



Sunnyslope County Water District

BOARD OF DIRECTORS

REGULAR MEETING

District Office Board Room/Teleconference



3570 Airline Hwy., Hollister, CA

NOTICE & AGENDA

FEBRUARY 21, 2023

Regularly Scheduled Board Meeting - 5:15PM

Closed Session to Precede the Regular Session – 4:15

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

ZOOM MEETING ACCESS LINK

<https://us06web.zoom.us/j/89028286111?pwd=a1diNzBjc3BRYWdjSUtsZGZpU2gyQT09>

Zoom Link Passcode: SSCWD

Or Telephone: Dial + 1 (669) 444-9171 and when prompted enter Meeting ID: 890 2828 6111

Dial in Passcode: 866864

HEALTH AND SAFETY GUIDELINES

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

Mission Statement:

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

A. CALL TO ORDER - ROLL CALL

President Brown _____, Vice-President Mauro _____,

Director Parker _____, Director Alcorn _____, and Director Buzzetta _____.

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

CLOSED SESSION @ 4:15PM

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

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

1. *County of San Benito vs. SSCWD*, San Benito County Superior Court
Case No. CU-20-00068, Change of Council and Update

REGULAR SESSION @ 5:15PM

D. PLEDGE OF ALLEGIANCE

E. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION

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

- E. 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.

- 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 requiring action shall be moved to New Business and treated as a matter of new business, or for matters

needing clarification shall be moved to Staff Reports and addressed by the respective staff. The public may address the Board² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approve Minutes of the Regular Board Meeting of January 17, 2023 (page 1)
2. Receive and Accept Allowance of Claims for Disbursements from January 1, 2023 Through January 31, 2023. (page 6)
3. Associate Engineer Monthly Status Report (page 9)
4. Receive and Accept Finance Manager Monthly Status Reports:
 - a) Narrative Report (page 11)
 - b) Operation Summary (page 18)
 - c) Statement of Income (page 21)
 - d) Investment Summary (page 23)
 - e) Board Designated Reserves (page 24)
5. Receive and Accept Superintendent Monthly Status Reports:
 - a) Maintenance (page 25)
 - b) City Meter Reading (page 29)
 - c) Groundwater Level Measurement (page 30)
6. Receive and Accept General Manager Monthly Status Report. (page 31)

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 Board² on these items as the Board reviews each item when directed to do so.

1. Approve And Authorize A Capacity Fee Credit In The Amount Of \$33,996.09 To Anderson Homes For The Installation Of A Pressure Reducing Station In The Santana Ranch Development. (EIR Certified By San Benito County Resolutions 2010-10 And 2010-11 Complying With CEQA). (page 33)
2. Receive And Discuss Six-Month Budget Reivew Of District’s Finanical Performance From July 1, 2022 Thru December 31, 2022. (Not A Project Under CEQA Per Article 20, Section 15378). (page 41)

3. Approve Resolution #585 Ratifying Emergency Expenditure Per District Policy 8100.1 Subsection D And Action Taken By The General Manager To Prevent Sanitary Sewer Overflow On Fred's Lane. (Categorically Exempt From CEQA Under Article 19, Section 15301 B) And D), And Article 19, Section 15302 C)) (page 47)
4. Authorize The General Manager To Cancel Amendment 1 Approved By The Board On December 15, 2022 And Approve General Manager To Execute A Revised Contact Amendment #2 For Professional Services With Raftelis Financial Consultants For The Development Of Water And Sewer Rates As Needed To Include The Best Road Mutual Water Company Into The District For An Amount Not To Exceed \$18,000. (Not A Project Under CEQA Per Article 20, Section 15378). (page 51)
5. Authorize The Sale Of Surplus Office Equipment Per District Policy 8510. (Not A Project Under CEQA Per Article 20, Section 15378). (page 55)
6. Provide The General Manager Direction For Topics To Be Included In The Summer News Letter (Not A Project Under CEQA Per Article 20, Section 15378). (page 58)
7. General Manager To Provide Oral Update Regarding EVA Green Power Progress For Ridmark WWTP Solar Desgin And Recieve Direction From The Board. (None)

H. STATUS REPORT

1. Governance Committee (JP, JB) – (No Meeting)
2. Water / Wastewater Committee (JP, JB) – (Meeting Held Feb. 7th)
 - a. Minutes of the Water/Wastewater Committee, Feb. 7, 2023 (page 59)
3. Finance Committee (EM, MA) – (No Meeting)
4. Policy and Procedure Committee (JP, JB)– (Meeting Feb. 7th)
 - a. Minutes of the Policy & Procedures Committee, Feb. 7, 2023 (page 61)
5. Personnel Committee (DB, EM) – (Meeting Feb. 17th)
6. Water Resources Association of San Benito County (MA, Alt. JP) – (Meeting Held February 2nd.)

I. BOARD and STAFF REPORTS

1. Directors
2. District Counsel
3. General Manager – General Manager Report, (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, languages or disability-related modification or accommodation, including auxiliary aids or services, to enable all individuals to participate in public meetings. SCWD will also make a reasonable effort to provide translation services upon request. Please submit a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service as soon as possible in advance of the meeting.

Next Regular Board Meeting – March 21, 2023 @ 5:15 p.m., District Office

AGENDA DEADLINE: March 15, 2023 @ 12:00 p.m.

Future Scheduled Committee Meetings

Water Resources Association of San Benito County – April 6th, 2023 @ 4pm

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

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

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
January 17th, 2023

A. CALL TO ORDER: The meeting was called to order at 5:15 p.m. by President Brown, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California. Virtual meeting access was provided using a Zoom access code for public participation.

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

B. PLEDGE OF ALLEGIANCE: Director Parker led those in attendance in the Pledge of Allegiance.

C. APPROVAL OF AGENDA: General Manager Drew Lander requested President Brown consider the addition of Associate Engineer oral report to item H3 under "Board and Staff Reports", in addition to moving the General Manager Staff Report from item H3 to H4. Upon a motion made by Director Parker to approve the agenda as amended by GM Lander, seconded by Director Mauro, for which President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB), yes; (EM), yes; (DB), yes; the motion carried 5-0.

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

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

E. CONSENT AGENDA:

1. Approval of Minutes of the Special Board Meeting of December 13th, 2022.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of December 1, 2022 through December 31, 2022, totaling \$1,542,180.11 which includes \$463,568.91 for payments to vendors, \$369,511.54 for Payroll, \$386,981.23 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$0.00 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
12/01/2022	JN00309	Net Pay	\$74,999.33
12/01/2022	JN00309	Total Tax	\$21,547.26
12/02/2022	ACH 2432	CalPERS - Retirement	\$23.08
12/02/2022	ACH 2433	CalPERS - Retirement	\$240.17
12/02/2022	ACH 2434	CalPERS - Retirement	\$1,125.36
12/02/2022	ACH 2435	CalPERS - Retirement	\$3,997.58
12/02/2022	ACH 2436	CalPERS - Retirement	\$6,474.78
12/02/2022	ACH 2437	CalPERS - Retirement	\$7,671.35
12/05/2022	50770	Abel Alvarez	\$86.14
12/05/2022	50771	Ace Hardware (Johnson Lumber Co.)	\$206.29
12/05/2022	50773	Adan Cervantes	\$142.01
12/05/2022	50774	AT&T	\$1,061.09
12/05/2022	50775	AT&T	\$380.42
12/05/2022	50776	AT&T	\$1,000.00
12/05/2022	50777	Auto Tech Service Center, Inc.	\$120.00
12/05/2022	50778	Brenntag Pacific, Inc.	\$2,143.51

12/05/2022	50779	Carlton's Fire Extinguisher Sales & Serv	\$296.24
12/05/2022	50780	Central Ag Supply LLC	\$438.12
12/05/2022	50781	City of Hollister-Finance Dept	\$341,949.23
12/05/2022	50781	City of Hollister-Finance Dept Reversal	-\$341,949.23
12/05/2022	50782	Connected Solutions Group, LLC	\$729.75
12/05/2022	50783	CWEA Membership- TCP	\$95.00
12/05/2022	50784	Ferguson Enterprises, Inc.	\$326.29
12/05/2022	50785	Grainger, Inc.	\$643.77
12/05/2022	50786	Iconix Waterworks (US) Inc.	\$6,736.60
12/05/2022	50787	Interstate Battery System of San Jose Inc	\$135.96
12/05/2022	50788	Manuel Chavez	\$57.63
12/05/2022	50789	MBS Business Systems	\$914.08
12/05/2022	50790	Mc Gilloway, Ray, Brown & Kaufman	\$15,120.00
12/05/2022	50791	Mc Master-Carr	\$19.80
12/05/2022	50792	Mission Uniform Service	\$735.47
12/05/2022	50793	O'Reilly Auto Parts	\$55.28
12/05/2022	50794	Postal Graphics	\$6.11
12/05/2022	50795	Raftelis Financial Consultants, Inc.	\$4,862.50
12/05/2022	50796	Razzolink.com	\$76.95
12/05/2022	50797	Recology San Benito County	\$326.68
12/05/2022	50798	Robert Hillebrecht	\$2,947.53
12/05/2022	50799	Star Concrete	\$1,469.42
12/05/2022	50800	State Water Resources Control Board-DWOCF	\$105.00
12/05/2022	50801	USA Blue Book	\$1,493.91
12/05/2022	50802	UWUA Local 820	\$784.72
12/05/2022	50803	Verizon Wireless	\$384.99
12/05/2022	ACH 2438	Nationwide Retirements Solutions	\$11,146.04
12/05/2022	ACH 2439	BASIC Benefits LLC	\$241.60
12/05/2022	ACH 2440	Principal	\$3,439.41
12/06/2022	ACH 2441	BASIC Benefits LLC	\$10.00
12/06/2022	ACH 2442	iCloud	\$8,790.65
12/08/2022	ACH 2443	BASIC Benefits LLC	\$48.23
12/12/2022	ACH 2444	BASIC Benefits LLC	\$13.19
12/13/2022	ACH 2445	BASIC Benefits LLC	\$766.40
12/15/2022	50815	ACC Business	\$1,323.29
12/15/2022	50816	Ace Hardware (Johnson Lumber Co.)	\$175.29
12/15/2022	50817	Aquatrax	\$1,800.00
12/15/2022	50818	Auto Tech Service Center, Inc.	\$230.00
12/15/2022	50819	Brenntag Pacific, Inc.	\$791.08
12/15/2022	50820	Brigantino Irrigation	\$140.82
12/15/2022	50821	CWEA Membership- TCP	\$95.00
12/15/2022	50821	CWEA Membership- TCP Reversal	-\$95.00
12/15/2022	50822	De Lay & Laredo	\$2,432.50
12/15/2022	50823	Diego Perez Bribiesca	\$250.00
12/15/2022	50824	Extreme Plates, LLC	\$11,401.60
12/15/2022	50825	Grainger, Inc.	\$2,362.38
12/15/2022	50826	Hollister Auto Parts, Inc.	\$68.45
12/15/2022	50827	Iconix Waterworks (US) Inc.	\$3,261.52
12/15/2022	50828	John Smith Road Landfill	\$121.35
12/15/2022	50829	Mission Uniform Service	\$3,359.67
12/15/2022	50830	MNS Engineers, Inc.	\$63,048.00
12/15/2022	50831	O'Reilly Auto Parts	\$60.00
12/15/2022	50832	Palace Business Solutions	\$1,020.08
12/15/2022	50833	Plangrid, Inc.	\$936.00
12/15/2022	50834	Rain for Rent	\$5,664.17

12/15/2022	50835	San Benito County Water District	\$322,118.43
12/15/2022	50837	San Benito Tire Pros & Automotive	\$668.47
12/15/2022	50838	SBC Chamber of Commerce	\$265.00
12/15/2022	50839	Sharp Engineering and Construction, Inc.	\$24,487.00
12/15/2022	50840	State Water Resources Control Board-DWOCP	\$55.00
12/15/2022	50841	State Water Resources Control Brd-WWOPCP	\$210.00
12/15/2022	50842	Toro Petroleum Corp.	\$4,472.18
12/15/2022	50844	TPO	\$496.00
12/15/2022	50845	Trans Union LLC	\$169.46
12/15/2022	50846	U.S. Bank Corporate Payment Systems	\$7,880.60
12/15/2022	ACH 2446	P G & E	\$72,133.24
12/15/2022	JN00310	Net Pay	\$68,688.84
12/15/2022	JN00310	Total Tax	\$18,740.75
12/16/2022	ACH 2447	BASIC Benefits LLC	\$333.70
12/16/2022	ACH 2448	ADP	\$2,146.41
12/19/2022	50848	All American Mailing, Inc.	\$2,850.42
12/20/2022	ACH 2449	CalPERS - Retirement	\$23.08
12/20/2022	ACH 2450	BASIC Benefits LLC	\$246.06
12/20/2022	ACH 2451	CalPERS - Retirement	\$6,777.07
12/20/2022	ACH 2452	CalPERS - Retirement	\$7,658.34
12/20/2022	ACH 2453	Nationwide Retirements Solutions	\$8,928.02
12/20/2022	ACH 2454	CalPERS - Health Insurance	\$23,108.00
12/21/2022	50849	A-1 Services	\$403.00
12/21/2022	50850	Ace Hardware (Johnson Lumber Co.)	\$70.27
12/21/2022	50851	Auto Tech Service Center, Inc.	\$1,780.00
12/21/2022	50852	Brenntag Pacific, Inc.	\$2,391.50
12/21/2022	50853	Calcon System, Inc.	\$3,953.50
12/21/2022	50854	Calif. Special Districts Association	\$8,810.00
12/21/2022	50855	City of Hollister-Finance Dept	\$386,981.23
12/21/2022	50856	CM Analytical, Inc.	\$11,846.25
12/21/2022	50857	Community Printers, Inc.	\$2,100.81
12/21/2022	50858	East Bay Brass Foundry, Inc.	\$6,287.49
12/21/2022	50859	exceedio	\$3,194.51
12/21/2022	50860	First Trust Alarm Company	\$698.00
12/21/2022	50861	Frisch Engineering Inc.	\$7,050.00
12/21/2022	50862	Grainger, Inc.	\$22.37
12/21/2022	50863	Hach Company	\$861.84
12/21/2022	50864	Hollister Landscape Supply	\$33.61
12/21/2022	50865	Meter, Valve & Control	\$4,892.37
12/21/2022	50866	Michael Alcorn	\$598.49
12/21/2022	50867	Mission Uniform Service	\$391.91
12/21/2022	50868	MNS Engineers, Inc.	\$55,080.00
12/21/2022	50869	Rain for Rent	\$3,183.53
12/21/2022	50870	Star Concrete	\$530.96
12/21/2022	50871	State Water Resources Control Board-AFRS	\$24,687.00
12/21/2022	50872	State Water Resources Control Board-AFRS	\$3,453.00
12/21/2022	50873	State Water Resources Control Board-AFRS	\$794.00
12/21/2022	50874	State Water Resources Control Board-DWOCP	\$55.00
12/21/2022	50875	Toro Petroleum Corp.	\$2,017.48
12/21/2022	50876	USA Blue Book	\$327.34
12/21/2022	50877	Veolia Water Technologies	\$54,708.94
12/21/2022	ACH 2455	BASIC Benefits LLC	\$939.84
12/22/2022	ACH 2456	BASIC Benefits LLC	\$100.00
12/22/2022	ACH 2457	Colonial Life	\$2,104.04
12/27/2022	50878	AT&T	\$1,000.00

12/27/2022	50879	EBCO Pest Control	\$69.00
12/27/2022	50880	Konica Minolta Premier Finance	\$416.76
12/27/2022	50881	Mission Uniform Service	\$327.79
12/27/2022	50882	Razzolink.com	\$76.95
12/27/2022	50883	Verizon Wireless	\$2,724.10
12/27/2022	50884	Zoom Video Communications, Inc.	\$549.90
12/28/2022	ACH 2458	BASIC Benefits LLC	\$2.50
12/29/2022	JN00311	Net Pay	\$70,895.38
12/29/2022	JN00311	Total Tax	\$20,431.49

-\$1,657,616.84

3. Associate Engineer Monthly Status Report was omitted from the consent agenda.
4. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. Receive General Manager Monthly Status Report.

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

F. NEW BUSINESS:

1. **Resolution No. 584 a Resolution of the Board of Directors of the Sunnyslope County Water District Adopting the Multi-Jurisdictional Hazard Mitigation Plan for the Cities of Hollister and San Juan Bautista, the County of San Benito, and Other Local Government Agencies Including Sunnyslope County Water District. (Not A Project Under CEQA Per Article 20, Section 15378).**

General Manager Lander explained the acceptance by the District of this resolution is required allow Sunnyslope to participate in emergency declaration funding in the event of a County Emergency. The plan can be utilized by the county, city, and special districts within county jurisdiction to help in responding to disasters in a coordinated way.

President Brown then asked for any public comment. Upon receiving no public comment, Director Alcorn made a motion to Approve Resolution No. 584 a Resolution of the Board of Directors of the Sunnyslope County Water District Adopting the Cities of Hollister and San Juan Bautista, the County of San Benito, and Other Local Government Agencies Including Sunnyslope County Water District. This motion was seconded by Director Parker for which President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB) yes; (EM) yes; and (DB) yes; the motion carried 5-0.

G. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** (No meeting)
2. **Water/Wastewater Committee:** (No meeting)
3. **Finance Committee:** (No meeting)
4. **Policy and Procedure Committee:** (No meeting)
5. **Personnel Committee:** (No meeting)
6. **Water Resources Association of San Benito County (WRA):** (No Meeting)

H. BOARD and STAFF REPORTS

1. **Directors:** No Report.
 2. **District Counsel:** Attorney Michael Laredo informed the board that his office would be hosting training in January and February for both AB 1234 (Ethics/Brown Act) and AB 1825 (Sexual Harassment Prevention). The training will take place via Zoom on January 26th, 2023 at 9:30 A.M. for AB 1234 and on February 2nd, 2023 at 9:00 A.M. for AB 1825.
 3. **Associate Engineer:** Associate Engineer Robert Hillebrecht provided a handout to the Directors that had a breakdown of some of the projects which required engineering services throughout 2022. Mr. Hillebrecht's oral report consisted of highlighting a few projects from that handout and giving details on how those projects have benefited the District or improved efficiency. In particular, the San Benito Foods Wastewater Treatment Plant was able to successfully utilize AESC analysis to reduce power demands.
 4. **General Manager:** General Manager/Secretary Lander gave an update on some of the projects and contracts the District is currently working towards, including; the Water Supply Management Plan Amendment, a Water Purchase Agreement with Best Road Mutual, and a possible agreement for Sewer Connection for the new College. Mr. Lander also reported on how water conservation is going, asking Associate Engineer Robert Hillebrecht to provide the conservation percentages to the board. To which Mr. Hillebrecht commented that for the full year of 2022 overall water savings was around 4% compared to 2021 and 8% compared to 2020. General Manager Lander concluded his oral report by informing the board that our Lessalt facility should hopefully be back online very soon.
- I. FUTURE AGENDA ITEMS:** Talking point sheet for Directors to be able to utilize with the public, update on rate study, and an update on the status of Sunnyslope involvement in the Gavilan College progress.
- J. ADJOURNMENT:** President Brown adjourned the meeting at 6:01 p.m.

APPROVED BY THE BOARD:

Dorothy J. L. Brown, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary

Sunnyslope County Water District

Disbursement Summary

January 1, 2023 through January 31, 2023

Date	Num	Name	Amount
01/03/2023	ACH 2459	CalPERS - Retirement	\$23.08
01/03/2023	ACH 2460	Sterling Administration Health	\$300.00
01/03/2023	ACH 2461	CalPERS - Retirement	\$6,652.63
01/03/2023	ACH 2462	CalPERS - Retirement	\$8,105.09
01/03/2023	ACH 2463	Nationwide Retirements Solutions	\$16,202.90
01/04/2023	50888	Ace Hardware (Johnson Lumber Co.)	\$297.18
01/04/2023	50889	AT&T	\$524.68
01/04/2023	50890	AT&T	\$441.43
01/04/2023	50891	Brenntag Pacific, Inc.	\$7,064.99
01/04/2023	50892	Edges Electrical Group, LLC	\$130.80
01/04/2023	50893	Foster & Foster, Inc.	\$875.00
01/04/2023	50894	Hach Company	\$17,714.50
01/04/2023	50895	Hollister Auto Parts, Inc.	\$13.23
01/04/2023	50896	Mc Gilloway, Ray, Brown & Kaufman	\$6,300.00
01/04/2023	50897	Mission Uniform Service	\$491.75
01/04/2023	50898	O'Reilly Auto Parts	\$19.50
01/04/2023	50899	Quinn Company	\$2,499.54
01/04/2023	50900	Recology San Benito County	\$326.68
01/04/2023	50901	State Water Resources Control Board-DWO	\$60.00
01/04/2023	50902	State Water Resources Control Board-DWO	\$105.00
01/04/2023	50903	State Water Resources Control Board-DWO	\$60.00
01/04/2023	50904	State Water Resources Control Brd-WWOP	\$110.00
01/04/2023	50905	True Value Hardware	\$83.54
01/04/2023	50906	Tyler Technologies, Inc.	\$2,795.00
01/04/2023	50907	USA Blue Book	\$1,090.94
01/04/2023	ACH 2464	BASIC Benefits LLC	\$104.23
01/04/2023	ACH 2465	BASIC Benefits LLC	\$234.84
01/05/2023	ACH 2466	BASIC Benefits LLC	\$113.98
01/05/2023	ACH 2467	Principal	\$3,623.19
01/09/2023	ACH 2468	BASIC Benefits LLC	\$85.89
01/09/2023	ACH 2469	Colonial Life	\$3,156.06
01/09/2023	ACH 2470	iCloud	\$12,739.20
01/12/2023	50914	Ace Hardware (Johnson Lumber Co.)	\$687.62
01/12/2023	50915	Brenntag Pacific, Inc.	\$8,346.45
01/12/2023	50916	Brigantino Irrigation	\$899.37
01/12/2023	50917	City of Hollister-Finance Dept	\$433,513.35
01/12/2023	50918	ELC Consulting Inc.	\$3,153.75
01/12/2023	50919	Extreme Air, Inc.	\$665.00
01/12/2023	50920	Gavilan/ Salinas Crane & Rigging, Inc.	\$1,837.50
01/12/2023	50921	Hach Company	\$3,375.24
01/12/2023	50922	J M Electric	\$8,346.00
01/12/2023	50923	Mission Uniform Service	\$373.04
01/12/2023	50924	Petty Cash	\$202.50
01/12/2023	50925	San Benito County Water District	\$325,369.17

Sunnyslope County Water District

Disbursement Summary

01/12/2023	50927	San Benito Tire Pros & Automotive	\$1,622.50
01/12/2023	50928	SBC Business Council, Inc.	\$1,250.00
01/12/2023	50929	Simplot Grower Solutions	\$1,607.76
01/12/2023	50930	Toro Petroleum Corp.	\$1,890.74
01/12/2023	50931	Tyler Technologies, Inc.	\$7,020.00
01/12/2023	50932	U.S. Bank Corporate Payment Systems	\$6,137.80
01/12/2023	50935	USA Blue Book	\$172.99
01/12/2023	50936	UWUA Local 820	\$1,177.08
01/12/2023	JN00327	Net Pay	\$74,506.36
01/12/2023	JN00327	Total Tax	\$18,973.25
01/13/2023	ACH 2471	CalPERS - Retirement	\$23.08
01/13/2023	ACH 2472	CalPERS - Retirement	\$240.17
01/13/2023	ACH 2473	ADP	\$2,146.41
01/13/2023	ACH 2474	CalPERS - Retirement	\$3,997.58
01/13/2023	ACH 2475	CalPERS - Retirement	\$7,076.69
01/13/2023	ACH 2476	CalPERS - Retirement	\$7,829.59
01/13/2023	ACH 2477	Nationwide Retirements Solutions	\$8,900.17
01/13/2023	ACH 2478	P G & E	\$40,035.08
01/19/2023	50937	ACC Business	\$1,323.29
01/19/2023	50938	Ace Hardware (Johnson Lumber Co.)	\$9.60
01/19/2023	50939	ACWA/JPIA	\$12,937.70
01/19/2023	50940	Anne Muraski	\$13,750.00
01/19/2023	50941	Assoc. of Calif. Water Agencies (ACWA)	\$21,260.00
01/19/2023	50942	Brenntag Pacific, Inc.	\$8,306.12
01/19/2023	50943	Brigantino Irrigation	\$289.58
01/19/2023	50944	CM Analytical, Inc.	\$11,171.25
01/19/2023	50945	De Lay & Laredo	\$2,379.50
01/19/2023	50946	DXP Enterprises, Inc.	\$2,299.85
01/19/2023	50947	John Smith Road Landfill	\$12.54
01/19/2023	50948	Mission Uniform Service	\$437.75
01/19/2023	50949	Raftelis Financial Consultants, Inc.	\$7,335.00
01/19/2023	50950	Reliable Translations	\$422.88
01/19/2023	50951	San Benito County-Admin Office	\$9,628.00
01/19/2023	50952	Trans Union LLC	\$169.46
01/19/2023	50953	USA Blue Book	\$1,495.47
01/19/2023	ACH 2484	Sterling Administration Health	\$178.62
01/23/2023	ACH 2485	Sterling Administration Health	\$100.00
01/25/2023	50954	A-1 Services	\$403.00
01/25/2023	50955	Ace Hardware (Johnson Lumber Co.)	\$155.08
01/25/2023	50956	Atlas Copco Compressors LLC	\$1,577.76
01/25/2023	50957	Bryan Mailey Electric, Inc	\$10,769.96
01/25/2023	50958	Central Ag Supply LLC	\$2,315.29
01/25/2023	50959	David Padilla	\$144.21
01/25/2023	50960	exceedio	\$3,204.87
01/25/2023	50961	InfoSend	\$4,668.00
01/25/2023	50962	Konica Minolta Premier Finance	\$416.76

Sunnyslope County Water District

Disbursement Summary

01/25/2023 50963	Mark Nicholson, Inc.	\$28,734.73
01/25/2023 50964	Michael Vargas Garcia	\$250.00
01/25/2023 50965	Mission Uniform Service	\$373.04
01/25/2023 50966	Raftelis Financial Consultants, Inc.	\$5,520.00
01/25/2023 50967	San Benito County- Elections Department	\$400.00
01/25/2023 50968	San Benito County-Environ. Health Div.	\$8,000.00
01/25/2023 50969	Scott Watson	\$83.46
01/25/2023 50970	Toro Petroleum Corp.	\$2,935.38
01/25/2023 50971	Verizon Wireless	\$622.34
01/25/2023 ACH 2486	Sterling Administration Health	\$1,383.00
01/26/2023 ACH 2487	Sterling Administration Health	\$9.78
01/26/2023 JN00328	Net Pay	\$67,258.08
01/26/2023 JN00328	Total Tax	\$16,664.93
01/27/2023 ACH 2479	CalPERS - Retirement	\$23.08
01/27/2023 ACH 2480	CalPERS - Retirement	\$6,950.70
01/27/2023 ACH 2481	CalPERS - Retirement	\$7,761.43
01/27/2023 ACH 2482	Nationwide Retirements Solutions	\$8,917.45
01/27/2023 ACH 2483	CalPERS - Health Insurance	\$23,108.00
01/30/2023 ACH 2488	Sterling Administration Health	\$5.00
01/06/2023 50911	SHEILA NEWTON	\$89.87
01/06/2023 50912	SIDCO HOMES INC,	\$229.16
01/06/2023 50913	JV LUCAS PLUMBING	\$469.92
01/17/2023 50908	LACY & WYATT BOURDET	\$399.65
01/17/2023 50909	STEVEN & DANIELLE HANNAH	\$169.24
01/17/2023 50910	MCH ELECTRIC,	\$1,344.40
		\$1,362,585.27

SUMMARY:

Accounts Payable Paid to:

Vendors	\$308,491.66
Payroll - Employee	\$292,508.85
San Benito County	\$325,369.17
City of Hollister for City Billing Collected, Net of Fees	\$433,513.35
Customer Refunds & Returned Checks/ACH	\$2,702.24
Debt & Finance	\$0.00

Total Disbursements

\$1,362,585.27

Staff Report

Agenda Item: F – 3

DATE: February 13, 2023 (February 21, 2023 Meeting)

TO: Board of Directors

FROM: Associate Engineer, Rob Hillebrecht

SUBJECT: Associate Engineer Monthly Status Report

Marks Drive Sewer Replacement

The new sewer gravity pipeline in Marks Dr has been fully installed and is operational. Teichert finished the abandonment of the old sewer line that was replaced and completed the pipe repairs on the existing sewer force main pipe. They are almost fully demobilized from the staging area on the golf course. Final repaving of the impacted portion of Marks Dr. is scheduled for the first week of March. Teichert has a few outstanding punch list items near the pipe bridge that must be completed, and Sharp Engineering & Construction will be completing some final concrete work and paving of a walking path to replace the previous golf course cart path that was damaged during this construction. A few residents on Marks Dr. have contacted Sunnyslope to submit claims for alleged damages to their property caused by the construction.

Freds Way Sewer Main Repair

While conducting routine sewer main cleaning on Freds Way in Ridgemark, Sunnyslope staff found a section of the sewer line that the hydro-jetter would not pass through. They immediately reported this and further investigation was initiated. This location had previously been identified as compromised by the CCTV inspection project and was to be part of the Sewer Spot Repair Capital Project. However, it had worsened significantly with portions of the pipe partially collapsed at two points, requiring immediate emergency repair. Staff utilized an existing service contract with local contractor Nicholson Construction to excavate and remove about 70 feet of the damaged pipe and replace it with new PVC pipe. They then backfilled and patch paved the street.

Annual Emergency Response Training and Maps Update

Annual Emergency Response Training was conducted for the Water/Wastewater Maintenance Staff. In this training, staff review emergency procedures relating to power outages, earthquakes, sewer overflows, water main breaks, bomb and terrorism threats, water contaminations, and other general emergencies. The emergency books were updated with amended procedures, current employee lists and contact information, and other revisions. Staff also updated their System Maps Books by replacing old pages with new revised pages. The new pages show the current system, including new developments, system changes, and correcting inaccuracies that were discovered.

Tres Piños Consolidation Grant Application

Sunnyslope closely participated with San Benito County, Tres Piños Water District, the Division of Drinking Water, and several other partners to apply for about \$20 million in grant funding to install the infrastructure needed to consolidate Stonegate and Tres Piños into Sunnyslope for domestic water supply. The County contracted with Wallace Group who wrote and submitted the grant application. If the grant is approved, consolidation must take place by Jan. 2026. Aspects of the consolidation would include upgrades to Sunnyslope's Well 5 and Well 8, about 5 miles of new pipelines, a new water storage tank, pressure regulating valves, LAFCO annexation, environmental review, a rate study, and consolidation agreements.

Future High School Water & Sewer Concepts

The San Benito High School District invited Sunnyslope to participate in a meeting to discuss the feasibility of constructing a new high school near the intersection of Best Road and Highway 25. Sunnyslope could provide potable water and irrigation water though it would require about 2,000 feet of pipe to be installed to get to there. Sewer however would be more challenging. They would need to install at least 1 mile of new offsite gravity sewer main paralleling Hwy 25, regrading certain areas to keep proper slopes. Ultimately, they would have to connect to the city sewer collection system. The School District appreciated Sunnyslope's concepts and will include them in further consideration for the new High School planning.

Capital Improvement Planning

Staff reviewed and revised the Capital Improvement Plan which was then provided to Raftelis for consideration in the upcoming rates study. The scope of the CIP was extended from 5 years to 10 years, and it was reorganized to better categorize the various projects. These categories are key for ensuring that each department's rates can fairly and equitably fund its own projects.

Active Developments

1. Promontory at Ridgemark is actively building homes with the first few already moved into. Fencing around Sunnyslope's Well #8 should be installed soon. There remain a few outstanding punch list items that must be fixed before final acceptance is given.
2. Vista del Calabria is installing the new 6" force main in George's Dr. in Ridgemark. Once completed this will ultimately replace the Oak Canyon force main.
3. West of Fairview Phase 2 has begun installing the water system in the second half of the development. Staff are regularly inspecting the construction. New water services for several homes on Fairview Rd were also installed to allow for the road to be expanded.
4. Santana Ranch Apartments Phase 2 has installed the water system. They are preparing for the pressure and bacteriological testing. Once satisfactory test results are achieved, they will tie into Sunnyslope's system.
5. Annotti Landing improvement plans were approved by Sunnyslope for construction.

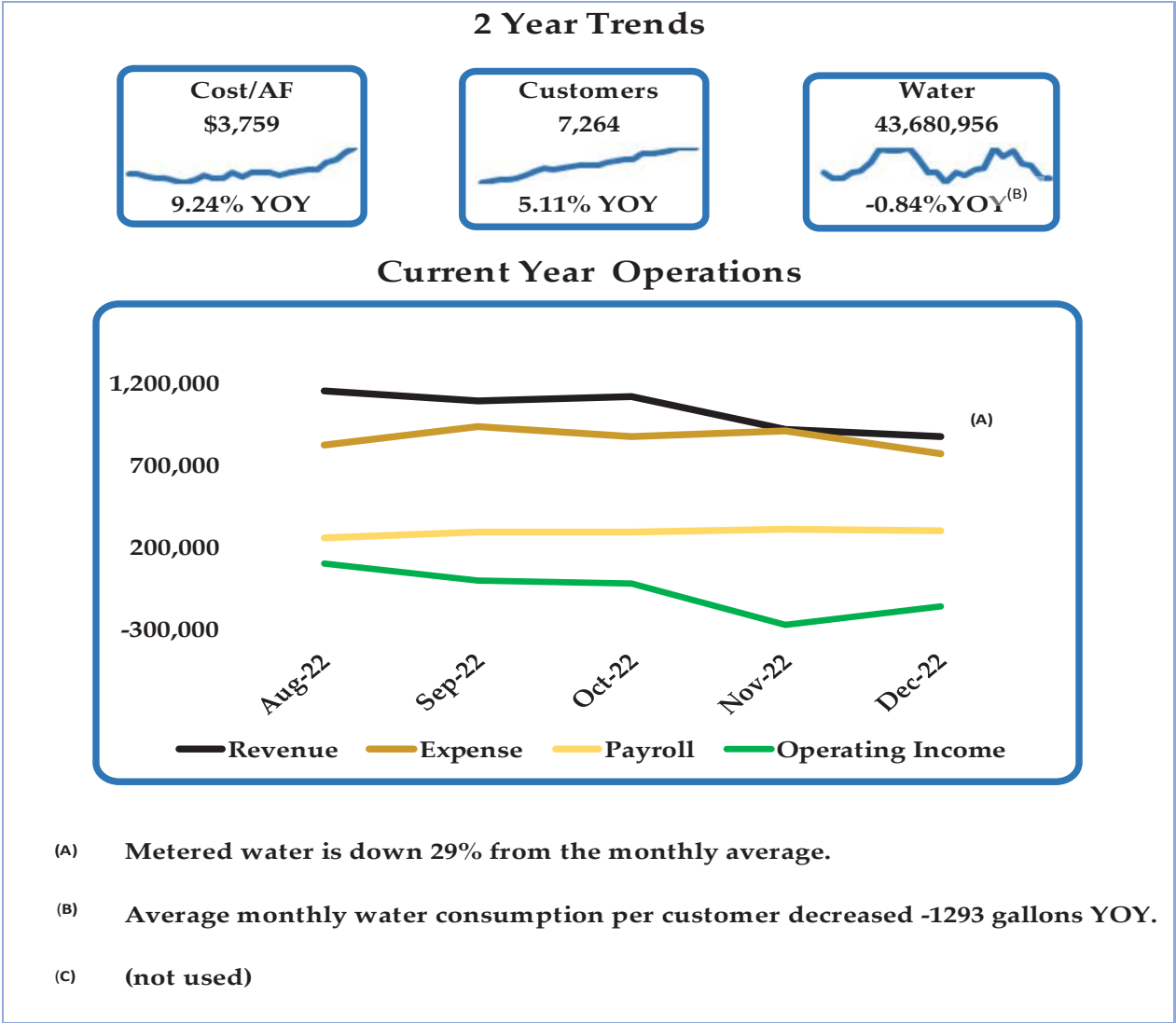
Staff Report

Agenda Item: **F – 4a**

DATE: February 6, 2023 (February 20, 2023 Meeting)
TO: Board of Directors
FROM: Finance & Human Resource Manager, Barry Kelly
SUBJECT: Statements of: a. Operations, b. Income, c. Investment, and d. Board Designated Reserves.

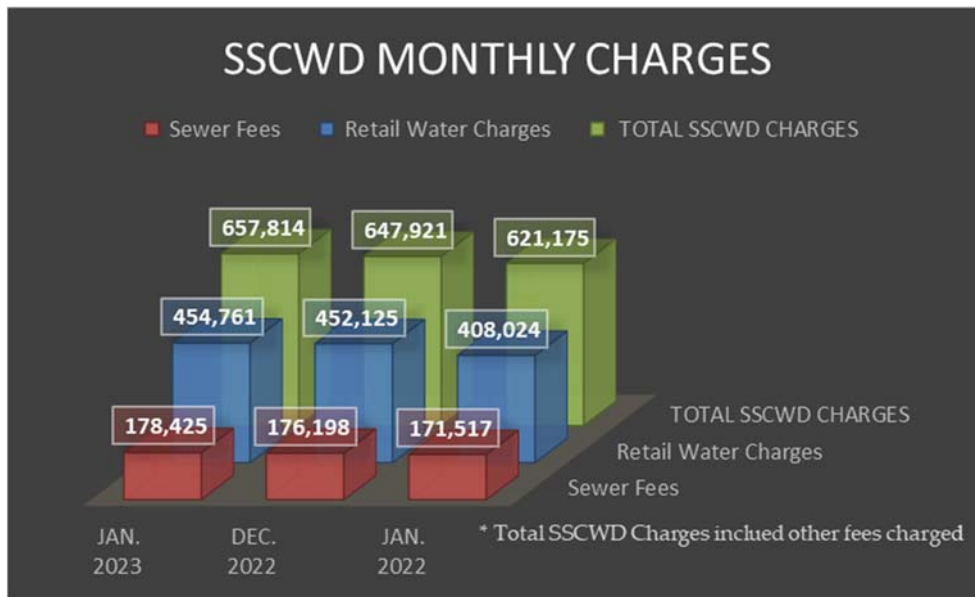
OPERATION SUMMARY

(January 2023)



Connections increased by 32 accounts in FY23 thus far. Due to the high number of prepaid connection fees made in June, the total for the current year is estimated to be 150. We now serve 7,264 customers and 5,410 accounts utilized online services and electronic payments.

YTD Revenue for FY 23 has decreased 6% YOY but is projected to be within 3% of the budget. The budget assumes that the decrease from water conservation efforts will result in less revenue but overall water sales will remain level as the district sees a steady growth in accounts. Billed Metered water YTD through was 473.1 MM gallons vs 490.1 MM in the prior year.



The percentage of past due accounts receivable through January 23 decreased to 18.2% .

STATEMENT OF INCOME

(December 22)

YTD, we show an overall Net Operating loss of \$(497k) vs a gain of \$460k in the prior year. The variance is attributed to a 3% decrease in revenue and a 8% increase in costs. The impact of drought measures and the cost increases were anticipated in the budget. The projected FY2023 result are within 3% of budget. The 12 month average of water billed is \$3759/acft, which is up 9.2% annually over the last two years. The cost of water per acre foot each month can fluctuate significantly as it is dependent on expenses per 100cuft of water sold. The average is a better indicator of water cost escalation. Most of this increase is attributed to a 7.1% decrease in metered water. The increase in payroll benefits is the second largest contributing factor.

INVESTMENT SUMMARY

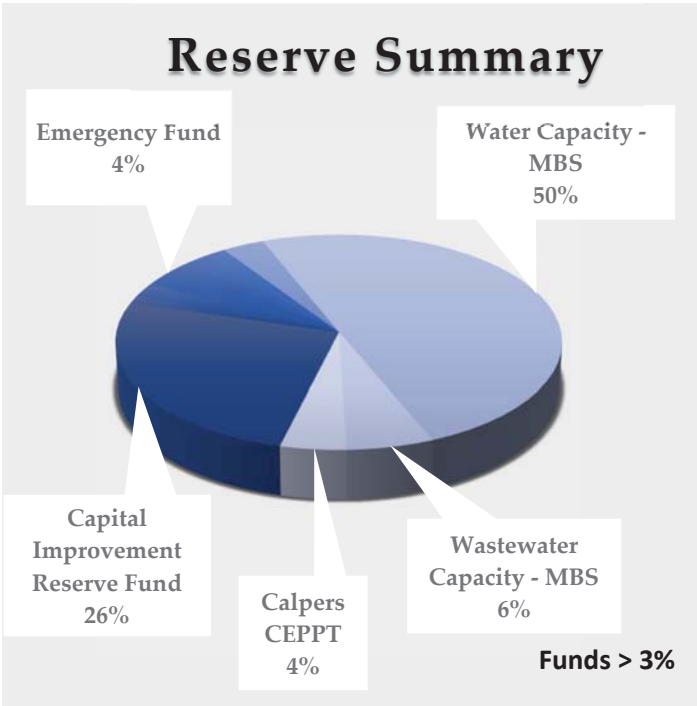
(December 2022)

Cash and invested funds total \$24.1 million, an increase of 982k for the month. Reserved funds invested at MBS now total 15.2 million. The CD's purchased yield between 2.5% and 4.5% By FY24 income from investments is projected to be over 500k.

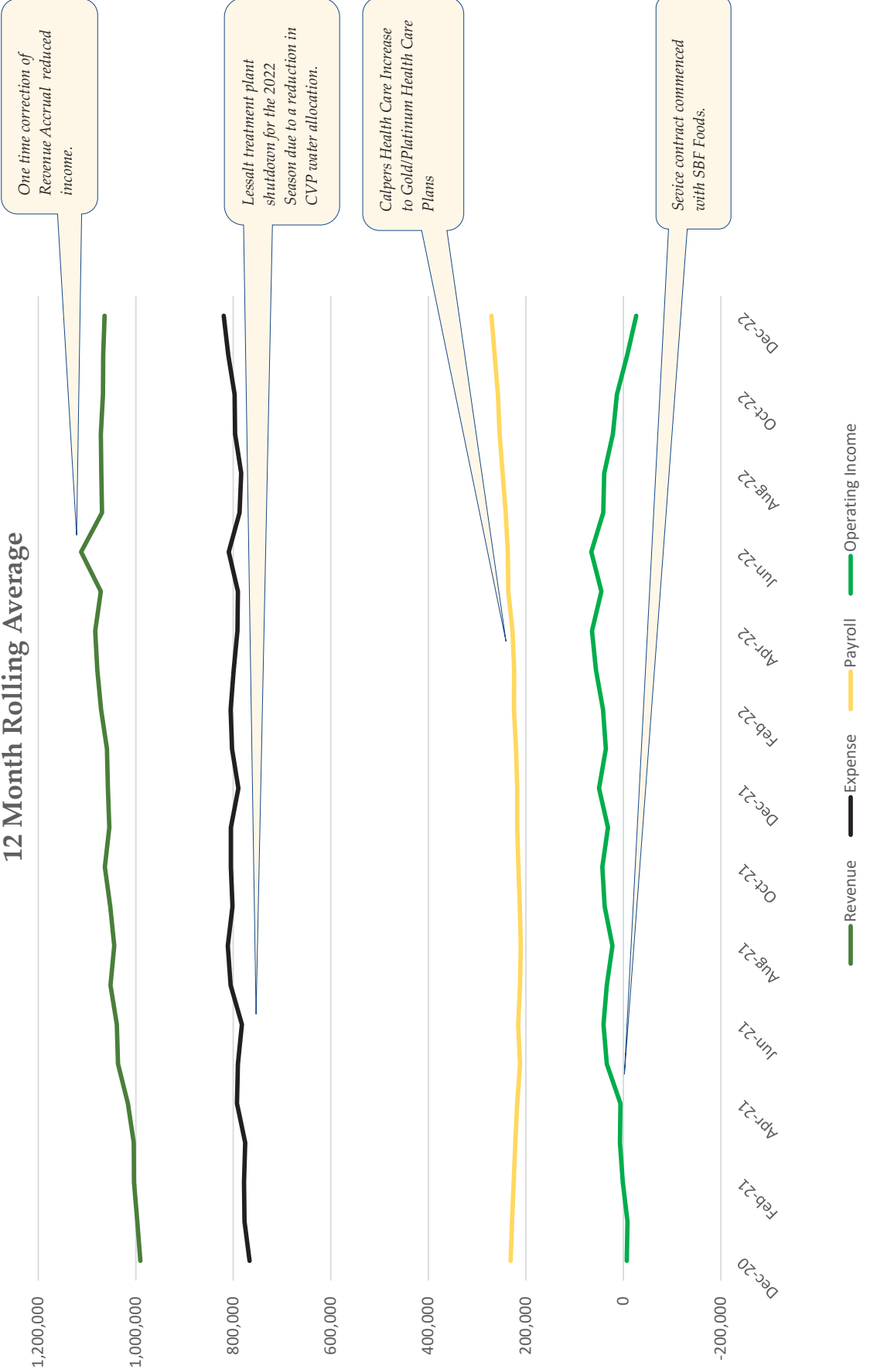
RESERVES

(December 2022)

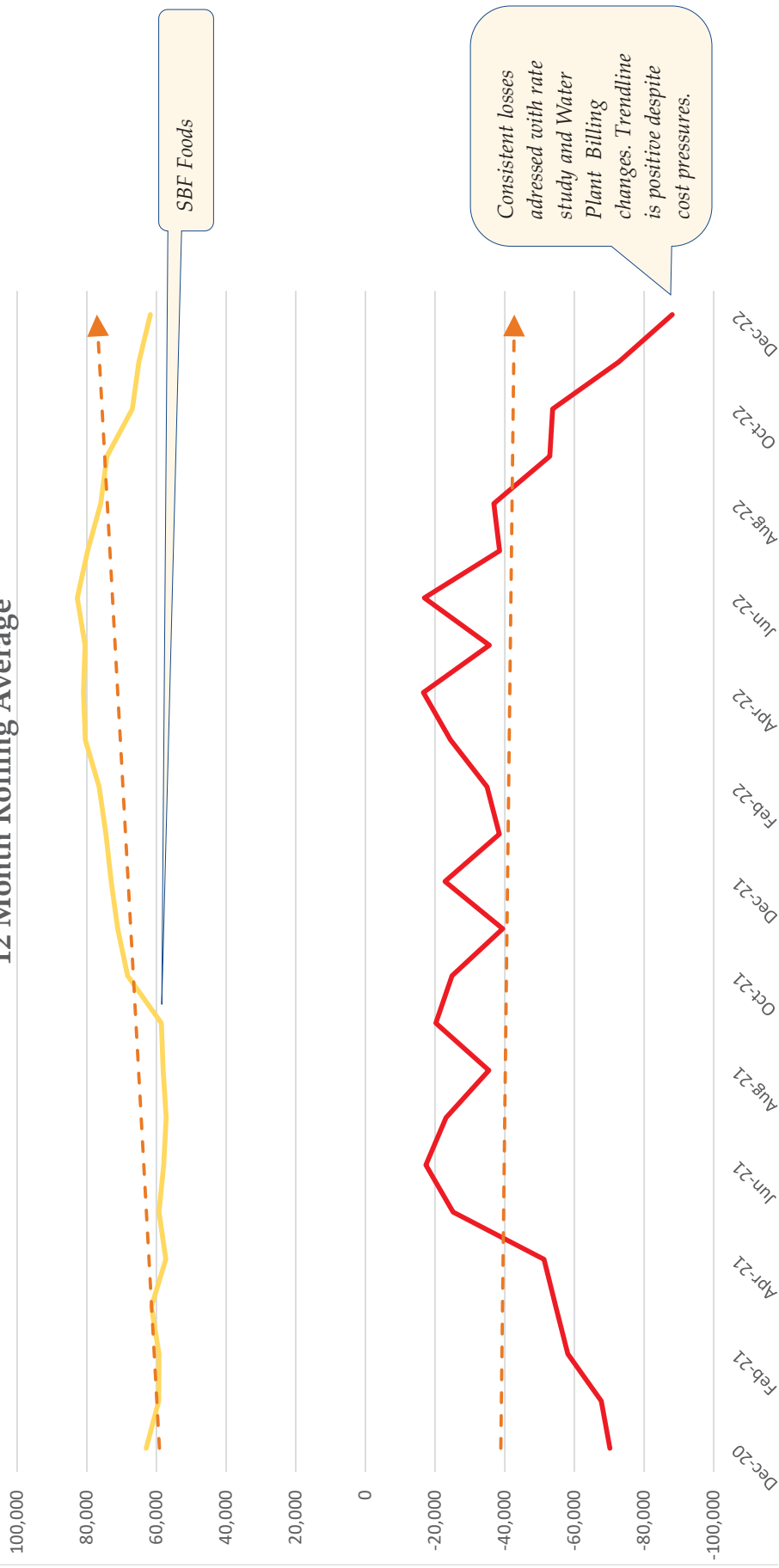
Reserves in October total \$22.9 million which equals 46% of capitalized assets. See the Board Designated Reserve report for a summary of the transactions and the status of actual expenditures per Board authorized expenditures.



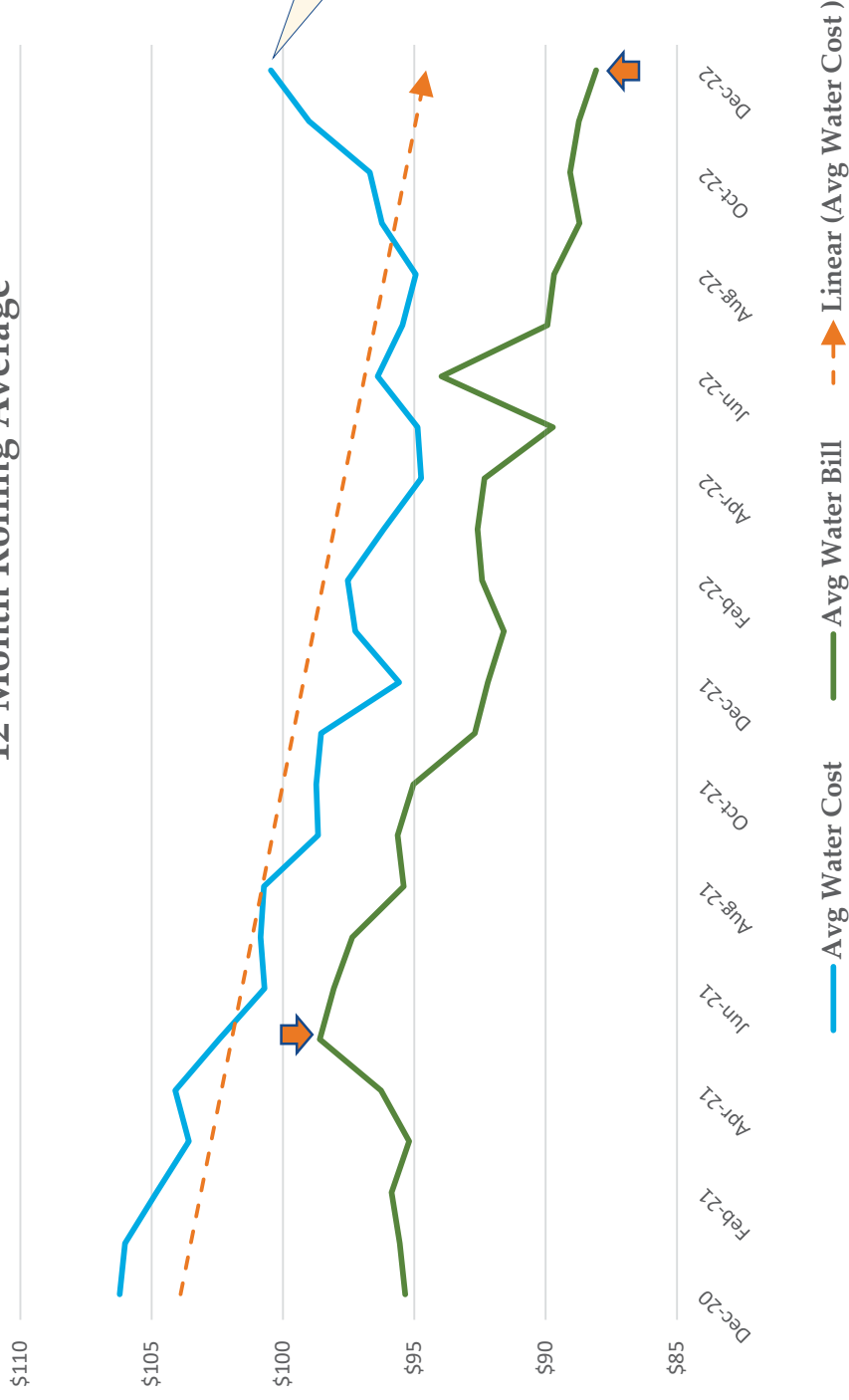
Statement of Operating Income 12 Month Rolling Average



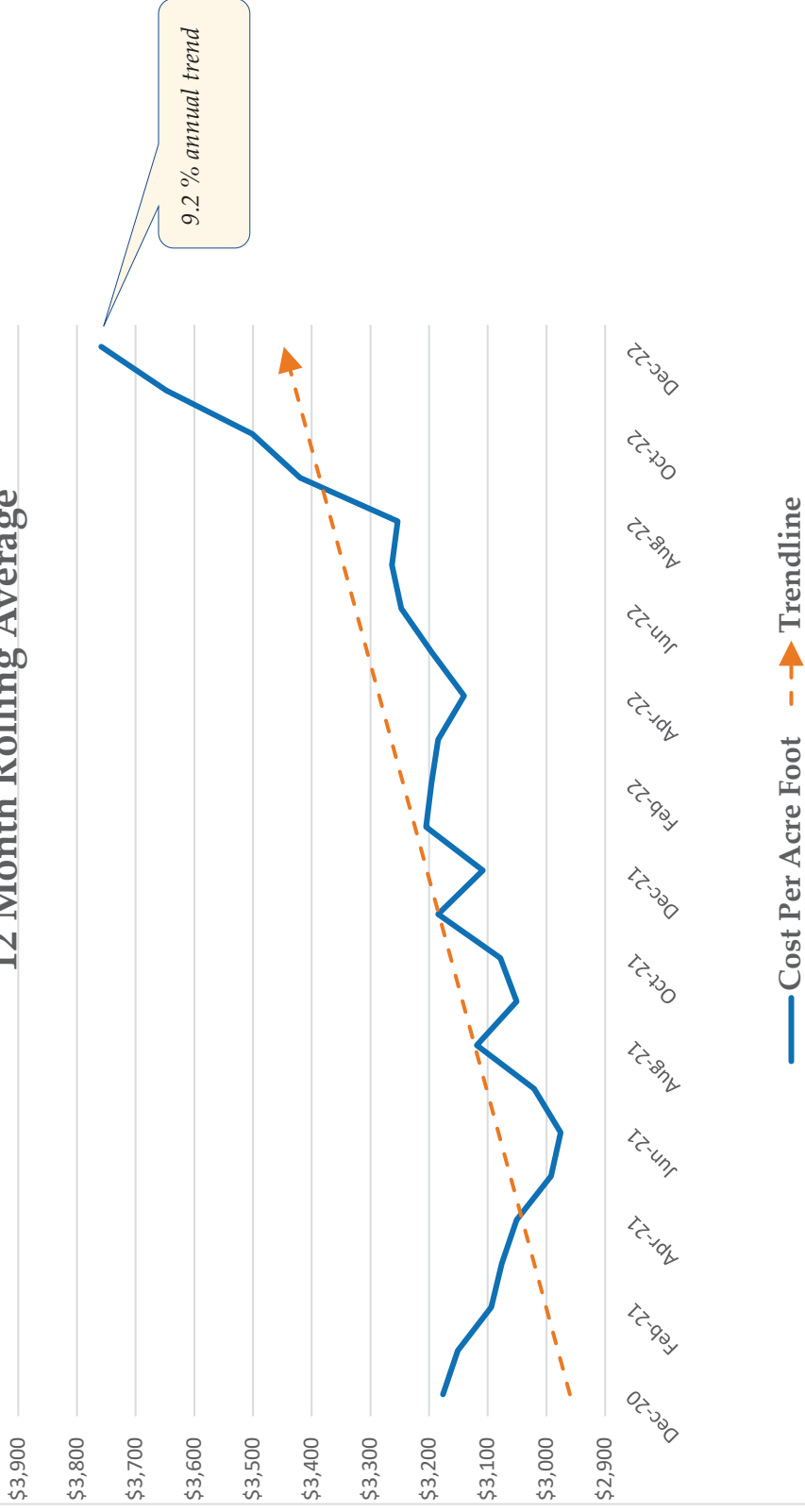
Operating Income by Segment 12 Month Rolling Average



Per Customer Water Charges 12 Month Rolling Average



Cost Per Acre Foot 12 Month Rolling Average



Sunnyslope County Water District
2022 / 2023
OPERATION SUMMARY (This Year)

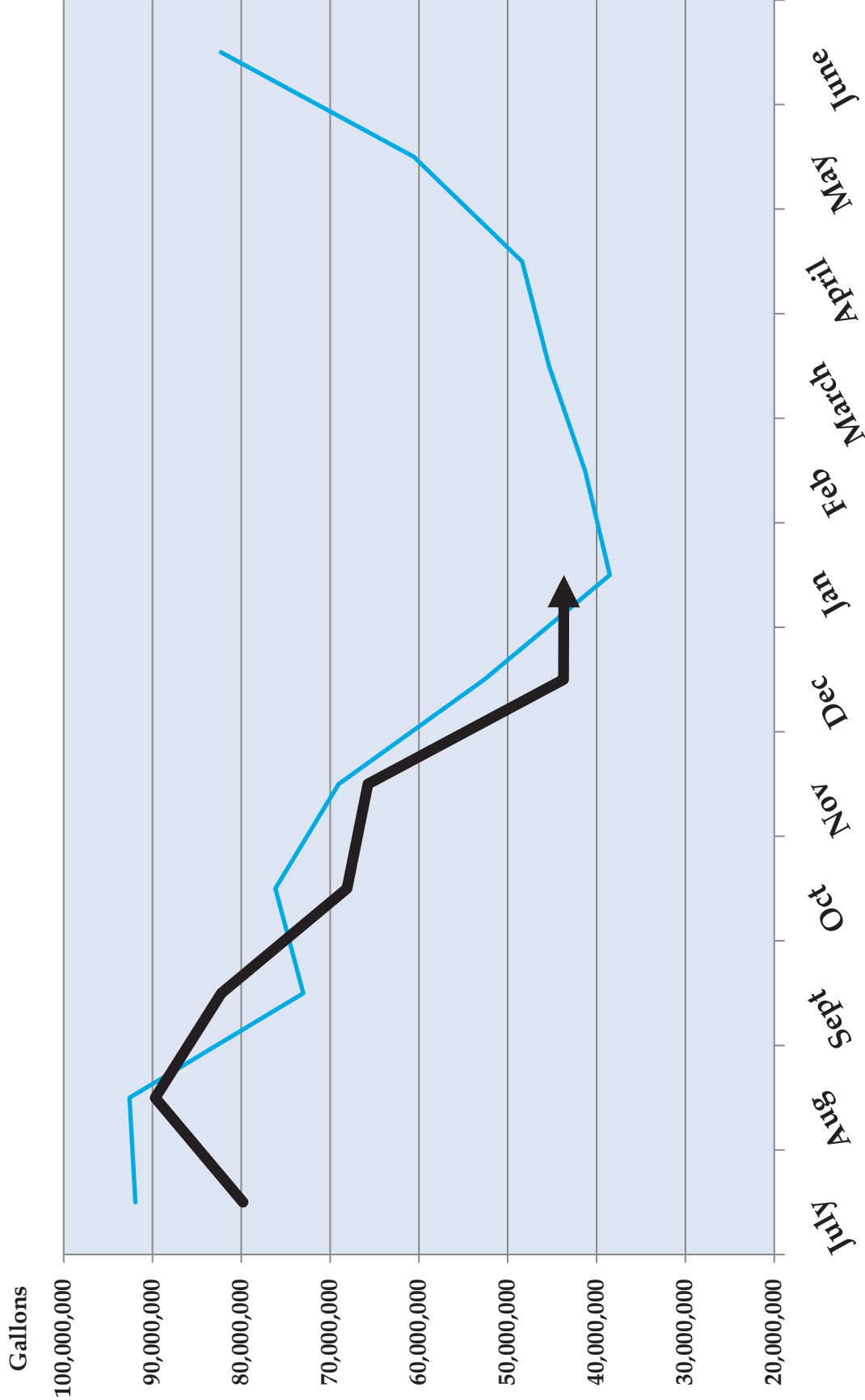
ITEMS	JULY 2022	AUG. 2022	SEPT. 2022	OCT. 2022	NOV. 2022	DEC. 2022	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY 2023	JUNE 2023	TOTALS
NO. WATER CAPACITY FEE RECD			5	14	1	7	5						32
NO. MW CAPACITY FEE RECD													
NO. WATER ACCOUNTS	7136	7171	7184	7210	7252	7255	7264						
NO. SEWER ACCOUNTS	1234	1236	1236	1240	1241	1261	1260						
NO. SHOPPER ACCOUNTS	4638	4673	4692	4709	4751	4748	4771						
WaterSmart Invoice Cloud													
Auto Pay	3,308	3,340	3,014	3,370	3,445	3,474	3,431						
Biller Portal	5	4	14	15	4		7						
Cloud Store	59	47	57	32	40	38	41						
Customer Portal	414	411	388	296	713	654	474						
Express Payments	316	217	317	190	1	259	281						
IVR	88	83	123	92	31	86	93						
Mobile Express Payments	442	298	366	281	41	328	322						
Online Bank Direct	613	564	647	560	541	530	501						
Pay By Text	78	50	58	17	1	56	59						
Scheduled Payment	27	20	25	24	24	54	42						
Shopping Cart	266	240	255	238	142	200	159						
Total WaterSmart/ Invoice Cloud	5,616	5,274	5,264	5,115	4,979	5,683	5,410						
NO. EBILL Invoice Cloud (Paperless)	1711	1774	1792	1837	1837	1832	1810						
MONTHLY CHARGES													
Retail Water Charges	\$ 453,214.18	\$ 752,415.08	\$ 699,038.85	\$ 604,203.62	\$ 581,689.21	\$ 452,124.65	\$ 454,761.20						\$ 3,997,446.79
Sewer Fees	116,635.17	175,778.36	175,854.39	175,167.28	175,014.76	176,198.26	178,424.98						1,173,073.20
Installation Fees	-	405.00	7,290.00	-	880.00	2,835.00	2,025.00						13,435.00
Late Fees	8,935.54	11,140.54	12,190.06	12,659.14	-	1,460.65	7,198.64						53,584.57
Admin. Collection Fees, net	13,989.00	14,091.00	14,130.00	14,178.00	14,313.00	14,292.00	14,361.00						99,354.00
COH Billing Fees	690.00	810.00	980.00	650.00	1,170.00	1,010.00	1,042.80						6,352.80
Other Misc. Fees	593,463.89	954,639.98	909,483.30	806,858.04	773,066.97	647,920.56	657,813.62						\$ 5,343,246.36
TOTAL SSCWD CHARGES	\$ 416,964.67	\$ 420,086.18	\$ 421,288.49	\$ 423,329.93	\$ 424,769.20	\$ 424,636.60	\$ 427,158.47						\$ 2,958,233.54
COH Street Sweeping	10,683.28	10,783.04	10,809.92	10,849.04	10,867.20	10,884.08	10,959.16						75,855.72
COH Water Treatment	17,462.50	17,462.50	17,462.50	17,462.50	17,462.50	17,462.50	17,462.50						137,812.50
Total COH Discount	42,640.75	42,938.52	43,079.91	43,285.37	43,309.80	43,424.18	43,579.61						3,024,349.01
Late Fees **							6,204.11						6,204.11
TOTAL COH CHARGES	\$ 426,401.75	\$ 429,582.82	\$ 430,791.91	\$ 432,852.37	\$ 434,309.80	\$ 434,214.18	\$ 443,000.33						\$ 3,031,153.16
ACCOUNTS RECEIVABLE - Aged													
A/R for Sunnyslope Water**	\$ 948,794.59	\$ 1,011,469.90	\$ 975,756.28	\$ 975,438.28	\$ 947,830.97	\$ 785,518.99	\$ 792,811.27						
A/R for City of Hollister **	458,304.45	471,888.29	471,274.87	515,020.33	540,851.83	528,888.69	547,402.34						
Unapplied Payments	\$ 1,407,099.04	\$ 1,483,358.19	\$ 1,447,031.15	\$ 1,490,458.61	\$ 1,488,682.80	\$ 1,314,407.68	\$ 1,283,600.43						
Outstanding Bills Owed	\$ 188,801.28	\$ 189,085.53	\$ 209,454.47	\$ 303,265.45	\$ 303,265.45	\$ 233,774.16	\$ 233,774.16						
Past Due	13.42%	12.75%	14.47%	20.33%	0.00%	0.00%	18.21%						
% Past Due													

Sunnyslope County Water District
2022 / 2023
OPERATION SUMMARY (This Year)

ITEMS	JULY 2022	AUG. 2022	SEPT. 2022	OCT. 2022	NOV. 2022	DEC. 2022	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY 2023	JUNE 2023	TOTALS
WATER METERED													
Cubic Feet	10,668,300	11,991,600	10,996,600	9,102,500	8,788,100	5,845,300	5,839,700	-	-	-	-	-	63,232,100
SSCWD Gallons	79,798,884	89,697,168	82,254,568	68,086,700	65,734,988	43,722,844	43,680,956	-	-	-	-	-	472,976,108
Well Flow to COH Gallons	9,983,400	12,467,500	10,469,400	10,240,500	10,034,800	7,464,145	7,781,400	-	-	-	-	-	68,451,145
Surface Flow to COH Gallons	4,672,919	6,053,117	2,849,503	3,281,157	3,969,120	159,315	159,315	-	-	-	-	-	20,985,131
TOTAL METERED	94,465,203	108,217,785	95,573,471	81,608,257	79,738,908	51,186,989	51,621,671	-	-	-	-	-	562,412,381
WATER SOURCE													
Well #2 (Southside Road)	14,620,800	16,109,000	17,999,800	12,772,800	3,458,800	5,745,000	6,947,000	-	-	-	-	-	77,653,200
Well #5 (Ray City/Enterprise)	4,426,629	2,873,649	5,474,117	12,491,741	10,164,533	7,892,574	2,227,923	-	-	-	-	-	45,551,166
Well #7 (Enterprise Rd)	13,104,944	14,774,745	14,101,175	6,192,146	8,357,979	7,714,600	7,395,829	-	-	-	-	-	71,661,418
Well #8 (Ridgemark)	16,505,000	15,396,000	10,433,000	10,553,000	24,089,000	19,848,000	22,382,000	-	-	-	-	-	119,206,000
Well #11 (Southside Road)	75,913,000	28,949,300	24,522,000	18,279,000	16,165,000	16,279,000	16,238,900	-	-	-	-	-	147,309,000
TOTAL from Wells	72,270,373	78,102,594	72,500,092	60,286,687	62,235,312	56,975,174	57,188,752	-	-	-	-	-	461,500,784
Lessalt W.T.P. 1 (High Zone)	-	-	-	-	-	-	-	-	-	-	-	-	-
Lessalt W.T.P. 1 (Middle Zone)	-	-	360,000	-	-	-	-	-	-	-	-	-	360,000
West Hills W.T.P. (@ Well #2)	12,203,000	15,694,000	12,456,000	11,640,000	11,006,000	-	-	-	-	-	-	-	62,999,000
West Hills W.T.P. (@ Well #11)	19,908,000	25,536,000	20,356,000	18,911,000	14,476,000	-	-	-	-	-	-	-	99,187,000
TOTAL from Surface Water	32,111,000	41,230,000	33,172,000	30,551,000	25,482,000	-	-	-	-	-	-	-	162,546,000
City Well Flow to SSCWD Gallons	190,200	163,000	143,200	79,000	218,500	1,227,310	2,776,500	-	-	-	-	-	4,797,710
City Surface Flow to SSCWD Gallons	11,200	14,400	8,900	10,200	12,800	-	100	-	-	-	-	-	57,600
TOTAL from City Interties	201,400	177,400	152,100	89,200	231,300	1,227,310	2,776,600	-	-	-	-	-	4,855,310
TOTAL PUMPED	104,582,773	119,509,794	105,624,192	90,928,887	87,948,612	60,202,484	59,965,352	-	-	-	-	-	628,762,094
Estimated Water Loss	10,117,570	11,292,009	10,050,721	9,320,530	8,209,704	9,015,495	8,343,681	0.000%	0.000%	0.000%	0.000%	0.000%	66,349,710
Water Loss %	9.674%	9.449%	9.516%	10.250%	9.335%	14.975%	13.914%	0.000%	0.000%	0.000%	0.000%	0.000%	10.552%
Estimated Water Gain	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Gain %	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
Total Net Water Loss	-	-	-	-	-	-	-	-	-	-	-	-	-
Cost of Water Produced (Per Acre Foot)	2.666	2.445	3.115	3.970	4.342	5.073	-	3.955	4.210	3.903	3.312	2.865	3.557
Prior YTD Cost	2.652	2.588	2.250	3.210	3.909	3.262	6.078	3.955	4.210	3.903	3.312	2.865	3.277

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

Total Water Metered to SSCWD Customers



— 5 Yr AVG SSCWD Gallons — 22-23 SSCWD Gallons

Sunnyslope County Water District
STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (This Year)
UN-AUDITED 1/18/2023

*** WATER ***	Nov-22		Dec-22		Variance Over / (Under) Prior Month		Nov-21		Dec-21		PRIOR YEAR-TO-DATE	PROJECTED 22/23 ACTUAL	FY 22/23 BUDGET
	Nov-22	Dec-22	Nov-22	Dec-22	Variance Over / (Under) Prior Month	Nov-21	Dec-21	Nov-21	Dec-21				
OPERATING REVENUES													
Water Sales	508,766	456,718	(52,048)	498,726		506,172	498,726				3,872,425	7,120,662	7,387,000
Contracted Services	209,217	209,947	730	228,312		228,312	228,312				1,369,870	2,519,364	2,518,770
Installation Fees	880	2,835	1,955	-		-	-				30,040	22,820	
Late Fees	-	1,460	1,460	6,517		7,400	6,517				44,092	74,542	
Other Revenue	18,557	30,338	11,781	11,264		11,845	11,264				69,987	119,490	140,000
TOTAL OPERATING REVENUES	737,420	701,298	(36,122)	744,819		753,729	744,819				5,386,414	9,856,878	10,045,770
OPERATING EXPENSES													
Salaries and Benefits	(279,126)	(269,655)	9,471	(191,768)		(192,210)	(191,768)				(1,119,826)	(3,001,583)	(3,315,612)
Operating Expenses	(805,971)	(620,957)	185,014	(558,242)		(680,757)	(558,242)				(4,242,419)	(8,514,578)	(8,344,748)
TOTAL OPERATING EXPENSES	(1,085,097)	(890,612)	194,485	(750,010)		(872,968)	(750,010)				(5,362,245)	(11,516,161)	(11,660,360)
NET OPERATING INCOME	(347,677)	(189,314)	158,363	(5,190)		(119,239)	(5,190)				24,168	(1,659,283)	(1,614,590)
NON OPERATING INCOME & (EXPENSES)													
Capacity Fees	44,275	96,600	52,325	-		-	-				902,475	403,075	-
Donated Asset	2,192,767		(2,192,767)								-	2,192,767	-
Miscellaneous Income (Farm Labor Camp)											-	-	-
Adjust LAIF Investment to Fair Value											-	-	-
Interest Income	40,427	34,608	(5,819)	941		971	941				8,492	256,696	48,000
Allocated from G & A (Interest & Sale of Assets)	159	(113)	(272)			(1,983)					(4,018)	19,406	-
Other Non-Operational	1,343		(1,343)	(65,564)			(65,564)				(65,564)	(4,045)	-
TOTAL NON OPERATING INCOME & (EXPENSES)	2,278,970	131,095	(2,147,875)	(64,623)		(1,011)	(64,623)				841,385	2,867,899	48,000
NET WATER INCOME (LOSS)	\$ 1,931,293	\$ (58,219)	(1,989,512)	(69,813)		\$ (120,250)	(69,813)				\$ 865,553	\$ 1,208,616	\$ (1,566,590)
NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items	\$ (346,334)	\$ (189,314)	157,020	(70,754)		\$ (119,239)	(70,754)				(41,396)	(1,663,328)	(1,614,590)

Sunnyslope County Water District
STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (This Year)
UN-AUDITED 1/18/2023

	YEAR-TO-DATE	PRIOR YEAR-TO-DATE	PROJECTED ACTUAL	FY 22/23 BUDGET
	994,384	1,032,646	1,988,768	2,149,000
	314,116	397,337	421,848	421,848
	-	-	-	-
	10,098	11,023	20,196	35,000
	18,020	16,911	36,041	35,000
	1,336,618	1,457,918	2,466,853	2,605,848
	(240,581)	(217,821)	(481,162)	(784,542)
	(796,303)	(688,489)	(1,490,606)	(1,225,103)
	(1,036,884)	(906,310)	(1,971,768)	(2,009,645)
	299,734	551,608	495,085	596,203
	-	-	-	-
	-	-	-	-
	-	-	-	-
	12,870	3,996	25,739	12,000
	(19)	(1,005)	(38)	-
	(680)	(50,259)	(1,360)	-
	12,171	(47,267)	24,341	12,000
	311,905	504,341	519,426	608,203
	\$ 299,054	\$ 501,350	\$ 493,725	\$ 596,203

	YEAR-TO-DATE	PRIOR YEAR-TO-DATE	PROJECTED ACTUAL	FY 22/23 BUDGET
	2,249,992	1,369,895	1,728,042	(958,387)
	\$ (496,752)	\$ 459,954	\$ (1,169,603)	\$ (1,016,387)

	Nov-22	Dec-22	Variance Over / (Under) Prior Month	Nov-21	Dec-21
*** WASTEWATER ***					
OPERATING REVENUES					
Sewer Sales	176,043	174,429	(1,614)	172,142	172,142
Contracted Services	36,004	35,154	(850)	29,213	29,213
Installation Fees	-	-	-	-	-
Late Fees	-	-	-	1,850	1,629
Other Revenue	2,836	2,283	(553)	2,904	2,825
TOTAL OPERATING REVENUES	214,883	211,866	(3,017)	206,110	205,810
OPERATING EXPENSES					
Salaries and Benefits	(34,822)	(33,675)	1,147	(37,090)	(35,070)
Operating Expenses	(106,694)	(147,432)	(40,738)	(72,553)	(100,703)
TOTAL OPERATING EXPENSES	(141,516)	(181,107)	(39,591)	(109,643)	(135,773)
NET OPERATING INCOME	73,367	30,758	(42,608)	96,467	70,037
NON OPERATING INCOME & (EXPENSES)					
Capacity Fees	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-
Adjust LAIF Investment to Fair Value	-	-	-	-	-
Interest Income	227	5,783	5,556	457	443
Allocated from G & A (Interest & Sale of Assets)	341	(19)	(360)	(496)	
Other Non-Operational	(116)		116	-	-
TOTAL NON OPERATING INCOME & (EXPENSES)	452	5,764	5,312	(39)	443
NET WASTEWATER INCOME (LOSS)	73,819	36,522	(37,297)	96,428	70,480
NET WASTEWATER INCOME (LOSS)	\$ 73,251	\$ 30,758	(37,297)	\$ 96,467	\$ 70,037
<i>Adjusted for Non Budgeted Items</i>					
*** WATER & WASTEWATER ***					
*** COMBINED INCOME (LOSS) WATER & WASTEWATER ***	2,005,112	(21,697)	(2,026,809)	(23,822)	667
*** COMBINED INCOME (LOSS) WATER & WASTEWATER Adjusted for Non - Budgeted Items	\$ (273,083)	\$ (158,555)	\$ 114,528	\$ (22,772)	\$ (717)

Sunnyslope County Water District
Investment Summary
2022 / 2023 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022	JUNE 2022
<u>Heritage Bank of Commerce</u>								
CHECKING ACCOUNT Operating - General Fund	0	6,474,985	6,595,525	8,198,265	5,876,164	3,873,807	4,746,499	6,296,579
CHECKING SUBTOTAL		6,474,985	6,595,525	8,198,265	5,876,164	3,873,807	4,746,499	6,296,579
MONEY MARKET ACCT (MMA) Invested - General Fund	0.75%	4,082,888	4,085,316	4,086,491	4,087,880	2,088,588	2,089,275	4,082,888
MMA SUBTOTAL		4,082,888	4,085,316	4,086,491	4,087,880	2,088,588	2,089,275	4,082,888
<u>L.A.I.F.</u> (Local Agency Investment Fund)								
General Fund	As of: DEC 2022 2.45%	-10,115,844	-9,993,451	-9,898,728	-9,804,006	-9,818,425	-8,096,152	-10,115,844
Water Connect. Fee	2.45%	4,705,166	4,576,720	477,998	387,497	333,049	0	4,705,166
Sewer Connect. Fee	2.45%	1,320,135	1,320,135	1,320,135	1,328,357	1,328,357	0	1,320,135
SRF Loan Reserve	2.45%	760,000	760,000	760,000	760,000	760,000	760,000	760,000
Board Designated Reserves	2.45%	8,380,859	8,386,912	8,390,912	8,394,409	8,394,409	8,402,912	8,380,859
L.A.I.F. SUBTOTAL		5,050,316	5,050,316	1,050,316	1,066,257	997,390	1,066,760	5,050,316
<u>CEPPT</u> (CA Employee Pension Plan Trust)								
Employee Pension Reserve	0	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	640,401
CEPPT SUBTOTAL		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	640,401
<u>MBS Securites</u> (CD Brokerage - Water Capacity Funds)								
General Fund	4.00%	6,971,574	6,976,565	8,971,305	10,984,409	15,200,354	2,516,716	6,704,841
Water Connect. Fee	4.00%						11,389,421	
Sewer Connect. Fee	4.00%						1,333,920	
MBS SUBTOTAL		6,971,574	6,976,565	8,971,305	10,984,409	15,200,354	15,240,058	6,704,841
GRAND TOTAL		23,579,763	23,707,721	23,306,377	23,014,710	23,160,140	24,142,592	22,775,024
* TOTAL INTEREST RECORDED	YTD Total	17,038	6,283	5,915	30,937	40,654	40,391	44,848

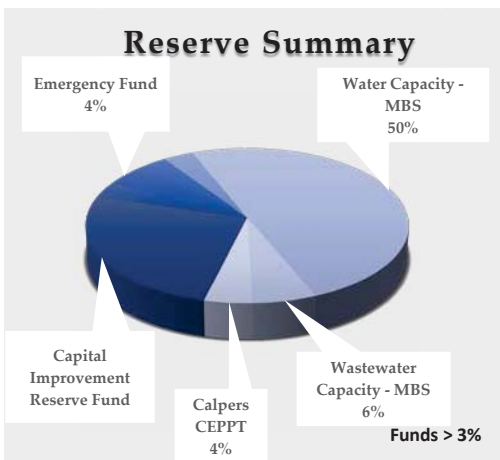
Sunnyslope County Water District

Reserve Summary As of December 30, 2022 (Policy #8600)

	<u>11/30/2022</u>	<u>Increase</u>	<u>Decrease</u>	<u>6/30/2022</u>	<u>6/30/2022</u>	<u>Change</u>
1 Capital Improvement Reserve Fund	\$ 5,863,936			\$ 5,863,936	\$ 1,709,419	\$ 4,154,517
2 Rate Stabilization Fund	250,000		-	250,000	-	\$ 250,000
3 Drought Contingency Reserve	500,000			500,000	400,000	100,000
4 Emergency Fund	1,000,000			1,000,000	100,000	900,000
5 Vehicle Replacement Fund	370,132	22,054		348,078	197,549	150,529
6 Office and Misc. Equipment Replacement Fund	418,845			418,845	266,754	152,091
Board Designated Reserves	8,402,912	22,054	-	8,380,859	2,673,722	5,707,137
7 CSWRCB Loan	760,000			760,000	760,000	-
8 Water Capacity	0		4,705,165	4,705,165	6,732,709	(2,027,543)
8a Water Capacity - MBS	11,389,421	5,276,916	592,336	6,704,841		6,704,841
9 Wastewater Capacity - MBS	1,333,920	13,785		1,320,135	21,125	1,299,010
10 Calpers CEPPT	1,000,000		(359,599)	640,401	-	640,401
Legally Restricted Reserves	14,483,342	5,290,701	4,937,902	14,130,542	7,513,834	6,616,708
TOTAL	\$ 22,886,254	\$ 5,312,755	\$ 4,937,902	\$ 22,511,401	\$ 10,187,556	\$ 12,323,845
Unreserved Cash & Invested Funds	\$1,256,337.80					
Percentage of Total Capital Assets	45.84%					

Detailed Transactions:

Depr. Expense	\$ 22,054		\$ 461,194
Board Authorized Changes to Policy #8600	\$ -		\$ 5,729,257
LAIF Interest Income	\$ 22,007		\$ 20,013
MBS Interest	\$ 104,601		\$ 5,672
Debt Amortization		592,336	\$ (1,184,682)
Water Capacity Fees	209,875		\$ (862,875)
Sewer Capacity Fees			\$ 1,299,000
CEPPT Funding			\$ 1,000,000
Transfers	4,954,218	4,705,165	\$ 6,950,000
Fixed asset Additions	-	-	\$ (483,314)
Fair Market Value & Misc Adj		(359,599)	\$ (610,420)
	\$ 5,312,755	\$ 4,937,902	\$ 12,323,845



Board Approved Disbursement Analysis

Date:	Description:	Vendor	Resolution	Actual
1/19/2021	Audit (FY21, FY22 & FY 23)	MRBK	76,160	49,290
2/16/2021	Outsource Invoicing	Info Send	25,000	0
11/16/2021	Temetra	Meter Valve & Cc	30,000	10,640
2/15/2022	District Election	SBC	60,000	0
12/13/2022	Rate Study	Raftelis	92,502	23,635
2/15/2022	Ignition SCADA part 2	Frisch & Calcon	127,000	167,399
8/16/2022	Fuel Trailer	LDJ Mfg	30,000	28,935
10/18/2022	Itron Meters	Meter Valve & Cc	156,849	35,113
11/15/2022	Promontory Amendment 2	Century Homes	110,000	0

Staff Report

Agenda Item: F – 5a

DATE: February 15, 2023 (February 21, 2023, Meeting)

TO: Board of Directors

FROM: Water/Wastewater Superintendent, Jose J. Rodriguez

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

Narrative

1. All three water reports were completed and submitted on time by January 10, 2023.
2. Since the Westhills facility is offline SBCWD has requested that the Lessalt WTP get put back into production. Staff will follow the Lessalt Startup Plan submitted and Approved the Department of Drinking Water. Staff has begun to fill and clean filter units, flush contact basins and inspect instrumentation in preparation of the startup. We have encountered some unplanned delays which management and staff have discussed and work to resolve. The matters have taken longer than expected but progress is being made to safely get facility back into production.
3. A sink hole on Marks Dr was reported to SSCWD. The sink hole was near the sewer tie in installed by Treichert. Sink hole appears to be created from an abandoned golf course water line that had filled with rainwater and was being directed to the worksite. Required repairs were completed and sinkhole was repaired.
4. Inspected and flushed all district air reliefs. This is an annual PM performed to verify that valving is in proper working order. The annual maintenance extends the life of the air relief valves throughout the district and increases reliability in field equipment. In general, we inspect equipment every 12 months.
5. Staff completed two (2) Rural Community Assistance Corporation (RCAC) trainings in January. These training are required for certified operators to maintain certification. Depending on what level our operators are at, they must complete a certain amount of continuing education credits every three (3) years. SSCWD provides in-house training monthly, when possible.
6. Newman Inc. was contracted to video Industrial Wastewater Treatment Facility Monitoring Well that have historically been dry and have irregular lab results per the request of Neil Jones Food.
7. Newman Inc. also videoed SSCWD Wastewater Monitoring Wells.
8. Industrial Wastewater Treatment Facility has been off since October 2022. Staff continues to maintain grounds and inspected perimeter fence line for vandalism.

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

Water (6) January 2023

1. Assisted Tiechert with service saddle replacement on Marks Drive.
2. SSCWD performed annual maintenance on various pieces of equipment to verify functionality and continues operations throughout the year.
3. Continued RCAC Training provided in January covered topic such as Bacteriological Quality and Public Notification: Your Customers Have the Right to Know.
4. Sprayed weeds at district facilities.
5. Completed sampling generator oil for analysis.
6. Replaced leaking service lines at 916 and 924 Duffin Drive.



Project Location	: Sunnyslope County Water District – Marks Dr.
Project	: Sink hole on Marks Dr.
Department	: Water Department
Description	: A sink hole on Marks Dr was reported to SSCWD. The sink hole was near the sewer tie in installed by Treichert. Sink hole appears to be created from an abandoned golf course water line that had filled with rainwater and was being directed to the worksite. Required repairs were completed and sinkhole was repaired.

LESSALT Water Treatment Plant (8)

1. Flushing plant to bring back into operation. Staff began to fill and backwash Greensand and Activated Carbon Filters several times to improve water treatment capabilities. Membrane Filters valving where also inspected for proper function.
2. Replaced isolation valve on Sodium Permanganate tank bulkhead.
3. Replaced light bulbs and calibrated all turbidity meters.
4. Replaced salt bridges and calibrated all ORP probes.
5. Replaced all tubing for CL17 Chlorine analyzers.
6. Replaced faulty relay on MF wash water supply pump #1.
7. Replaced multiple valve seats on air valves.
8. Flushing plant to bring back into operation.
9. Sprayed weeds around facility.

West Hills Water Treatment Plant (5)

1. Put out sandbags to prevent damage from water run-off.
2. Atlas COPCO serviced air compressors.
3. Sprayed weeds at facility.
4. Continue working with multiple contractors to assess damage from power issues.
5. Cleared driveway of gravel and mud from storm water.

Wastewater (3)

1. Pulled and replaced pump #2 at RM2, sent in to get rebuilt. Impeller was worn.
2. Continued hydro jetting sewer system.
3. Newman Inc, videoed and inspected all on the districts wastewater monitoring wells.

Industrial Plant (2)

1. Continued cutting and clearing weeds around ponds.
2. Newman Inc. videoed and inspected three of the monitoring wells.

Completed This Month	Job Descriptions	Completed YTD 2022 – 2023 July 1 to June 30	Completed 2021 – 2022 July 1 to June 30	Completed 2020 – 2021 July 1 to June 30	Completed 2019 – 2020 July 1 to June 30
226	Work Orders	1268	2520	2469	2715
N/A	Temporary Manual Read Water Meters Installed in New Construction Accounts	70	292	368	256
N/A	Radio Read Meters & ERTs Installed in New Construction Accounts	0	1	21	0
65	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	155 (Total = 7078)	300	282	191
N/A	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	85	309	322	304
33	Valves Exercised (Approx. 2674 in SSCWD System 3/2021)	299	487	721	319
44	Fire Hydrants Flushed (Approx. 938 in SSCWD System 3/2021)	326	342	749	281
N/A	Meters on Repair List	132	335	326	449
13	Emergency Calls	107	161	174	156
110	Locates on our Water/Sewer Lines	827	1816	1732	1037
0	Sewer Inspections	0	0	0	0
0	Shutoff Notices	0	0	0	112
2	Water Services Replaced	10 (Total = 944)	39	12	15

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



Hollister/Sunnyslope Intertie Water Balance

Report Date: February 1, 2023		to		January 18, 2023	
Current Consumption Period: December 14, 2022					
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	159,315			
Sunset & Memorial Water Total Flow	5,401,500	0	100		0
Sunnyslope & Memorial Water Total Flow	32,700	0	2,776,300		0
Hillcrest and Memorial Water Total Flow	600	0	100		100
Santa Ana & La Baig Water Total Flow	2,346,600	0			
Intertie Sub-Total Water Flow	7,781,400	159,315	2,776,500		100
<i>Total Combined Surface and Ground Water Intertie Flow</i>	7,940,715		2,776,600		
City of Hollister Well 2 Surface Water Total Flow (West Hills)		0			
City of Hollister Well 4 Surface Water Total Flow (West Hills)		0			
City of Hollister Well 5 Surface Water Total Flow (West Hills)		0			
Sunnyslope Well 2 Surface Water Total Flow (West Hills)					0
Sunnyslope Well 11 Surface Water Total Flow (West Hills)					0
Sunnyslope Surface Water Total Flow (LESSALT)					0
Surface Water Flow Sub-Totals		0			0
Ground Water and Surface Water Flow Totals	7,781,400	159,315	2,776,500		100
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		0		
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	5,004,900	159,215		
	Beginning Water Balance Owed to SSCWD (to COH)	781,895,420	-328,642,700		
	Gallons Billed to COH thru Report Date December 1, 2022	0		Informational Last Month Net Total	453,252,720
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	786,900,320	-328,483,485	Net Sub Total	458,416,835
Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period				-	
Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4				-	
	Ending Water Balance Owed to SSCWD (to COH)	786,900,320	-328,483,485	Net Total	458,416,835

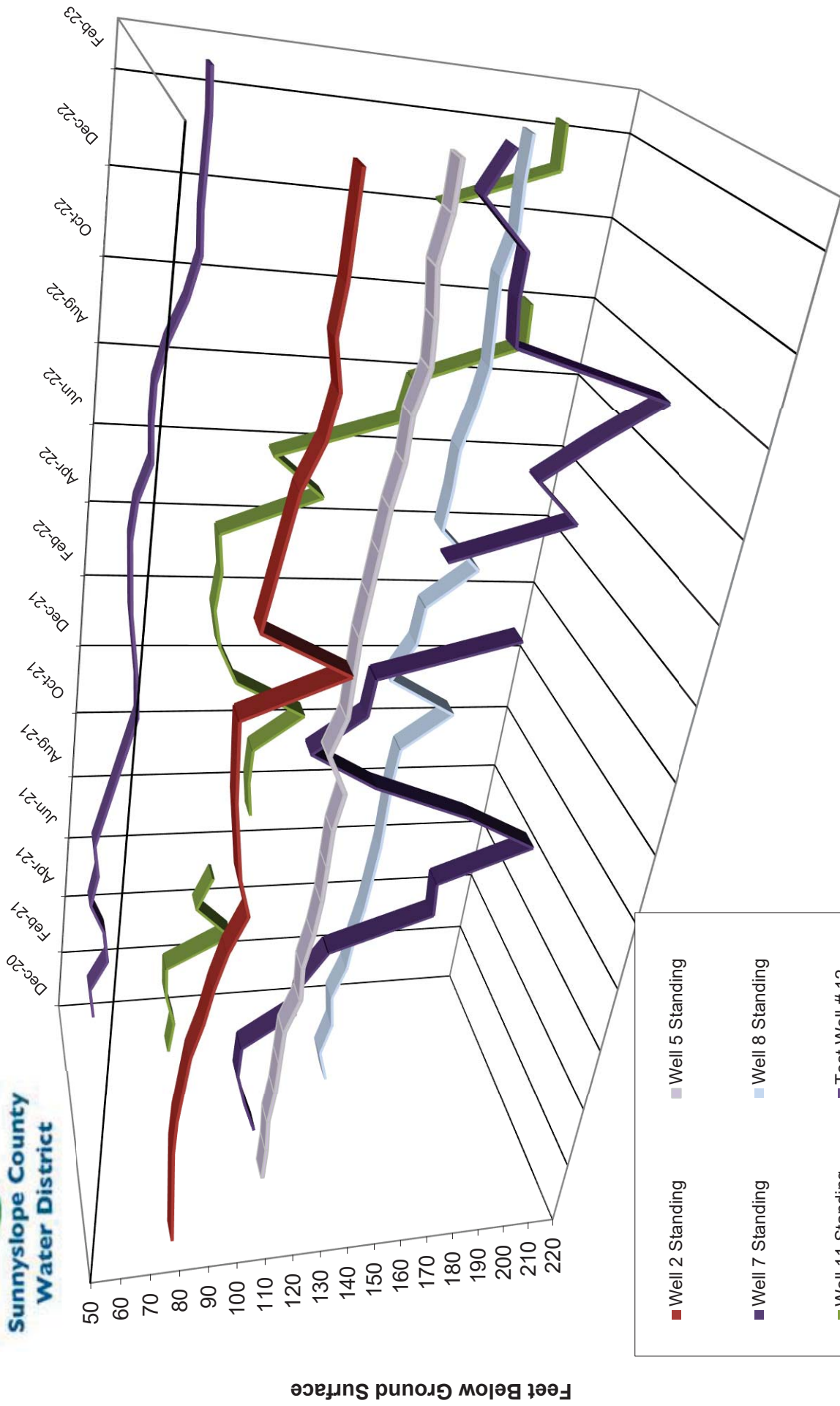
Current:	West Hills WTP Total Flow to Distribution	0			
	Percent of Surface Water Received	COH	#DIV/0!	SSCWD	#DIV/0!
Current:	COH half of West Hills WTP Total Flow to Distribution	0			
	West Hills WTP Surface Water Total Flow to COH	0			

From April 1, 2021 to Present					
YTD	LESSALT WTP Total Flow to Distribution	129,596,000			
	West Hills WTP Total Flow to Distribution	854,152,500			
	Surface WTPs Total Flow to Distribution	983,748,500			
	Total YTD Surface Flow to COH/SSCWD	COH	526,579,395	SSCWD	457,169,105
	Percent of Surface Water Received	COH	53.5%	SSCWD	46.5%

Depth to Standing Water Level Below Ground Surface



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 – 6**

DATE: February 15, 2023 (February 21, 2023 Meeting)
TO: Board of Directors
FROM: General Manager, Drew Lander P.E.
SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS:

- 1. Solar Field Design** – PG&E formally accepted the design proposal for the intertie power agreement. Complete design and construction proposal is before the board this month for consideration. Construction of this solar field is anticipated to begin in the 4th quarter of the year.
- 2. Marks Drive Sewer Line Replacement** – Paving of Marks Drive will be completed by the end of the month. The final walking trail placement will be done in early March. A final project cost summary will be prepared and presented to the Board at the earliest availability following the completed project.
- 3. Westhills Treatment Plant Accident Update:** Much progress has been made towards the repair of the Westhills facility after the unexpected power surge which destroyed significant critical components within the facility. Most of the replacement equipment was received and is being installed. A couple items that will be more difficult to obtain will not hold up the restart of the plant. Staff currently believe that the Westhills Plant will be ready for startup operations by the end of March. This is welcome news.
- 4. Lessalt Treatment Plant:** After being placed in inactive status more than a year ago, due to a reduction in surface water allocation, Lessalt is now operational and producing treated surface water. This will begin to improve water hardness within some areas of the District. The surface water is a welcome improvement to water quality currently.
- 5. Office Technology and Public Access** – Customer billing through Tyler is getting smoother. InfoSend successfully mailed all bills again this month. Also, the meter reading software

update is scheduled for this month following the monthly meter reading. This update was postponed until the billing software was completed and is anticipated to improve accuracy of meter reading and reduce re-read work orders. The phone system conversion to VIOP service is last to be implemented in the office. When the phones have been replaced all workstations will become portable in the event of an emergency. Being able to move the office and operate in a remote location in the event of an emergency has been one of the primary goals of the Office Technology and Public Access changes. The antennas to be installed within the district to automatically read water meters is also in the planning stages to begin in April. Lack of hardware stopped the installation of antennas being implemented last year.

6. **Sewer Treatment Contract Negotiations with the City of Hollister** – The City recently prepared a sewer service contract to serve San Juan Oaks with city sewer treatment. This contract is a helpful baseline for completing a contract that the city will accept between Sunnyslope and the City.
7. **Permit Compliance** – Monthly water reports have been completed on time and no violations were reported.
8. **Staffing** – The open Account Technician position is advertised until the end of the month. A few applications have been received to date.
9. **The Best Road Mutual Water Company (BRM) Update:** BRM continues to make progress in their efforts to solicit water service from Sunnyslope. A proposed timeline for connecting the 50 customers has been provided by the Wallace Group engineering consultants. This timeline includes Design and Environmental Review to be completed by December 2023 and Construction and Annexation completed by the end of December 2024. This is very ambitious, however the positive progress made over the past month indicates that it is possible. Once an agreement is reached with SBCWD to allow for the purchase of spot market surface water to offset delivered groundwater pumped by Sunnyslope to supply BRM the full project can be presented to the Board for approval.

Staff Report

Agenda Item: G-1

DATE: February 10, 2023 (February 21, 2023 Meeting)

TO: Board of Directors

FROM: Rob Hillebrecht, Associate Engineer

SUBJECT: Approve And Authorize A Capacity Fee Credit In The Amount Of \$33,996.09 To Anderson Homes For The Installation Of A Pressure Reducing Station In The Santana Ranch Development. (EIR Certified By San Benito County Resolutions 2010-10 And 2010-11 Complying With CEQA).

RECOMMENDATION:

Staff recommends the Board approve a motion and authorize the GM to issue a Capacity Fee Credit in the amount of \$33,996.09 to Anderson Homes for the installation of a pressure reducing station in the Santana Ranch Development.

BACKGROUND:

Sunnyslope Water District continues to construct a landscape irrigation water system that is separate and independent of the Sunnyslope's domestic water system. The original goal of this system is to supply large public landscape areas such as parks, school fields, and road landscaping with only well water. Higher quality surface water would be reserved for domestic use rather than irrigating public landscape. Sunnyslope has required various developments along Fairview to install water pipelines and facilities to create and expand this system to serve public landscape irrigation needs.

As a condition of development Sunnyslope required Anderson Homes (the Santana Ranch developer) to install a Pressure Reducing Valve (PRV) Station at the Fairview & Hillcrest intersection on this landscape water system. This station is necessary for the future expansion of the landscape system farther north of Hillcrest Road where pressures would otherwise exceed standard operating pressures. However, it does not serve a direct benefit to Santana Ranch as all their landscape is upstream of this PRV. Anderson Homes is therefore requesting that Sunnyslope reimburse them for the \$30,905.54 hard cost of the PRV station, along with a 40% soft cost markup for a total of \$43,267.76. However, District Staff and the Water/Wastewater Committee recommend a 10% soft cost markup which is consistent with Caltrans labor surcharge standards. With a 10% soft cost markup the total reimbursement would be \$33,996.09. The reimbursement would be through a Capacity Fee Credit.

FISCAL IMPACT:

The fiscal impact would effectively be a cost of \$33,996.09 from the Water Capacity Fee Reserve. This amount would be given as a line-item Capacity Fee Credit to be subtracted from fees owed by the developer to the District. This expense would qualify for using the Water Capacity Fee Reserve as it is specifically for expansion and improvement of the water system to accommodate new growth.

ENVIRONMENTAL IMPACT:

The EIR for all of the Santana Ranch development was certified by the San Benito County Board of Supervisors on September 15, 2010 through Resolution No. 2010-10 and 2010-11 as required under the California Environmental Quality Act (CEQA).

ATTACHMENTS:

1. Anderson Homes Letter Requesting Reimbursement
2. Documentation of Hard Costs
3. Breakdown of Soft Cost Percentage



October 6, 2022

Sunnyslope County Water District
Drew Lander, General Manager
C/O Rob Hillebrecht
3570 Airline Hwy, Hollister, CA 95023

via email: rob@sunnyslopewater.org

RE: Reimbursement Request for costs associated with Hillcrest and Fairview Irrigation Water Pressure Reducing Station Improvements

Dear Mr. Lander,

This letter is to request reimbursement of costs associated with the Hillcrest and Fairview irrigation water pressure reducing station improvements. The improvements were completed on September 7, 2022 per the approved Santana Ranch Hillcrest and Fairview Intersection Improvement plan signed and approved by the Sunnyslope County Water District ("District") on September 1, 2021.

Sunnyslope required that a pressure reducing station be installed on the portion of the landscape irrigation pipeline in Hillcrest Road. This station is primarily to facilitate future expansion of the landscape irrigation system towards the northwest. Santana Ranch receives minimal benefit from this station.

The station was installed in accordance with Sunnyslope requirements at a cost of \$43,267.76. Attached hereto is a summary of costs and invoice copies.

I appreciate your time and consideration. Please contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "M Anderson", is written over a light blue horizontal line.

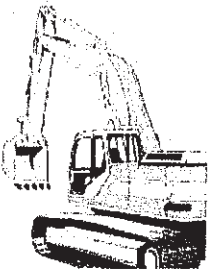
Michael Anderson
Vice President

10/6/2022

Santana Ranch
 SSCWD Water Pressure Reducing Station

<u>Invoice Date</u>	<u>Project</u>	<u>Category</u>	<u>Company</u>	<u>Description</u>	<u>Invoice</u>	<u>Billing Amount</u>
12/6/2021	Sunnyslope Irrigation Water Pressure Reducing Station	Construction	McElvany	Install pressure reducing station on the north side of Hillcrest for Sunnyslope Water District	8489	\$ 24,359.13
9/8/2022	Sunnyslope Irrigation Water Pressure Reducing Station	Construction	McElvany	Hillcrest pressure reducing station slab and fencing	8614	\$ 5,566.41
10/3/2022	Sunnyslope Irrigation Water Pressure Reducing Station	Construction	Valley Excellent Paint Co.	Exterior Paint. Chain link fence for Hillcrest and Fairview irrigation water pressure reducing station.	2041	\$ 980.00
						\$ 30,905.54

Hard Cost Total \$ 30,905.54
Soft Cost Total \$ 12,362.22
Grand Total \$ 43,267.76



13343 Johnson Road
Los Banos, CA 93635

(209) 826-1102
(209) 826-5439
mcelvanyinc@sbcglobal.net

Invoice

DATE	INVOICE NO.
12/6/2021	8489

BILL TO

ANDERSON HOMES
2440 BERT DRIVE., BLDG 200, SUITE 201
HOLLISTER, CA 95023

JOB NUMBER	P.O. NUMBER	TERMS
21-110		

DESCRIPTION	QTY		RATE	AMOUNT
INSTALL PRESSURE REDUCING STATION ON THE NORTH SIDE OF HILLCREST FOR SUNNYSLOPE WATER DISTRICT				
Total parts	1	LS	19,099.13	19,099.13
Sand	1	LS	500.00	500.00
Backhoe rental	16	HR	110.00	1,760.00
Labor	50	HR	60.00	3,000.00
				24,359.13
REMOVE BLUE VALVE TURNOUT AND CAP AT THE MAIN				
Station 73 + 50 Fairview	1	LS	2,575.00	2,575.00
Station 68 + 09 Fairview	1	LS	2,575.00	2,575.00
REMOVE 1" WATER SERVICE TO OLD HOUSE				
Station 68 + 28 Fairview	1	LS	2,025.00	2,025.00
INSTALL WATER MAIN ALONG FAIRVIEW				
12" water	1,235	LF	80.20	99,047.00
12" valve	2	EA	4,125.00	8,250.00
8" valve	1	EA	1,750.00	1,750.00
2" blow off	1	LS	2,185.00	2,185.00
2" water service to future Phase 9	1	LS	2,760.00	2,760.00
			Total	\$145,526.13



13343 Johnson Road
 Los Banos, CA 93635



(209)826-1102
 (209)826-5439

mcelvanyinc@sbcglobal.net

Invoice

DATE	INVOICE NO.
9/8/2022	8614

BILL TO
ANDERSON HOMES 2440 BERT DRIVE., BLDG 200, SUITE 201 HOLLISTER, CA 95023

SRHL-IN-00
 2-01-0178

JOB NUMBER	TERMS	PROJECT

DESCRIPTION	QTY		RATE	AMOUNT
HILLCREST PRESSURE REDUCING STATION SLAB AND FENCING				
Forms	1	LS	123.46	123.46
Concrete	1	LS	426.25	426.25
Fence materials	1	LS	966.70	966.70
Labor	54	HR	75.00	4,050.00
			Total	\$5,566.41

Valley Excellent Paint Co.

1650 Iris Court
 Los Banos, Ca.93635
 Cont.Lic. 895903

Invoice

Date	Invoice #
10/3/2022	2041

Bill To
Anderson Homes P.O. Box 1237 Lodi, Ca. 95241

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
10	Exterior paint. Chain link fence for Hillcrest and Fairview irrigation water pressure reducing station. Covered cement, applied one coat of primer and 2 coats of paint.	80.00	800.00
4	2 gallons of galvanized primerand 2 gallons of Evershield paint	45.00	180.00

Thank you for your business.

Total \$980.00

Cost Summary
SSCWD Water Pressure Reducing Station

10/6/2022

	% of Hard Costs	Cost
Project Management	12%	\$ 3,708.66
Engineering	9%	\$ 2,781.50
Construction Survey and Staking	3%	\$ 927.17
Contract Administration	4%	\$ 1,236.22
Financing Costs (Average Rate)	8%	\$ 2,472.44
Mitigation and monitoring	2%	\$ 618.11
Erosion Control and SWPPP	2%	\$ 618.11
Total Costs	40%	\$ 12,362.22

Hard Cost Total	\$ 30,905.54
Soft Cost Total	\$ 12,362.22
Grand Total	\$ 43,267.76

Staff Report

Agenda Item: G – 2

DATE: February 10, 2023 (February 20, 2023 Meeting)

TO: Board of Directors

FROM: Finance & Human Resource Manager, Barry Kelly

SUBJECT: Receive and Discuss Six-Month Budget Review of District's Financial Results from July 1, 2022 thru December 31, 2022

This information is presented for Board Discussion but does not require an action.

OVERVIEW:

Please find the attached report Sunnyslope County Water District Profit & Loss Budget Overview from July through December 2022. Having made the conversion from Quickbooks last spring, this year's report was produced generated using the Tyler software. The conversion involved substantial changes to how the income accounts were organized. The purpose for doing this facilitates clearer reporting and accountability over each operating segment, particularly with regard to the operating plants which are now separate from Water Production. Given we started the year on Quickbooks, this year's budget was produced using the old accounting scheme. Thus, this transition year resulted in some budget to actual differences that are simply due to this change. The report includes a separate comparison for each operating segment which includes:

- Water Distribution
- Water Production
- Lessalt
- Westhills
- Sewer Collection
- Sewer Treatment
- San Benito Foods
- Customer Service
- General & Administrative

Labor and benefits are posted to the actual department worked in the pay period by employee.

The Finance Committee met on Feb 10th, 2023, to review the Budget to Actuals results for the first six months of operations. This Board presentation is to summarize our discussion and report to the Board on the mid-year operating results for the district.

COMBINED OPERATING RESULTS:

Revenue: Total Income \$6,300,916 is \$24,891 under the budget of \$6,325,807. The minimal variance suggests that the district is on target to realize the annual budget.

Labor & Benefits: Total cost of goods sold (COGS) \$1,741,342 is down \$308,705 under the budget of \$2,050,077. The 15% favorable variance, in part, reflects additional improvements to operational efficiencies. Among the various accounts within this segment, the largest difference was a \$118,076 reduction in overtime from a budget of \$212,796.

Expense: Total Expense \$5,094,770 is up \$309,845 over the budget of \$4,784,925. The 15% unfavorable variance is largely attributed equally to both higher electric costs and certain non-budgeted Capital purchase charges billed to San Benito Foods. With a zero-water allocation from the CVP, the District was required to make up the Raw water shortage from pumped ground water. This resulted in significantly higher Electrical Services costs than years when surface water is available. It is anticipated that the new Ridgemark solar array will greatly reduce this variable from future operating activities.

Other Income & Expense: Total Other \$3,419,337 is up over the budget of \$ 30,000. The favorable variance comes from Connection Fees, Asset Contributions, a FMV accounting adjustment and Interest Income. Connection Fees, which are collected upon the issuance of new service permits totaled \$403,075 (down over 50% from last year) and Asset Contributions, donated by Developers upon project completion, totaled \$2,192,797. These types of fees are traditionally not budgeted for. The FMV adjustment totaled \$675,297 and relates to the reversal of the prior year end mark to market adjustment of investments. There also was a \$110,217 favorable interest income variance. This increase is attributed investment of excess funds in CD's with MBS securities that yield as much as 4.0% higher than what was experienced in the previous year.

Net Income: The Net Loss from operations was \$(535,227) over the budgeted loss of \$(509,194). On-going losses are attributed to multiple years of budgeted cost increases since the district's last rate adjustment in 2016. The district has retained Raftelis to evaluate the rate structure and is expected to propose changes that will mitigate these ongoing deficits. Total Net Income equals \$2,884,110 which includes the non-budgeted Other Income & Expense items.

CONCLUSION / DISCUSSION:

In general, the district is on track to report good to excellent financial results at year end. The District is likely to continue to experience similar to slightly better results with respect to Revenue and Labor for the next six months. We expect expenses to be impacted by recently observed material increases to prices for goods and services. Further, there exists some uncertainty as to the availability of surface water. The shortage may result in significant increases in the price charged

per acre foot of delivered surface water by the San Benito County Water Department. There currently isn't sufficient clarity to quantify the future impact. We also continue to experience growth in new customers but we anticipate the rate to be less than half of last year. . It is anticipated that an additional \$500,000 dollars in capacity fees will be collected before the end of the year.

ENVIRONMENTAL IMPACT:

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

ATTACHMENTS:

SSCWD Profit & Loss Budget Overview

Sunnyslope County Water District December 2022 Mid Year Budget to Actual

Department	Category	Account	Actual Amt	Budget Amt	Difference	Percentage	Notes
	Revenue Total		-3,674,620.79	-3,732,875.00	-58,254.21	-2%	
	Cost of Goods Total		904,193.32	918,330.00	14,136.68	2%	
		Depreciation	471,921.62	245,000.00	-226,921.62	-93%	Offset with Production Depreciation. Increase due to change in allocation methodology. With Tyler, certain costs are now pooled in GA.
	Expenses Total		247,337.70	85,876.50	-161,461.20	100 -	
	Other		914,202.83	608,581.50	-305,621.33	-50%	
		Interest Income	-120,585.15	120,585.15		100 +	Higher interest rates at MBS.
		Connection Fees	-403,075.00	403,075.00		100 +	Connection Fees are not budgeted
		Developer Capital Asset Contribution	-2,192,797.00	2,192,797.00		100 +	Donated Assets not budgeted
	Other Total		-2,725,020.32	-13,500.00	2,711,520.32	100 +	
	Distribution Total		-4,581,244.96	-2,219,463.50	-2,361,781.46	100 +	On target net of "Other" items.
	Revenue Total		-989.11	-30,625.00	-29,635.89	-97%	
		Labor Allocation	7,419.25	237,000.00	229,580.75	97%	Budget error.
	Cost of Goods Total		54,023.95	252,000.00	197,976.05	79%	
		Electrical Services	372,011.46	233,000.00	-139,011.46	-60%	
		Depreciation		242,500.00	242,500.00	100%	Offset with Distribution Depreciation.
		Expense Allocation	4,844.22	66,991.00	62,146.78	93%	Based on estimated labor allocation. (see above)
	Expenses Total		469,739.45	698,891.00	229,151.55	33%	
	Production Total		515,031.06	909,766.00	394,734.94	43%	
	Revenue		-385,194.00	-385,195.00	-1.00	0%	
	Cost of Goods Total		296,921.22	219,252.00	-77,669.22	-35%	Under estimated fixed labor costs given shut down.
		GAC Media Replacement		82,500.00	82,500.00	100%	Lessalt Shutdown
		Cost of Raw Water - Power	-70,889.82	70,889.82		100 +	Offset with West Hills
		Amortization	108,333.36	-108,333.36		100 -	Offset with Interest Expense
		Interest Expense	118,567.65	262,500.00	143,932.35	55%	
	Expenses Total		728,778.66	913,540.50	184,761.84	20%	
	Lessalt Total		630,872.09	747,597.50	116,725.41	16%	Production net (Add West Hills) on target.
	Revenue		-874,488.00	-874,190.00	298.00	0%	
	Cost of Goods Total		148,695.76	65,024.00	-83,671.76	100 -	Higher labor due to Lessalt shutdown
		Cost of Raw Water - Power	245,652.65	268,224.00	22,571.35	8%	
		Amortization	90,303.40	20,000.00	-70,303.40	100 -	Offset with Lessalt
		Interest Expense	335,833.32	-335,833.32		100 -	Offset with Interest Expense
		Expense Allocation	102,690.07	38,416.00	-64,274.07	100 -	Increase due to change in allocation methodology.
		Interest Expense	138,176.70	490,000.00	351,823.30	72%	With Tyler, certain costs are now pooled in GA.
	Expenses Total		2,185,272.13	1,951,361.00	-233,911.13	-12%	Offset With Amortization.
	West Hills Total		1,537,959.21	1,345,395.00	-192,564.21	-14%	Production net (Add Lessalt) on target.
	Revenue		-994,384.11	-1,074,500.00	-80,115.89	-7%	
	Cost of Goods Total		53,063.35	115,500.00	62,436.65	54%	Favorable operating results.
		Depreciation	3,627.96	122,500.00	118,872.04	97%	Offset with Treatment Depreciation.
		Expense Allocation	16,072.82	19,000.00	2,927.18	15%	
	Expenses Total		60,651.57	252,450.00	191,798.43	76%	
	Collection Total		-900,009.04	-718,300.00	-181,709.04	25%	Sewer net (Add Treatment) on target.
	Revenue		-7,991.49	-8,750.00	-758.51	-9%	
	Cost of Goods Total		120,082.55	159,000.00	38,917.45	24%	
		Depreciation	211,644.99	122,500.00	-89,144.99	-73%	Offset with Collection Depreciation.
		Interest Expense	100,628.22	36,000.00	-64,628.22	100 -	Budgeting error

Sunnyslope County Water District December 2022 Mid Year Budget to Actual

Treatment	Expenses Total	437,567.27	266,950.00	-170,617.27	-64%	
Treatment Total		543,459.95	414,200.00	-129,259.95	-31%	Sewer net (Add Collection) on target.
SBF	Revenue	-314,115.76	-210,922.50	103,193.26	49%	Billed Capital additions not budgeted.
	Revenue Total	-321,250.21	-210,922.50	110,327.71	52%	
	Cost of Goods	5,213.16	66,593.00	61,379.84	92%	Allocation from other Department's not recorded.
	Cost of Goods Total	67,435.34	117,771.00	50,335.66	43%	
	Capital Equipment (Non Budgeted)	105,030.70	-105,030.70		100 -	Capital purchase not budgeted.
	Expenses Total	298,558.97	93,151.50	-205,407.47	100 -	
SBF Total		45,119.05	0.00	-45,119.05	100 -	
Hollister Total	Revenue Total	-84,990.00	-87,500.00	-2,510.00	-3%	
C S	Revenue	-2,750.00	2,750.00		100 +	
	Bad Check Fees					
	Revenue Total	84,990.00	87,500.00	2,510.00	3%	
	Cost of Goods	107,288.69	130,000.00	22,711.31	17%	
	Wages					
	Labor Allocation	-181,106.63	-229,500.00	-48,393.37	-21%	
	Cost of Goods Total	0.00	0.00	0.00	0%	
	Dues, Fees, Permits	63,694.05	3,500.00	-60,194.05	100 -	Includes lound expense budgeted .
	Expenses Total	0.00	0.00	0.00	0%	
C S Total		84,990.00	87,500.00	2,510.00	3%	
G A	Revenue	-5,970.08	5,970.08		100 +	
	Other Operating Revenue					
	Labor Allocation	-561,739.63	-570,000.00	-8,260.37	-1%	
	Cost of Goods Total	-9,311.74	0.00	9,311.74	100 +	
	Depreciation	69,538.63	-69,538.63		100 -	Budgeting error
	Expense Allocation	-407,738.97	-223,500.00	184,238.97	82%	Increase due to change in allocation methodology.
	Expenses Total	0.00	0.00	0.00	0%	With Tyler, certain costs are now pooled in GA.
	Other		30,000.00	30,000.00	100%	
	Interest Income					
	Fair Market Value Adjustment	-675,297.28	675,297.28		100 +	Unfavorable stock performance and increasing interest rates. Unrealized.
	Other Total	-675,297.28	0.00	675,297.28	100 +	
G A Total		-684,609.02	0.00	684,609.02	100 +	
						Unbudgeted Other items equals 3.3M. Operating results equals loss of 387k. On target with budget. Water losses to be addressed with Raftelis rate analysis
Grand Total		-2,884,109.92	479,194.99	3,363,304.91	100 +	

Sunnyslope County Water District

December 2022 Mid Year Budget to Actual

Category	Account	Actual Amt	Budget Amt	Difference	Percentage
Revenue		-6,300,916.09	-6,325,807.50	-24,891.41	0%
Cost of Goods	Benefits Administrative Costs	10,994.60	5,000.00	-5,994.60	100 -
	Boot Allowance	1,621.17	3,000.00	1,378.83	46%
	CALPERS Pension Expense - Other	25,426.50	12,500.00	-12,926.50	100 -
	Cell Phone Allowance	3,116.25	5,000.00	1,883.75	38%
	Classic Member ER Paid Contribution	19,634.62	98,250.00	78,615.38	80%
	Dental	16,421.66	22,500.00	6,078.34	27%
	ER Survivor Contribution	284.26	500.00	215.74	43%
	Health	125,247.06	181,250.00	56,002.94	31%
	Labor Allocation	0.06	22,000.00	21,999.94	100%
	Life Insurance	1,635.70	3,750.00	2,114.30	56%
	Meal Premium	1,315.00	2,000.00	685.00	34%
	NRS ER 457b Contribution	92,124.97	92,500.00	375.03	0%
	On Call Duty	15,058.14	14,500.00	-558.14	-4%
	Overtime	94,720.10	212,796.34	118,076.24	55%
	PEPRA ER Contribution	107,802.48	79,250.00	-28,552.48	-36%
	Retiree Health Insurance	14,873.00	6,000.00	-8,873.00	100 -
	Service Credit ER	2,426.00	500.00	-1,926.00	100 -
	Taxes	20,337.40	27,812.84	7,475.44	27%
	Unfunded Pension Liability	0.00		0.00	0%
	Uniforms	12,886.47	11,000.00	-1,886.47	-17%
	Vacation	125,523.54	107,750.00	-17,773.54	-16%
	Vision	2,161.07	4,250.00	2,088.93	49%
	Wages	1,023,250.37	1,109,967.83	86,717.46	8%
	Worker's Compensation	24,511.96	28,000.00	3,488.04	12%
Cost of Goods Total		1,741,372.38	2,050,077.00	308,704.62	15%
Expenses		5,094,770.88	4,784,925.50	-309,845.39	-6%
Other	Connection Fees	-403,075.00		403,075.00	100 +
	Developer Capital Asset Contribution	-2,192,797.00		2,192,797.00	100 +
	Fair Market Value Adjustment	-675,297.28		675,297.28	100 +
	Gain/Loss on Asset Disposal	-9,786.30		9,786.30	100 +
	Gain/Loss on Investments	0.00		0.00	0%
	Interest Income	-141,216.98	30,000.00	171,216.98	100 +
	Non-Op Allocation	-0.03	-60,000.00	-59,999.97	100 -
	Non-Operating Costs	2,835.50		-2,835.50	100 -
Other Total		-3,419,337.09	-30,000.00	3,389,337.09	100 +
Grand Total		-2,884,109.92	479,194.99	3,363,304.91	100 +

Staff Report

Agenda Item: G – 3

DATE: February 2, 2023 (February 21, 2023 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander

SUBJECT: Approve Resolution #585 Ratifying Emergency Expenditure per District Policy 8100.1 Subsection D and Action Taken by the General Manager to Prevent Sanitary Sewer Overflow on Fred’s Lane. (Categorically exempt from CEQA under Article 19, Section 15301 b) and d), and Article 19, Section 15302 c))

RECOMMENDATION:

Approve by majority vote Resolution #585 ratifying the emergency expenditure, not to exceed \$50,000 per District purchasing policy 8100, authorizing the General Manager to pay expenses incurred repairing 80ft of damaged sewer line in Fred’s Lane.

BACKGROUND:

Last year SSCWD completed full video inspection of all sewer collection lines within the District sewer collection service area. Fred’s Lane was identified as a section of pipe that had a linear crack developing in the crown of the sewer main. During routine sewer line cleaning on January 25th, field technicians noted that the cleaning head would not pass through the pipe and cleaning was stopped. Staff deployed the inspection push camera to investigate and approximately 40 feet of pipe experiencing crown failure was identified. This was a significant acceleration of pipe damage from the earlier inspection videoing done last year. A section of pipe had collapsed into the flow stream backing up sewer flow and allowing for backfill material to fall into the sewer pipe.

This type of failure is often followed by the development of sinkholes in the roadway and sanitary sewer overflows (SSO) when the pipe is filled with collapsing dirt. Approximately 40 homes would be inconvenienced by the failure and if an SSO occurs they can carry immediate monetary fines from the State Regional Water Quality Control Board.

A staff meeting was held immediately to discuss the matter and the severity of the pipe damage. Sewer was already beginning to back up in the collection line and the recent heavy rains made

soil migration very probable at this time. Per the District purchasing policy 8100 staff engaged a local contractor appropriately licensed and insured per district policy and who has experience working within the district policies and procedures. Staff maintain a list of local contractors who have demonstrated high-quality workmanship on past district public works projects and the first contractor contacted was available to respond immediately.

FINANCIAL IMPACT:

Since this repair improves a significant section of sewer line, staff requests funds not to exceed \$50,000 from Capital Reserves to cover expenses incurred with this repair as was identified in the current fiscal budget. The Sewer Spot Repair Program planned for FY2022-23 intended to address a handful of these types of repairs annually however this project became more complex than originally contemplated, requiring the entire budgeted value to resolve. Construction estimates for the removal and replacement of 80 feet of 8" sewer pipe is between \$600 and \$800 per linear foot. The contractor will bill this project on a time and materials basis but has provided an estimate that they can complete this work within the \$50,000 estimate.

ENVIRONMENTAL IMPACT:

The proposed action is a repair of existing facilities within the public right of way and is categorically exempt from CEQA under Article 19, Section 15301 b) and d), and Article 19, Section 15302 c) of the CEQA statutes.

ATTACHMENTS:

Resolution #585

RESOLUTION NO. 585

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
SUNNYSLOPE COUNTY WATER DISTRICT
DECLARING THE FRED'S LANE SEWER REPAIR AN EMERGENCY,
AND APPROVING THE EMERGENCY RESPONSE AUTHORIZED BY
THE GENERAL MANAGER**

WHEREAS, while performing routine maintenance, staff reported a sewer line obstruction on January 25th to Management; and

WHEREAS, the General Manager reviewed the available information regarding the condition of the Fred's lane sewer main to conduct a risk analysis of the current situation; and

WHEREAS, after the review of CCTV, consultation with the Associate Engineer, Operations Superintendent and Crew Chief, the General Manager determined that the collapsing sewer pipe posed an immediate risk to health, safety and welfare of the public due to the high risk of sanitary sewer overflow; and

WHEREAS, acting to mitigate this risk to the public, the General Manager applied District purchasing policy 8100, authorizing sewer repair not to exceed \$50,000 and reporting the actions taken by the General Manager to the Board at the soonest opportunity.

NOW, THEREFORE, BE IT RESOLVED that Sunnyslope County Water District hereby declares the damage to the Fred's Lane sewer main an emergency requiring immediate action and ratifies the actions taken by the General Manager to protect the public,

BE IT FURTHER RESOLVED that the Board authorizes the General Manager not to exceed \$50,000 from the Capital Reserve fund to complete the repair.

THE FOREGOING RESOLUTION No. 585 on a motion by Director _____ and second by Director _____ is duly adopted this 21st day of February 2023, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

SUNNYSLOPE COUNTY WATER DISTRICT

Signed: _____

Dee Brown, President

(S E A L)

ATTEST:

*Drew A. Lander, General Manager/Secretary of the
Board of Directors*

Staff Report

Agenda Item: G – 4

DATE: February 15, 2023 (February 21, 2023 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: Authorize The General Manager To Cancel Amendment 1 Approved By The Board On December 15, 2022 And Approve General Manager To Execute A Revised Contact Amendment #2 For Professional Services With Raftelis Financial Consultants For The Development Of Water And Sewer Rates As Needed To Include The Best Road Mutual Water Company Into The District For An Amount Not To Exceed \$18,000. (Not A Project Under CEQA Per Article 20, Section 15378).

RECOMMENDATION:

Staff recommends the Board cancel Amendment #1 approved by the board on December 15th, 2022 and approve a motion and authorize execution of a contract amendment for the professional services in an amount not to exceed \$18,000.

BACKGROUND:

In February 2022 the Board approved a services contract with Raftelis for an amount not to exceed \$84,502 and subsequently amendment #1 for an additional \$8,000 to included additional work developing rates for the potential addition of the customers living inside the Best Road Mutual Water Company (BRM) service boundary. After additional analysis we are in need of further work scope to include additional detail and capacity charge analysis. After several meetings Raftelis project manager prepared an expanded work proposal which is attached. To make the amendment clear staff recommends canceling Amendment #1 and authorizing the GM to sign an agreement to include only the new scope as part of a 2nd amendment.

These services are most expeditiously added to the existing service contract that the district is administering currently. An agreement with BRM will include the reimbursement of this expense.

FISCAL IMPACT:

The original \$8,000 authorization would be canceled and an amount of \$18,000 is requested. The fiscal impact will not exceed \$18,000 and this expense will be reimbursed by BRM through the consolidation process.

ENVIRONMENTAL IMPACT:

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

ATTACHMENTS:

Raftelis Additional Services Proposal



February 13, 2023

Mr. Drew Lander
General Manager
Sunnyslope County Water District
P.O. Box 899
Hollister, CA 95024

Subject: Additional Scope to Address Possible New Service Area

Dear Mr. Lander:

Per our February 13, 2023 call, Raftelis has developed the following revised scope and fee to address Sunnyslope County Water District possibly annexing a new service area comprising approximately 50 homes to be served by one well and an irrigation line. Raftelis further understands that the new customers would be connected by the beginning of FY 2025. You've asked us to:

- Calculate rates for these potential new customers based on the number of connections, anticipated usage, projected capital costs, operating & maintenance costs, and spot market water purchases.
- Calculate a connection fee for these customers to recover capital costs incurred by the District to connect this annexed area, net of the \$2.2M grant funding.
- Document the calculations in a technical memorandum. The memorandum will also compare the projected rates for this new area compared to the existing service area to see if differential rates make sense or not.

To address this additional scope, we request an increase in funding of \$17,280, as shown on the following page. This amount is inclusive of the \$7,680 change order requested on November 21, 2022.

If you need any other information to process this request, please let us know. We appreciate your attention to this matter and the opportunity for our firm to continue to provide assistance to the District on this important project.

Sincerely,

Melissa Elliott	Theresa Jurotich, P.E., PMP
<i>Executive Vice President</i>	<i>Manager</i>
<i>P: 303.305.1141 / E: melliott@raftelis.com</i>	<i>P: 206.707.9155 / E: tjurotich@raftelis.com</i>

	PM	Consultant	Tech Charge	Fee
Rates	8	32	40	\$8,640
Connection Fee	4	16	20	\$4,320
Tech Memo	4	16	20	\$4,320
Total Hours	16	64	80	
\$/Hr	\$250	\$195	\$10	
Total Fee	\$4,000	\$12,480	\$800	\$17,280

Staff Report

Agenda Item: G – 5

DATE: February 17, 2023 (February 21, 2023 Meeting)
TO: Board of Directors
FROM: Drew Lander, General Manager
SUBJECT: Authorize The Sale Of Surplus Office Equipment Per District Policy 8510.

RECOMMENDATION:

Approve Resolution #586 supporting the sale of Surplus Office Equipment Per District Policy 8510.

BACKGROUND:

Implementation of the office efficiency initiatives within the office has resulted in a significant reduction of paper handling. The following equipment is no longer needed in the office and can be sold using online sales platform GovDeals.com.

Photo Copier, Savin MLP150DN – This equipment was kept as a backup to the main copier in the event that the district's main copier failed during monthly bill printing. Now that bill printing is outsourced through InfoSend this copier no longer has any value to the office operations. No copies have been made on this machine in over a year. It has been owned outright by the district for over 10 years and will be liquidated as recommended by GovDeals.com.

Dot Matrix Printer, Printronix P7210 – This printer was used since 2009 to print all account statuses monthly for billing and accounting. With the conversion to the Tyler ERP-Pro10 financial and billing platforms this work, which was previously done manually, is now completed electronically and printing of hundreds of pages of paper is no longer required. This machine has not been used for nearly a year since the financial conversion was completed. It has been owned outright by the District for 14 years and will be liquidated as recommended by GovDeals.com.

Letter Handler, Neopost DS-75 – This equipment has been in use by the district for over 8 years and was previously used to fold and stuff bills into envelopes for mailing. This operation was completed entirely by hand in the office. Now the process is completed by InfoSend external to the office. The service contract for this equipment is more than \$5000 annually. Liquidating this equipment under the current service contract will provide the district the highest resale value. It also is owned outright by the district and will be liquidated as recommended by GovDeals.com, or directly through the vendor depending on the highest sales price.

FINANCIAL IMPACT:

The fiscal impact of declaring these pieces of equipment surplus results in a reduction of future maintenance expense and contracts totaling \$6000 annually. The sale value of this equipment will be entirely market driven as the equipment is used in specialty applications where it has significant value to someone who needs it. Now that none of this equipment is planned to be used the equipment will

not increase in value by storing it. Any funds obtained through the sale of the equipment will be returned to the Office Equipment Capital fund.

ENVIRONMENTAL IMPACT:

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

ATTACHMENTS:

Resolution #586

RESOLUTION NO. 586

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
SUNNYSLOPE COUNTY WATER DISTRICT
DECLARING THE SURPLUS OF UNUSED EQUIPMENT AND
AUTHORIZE THE GENERAL MANAGER TO LIQUIDATE PER
DISTRICT POLICY 8510.**

WHEREAS, due to improvements to office processes and efficiency existing District office equipment has become obsolete; and

WHEREAS, the board has received a staff report detailing the following office equipment is no longer planned for use in the district operations:

Savin MLP150DN, Printronix P7210, and Neopost DS-75; and

WHEREAS, after a public hearing and discussion the board accepts the staff recommendation to liquidate the three individual pieces of equipment.

NOW, THEREFORE, BE IT RESOLVED that Sunnyslope County Water District hereby declares the following equipment to be liquidated:

Savin MLP150DN, Printronix P7210, and Neopost DS-75,

BE IT FURTHER RESOLVED that the Board authorizes the General Manager to sell the identified equipment per District Policy 8510 and return any funds to the Office Equipment Capital purchase fund.

THE FOREGOING RESOLUTION No. 586 on a motion by Director _____ and second by Director _____ is duly adopted this 21st day of February 2023, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

SUNNYSLOPE COUNTY WATER DISTRICT

Signed: _____

Dee Brown, President

(S E A L)

ATTEST:

*Drew A. Lander, General Manager/Secretary of the
Board of Directors*

Staff Report

Agenda Item: G-7

DATE: February 17, 2022 (February 21, 2022 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: Provide The General Manager Direction For Topics To Be Included In The Summer News Letter (Not A Project Under CEQA Per Article 20, Section 15378).

RECOMMENDATION:

Provide the General Manager direction for the summer newsletter content.

BACKGROUND:

The District newsletters continue to provide much value in providing transparency of the District operations and for communicating upcoming projects.

The General Manager requests input from the Board to develop topics for the upcoming newsletter.

Topic Ideas: New employees, Best Road Mutual Water Company Consolidation, Continued drought measures, Maintenance project highlights, ect.

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.

MINUTES
Special Meeting of the Water & Wastewater Committee
of the
SUNNYSLOPE COUNTY WATER DISTRICT
February 7th, 2023

- A. **CALL TO ORDER:** The meeting was called to order at 11 a.m. by General Manager Lander, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. **ROLL CALL: Present in Person:** Director James Parker (JP), General Manager Drew Lander (DL), Associate Engineer Rob Hillebrecht (RH)
Present Virtually: Director Jerry Buzzetta (JB)
- C. **PUBLIC COMMENTS AND AUDIENCE INTRODUCTIONS:** No members of the public were in attendance. No comments were received.
- D. **COMMITTEE DISCUSSION:**
1. **Committee Discussion of Pending Board Agenda Item:** Rob Hillebrecht informed the committee that a future board agenda item will be before the board February 21st regarding reimbursement of infrastructure installed in the current phase of the Santana Ranch subdivision. Staff recommends reimbursement of the work with a reduction of overhead markup from 40% to a more acceptable Caltrans standard of 10%. Committee asked questions about the project and the reason for the reimbursement.
 2. **Best Road Mutual Water Company Update:** General Manager Lander provided an update of progress and timing including:
 - i. Best Road Mutual (BRM) was issued a letter of intent to award grant funds totaling \$2.2M from the Department of Water Resources Drought Program Funding. Sunnyslope staff will proceed with preliminary work to annex them.
 - ii. SBCWD has agreed to allow water service if BRM signs an agreement to purchase spot market water to offset any water pumped from Sunnyslope and delivered to these additional 50 residents.
 - iii. Tentative water rate model will be presented to BRM customers early next month.
 - iv. When BRM customers agree to the tentative water rate model then a lot of work will need to occur.
 - v. Of most importance is that all expenses to connect BRM will be borne by BRM through the grant.
 - vi. System design and Environmental analysis will occur by 12/24/2023 and Construction and Annexation will occur by 12/31/2024.
 3. **Tres Piños Water District and Stonegate Water System Update:** Staff has participated with San Benito County in an application for an estimated \$20M grant from the Department of Drinking Water to consolidate the two smaller water systems with Sunnyslope. Notice to award is expected in March.

4. **Marks Drive Construction Update:** Staff provided completion dates of early March to be completed with all work within Marks Drive. Neighbors have been patient but are tiring of the road work disturbance.

E. **ADJOURNMENT:** General Manager Lander adjourned the meeting at 12:10 p.m.

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary

MINUTES
Special Meeting of the Policy and Procedures Committee
of the
SUNNYSLOPE COUNTY WATER DISTRICT
February 7th, 2023

- A. **CALL TO ORDER:** The meeting was called to order at 10 a.m. by General Manager Lander, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California and through virtual Meeting Access.
- B. **ROLL CALL: Present in Person:** Director James Parker (JP), General Manager Drew Lander (DL), Finance and Human Resources Manager Barry Kelly (BK)
Present Virtually: Director Jerry Buzzetta (JB)
- C. **PUBLIC COMMENTS AND AUDIENCE INTRODUCTIONS:** No members of the public were in attendance. No comments were received.
- D. **POLICY REVIEW:**
1. **Review of existing policy 7120:** Committee read and discussed existing policy 7120 regarding meeting conduct. No changes were proposed and the existing policy seems adequate to address meeting concerns.
 2. **Review of existing policy Title 3, Article IV – Termination of Water Service:** General Manager Lander detailed the current policy and explained changes that are needed to comply with current California noticing requirements. Changes will be made and returned to the committee for review. No water shut offs will occur until the policy is fully compliant with State regulations.
 3. **Discuss new customer sign up procedures:** General Manager explained that the new Tyler software will help simplify new customer signups. GM Lander proposed changes to new customer sign up procedure and committee discussed pros and cons. GM Lander will draft a policy.
- E. **ADJOURNMENT:** General Manager Lander adjourned the meeting at 11:00 p.m.

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary