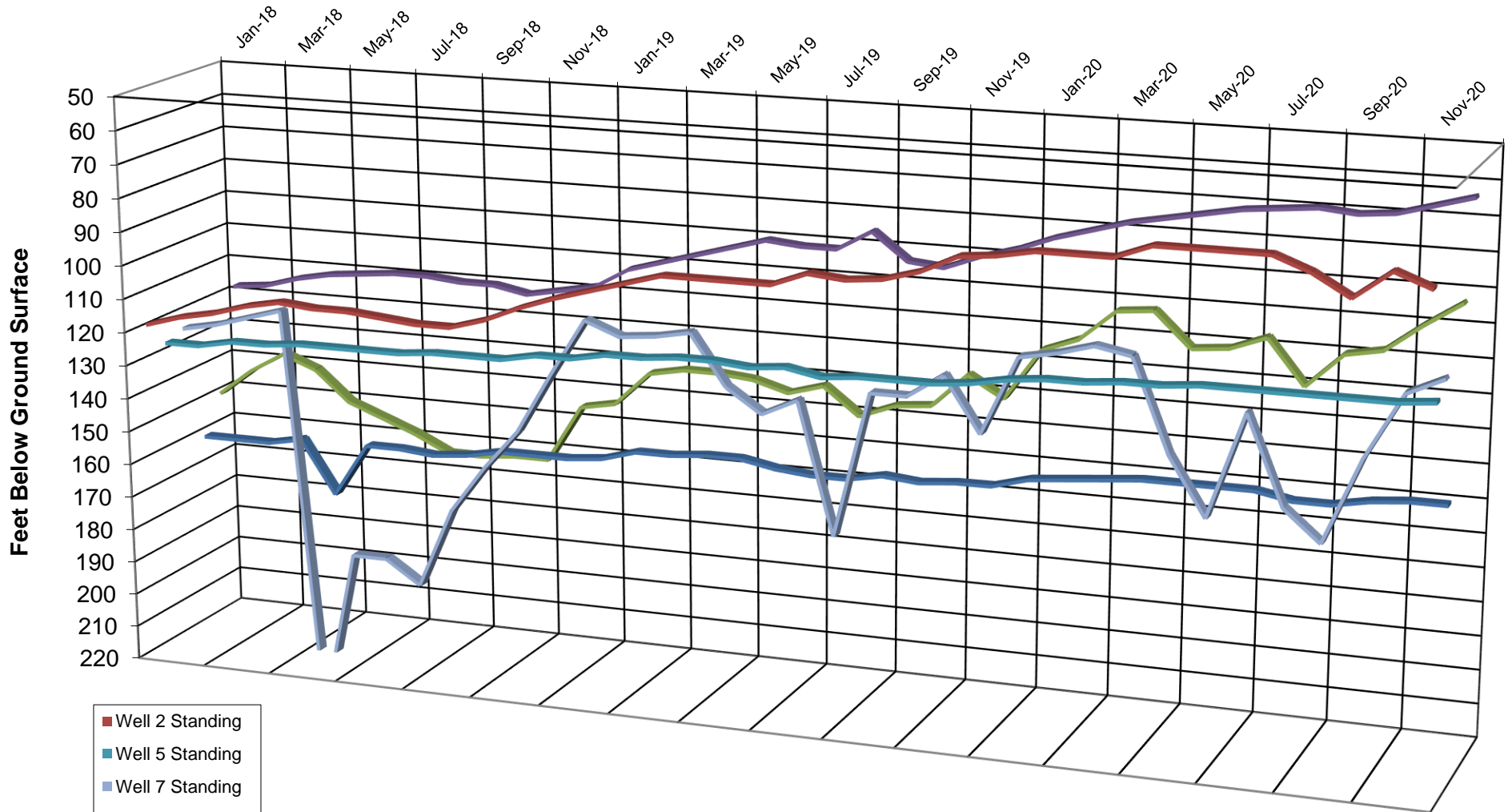
From February 14, 2019 to Present					
YTD	LESSALT WTP Total Flow to Distribution	337,935,000			
	West Hills WTP Total Flow to Distribution	682,308,000			
	Surface WTPs Total Flow to Distribution	1,020,243,000			
	Total YTD Surface Flow to COH/SSCWD	COH	484,308,613	SSCWD	535,934,387
	Percent of Surface Water Received	COH	47.5%	SSCWD	52.5%



Depth to Standing Water Level Below Ground Surface

Month/Year

Agenda Item: G-5 c



- 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: G - 6

DATE: December 9, 2020 (December 15, 2020 Meeting)

TO: Board of Directors

FROM: Drew Lander, General Manager

SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS:

- 1. Tyler Technologies Implementation** – Conversion of the District billing program has been accelerated to occur together with the financial system change over. The Finance/Human Resources Manager is leading this conversion as he has experience with this from previous employment. It is anticipated that the District will accomplish this conversion by April 2021 so that the Budget process can be accomplished within our new billing and financing software.
- 2. Office Update** – Staff have remained vigilant to safe office protocols. Some COVID related sicknesses has occurred among staff and their extended family, however actions taken thus far in the office have continued to prevent any transmission of COVID within the District office or among operators. Staff has worked diligently to protect each other through the use of face coverings, distancing, holding meetings outside and the use of disinfectant placed throughout the office. The office has remained closed to the public this month due to the increase in COVID cases in the community. A COVID-19 Prevention Program as required by the State of California will be updated prior to the end of December.
- 3. Office Technology and Public Access** – Staff training on Watersmart® and Invoice Cloud is going well and this program will be open to the public January 1st, 2021.
- 4. District Website** – The District Website will be active and open to the public on January 1st. Links on the site will direct users to Watersmart payment services.
- 5. District Newsletter** – The District newsletter is nearly complete and is scheduled to be distributed this month ahead of the go-live date for the website and Watersmart. Many staff members have been able to contribute in gathering information for the newsletter. The new year will bring many new changes.
- 6. District Logo** – The District logo was manufactured this month and staff will begin applying the logo to all vehicles.

Staff Report

Agenda Item: **H - 1**

DATE: December 9, 2020 (December 15, 2020 Meeting)

TO: Board of Directors

FROM: Drew Lander, General Manager

SUBJECT: Take Appropriate Action to Elect a President and Vice-President of the Board of Directors, and President to Assign Director Duties to Standing District Committees for 2021.

BACKGROUND:

The Board of Directors annually elects one of the five Board of Directors to serve as the President of the Board and a second Director to serve as the Vice President of the Board. The President of the Board then assigns Directors to serve on the four standing committees, the Water Resources Agency, the Association of California Water Agency Joint Powers Insurance Authority, and to perform check signing responsibilities on behalf of the District. Director Jim Parker served as President and Director Jerry Buzzetta has served as Vice President for 2020. The current 2020 committee assignments are as follows:

Finance Committee:

Directors: Mike Alcorn & Judi Johnson (Alternate – Ann Ross)

Staff: Finance/HR Manager and General Manager

The committee reviews all District Finance activities, investment, purchase, policies including Investment Recommendations, Budget and Audit Review, & the Lessalt Budget.

Water & Wastewater Committee:

Directors: Ann Ross & Jim Parker (Alternate – Jerry Buzzetta)

Staff: Associate Engineer and General Manager

The committee reviews and provides direction for new and existing water and wastewater projects and programs including planning and construction phases. Meets with other government representatives and private groups regarding joint project considerations.

Employee & Personnel Committee:

Directors: Jerry Buzzetta & Judi Johnson (Alternate –Mike Alcorn)

Staff: Finance/HR Manager and General Manager

The committee reviews and advises on employee personnel policies. Actively participates in Employee Negotiations process and assessment of personnel issues as needed.

Policy and Procedures Committee:

Directors: Jim Parker & Jerry Buzzetta (Alternate – Judi Johnson)

Staff: Finance/HR Manager and General Manager

This Committee reviews and recommends certain Policy and Procedures not related to other Committee Assignments and responsibilities.

Water Resources Agency:

Director: Judi Johnson (Alternate – Jim Parker)

Staff: General Manager and District Engineer

The District's representative appointed to Water Resources Agency of San Benito County (WRA) Board of Directors. The participant WRA agencies are San Benito County Water District, City of Hollister, City of San Juan Bautista, and Sunnyslope County Water District. The WRA is a corroborative group that cannot make direction decisions, but which oversee water conservation programs, salinity issues, and groundwater management practices.

ACWA/JPIA – Board Representative:

Directors: Mike Alcorn (Alternate – Judi Johnson)

The District's representative attends the semi-annual JPIA board meetings and vote on behalf of the District.

District Check Signing Responsibility:

Directors: 1st Quarter – Jim Parker, 2nd Quarter – Jerry Buzzetta,
3rd Quarter – Mike Alcorn, and 4th Quarter – Judi Johnson

The Director assigned will come into the District Office and sign checks weekly and on special occasions as needed.

FISCAL IMPACT:

There is no financial impact of appointing Board Members as President, Vice President, and Directors to standing District committees for 2021.

ENVIRONMENTAL IMPACT:

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

RECOMMENDATION:

Staff recommends the Board take appropriate action to elect a President and Vice-President of the Board of Directors, and the newly elected President will then assign Directors to standing District committees for 2021, including quarterly check signing duties.

Staff Report

Agenda Item: **H - 2**

DATE: December 9, 2020 (December 15, 2020 Meeting)

TO: Board of Directors

FROM: Drew Lander, General Manager

SUBJECT: Authorize the Capital Purchase and Installation of Video Security System Equipment for the Administration Office not to exceed \$10,000.

DISCUSSION:

The security of the administration building is critical for the operation of the District and requires high quality security surveillance to ensure both crime deterrence as well as a speedy resolution of any issues that may occur. The existing administration building video equipment has reached the end of useful life after 10 years. The recording hard drive is failing and many of the cameras have degraded to a point where they are cloudy or pixilated.

Three quotes for commercial grade recording equipment and high definition cameras were solicited by independent vendors and a replacement system meeting the requirements of the District has been identified which is expandable, high quality, and dependable. The equipment identified will be installed in the new server tower and all cameras will be accessible internally on a monitor and on mobile devices with the appropriate security.

FISCAL IMPACT:

As defined by the District Asset Capitalization Policy this purchase will be a capital purchase. The purchase of 12 replacement cameras and recording device with memory storage is \$7,784.49. Installation of the cameras and wiring is estimated at \$2000. A capital expenditure allocation is requested to complete this project no to exceed \$10,000. The balance of the Capital fund is \$1,775,900.

ENVIRONMENTAL IMPACT

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

RECOMMENDATION

Staff recommends the Board make and approve a motion authorizing the General Manager to allocate \$10,000 from the Capital Reserve Fund for the purchase and installation of a video Security Surveillance system at the District Administration Building.

Staff Report

Agenda Item: **H - 3**

DATE: December 9, 2020 (December 15, 2020 Meeting)

TO: Board of Directors

FROM: Drew Lander, General Manager

SUBJECT: Authorize the General Manager to Expend no More than \$100 to Incentivize Public Participation in Paperless Billing and Automatic Payment;
Authorize the District to Absorb the Surcharge and E-check Cost of Automatic Check Processing by Customers Who Use the Pay by Phone (IVR) Portal.

DISCUSSION:

In January 2021 the District will begin to use Watersmart® as the primary public interface for billing and payments. This software is most advantageous when customers sign up for both Paperless Billing and Automatic Payment. This will also result in the District receiving updated contact information for customers which will be extremely valuable for future communication with our customers. To generate public momentum towards accessing our new web portal the consultant assisting with the District Newsletter has advised that an incentive of a gift certificate from a local restaurant or other service would be very valuable in generating public interest in signing up. An incentive raffle is not subject to the regulations of Penal Code section 320.5 and other raffle laws because signing up is voluntary and does not cost the customer any fee for signing up. The opportunity to participate is not purchased by a customer and only requires that the customer pay their bill in a particular way designated by the District. This request is asking only for a one-time opportunity to see if this type of incentive does influence public participation in online billing. It is proposed that in February all customers who have signed up for Paperless Billing and Automatic Payment will be eligible, and a winner will be chosen randomly from all eligible names.

Employees of the District are not eligible to participate to avoid “gift of public funds” irregularities.

To further encourage automatic payment and to deter call-in payment processing the District is also offering pay-by-phone automatic payment processing. Presently the District policies encourage processing of payments manually by staff because the District absorbs the fee for manual processing of Credit Cards and Checks but does charge customers for automatic online processing of payments. This is counterproductive because online processing costs the district on average \$5 per transaction. The new electronic voice recording payment processing costs \$1.90 per transaction. Directing customers to this service will save the District on average \$3 per transaction.

FISCAL IMPACT:

General Operating Revenues will be allocated to offer one time \$100 incentive for participation. Conversion of only 38 customers to online payment processing will save the District the same amount in the printing,

mailing and staff time.

The District currently pays the costs associated with automatic payments and with the processing of manual credit card processing. On average the district expends \$3000 per month on Credit Card fees plus the expense of staff time to process and service the customer. As we convert to IVR payments staff will encourage customers to process payment using e-check. If all current customers who call monthly (approx. 1100 transactions) move to e-check this could save the District more than \$1000/month and staff will no longer be required to handle customer financial information.

ENVIRONMENTAL IMPACT

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

RECOMMENDATION

Staff recommends the Board make and approve a motion authorizing the General Manager to authorize the General Manager to expend no more than \$100 to incentivize public participation in paperless billing and automatic payment and authorize the district to absorb the surcharge and e-check cost of automatic check processing by customers who use the pay by phone (IVR) portal.

Staff Report

Agenda Item: **H - 4**

DATE: December 9, 2020 (December 15, 2020 Meeting)
TO: Board of Directors
FROM: Drew Lander, General Manager
SUBJECT: Review and Accept the Findings of the Employee Satisfaction Survey 2020

DISCUSSION:

The employee satisfaction survey was distributed to staff and received in September. After review and analysis of the responses by Michael Taormina of CSI-HR a summary and analysis were prepared and will be presented to the Board for review and discussion.

Presentation by Michael Taormina of findings.

FISCAL IMPACT:

The report was completed within the anticipated budget. No other fiscal impacts are anticipated from the receipt of the report.

ENVIRONMENTAL IMPACT

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

RECOMMENDATION

Staff recommends the Board make a motion to accept the findings of the Employee Satisfaction Survey.