

# Sunnyslope County Water District

## A G E N D A

APRIL 21, 2020

REGULAR BOARD MEETING: 5:15 PM

District Office Board Room



3570 Airline Hwy., Hollister, CA

AS AUTHORIZED BY THE STATE OF CALIFORNIA EXECUTIVE ORDER N-29-30 PUBLIC ACCESS TO DISTRICT MEETINGS CAN BE OBTAINED THROUGH THE FOLLOWING ACCESS POINTS:

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/6823319456>

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and when prompted enter Meeting ID: 682 331 9456

Regular Board Room attendance will be available to members of the public who do not have electronic access, however Social Distancing mandates will be enforced.

District office Board Room located at 3570 Airline Highway.

### *Mission Statement:*

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

- A. **CALL TO ORDER**
- B. **ROLL CALL** – President James Parker, Vice-President Jerry Buzzetta, and Directors: Judi Johnson, Ann Ross, and Mike Alcorn.
- C. **PLEDGE OF ALLEGIANCE**
- D. **APPROVAL OF AGENDA**
- E. **PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS** – The public may comment <sup>1</sup> on any District business, not on the agenda, with a time limit of three minutes per speaker. No actions may be taken.
- F. **CONSENT AGENDA** – Members of the Board and/or members of the public may pull matters from the Consent Agenda. Any matter pulled from the Consent Agenda shall be moved to Item J, and treated as a matter of new business, or moved to Item L, and discussed as a staff report. The

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

1. Approval of Minutes of the Regular and Special Board Meeting of March 17, 2020.
2. Allowance of Claims for disbursements from March 10, 2020 through April 13, 2020.
3. Associate Engineer Monthly Status Report.
4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, and d. Investment Summary.
5. Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

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

1. Consider Proclaiming May 2020 as “Water Awareness Month.” (Not a project under CEQA per Article 20, Section 15378).
2. Take Appropriate Action to Update Signature Cards for the District’s Heritage Bank of Commerce Bank Accounts. (Not a project under CEQA per Article 20, Section 15378).
3. Approve the 2020 Sewer System Management Plan Update. (Not a project under CEQA per Article 20, Section 15378).
4. Authorize the General Manager to Order and Purchase One New Crew-Cab Pickup Truck at a Total Cost Not to Exceed \$38,000. (Not a project under CEQA per Article 20, Section 15378).
5. Board Discussion regarding the Attendance of Board Members at Professional Conferences. (Not a project under CEQA per Article 20, Section 15378).

#### **H. STATUS REPORTS**

1. Governance Committee – (No meeting)
2. Water / Wastewater Committee – (No meeting)
3. Finance Committee – (No meeting)
4. Policy and Procedure Committee – (No meeting)
5. Personnel Committee – (March 24)
6. Water Resources Association of San Benito County – (April 2 meeting Canceled, next tentative meeting is June 4.)

#### **I. BOARD and STAFF REPORTS**

1. Directors
2. District Counsel
3. General Manager – COVID-19 Response, New Staff

**J. FUTURE AGENDA ITEMS**

**K. ADJOURNMENT**

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

*Next Regular Board Meeting – May 19, 2020 @ 5:15 p.m., District Office*

**AGENDA DEADLINE: 12:00 p.m. May 13, 2020**

*Future Scheduled Committee Meetings*

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

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

<sup>2</sup> 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 and Special Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**March 17, 2020**

- A. CALL TO ORDER:** The meeting was called to order at 4:35 p.m. by President Parker, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. ROLL CALL: Present In Person:** Vice President Jerry Buzzetta, and Director Mike Alcorn.  
**Present Via Teleconference:** President James Parker, Director Judi Johnson, and Director Ann Ross.
- C. PUBLIC COMMENT ON CLOSED SESSION MATTERS:** Members of the public may address the Board on the item or items listed on the Closed Session agenda, with a time limit of 3 minutes per speaker. No public comment was made.
- Staff Present for Closed Session: In Person:** General Manager/Secretary Drew Lander, and  
**Via Teleconference:** Attorney Heidi Quinn.
- D. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9(b) and 54957.6:** At 4:36 p.m., President Parker closed the meeting to the public to discuss the following:
1. **Conference with Legal Counsel** – Anticipated Litigation, Gov. Code § 54956.9(b): – One case.
  2. **Labor Negotiation Discussion** – Management Negotiations Update, Gov. Code § 54957.6
- President Parker reconvened the meeting to a break at 5:12 p.m. At 5:18 p.m., President Parker called the regular session to order.
- E. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was omitted, due to the lack of a flag to salute at the various teleconference sites.
- F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:** Attorney Heidi Quinn reported on the first item, Anticipated Litigation, Gov. Code § 54956.9(b), stating that a status report was given to the Board, and that no action was taken. Attorney Quinn addressed the second item, Management Negotiations Update, Gov. Code § 54957.6, by reporting that General Manager/Secretary Lander provided an update to the board, direction was given, and no action was taken.
- G. APPROVAL OF AGENDA:** General Manager/Secretary Lander stated that he would like to add two additional items to the amended agenda that are time sensitive. If the Board finds that these items require immediate action, and that the items arose after the positing of the agenda, they may be added at this time. Item J-6: Authorize the General Manager to bid and potentially purchase a 2009 Vactor Truck from Carmel Water District through an on-line auction, and Item J-7: Authorize and Assign Authority to the Personnel Committee to contract with Robert Half, an accounting and staffing firm, for recruitment of a new Finance Manager, not to exceed \$25,000.

Upon a motion made by Director Johnson to add Item J-6, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Director Alcorn (MA), yes; Director Buzzetta (JB), yes; Director Johnson (JJ), yes; Director Ross (AR), yes; and President Parker (JP), yes; the motion carried 5-0.

Upon a motion made by Director Johnson to add Item J-7, seconded by Director Buzzetta, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

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

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

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

**I. CONSENT AGENDA:**

1. Approval of Minutes – The Board reviewed the minutes for the Special Meeting of February 25, 2020.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of February 19, 2020 through March 9, 2020, totaling \$ 687,796.83, which includes \$ 684,860.86 for payments to vendors and employees, and \$ 2,935.97 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH # 1656, the last “DD” # (direct deposit-electronic employee payments) was DD # 2839, and the last check written was check # 27801.

Date	Number	Name	Amount
02/19/20	ACH 1629	RETURNED ACH (ACH Ret 02-01)	-121.66
02/19/20	ACH 1630	RETURNED ACH (ACH Ret 02-02)	-263.72
02/19/20	ACH 1631	RETURNED ACH (ACH Ret 02-03)	-151.72
02/19/20	ACH 1632	RETURNED ACH (ACH Ret 02-04)	-143.85
02/19/20	ACH 1633	RETURNED ACH (ACH Ret 02-05)	-134.34
02/19/20	ACH 1634	RETURNED ACH (ACH Ret 02-06)	-156.42
02/19/20	ACH 1635	RETURNED ACH (ACH Ret 02-07)	-150.96
02/19/20	ACH 1636	RETURNED ACH (ACH Ret 02-08)	-225.79
02/19/20	ACH 1637	RETURNED CHECK (Ck Ret 02-01)	-92.44
02/19/20	ACH 1638	RETURNED CHECK (Ck Ret 02-02)	-121.66
02/20/20	ACH 1639	RETURNED ACH (ACH Ret 02-09)	-57.90
02/20/20	ACH 1640	RETURNED ACH (ACH Ret 02-10)	-182.73
02/20/20	ACH 1641	RETURNED ACH (ACH Ret 02-11)	-140.68
02/20/20	ACH 1642	RETURNED ACH (ACH Ret 02-12)	-165.83
02/20/20	ACH 1643	RETURNED ACH (ACH Ret 02-13)	-166.88
02/20/20	ACH 1644	RETURNED ACH (ACH Ret 02-14)	-147.02
02/20/20	ACH 1645	RETURNED ACH (ACH Ret 02-15)	-137.51
02/20/20	ACH 1646	RETURNED ACH (ACH Ret 02-16)	-45.22
02/28/20	ACH 1647	CalPERS - Retirement	-1,036.00
02/28/20	ACH 1648	CalPERS - Retirement	-3,995.35
02/28/20	ACH 1649	CalPERS - Retirement	-24,883.66
02/28/20	ACH 1650	CalPERS - Health Insurance	-18,364.47
02/28/20	ACH 1651	EFTPS	-25,526.76
02/28/20	ACH 1652	Employment Dev. Dept. (EDD) DE88 Pmts.	-10,522.42
03/03/20	ACH 1653	Pathian Administrators (VSP)	-301.01

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
03/09/20	ACH 1654	North American Bancard	-1,229.28
03/03/20	ACH 1655	North American Bancard	-898.36
03/05/20	ACH 1656	American Express	-26.06
02/28/20	DD 2820	Alvarez, Abel	-6,066.16
02/28/20	DD 2821	Bernal, Melissa M	-1,892.84
02/28/20	DD 2822	Boltz, William K	-7,044.28
02/28/20	DD 2823	Buck, Cathy L.	-6,577.29
02/28/20	DD 2824	Burbank, Jr., Dee J.	-5,752.92
02/28/20	DD 2825	Castro, Kevin G.	-6,391.06
02/28/20	DD 2826	Chavez, Jr., Manuel T.	-8,197.02
02/28/20	DD 2827	Eclarin, Ernesto P.	-7,004.42
02/28/20	DD 2828	Hernandez, Bazilio	-6,461.37
02/28/20	DD 2829	Hillebrecht, Robert B.	-5,410.43
02/28/20	DD 2830	Lander, Drew A	-10,676.85
02/28/20	DD 2831	Malko, Kim A.	-3,805.11
02/28/20	DD 2832	Padilla, David	-7,631.65
02/28/20	DD 2833	Porteur, Carol A.	-4,632.24
02/28/20	DD 2834	Quick, Troy E.	-7,092.12
02/28/20	DD 2835	Roberts, Kelly L.	-4,978.42
02/28/20	DD 2836	Rodriguez, Jose J.	-7,717.96
02/28/20	DD 2837	Vargas Garcia, Michael J	-4,996.22
02/28/20	DD 2838	Watson, Scott A.	-7,637.05
02/28/20	DD 2839	Zavala, Anabel G.	-4,436.78
02/24/20	27745	Postmaster	-196.89
02/24/20	27746	NIKAELA A HENRICKSEN	-22.92
02/24/20	27747	A-1 Services	-403.00
02/24/20	27748	Bianchi Kasavan & Pope, LLP	-620.00
02/24/20	27749	Brenntag Pacific, Inc.	-8,173.49
02/24/20	27750	De Lay & Laredo	-3,194.50
02/24/20	27751	EBCO Pest Control	-60.00
02/24/20	27752	Grainger, Inc.	-199.88
02/24/20	27753	Hach Company	-702.61
02/24/20	27754	Konica Minolta Premier Finance	-416.76
02/24/20	27755	Pinnacle Agriculture	-751.61
02/24/20	27756	San Benito County Water District	-325,440.84
02/24/20	27757	State Water Resources Control Board-DWOCB	-90.00
02/24/20	27758	Toro Petroleum Corp.	-1,058.23
02/24/20	27759	USA Blue Book	-279.50
02/24/20	27760	Veolia Water Technologies	-58,157.10
02/24/20	27761	Verizon Wireless	-274.59
02/27/20	27762	Petty Cash	-36.67
02/27/20	27763	Postmaster	-2,173.96
02/28/20	27764	Nationwide Retirements Solutions	-19,987.18
02/28/20	27765	UWUA Local 820	-750.00
02/28/20	27766	Dearborn Life Insurance Company	-320.00
02/28/20	27767	Premier Access Insurance Co.	-2,981.37
03/02/20	27768	RYAN & TIFFANY BROWN	-111.79
03/02/20	27769	LAWRENCE & FELICIA SNYDER	-194.93
03/02/20	27770	Ace Hardware (Johnson Lumber Co.)	-647.15
03/02/20	27771	AT&T	-2,847.43
03/02/20	27772	Brenntag Pacific, Inc.	-6,403.71
03/02/20	27773	Calcon System, Inc.	-1,815.00
03/02/20	27774	Central Ag Supply LLC	-1,102.48
03/02/20	27775	Green Line	-1,800.00
03/02/20	27776	Iconix Waterworks (US) Inc.	-3,800.48
03/02/20	27777	Maggiara Bros. Drilling, Inc.	-3,775.00

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
03/02/20	27778	Mc Master-Carr	-463.40
03/02/20	27779	Mid Valley Supply	-169.39
03/02/20	27780	Mission Uniform Service	-761.27
03/02/20	27781	O'Reilly Auto Parts	-8.35
03/02/20	27782	Palace Business Solutions	-323.68
03/02/20	27783	Postmaster	-32.00
03/02/20	27784	Razzolink.com	-76.95
03/02/20	27785	San Benito Tire Pros & Automotive	-20.00
03/02/20	27786	Star Concrete	-627.10
03/09/20	27787	Ace Hardware (Johnson Lumber Co.)	-19.40
03/09/20	27788	AT&T	-615.09
03/09/20	27789	Auto Tech Service Center, Inc.	-45.00
03/09/20	27790	Bracewell Engineering, Inc.	-211.00
03/09/20	27791	Brenntag Pacific, Inc.	-4,900.04
03/09/20	27792	Central Ag Supply LLC	-207.84
03/09/20	27793	Ebix, Inc.	-389.05
03/09/20	27794	Edges Electrical Group, LLC	-286.31
03/09/20	27795	Employee Relations, Inc.	-149.70
03/09/20	27796	John Smith Road Landfill	-3,124.40
03/09/20	27797	Kennedy/Jenks Consultants	-2,320.00
03/09/20	27798	RJR Recycling	-1,250.00
03/09/20	27799	Shape, Inc.	-468.82
03/09/20	27800	Toro Petroleum Corp.	-1,131.61
03/09/20	27801	U.S. Bank Corporate Payment Systems	-7,615.47
			<b>\$ -687,796.83</b>

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

Director Johnson asked to have Item I.3. Associate Engineer Report, and Item I.5 a. W/WW Superintendent Report pulled for discussion, and moved to Agenda Item L., Board and Staff Reports.

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

#### **J. NEW BUSINESS:**

- 1. APPROVE AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE AMENDMENT TO THE AGREEMENT FOR WATER FACILITIES AND SERVICE FOR THE ANNOTTI RANCH DEVELOPMENT (Not a project under CEQA per article 20, Section 15378):** Associate Engineer Hillebrecht explained that Sunnyslope County Water District entered into an Agreement for Water Facilities and Service for the Annotti Ranch Development on January 14, 2019. This Agreement lays out the terms and conditions under which Sunnyslope will provide water service to the new Annotti Development, also known as Silver Oaks or Twin Oaks, and which is an active adult community being developed between Airline Highway and Valley View

Road near the fire station. The original Agreement anticipated a shorter build out period and is for the entirety of the development, meaning that Sunnyslope cannot accept ownership of any portion of the new water system until the whole development water system is fully completed.

The developer has requested that the Agreement be amended to reflect the construction phasing of the development. This attached amendment would allow Sunnyslope to accept the transfer of the new development water system from a completed construction phase while withholding acceptance of those phases not yet completed. Construction Phase 1 has already been completed and would be ready for final inspection and transfer to the District. The amendment would allow transfer of ownership to the District upon completion of each phase, and commencement of the one-year warranty period at that time. Thus some portions of the overall development could become Sunnyslope's responsibility while others remain the responsibility of the developer. Phasing allows bond and deposit payments to be spread over three phases rather than all paid upfront by the developer. All District expenses and labor for the development would be charged to the deposits, and the respective bond and remaining deposit would be returned after each construction phase's one-year warranty is completed.

Director Buzzetta asked if the District allowed spreading the development over phases has been done in the past, and Associate Engineer Hillebrecht explained that it is a fairly common practice and that currently there are a few developments in the District where construction is being done in a number of phases.

Associate Engineer Hillebrecht explained that this particular development is located in an area where some of the District's older sections of pipelines are located, and part of that system would be upgraded at the expense of the Developer. President Parker asked if tying in new pipeline to the older existing pipeline would be a potential problem in the future and Mr. Hillebrecht explained that the tie-ins are closely monitored to avoid any future issues.

Upon a motion made by Director Johnson to authorize the General Manager to sign the Amendment to the Agreement for Water Facilities and Service to the Annoti Ranch Development, seconded by Director Buzzetta, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

- 2. APPROVE AND AUTHORIZE THE GENERAL MANAGER TO PURCHASE 704 REPLACEMENT WATER METERS FOR A TOTAL COST NOT TO EXCEED \$207,000 (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander stated that the District has an ongoing need to replace water meters that are reaching the end of their service lives, and to set new 1" water meters within new development projects. This request to replenish inventory of meters is consistent with prior years practice, and the use of last year's quantity purchase of meters allowed the District to keep pace with meter installations needed. District's inventory of meters is nearly depleted, and to keep up with future new development demand and aging meter replacements, staff is requesting authority to purchase 400 – 5/8"-3/4" meters, 300 - 1" meters, and 4 – 2" meters, which cost should not exceed \$207,000.

The purchase of the meters is anticipated in the capital budget presented to the Board with the operations budget earlier this year for fiscal year 2019/2020. Meters set for new development will be offset by meter set fees and staff anticipates 100 new meter sets this year.

Upon a motion made by Director Johnson to authorize the General Manager to purchase 704 replacement water meters for a total cost not to exceed \$207,000, seconded by Director



Buzzetta, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

**3. RECEIVE, DISCUSS, AND CONSIDER ADOPTION OF PROPOSED UPDATES TO THE FOLLOWING POLICIES (Not a project under CEQA per Article 20, Section 15378):**

- a. **Policy # 8100-8130 – Purchasing Policy,**
- b. **Policy # 8510-8520 – Disposal of Surplus Property or Equipment Policy, and**
- c. **Policy # 8600 – Reserve Policy.**

General Manager/Secretary Lander explained that the Policy and Procedure Committee met on February 4<sup>th</sup> to discuss modifications to these three current policies. The policy changes identified below have been reviewed and discussed by the committee, which supports bringing the changes to the full Board for approval. A “red-line” draft of each policy was provided to the Board, which show the proposed changes.

**a. Policy # 8100-8130 – Purchasing Policy:**

In Policy #**8100.1 B.**, #**8100.1 C.**, and #**8100.1 C.1.**: Proposed change of \$10,000 limit to \$15,000 in each policy.

The General Manager (GM) has been delegated the authorization for purchases up to \$10,000 for the purpose of allowing the GM to attend to the purchases of items most common to the District business. The proposed policy amendment is to provide the GM authorization to purchase items up to \$15,000, which increases the limit to be consistent with increases in material costs over the past several years. This would also help align the policy with the expected normal costs of equipment and repairs that would need to be addressed between board meetings.

In Policy #**8110.1 A.**: Add credit card authorization with limit of \$3,000 for both the Lead Water Treatment Plant Operator and the Lead W/WW Utility Maintenance position.

The Lead Water Treatment Plant Operator position and the Lead Water/Wastewater Utility Maintenance position were created and filled under direction of the prior General Manager. Presently the Operations & Maintenance Crew Chief position is vacant, which passes responsibility for purchasing functions to both of the Lead positions. The credit card purchases tend to be primarily for single-use vendors and/or for online purchases of hard to find equipment or repair parts that can't be sourced locally.

**b. Policy # 8510-8520 – Disposal of Surplus Property or Equipment Policy:**

Policy #8510, Sale of Surplus Equipment, policy #**8510.2** and #**8510.3**, have been amended to specifically authorize the use of electronic/online public auction sites as an acceptable source of obtaining bids and as designee of the General Manager. A selected online bidding website will still be required to meet the advertising requirements of the existing policy and it will also provide the District a venue for attracting more interest in items. Online bidding sites do charge a buyer's premium which usually runs between 5% and 15% of the items sale value. This premium will be borne by the buyer and not be a cost of the District.

**c. Policy # 8600 – Reserve Policy:**

The proposed changes in policy #**8600.1** and policy #**8600.2** clarify which reserves are included and the process for reviewing reserves with respect to operating budget. Director Buzzetta requested review of the Reserve Policy #8600 to address the verbal

comments made by Patricia Kaufman of McGilloway, Ray, Brown, and Kaufman during the presentation of the FY 2018/19 audit. It should be noted that we are in compliance with the existing policy, and the clarifications should meet the recommendations by the audit firm.

Director Alcorn expressed concern with the addition of the lead personnel provided with \$3,000 limit credit cards and explained that he would prefer a limit of \$1,000 and the use of a purchase order system to avoid any abuse of the credit card use. Finance Manager Cathy Buck explained that although the limit would be \$3,000, this does not mean that much would be available each month as the limit takes into consideration any previous month purchases that may not have been paid yet. She also explained that having the credit extended to the staff does not give free rein of spending as per the District's purchasing policy, purchases over \$1,000 still need to have General Manager approval.

Director Johnson explained that for years she has been trying to increase the General Managers purchasing limit to at least \$25,000 due to inflation and the need for emergency purchases exceeding \$10,000. She also added that she would like to see the lead personnel have a \$5,000 credit card limit.

After additional discussion on limits for the General Manager and the credit card limits, a motion was made by Director Alcorn to approve all of the proposed policy amendments to also include the following changes: increase the General Manager's purchasing limit from \$10,000 to \$20,000 (not \$15,000); to add the two Lead positions with credit limits of \$4,000 (not \$3,000), and increase the other employees currently with \$3,000 limits to \$4,000 each, seconded by Director Johnson, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, no; the motion carried 4-1.

- 4. AUTHORIZE THE GENERAL MANAGER TO SIGN AN ANNUAL SERVICE CONTRACT FOR ADP COMPREHENSIVE SERVICES FOR AN AMOUNT NOT TO EXCEED \$26,000 (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander explained that the District currently processes all internal monthly payroll manually with oversight from the Finance & Human Resource Manager. As the District has expanded with increased staffing this task has progressively required more staff time to accomplish the task. Additionally the need for comprehensive human resources (HR) consulting is extremely valuable to the District. Presently the Finance & Human Resources Manager will be retiring at the end of March. With this retirement, the District will be faced with training a new employee to process payroll and will also lose a significant amount of human resources knowledge specific to the District.

This transition in staff to a new Finance Director is an opportune time to change to ADP as a payroll provider. Additionally ADP now provides comprehensive HR services which will remain consistent regardless of staffing changes or turnover in the future. A proposal has been provided from ADP outlining all services the firm is capable of providing.

Notably to the proposal, is that ADP proposes to provide employee portal access (computer access) to allow all employees to access their own payroll documents, healthcare enrollment, vacation accruals and other services. To provide all employees access to the online functions provided by ADP the District will purchase a new workstation for the shop area where all workers not currently provided a desktop may gain online access to these services.

Finance Manager Cathy Buck explained that what was before the Board was an ADP contract and not the District's Professional Services Contract. General Manager/Secretary

Lander stated that he would be using the District's Professional Services Contract and referencing the ADP proposal identified in the board report.

Upon a motion made by Director Johnson to authorize the General Manager to sign an annual service contract for ADP Comprehensive Services for an amount not to exceed \$26,000 annually, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, no; and President JP, yes; the motion carried 4-1.

- 5. ITEM ADDED MARCH 13, 2020: RECEIVE ORAL REPORT FROM GENERAL MANAGER REGARDING THE DISTRICT COVID-19 RESPONSE AND EMERGENCY PREPAREDNESS. DISCUSS IMPLICATIONS AND IMPACTS OF GOVERNOR NEWSOM'S EXECUTIVE ORDER N-25-20 AND PROVIDE DIRECTION TO STAFF REGARDING PUBLIC NOTIFICATION (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander explained that starting on Monday the 16<sup>th</sup> the District staff has taken steps to place information on the District web page notifying the public that all water service is safe and that the public should not come to the District offices but pay all service bills using the drop box and call in payment options. He further explained that precautions have been taken to isolate operators so that they minimize any contact with the public or other staff. Maintenance work will continue with precautions also in place to isolate workers and protect them from exposure. General Manager Lander noted that the California Governor's office has provided direction asking for utilities not to shut off residents for non-payment and that programs should be put in place to address difficulties associated with a shelter-in-place order. Director Mike Alcorn commented that a 60 day grace period to not turn off water was reasonable. Mr. Lander responded that current policies define the water payment programs available currently and staff will report each month to the board what is happening regarding income and delinquent payments. Vice-President Buzzetta commented that safety of employees should always come first and asked what emergency plans are in place in the event we need licensed operators. The General Manager responded that action was taken in the past week to schedule staff accordingly and that the worst case scenario involved supplying all potable water using the permitted wells. This requires a lower licensing requirement and discussions of staff sharing between local districts has been initiated. Chemical deliveries have been verified. All employees have been asked to follow the Governor's order and shelter in place when not at work and protect themselves outside of work.

A motion made by Director Johnson to direct the General Manager to investigate and implement all measures to protect the public utility and to ensure continuous operations was amended by Director Alcorn to include direction for the General Manager to report back all action taken to the Board for ratification at the next soonest possible meeting. This amendment was accepted by Director Johnson and the motion was seconded by Director Ross. President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

- 6. ITEM ADDED MARCH 17, 2020: AUTHORIZE THE GENERAL MANAGER TO BID ON A 2009 VACTOR TRUCK FROM CARMEL WATER DISTRICT:** General Manager/Secretary Lander explained that Carmel Water District currently has a 2009 Vactor Truck for sale through an online auction with a starting bid of \$10,000. Mr. Lander explained that he has seen this truck and the truck is in excellent condition. He noted that the truck also has a new blower on it. He feels that if he can purchase the truck for the District for up to \$45,000 it would be a great buy. For a number of years the District has been using the services of the City of Hollister's Vactor truck when needed, and if available, with the hopes of someday purchasing their own. These trucks purchased brand new can be in the range of hundreds of thousands of dollars.

Director Alcorn made a motion to authorize the General Manager to purchase the 2009 Vactor Truck from Carmel Water District through the online auction not to exceed \$45,000. After much additional discussion, Director Alcorn amended his motion to increase the amount not exceed \$60,000, Director Buzzetta seconded the amended motion, and President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; AR, yes; President JP, yes; and due to a loss of communication Director Johnson was unable to vote, and it was decided to consider her vote as abstained, the motion carried 4-0 with 1 abstention.

- 7. ITEM ADDED MARCH 17, 2020: AUTHORIZE AND ASSIGN THE GENERAL MANAGER TO CONTRACT WITH ROBERT HALF ON THE RECRUITMENT OF A NEW FINANCE MANAGER, NOT TO EXCEED \$25,000.** General Manager/Secretary Lander explained that he would like to use Robert Half to proceed with recruiting a Finance Manager due to the retirement of Cathy Buck on March 31, 2020. The District would only be required to pay the \$25,000 if a candidate from the Robert Half recruitment was hired by the District.

After discussion, the Board agreed to give authorization to the General Manager to proceed with Robert Half in the recruitment of a Finance Manager, however any proposed candidate's qualifications and justification for spending the \$25,000 recruitment fee would need to be brought to the Personnel Committee for discussion and approval before hiring any candidate through Robert Half.

#### **K. BOARD COMMITTEE and STATUS REPORTS**

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** No meeting held.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** General Manager/Secretary Lander reported that a closed session committee meeting was held on February 28<sup>th</sup> with Directors Buzzetta and Johnson to discuss Management Staff labor negotiations. No action was taken.
6. **Water Resources Association of San Benito County (WRA):** No meeting held. The next scheduled meeting is on April 2, 2020 at 4:00 p.m.

#### **L. BOARD and STAFF REPORTS**

1. **Directors:** Director Ross explained that she is currently in New York assisting her parents, and at this point is unable to return home, but is available through teleconference.
2. **District Counsel:** Attorney Heidi Quinn stated that she works with several public agencies and commended General Manager Lander for his proactive approach regarding customers and staff in dealing with the COVID-19 public health emergency. She also stated that she is impressed by his leadership actions.
3. **Associate Engineer:** Consent agenda item I-3, Associate Engineer Report, was moved here by Director Johnson. Due to a teleconference communication issue, she was unable to ask her question, so General Manager Lander stated that this item would be addressed at the April board meeting.

4. **Finance and Human Resource Manager:** Cathy Buck reported that one Director still needs to complete their Form 700 before April 1, 2020, and she is available to assist by phone if needed. Ms. Buck also stated that this is her last board meeting since she is retiring. Her last day at Sunnyslope will be March 31, 2020.
5. **Water/Wastewater Superintendent:** Consent agenda item I-5 a., Monthly Maintenance Staff Report, was moved here by Director Johnson. Due to a teleconference communication issue, she was unable to ask her question, so General Manager Lander stated that this item would be addressed at the April board meeting.
6. **General Manager:** General Manager/Secretary Lander reported that the District will do their best to provide service to the public during the COVID-19 public health emergency.

**M. FUTURE AGENDA ITEMS:** 1) District's proposed policy to comply with SB998, Dodd, Water Shutoff Protection Act; 2) Discussion of District Conference Attendance Policy (how many can attend per year); 3) California's drought status; 4) Employee Handbook; 5) Management Negotiations.

**N. ADJOURNMENT:** President Parker adjourned the meeting at 7:19 p.m.

**APPROVED BY THE BOARD:**

\_\_\_\_\_  
James F. Parker, President

**RESPECTFULLY SUBMITTED:**

\_\_\_\_\_  
Drew A. Lander, Secretary

# Sunnyslope County Water District

## Disbursement Summary

Agenda Item: F-2

March 10, 2020 through April 13, 2020

Date	Num	Name	Amount
03/13/20	ACH 1657	EFTPS	-301.04
03/12/20	ACH 1658	RETURNED CHECK (Ck Ret 03-01)	-128.00
03/16/20	ACH 1659	RETURNED CHECK (Ck Ret 03-02)	-500.00
03/17/20	ACH 1660	RETURNED ACH (ACH Ret 03-01 )	-170.05
03/18/20	ACH 1661	RETURNED ACH (ACH Ret 03-02 )	-105.15
03/18/20	ACH 1662	RETURNED ACH (ACH Ret 03-03 )	-119.52
03/18/20	ACH 1663	RETURNED ACH (ACH Ret 03-04 )	-137.51
03/18/20	ACH 1664	RETURNED ACH (ACH Ret 03-05)	-56.37
03/18/20	ACH 1665	RETURNED ACH (ACH Ret 03-06)	-128.00
03/18/20	ACH 1666	RETURNED ACH (ACH Ret 03-07 )	-320.34
03/18/20	ACH 1667	RETURNED ACH (ACH Ret 03-08 )	-143.97
03/18/20	ACH 1668	RETURNED ACH (ACH Ret 03-09)	-176.04
03/18/20	ACH 1669	RETURNED ACH (ACH Ret 03-10 )	-128.00
03/18/20	ACH 1670	RETURNED ACH (ACH Ret 03-11)	-124.83
03/18/20	ACH 1671	RETURNED ACH (ACH Ret 03-12 )	-119.26
03/18/20	ACH 1672	RETURNED ACH (ACH Ret 03-13 )	-182.22
03/19/20	ACH 1673	Transfer to LAIF	-300,000.00
03/31/20	ACH 1674	EFTPS	-27,725.28
03/31/20	ACH 1675	Employment Dev. Dept. (EDD) DE88 Pmts.	-11,267.53
03/31/20	ACH 1676	CalPERS - Retirement	-1,036.00
03/31/20	ACH 1677	CalPERS - Retirement	-4,559.67
03/31/20	ACH 1678	CalPERS - Retirement	-25,471.63
03/31/20	ACH 1679	CalPERS - Health Insurance	-13,731.93
04/01/20	ACH 1680	North American Bancard	-810.53
04/03/20	ACH 1681	Pathian Administrators (VSP)	-301.01
04/03/20	ACH 1682	North American Bancard	-1,274.61
04/06/20	ACH 1683	American Express	-30.10
04/08/20	ACH 1684	RETURNED CHECK (Ck Ret 04-01)	-128.00
03/13/20	DD 2840	Alcorn, Michael H.	-184.70
03/13/20	DD 2841	Buzzetta, Jerry T	-461.75
03/13/20	DD 2842	Johnson, Judi H.	-443.75
03/13/20	DD 2843	Parker, James F	-415.58
03/13/20	DD 2844	Ross, Ann C.	-184.70
03/31/20	DD 2845	Alvarez, Abel	-5,638.74
03/31/20	DD 2846	Bernal, Melissa M	-2,881.94
03/31/20	DD 2847	Boltz, William K	-6,683.29
03/31/20	DD 2848	Perez Bribiesca, Diego	-2,697.51
03/31/20	DD 2849	Buck, Cathy L.	-9,523.18
03/31/20	DD 2850	Burbank, Jr., Dee J.	-6,349.63
03/31/20	DD 2851	Castro, Kevin G.	-6,305.62
03/31/20	DD 2852	Cervantes, Jr., Adan S.	-3,208.82
03/31/20	DD 2853	Chavez, Jr., Manuel T.	-7,944.34
03/31/20	DD 2854	Eclarin, Ernesto P.	-7,203.26
03/31/20	DD 2855	Hernandez, Bazilio	-6,554.40

# Sunnyslope County Water District

## Disbursement Summary

Agenda Item: F-2

March 10, 2020 through April 13, 2020

Date	Num	Name	Amount
03/31/20	DD 2856	Hillebrecht, Robert B.	-5,410.43
03/31/20	DD 2857	Lander, Drew A	-10,676.85
03/31/20	DD 2858	Malko, Kim A.	-3,870.99
03/31/20	DD 2859	Padilla, David	-6,013.96
03/31/20	DD 2860	Porteur, Carol A.	-4,632.25
03/31/20	DD 2861	Quick, Troy E.	-6,873.92
03/31/20	DD 2862	Roberts, Kelly L.	-4,978.42
03/31/20	DD 2863	Rodriguez, Jose J.	-7,717.98
03/31/20	DD 2864	Vargas Garcia, Michael J	-5,414.91
03/31/20	DD 2865	Watson, Scott A.	-7,565.05
03/31/20	DD 2866	Zavala, Anabel G.	-4,436.78
03/16/20	27802	B LUCAS & VICTOR & BETH CONTRERAS	-216.56
03/16/20	27803	BRADLY & NATALIE GWINN	-118.16
03/16/20	27804	Atlas Copco Compressors LLC	-172.41
03/16/20	27805	Brenntag Pacific, Inc.	-7,707.62
03/16/20	27806	Calgon Carbon Corporation	-48,402.00
03/16/20	27807	Calif. Clean Energy LLC	-73.56
03/16/20	27808	Central Ag Supply LLC	-174.61
03/16/20	27809	City of Hollister-Finance Dept	-360,662.00
03/16/20	27810	Hach Company	-1,514.35
03/16/20	27811	Hollister Landscape Supply	-149.11
03/16/20	27812	New SV Media, Inc. (was So. Valley News.)	-200.00
03/16/20	27813	P G & E	-16,173.44
03/16/20	27814	Recology San Benito County	-208.63
03/16/20	27815	RJR Recycling	-375.00
03/16/20	27816	San Benito County Water District	-141.50
03/16/20	27817	Star Concrete	-76.48
03/16/20	27818	Toro Petroleum Corp.	-2,312.47
03/16/20	27819	Trans Union LLC	-93.78
03/16/20	27820	USA Blue Book	-201.46
03/23/20	27821	A-1 Services	-403.00
03/23/20	27822	Auto Tech Service Center, Inc.	-1,840.00
03/23/20	27823	Bianchi Kasavan & Pope, LLP	-462.00
03/23/20	27824	Borges & Mahoney, Inc.	-380.68
03/23/20	27825	Brenntag Pacific, Inc.	-7,055.03
03/23/20	27826	Calif. Clean Energy LLC	-64,202.00
03/23/20	27827	Central Ag Supply LLC	-1,336.92
03/23/20	27828	De Lay & Laredo	-4,061.50
03/23/20	27829	DLT Solutions Inc.	-1,064.25
03/23/20	27830	Edges Electrical Group, LLC	-70.96
03/23/20	27831	First Trust Alarm Company	-698.00
03/23/20	27832	Frank A Olsen Co.	-1,965.02
03/23/20	27833	Jobs Available, Inc.	-596.00
03/23/20	27834	Kennedy/Jenks Consultants	-4,635.00

# Sunnyslope County Water District

## Disbursement Summary

Agenda Item: F-2

March 10, 2020 through April 13, 2020

Date	Num	Name	Amount
03/23/20	27835	Mc Master-Carr	-191.86
03/23/20	27836	MuniQuip, LLC	-1,432.31
03/23/20	27837	Pinnacle HealthCare	-80.00
03/23/20	27838	San Benito County Water District-Pumping	-9,871.63
03/23/20	27839	Shape, Inc.	-3,888.89
03/23/20	27840	Toro Petroleum Corp.	-1,187.76
03/27/20	27841	Lead Vitality LLC dba Value Vehicles	-7,789.00
03/30/20	27842	ALYSSA BROWN	-82.22
03/30/20	27843	MICHEL S & KATHLEEN DWIGHT	-266.26
03/30/20	27844	PETER & ROSEMARIE GABRIELE	-45.22
03/30/20	27845	JOSEPH L REYES	-250.70
03/30/20	27846	Auto Tech Service Center, Inc.	-5,615.00
03/30/20	27847	Brenntag Pacific, Inc.	-11,033.50
03/30/20	27848	Brigantino Irrigation	-19.58
03/30/20	27849	Central Ag Supply LLC	-725.29
03/30/20	27850	Hach Company	-1,056.54
03/30/20	27851	Konica Minolta Premier Finance	-416.76
03/30/20	27852	Mc Master-Carr	-678.20
03/30/20	27853	Pinnacle HealthCare	-40.00
03/30/20	27854	Quinn Company	-91.18
03/30/20	27855	San Benito County Water District	-223,693.08
03/30/20	27856	San Benito Tire Pros & Automotive	-1,052.18
03/30/20	27857	USA Blue Book	-829.89
03/30/20	27858	Petty Cash	-34.47
03/31/20	27859	Nationwide Retirements Solutions	-28,987.18
03/31/20	27860	United Way of San Benito County	-150.00
03/31/20	27861	UWUA Local 820	-750.00
03/31/20	27862	Dearborn Life Insurance Company	-320.00
03/31/20	27863	Premier Access Insurance Co.	-2,981.37
03/31/20	27864	Postmaster	-2,179.12
04/01/20	27865	Razzolink.com	-76.95
04/01/20	27866	Atlas Copco Compressors LLC	-172.41
04/06/20	27867	Ace Hardware (Johnson Lumber Co.)	-380.44
04/06/20	27868	ACWA/JPIA	-10,991.07
04/06/20	27869	AT&T	-1,236.75
04/06/20	27870	Borges & Mahoney, Inc.	-238.01
04/06/20	27871	Brenntag Pacific, Inc.	-7,792.00
04/06/20	27872	CA Dept. of Tax & Fee Administration	-404.00
04/06/20	27873	Void	0.00
04/06/20	27874	Grainger, Inc.	-642.26
04/06/20	27875	J L Wingert Co.	-485.71
04/06/20	27876	Mission Uniform Service	-1,134.74
04/06/20	27877	MuniQuip, LLC	-1,459.97
04/06/20	27878	O'Reilly Auto Parts	-8.55



# Sunnyslope County Water District

## Disbursement Summary

Agenda Item: F-2

March 10, 2020 through April 13, 2020

Date	Num	Name	Amount
04/06/20	27879	P G & E	-15,045.92
04/06/20	27880	Palace Business Solutions	-705.02
04/06/20	27881	Pinnacle Agriculture	-795.89
04/06/20	27882	Pinnacle HealthCare	-216.00
04/06/20	27883	Postmaster	-42.00
04/06/20	27884	Quadient, Inc.	-3,317.50
04/06/20	27885	Robert Half Finance & Accounting	-25,000.00
04/06/20	27886	Staples Advantage	-402.67
04/06/20	27887	State Water Resources Control Brd-WWOPCP	-95.00
04/06/20	27888	Toro Petroleum Corp.	-1,039.30
04/06/20	27889	U.S. Bank Corporate Payment Systems	-6,232.97
04/06/20	27890	USA Blue Book	-198.04
04/06/20	27891	Verizon Wireless	-274.57
04/06/20	27892	City National Bank	-168,881.16
04/13/20	27893	Padilla, David	-105.22
04/13/20	27894	MICHAEL & ALISON BORGES	-233.53
04/13/20	27895	Brenntag Pacific, Inc.	-10,940.26
04/13/20	27896	Brigantino Irrigation	-21.76
04/13/20	27897	Central Ag Supply LLC	-334.25
04/13/20	27898	City of Hollister-Finance Dept	-70.15
04/13/20	27899	Credit Consulting Services, Inc.	-60.16
04/13/20	27900	EBCO Pest Control	-60.00
04/13/20	27901	Employee Relations, Inc.	-115.85
04/13/20	27902	John Smith Road Landfill	-1,358.70
04/13/20	27903	MBS Business Systems	-1,550.07
04/13/20	27904	Monterey Bay Air Resources District	-4,826.00
04/13/20	27905	New SV Media, Inc. (was So. Valley News.)	-100.00
04/13/20	27906	Quinn Company	-705.68
04/13/20	27907	Recology San Benito County	-208.63
04/13/20	27908	Trans Union LLC	-155.01
04/13/20	27909	USA Blue Book	-263.82
			\$ -1,625,310.02

### SUMMARY:

Accounts Payable Paid to:

Vendors & Employees	\$ 960,768.11
Transfer(s) to LAIF	300,000.00
City of Hollister for City Billing Collected, Net of Fees	360,662.00
Customer Refunds & Returned Checks/ACH	3,879.91

**Total Disbursements**

\$ 1,625,310.02

# **Staff Report**

Agenda Item: **F - 3**

DATE: April 8, 2020 (April 21, 2020 Meeting)  
 TO: Board of Directors  
 FROM: Rob Hillebrecht, Associate Engineer  
 SUBJECT: Associate Engineer Monthly Status Report

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1. **SSMP Revisions** – Various updates and revisions to the Sewer System Management Plan (SSMP) were made and reviewed. It was also reformatted and includes significantly more information concerning the way Sunnyslope manages our wastewater system. Updates were also made to the sewer Overflow Emergency Response Plan and the FOG Control Program to prevent and mitigate sewer overflow events.
2. **Sewer Capacity Model** – An excel spreadsheet was created to model the capacity of Sunnyslope’s sanitary sewer system. Every sewer main was evaluated and for estimated peak hour flow and undersized mains were identified. This model will be utilized to determine the impact of new and existing development on the system and inform the CIP.
3. **Updating of Emergency Response Plan and Operation & Maintenance Procedures** – Staff has updated and revised these binders to include new employees and other changes. All operations staff will conduct a 2 hour training to review all these standard and emergency procedures to be fully competent and prepared for various situations.
4. **Auctioning of Surplus Vehicles** – In accordance with authorization granted in J-6 of the February Board Meeting, staff have sold the following surplus equipment through an online public auction. It has all been picked up and the transactions were completed.
 

• 2007 Haulmark Trailer	\$8,025
• 2009 Chevy 3500	\$6,625
• 1999 GMC 2500	<u>\$2,285</u>
Total	\$16,935
5. **Lessalt WTP Booster Station** – Staff has begun designing a way for the pumps at Lessalt to move water from the Middle Zone to the High Zone when the treatment plant is offline. This will be important to maximize Middle Zone demand for conducting a tracer study at the West Hills treated water tank this summer.

# **Staff Report**

Agenda Item: **F – 4 a**

DATE: April 8, 2020 (April 21, 2020 Meeting)  
 TO: Board of Directors  
 FROM: Travis J. Foster, Finance & Human Resource Manager  
 SUBJECT: Narrative Report to Accompany Agenda Items **F – 4:**  
**b. Operation Summary, c. Statement of Income, and d. Investment Summary**

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## **F – 4 b. Operation Summary** (March, 2020 & YTD Nine Months):

We received twenty-seven (27) water capacity fees and zero (0) wastewater capacity fees in March 2020, bringing the total to two hundred forty-one (241) water capacity fees and one (1) wastewater capacity fees received this fiscal year, compared to four (4) water capacity fees and zero (0) wastewater capacity fees received in March 2019, for a total of eighty-six (86) water capacity fees and two (2) wastewater capacity fees received last fiscal year. This is an increase of one hundred fifty-five (155) water capacity fees and a decrease of one (1) wastewater capacity fees year over year at nine months.

The number of customers signed up for any of our various Automatic Payment services is up to 2,759 customers in March 2020, which is up thirty-two (32) customers compared to last month, and represents 43.1% of our customers. Customers on Automatic Payment services is up 327 customers compared to March 2019, a 13.4% increase. Our deposit policy continues to drive the increase in customers signing up for our in-house (free) “Auto Pay” services. Also, 460 of our customers, or 7.2%, have gone “GREEN” by signing up for our “e-bill” service, where they receive an email notice when their bill is ready, rather than receive a paper bill and envelope in the mail.

Water sales revenue for March 2020, is up \$102,285 (or 26.8%) compared to last month, and is up \$114,812 (or 32.9%) compared to March 2019. This fiscal year’s total water revenue thru nine months is \$5,029,622 compared to \$4,810,855 last fiscal year, which represents an increase of \$218,767 (or 4.5%) in water sales revenue year over year.

The water sold to customers for the first eight months of fiscal year 2019/20 totals 583.4 million gallons compared to 561.7 million gallons last year. This represents a decrease of 21.7 million gallons sold to customers (or 3.9%) over last year. The number of customers billed also has an effect on revenue earned, and in March 2020, we billed a total of 6,396 water customers; up 277 customers over March 2019, an increase of 4.5%.

Sewer fee revenue for March 2020, is up \$212 (or 0.1%) compared to last month, and is down \$5,955 (or -3.7%) compared to March 2019. The fiscal year total sewer fee revenue of \$1,404,267 compared to \$1,458,232 for last fiscal year, represents a decrease of \$53,965 (or -3.7%) in sewer fee revenue.

Installation fee revenue is based on the number of capacity fees collected and the size of the meter to be installed. For the first nine months of fiscal year 2019/20, we have collected \$99,615 for 241 water and 1 wastewater connections, compared to last fiscal year of \$35,760 for 86 water and 2 wastewater connections. This is an increase of \$63,855 (or 178.6%).

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

- Late fee revenue of \$49,315 is down \$5,244 (or -9.6%);
- Administrative collection fees of \$38,000 is down \$4,660 (or -10.9%);
- Net billing fees from the City of Hollister of \$107,424 is up \$4,434 (or 4.3%); and
- Other miscellaneous fees of \$15,548 is down \$3,064 (or -16.5%).

The past due percentage of accounts receivable due from all customers for March 2020 is 5.15% compared to March 2019 of 5.67%. The past due percentage is in an acceptable range.

#### **F – 4 c. Statement of Income** (February 29, 2020 & YTD Eight Months):

For February 2020, Water operations shows a net loss of \$83,642, and Wastewater operations shows a net income of \$85,549, for a total net income of \$1,097, compared to February 2019, which showed a Water operations net loss of \$126,235, and Wastewater operations net income of \$71,853, for a total net loss of \$54,382. This February's Water operations net loss decreased \$42,593 (or 33.7%) over last year, and Wastewater operations net income increased \$13,696 (or -19.1%) over last year. The February 2020 net income of \$1,907 increased \$56,289 (or 103.5%) over last year. The increase in Water net income is primarily due to collecting 23 more water capacity fees in February this year over last year.

Year-to-date (eight-months) February 2020, Water operations shows a net income of \$2,301,232, and Wastewater operations shows a net income of \$207,498, for a total net income of \$2,508,730, compared to year-to-date February 2019, which showed a Water operations net income of \$924,079, and a Wastewater operations net income of \$333,085, for a total income of \$1,257,164. This represents an increase in Water operations net income of \$1,377,153 (or 149.0%), and a decrease in Wastewater operations net income of \$125,587 (or -37.7%). Year-to-date (eight-months) February 2020, total net income increased \$1,251,566 (or 99.6%) over the prior year. The net increase is primarily due to the increase of 155 water capacity fees collected and 1 less wastewater capacity fee collected.

**F – 4 d. Investment Summary***(March 31, 2020 & YTD Nine Months):*

Our total cash and invested funds is \$12,076,638 as of March 31, 2020, and is up \$669,779, or 5.9% compared to last month. Compared to March 31, 2019, our total cash and invested funds is up \$421,300, or 3.6%. The increase in cash and invested funds is due primarily to the capacity fees. The District's invested funds at March 31<sup>st</sup> are split between the Local Agency Investment Fund (LAIF), and the Heritage Bank Money Market Account (MMA), with \$6,928,384 invested in LAIF, and \$1,056,149 invested in the MMA. The remaining balance of \$4,092,105 is on deposit with Heritage Bank in the District's checking account. Interest received year-to-date totals \$109,748, which represents nine months interest on the MMA, and quarterly interest from LAIF that posted in July, October, and January.

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

ITEMS	JULY 2019	AUG. 2019	SEPT. 2019	OCT. 2019	NOV. 2019	DEC. 2019	JAN. 2020	FEB. 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	TOTALS
<b>NO. WATER CAPACITY FEE RECD</b>	48	21	6	31	3	40	58	7	27				241
<b>NO. WW CAPACITY FEE RECD</b>	-	-	-	-	-	-	-	1	-				1
<b>NO. WATER ACCOUNTS</b>	6,177	6,173	6,216	6,251	6,249	6,299	6,326	6,383	6,396				
<b>NO. SSCWD SEWER ACCTS</b>	1,236	1,229	1,231	1,234	1,231	1,238	1,233	1,236	1,233				
<b>NO. COH SEWER ACCTS</b>	3,894	3,908	3,918	3,934	3,943	3,976	3,987	3,993	4,008				
<b>NO. AUTO PAY CUSTOMERS</b>	2,532	2,554	2,583	2,614	2,640	2,680	2,697	2,727	2,759	-	-	-	
<b>NO. E-BILL CUST'S (Paperless)</b>	414	415	418	419	419	443	445	456	460				
<b>MONTHLY CHARGES</b>													
<b>Retail Water Charges</b>	\$ 688,956.76	\$ 664,349.80	\$ 763,824.51	\$ 650,433.88	\$ 564,057.50	\$ 470,813.87	\$ 382,018.49	\$ 381,441.31	\$ 463,726.12				\$ 5,029,622.24
<b>Sewer Fees</b>	157,302.64	156,881.63	158,263.24	156,538.89	155,056.98	155,284.36	154,935.68	154,896.02	155,107.95				1,404,267.39
<b>Installation Fees</b>	19,440.00	8,505.00	2,905.00	12,555.00	2,165.00	16,200.00	23,770.00	3,140.00	10,935.00				99,615.00
<b>Late Fees</b>	6,035.78	6,874.90	5,767.63	8,705.27	5,888.26	4,946.50	6,229.55	4,979.51	(112.40)	-	-	-	49,315.00
<b>Admin. Collection Fees, net</b>	4,570.00	4,620.00	4,380.00	5,670.00	4,770.00	4,220.00	4,970.00	4,770.00	30.00				38,000.00
<b>COH Billing Fees</b>	11,772.00	11,808.00	11,832.00	11,886.00	11,928.00	12,036.00	12,012.00	12,036.00	12,114.00	-	-	-	107,424.00
<b>Other Misc. Fees</b>	2,122.44	1,150.00	1,558.06	1,530.97	1,910.00	2,720.26	1,090.00	1,440.00	2,025.77				15,547.50
<b>TOTAL SSCWD CHARGES</b>	\$ 890,199.62	\$ 854,189.33	\$ 948,530.44	\$ 847,320.01	\$ 745,775.74	\$ 666,220.99	\$ 585,025.72	\$ 562,702.84	\$ 643,826.44	\$ -	\$ -	\$ -	\$ 6,743,791.13
<b>CITY OF HOLLISTER CHARGES</b>													
<b>COH Sewer Fees</b>	355,606.65	356,261.47	357,638.25	358,335.93	359,570.77	361,910.42	363,332.26	363,138.25	364,089.17				\$ 3,239,883.17
<b>COH Street Sweeping</b>	9,979.44	10,002.72	10,009.04	10,016.00	10,011.60	10,016.88	10,018.00	10,016.00	10,022.32				90,092.00
<b>COH Senior Discount</b>	(1,266.30)	(1,286.40)	(1,286.40)	(1,306.50)	(1,306.50)	(1,306.50)	(1,306.50)	(1,306.50)	(1,306.50)				(11,678.10)
<b>Total COH Charges</b>	364,319.79	364,977.79	366,360.89	367,045.43	368,275.87	370,620.80	372,043.76	371,847.75	372,804.99	-	-	-	3,318,297.07
<b>Late Fees</b>	2,197.37	2,381.54	2,295.90	3,001.71	2,645.67	2,246.47	2,562.13	2,429.51	-				19,760.30
<b>TOTAL COH CHARGES</b>	\$ 366,517.16	\$ 367,359.33	\$ 368,656.79	\$ 370,047.14	\$ 370,921.54	\$ 372,867.27	\$ 374,605.89	\$ 374,277.26	\$ 372,804.99	\$ -	\$ -	\$ -	\$ 3,338,057.37
<b>ACCOUNTS RECEIVABLE - Aged</b>													
<b>A/R for Sunnyslope Water</b>	\$ 859,026.24	\$ 850,372.33	\$ 946,025.25	\$ 846,206.64	\$ 746,581.49	\$ 640,479.97	\$ 549,845.07	\$ 551,268.57	\$ 621,428.94				
<b>A/R for City of Hollister</b>	375,487.33	376,943.14	381,328.24	381,641.56	382,968.97	383,681.47	380,403.26	381,675.77	385,041.89				
<b>Outstanding Bills Owed</b>	\$ 1,234,513.57	\$ 1,227,315.47	\$ 1,327,353.49	\$ 1,227,848.20	\$ 1,129,550.46	\$ 1,024,161.44	\$ 930,248.33	\$ 932,944.34	\$ 1,006,470.83	\$ -	\$ -	\$ -	
<b>Past Due</b>	\$ 66,210.33	\$ 78,640.60	\$ 74,898.49	\$ 82,273.00	\$ 80,337.22	\$ 80,337.93	\$ 58,629.83	\$ 63,232.87	\$ 51,856.52				
<b>% Past Due</b>	5.36%	6.41%	5.64%	6.70%	7.11%	6.38%	6.30%	6.78%	5.15%	N/A	N/A	N/A	
<b>WATER METERED</b>													
<b>Cubic Feet</b>	11,311,500	10,732,100	12,570,200	10,586,100	8,744,700	6,891,400	4,856,500	4,747,600	7,552,200				77,992,300
<b>SSCWD Gallons</b>	84,610,020	80,276,108	94,025,096	79,184,028	65,410,356	51,547,672	36,326,620	35,512,048	56,490,456	-	-	-	583,382,404
<b>Well Flow to COH Gallons</b>	4,175,000	3,944,400	5,017,200	3,907,900	4,694,400	3,273,400	5,832,700	5,075,900	8,479,300				44,400,200
<b>Surface Flow to COH Gallons</b>	2,383,587	2,023,805	3,296,235	6,799,685	7,605,915	7,707,484	4,095,140	4,298,538	3,789,664				42,000,053
<b>TOTAL METERED</b>	91,168,607	86,244,313	102,338,531	89,891,613	77,710,671	62,528,556	46,254,460	44,886,486	68,759,420	-	-	-	669,782,657
<b>WATER SOURCE</b>													
<b>Well #2 (Southside Road)</b>	-	-	99,000	1,358,000	911,000	905,000	1,938,000	902,000	-	-	-	-	6,113,000
<b>Well #5 (Ray Cir/Enterprise)</b>	541,499	1,001,356	1,473,160	915,059	702,094	517,201	8,288,434	2,154,146	725,940	-	-	-	16,318,889
<b>Well #7 (Enterprise Rd)</b>	4,301,929	4,453,091	7,279,333	1,246,088	2,027,759	984,809	2,039,192	2,089,321	4,569,533	-	-	-	28,986,055
<b>Well #8 (Ridgemark)</b>	581,000	520,000	661,000	625,000	517,000	608,000	1,873,000	1,117,000	967,000	-	-	-	7,469,000
<b>Well #11 (Southside Road)</b>	18,105,000	17,214,000	17,732,000	4,414,000	5,384,000	2,502,000	7,938,000	4,901,000	10,544,000	-	-	-	88,734,000
<b>Wells</b>	23,529,428	23,188,447	27,244,493	8,558,147	9,536,853	5,517,010	22,076,626	11,163,467	16,806,473	-	-	-	147,620,944
<b>Lessalt W.T.P. I (High Zone)</b>	35,817,000	34,171,000	40,229,000	32,184,000	27,999,000	21,962,000	11,668,000	19,582,000	29,857,000				253,469,000
<b>Lessalt W.T.P. I (Middle Zone)</b>	20,436,000	17,471,000	23,105,000	23,455,000	19,230,000	15,100,000	7,991,000	11,484,000	16,462,000				154,734,000
<b>West Hills W.T.P. (@ Well #2)</b>	-	-	1,510,000	12,421,000	10,892,000	9,695,000	2,286,000	1,656,000	-				38,460,000
<b>West Hills W.T.P. (@ Well #11)</b>	-	-	1,430,000	13,087,000	11,043,000	10,935,000	2,389,000	2,086,000	1,128,000				42,098,000
<b>City Well Flow to SSCWD Gallons</b>	8,137,300	8,446,900	9,797,000	3,809,800	1,089,100	565,300	290,600	122,400	163,300				32,421,700
<b>City Surface Flow to SSCWD Gallons</b>	6,638,100	6,272,600	5,583,900	1,216,900	545,500	1,946,800	199,600	194,900	256,800				22,855,100
<b>TOTAL PUMPED</b>	94,557,828	89,549,947	108,899,393	94,731,847	80,335,453	65,721,110	46,900,826	46,288,767	64,673,573	-	-	-	691,658,744
<b>Estimated Water Loss</b>	3,389,221	3,305,634	6,560,862	4,840,234	2,624,782	3,192,554	646,366	1,402,281	0.00%	0.00%	0.00%	0.00%	25,961,934
<b>Water Loss %</b>	3.584%	3.691%	6.025%	5.109%	3.267%	4.858%	1.378%	3.029%	0.00%	0.00%	0.00%	0.00%	3.754%
<b>Estimated Water Gain</b>	-	-	-	-	-	-	-	-	4,085,847	-	-	-	4,085,847
<b>Water Gain %</b>	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.942%	0.00%	0.00%	0.00%	0.610%
<b>Total Net Water Loss</b>										-	-	-	21,876,087

Chart Includes: Water Charges (Retail Wholesale), Sewer Fees, Installation Fees, Late Fees, Administration Collection Fees, COH Billing Fees, Other Misc Fees

### Total SSCWD Charges Chart 1

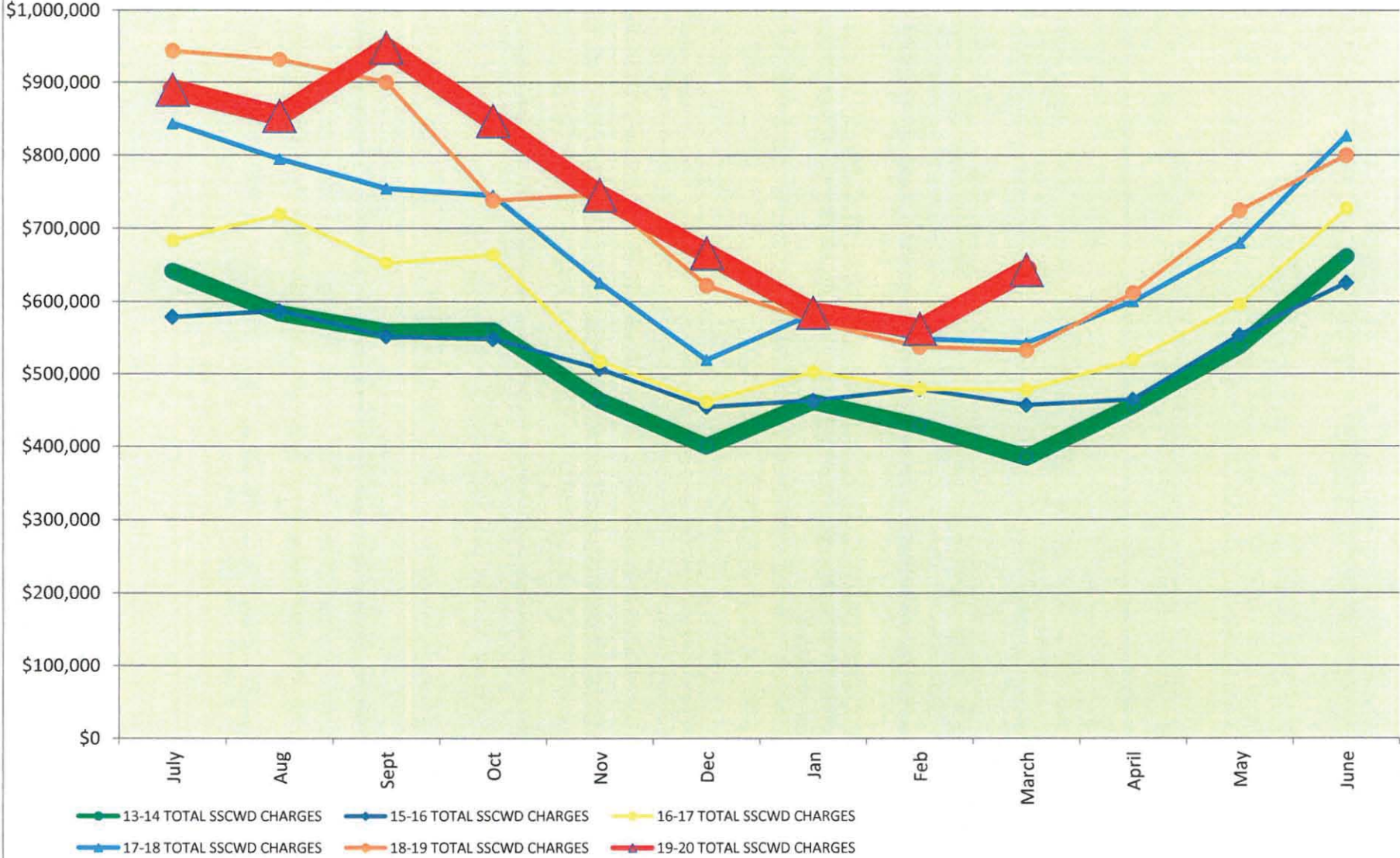
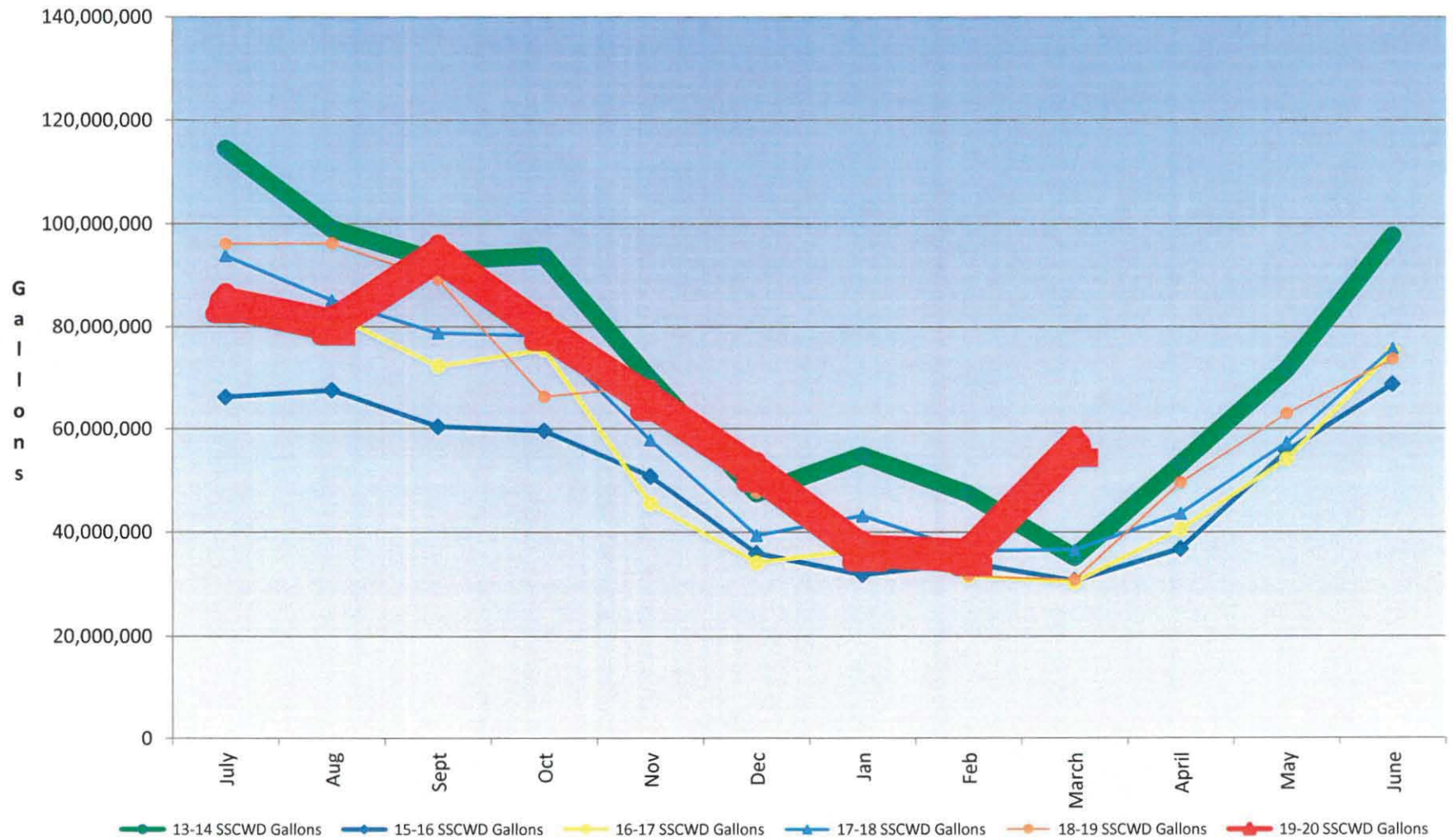


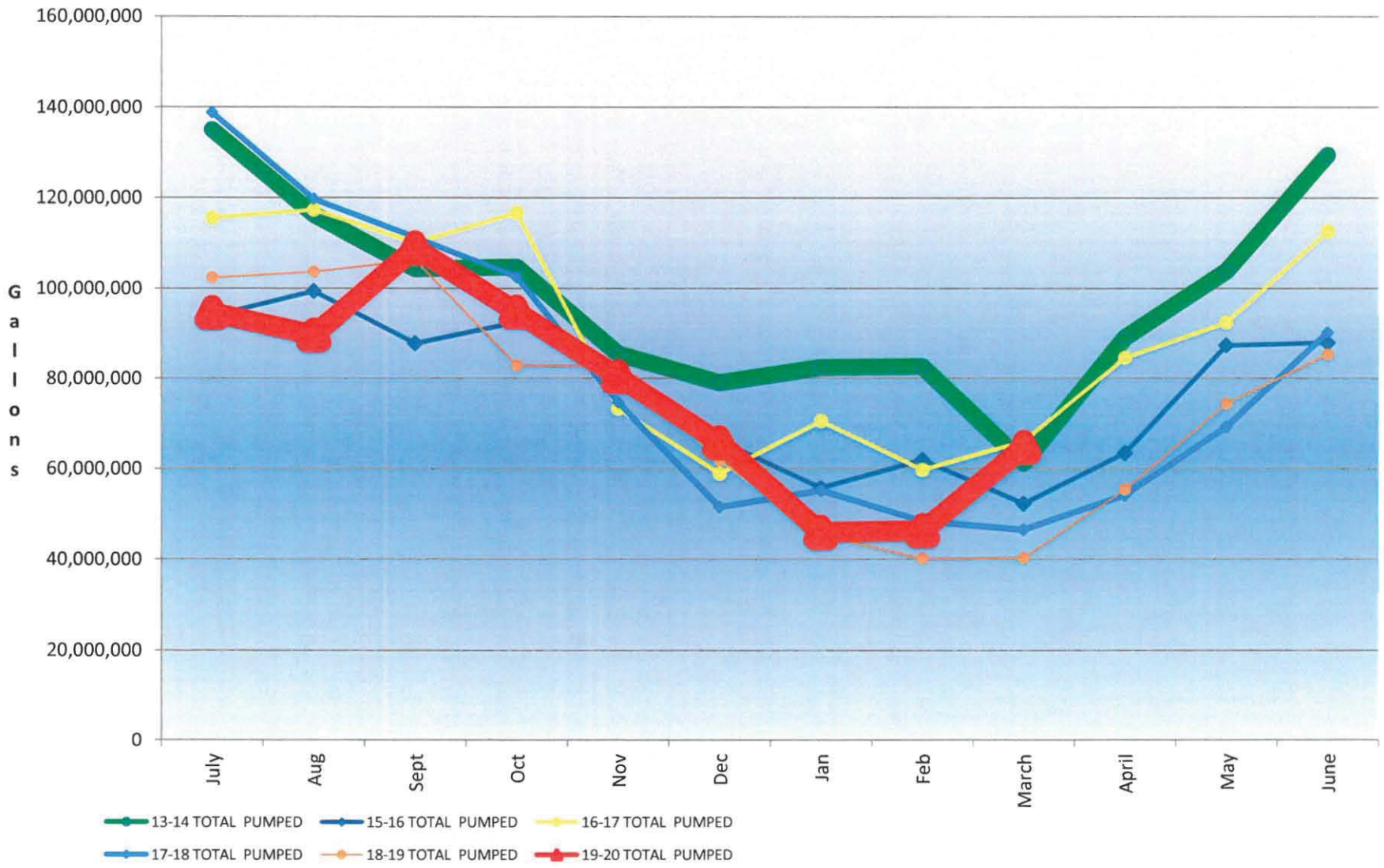
Chart Includes: Only Water Metered to SSCWD Customers,  
 Chart Does Not Include: COH Interties Wholesale Water Flow

### Total Water Metered to SSCWD Customers Chart 2





### Total Water Pumped into SSCWD System Chart 3



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

ITEMS	JULY 2018	AUG. 2018	SEPT. 2018	OCT. 2018	NOV. 2018	DEC. 2018	JAN. 2019	FEB. 2019	MARCH 2019				TOTALS
NO. WATER CAPACITY FEE RECD	1	6	23	18	15	15	3	1	4				86
NO. WW CAPACITY FEE RECD	-	1	-	-	-	-	1	-	-				2
NO. WATER ACCOUNTS	6,015	6,022	6,029	6,063	6,080	6,104	6,124	6,115	6,119				
NO. SSCWD SEWER ACCTS	1,232	1,228	1,229	1,234	1,232	1,234	1,235	1,235	1,234				
NO. COH SEWER ACCTS	3,717	3,747	3,748	3,773	3,788	3,810	3,830	3,831	3,844				
NO. AUTO PAY CUSTOMERS	2,217	2,258	2,276	2,318	2,352	2,355	2,383	2,396	2,432				
NO. E-BILL CUST'S (Paperless)	355	354	355	359	359	366	373	374	387				
<b>MONTHLY CHARGES</b>													
Retail Water Charges	\$ 754,320.00	\$ 740,839.51	\$ 698,915.92	\$ 543,608.01	\$ 555,936.23	\$ 429,062.61	\$ 385,476.05	\$ 353,782.83	\$ 348,913.72				\$ 4,810,854.88
Sewer Fees	163,625.25	162,922.70	162,937.08	162,315.84	161,946.75	161,417.13	161,173.22	160,831.07	161,063.05				1,458,232.09
Installation Fees	1,285.00	2,455.00	9,315.00	7,290.00	6,075.00	7,290.00	1,240.00	405.00	1,620.00				35,760.00
Late Fees	6,342.95	7,267.36	9,916.20	6,991.87	3,605.30	5,506.21	5,977.82	4,784.90	4,166.84				54,559.45
Admin. Collection Fees, net	4,690.00	4,980.00	4,610.00	4,660.00	4,930.00	4,810.00	5,320.00	4,310.00	4,350.00				42,660.00
COH Billing Fees	11,292.00	11,331.00	11,334.00	11,403.00	11,418.00	11,481.00	11,544.00	11,595.00	11,592.00				102,990.00
Other Misc. Fees	2,075.00	2,081.33	2,949.28	1,620.00	1,880.00	3,706.24	1,650.00	1,820.61	830.00				18,612.46
<b>TOTAL SSCWD CHARGES</b>	<b>\$ 943,630.20</b>	<b>\$ 931,876.90</b>	<b>\$ 899,977.48</b>	<b>\$ 737,888.72</b>	<b>\$ 745,791.28</b>	<b>\$ 622,058.19</b>	<b>\$ 572,381.09</b>	<b>\$ 537,529.41</b>	<b>\$ 532,535.61</b>				<b>\$ 6,523,668.88</b>
<b>CITY OF HOLLISTER CHARGES</b>													
COH Sewer Fees	341,616.88	343,142.85	344,095.25	345,186.05	347,003.43	348,202.02	349,843.91	350,414.35	350,789.78				\$ 3,120,294.52
COH Street Sweeping	9,859.92	9,887.68	9,886.64	9,856.02	9,914.16	9,922.96	9,946.16	9,942.48	9,937.28				89,153.30
COH Senior Discount	(1,125.60)	(1,125.60)	(1,145.70)	(1,147.62)	(1,246.20)	(1,266.30)	(1,266.30)	(1,266.30)	(1,266.30)				(10,855.92)
Total COH Charges	350,351.20	351,904.93	352,836.19	353,894.45	355,671.39	356,858.68	358,523.77	359,090.53	359,460.76				3,198,591.90
Late Fees	2,340.85	2,300.10	2,370.24	2,384.17	2,434.10	2,503.58	2,661.42	2,257.20	2,274.54				21,526.20
<b>TOTAL COH CHARGES</b>	<b>\$ 352,692.05</b>	<b>\$ 354,205.03</b>	<b>\$ 355,206.43</b>	<b>\$ 356,278.62</b>	<b>\$ 358,105.49</b>	<b>\$ 359,362.26</b>	<b>\$ 361,185.19</b>	<b>\$ 361,347.73</b>	<b>\$ 361,735.30</b>				<b>\$ 3,220,118.10</b>
<b>ACCOUNTS RECEIVABLE - Aged</b>													
A/R for Sunnyslope Water	\$ 931,317.61	\$ 921,915.90	\$ 928,921.20	\$ 697,815.29	\$ 709,037.97	\$ 590,686.64	\$ 524,186.87	\$ 518,964.79	\$ 506,079.35				
A/R for City of Hollister	365,104.71	362,629.82	367,905.15	365,986.53	369,645.97	366,590.12	369,616.02	370,584.88	367,886.27				
Outstanding Bills Owed	\$ 1,296,422.32	\$ 1,284,545.72	\$ 1,296,826.35	\$ 1,063,801.82	\$ 1,078,683.94	\$ 957,276.76	\$ 893,802.89	\$ 889,549.67	\$ 873,965.62				
Past Due	\$ 67,070.93	\$ 65,819.47	\$ 110,968.32	\$ 67,946.72	\$ 69,397.44	\$ 69,057.61	\$ 61,937.32	\$ 57,501.88	\$ 49,520.01				
% Past Due	5.17%	5.12%	8.56%	6.39%	6.43%	7.21%	6.93%	6.46%	5.67%				
<b>WATER METERED</b>													
Cubic Feet	12,848,900	12,858,400	11,927,700	8,853,200	9,138,900	6,371,000	4,757,400	4,220,800	4,118,100				75,094,400
SSCWD Gallons	96,109,772	96,180,832	89,219,196	66,221,936	68,358,972	47,655,080	35,585,352	31,571,584	30,803,388				561,706,112
Well Flow to COH Gallons	7,482,100	7,741,200	5,762,100	5,720,600	1,897,900	1,661,600	1,343,100	1,244,500	1,287,700				34,140,800
Surface Flow to COH Gallons	2,382,855	2,249,456	3,188,282	4,999,726	4,836,809	4,975,932	2,150,465	1,752,956	2,439,614				28,976,095
<b>TOTAL METERED</b>	<b>105,974,727</b>	<b>106,171,488</b>	<b>98,169,578</b>	<b>76,942,262</b>	<b>75,093,681</b>	<b>54,292,612</b>	<b>39,078,917</b>	<b>34,569,040</b>	<b>34,530,702</b>				<b>624,823,007</b>
<b>WATER SOURCE</b>													
Well #2 (Southside Road)	9,152,450	10,217,847	5,575,162	4,303,209	2,428,919	1,409,492	1,082,321	753,784	630,374				35,553,558
Well #5 (Ray Cir/Enterprise)	985,324	946,787	1,598,953	614,700	638,730	566,201	732,863	1,249,612	376,175				7,709,345
Well #7 (Enterprise Rd)	6,343,422	8,436,007	4,193,666	3,545,257	2,354,030	1,082,105	596,150	713,580	686,087				27,950,304
Well #8 (Ridgemark)	1,033,000	948,000	1,243,000	761,000	860,000	784,000	1,232,000	2,031,000	526,000				9,418,000
Well #11 (Southside Road)	20,842,000	24,408,000	22,591,000	14,125,000	8,037,000	4,926,000	2,184,000	2,323,000	1,797,000				101,233,000
Wells	38,356,196	44,956,641	35,201,781	23,349,166	14,318,679	8,767,798	5,827,334	7,070,976	4,015,636				181,864,207
Lessalt W.T.P. I (High Zone)	31,484,000	31,866,000	32,432,000	27,471,000	28,009,000	18,616,000	14,480,000	8,916,000	10,138,000				203,412,000
Lessalt W.T.P. I (Middle Zone)	21,222,000	16,551,000	26,530,000	24,666,000	28,375,000	23,796,000	16,568,000	14,045,000	19,642,000				191,395,000
West Hills W.T.P. (@ Well #2)	-	-	-	-	-	-	-	-	-				-
West Hills W.T.P. (@ Well #11)	-	-	-	-	-	-	-	-	-				-
City Well Flow to SSCWD Gallons	6,531,200	5,285,500	5,416,800	4,526,300	4,787,500	2,572,200	3,017,100	4,637,800	2,395,900				39,170,300
City Surface Flow to SSCWD Gallons	4,729,300	4,991,700	6,673,700	2,820,100	7,167,500	8,103,300	5,380,700	5,419,600	4,065,700				49,351,600
<b>TOTAL PUMPED</b>	<b>102,322,696</b>	<b>103,650,841</b>	<b>106,254,281</b>	<b>82,832,566</b>	<b>82,657,679</b>	<b>61,855,298</b>	<b>45,273,134</b>	<b>40,089,376</b>	<b>40,257,236</b>				<b>665,193,107</b>
Estimated Water Loss	-	-	8,084,703	5,890,304	7,563,998	7,562,686	6,194,217	5,520,336	5,726,534				46,542,778
Water Loss %	0.00%	0.00%	7.609%	7.111%	9.151%	12.226%	13.682%	13.770%	14.225%				6.997%
Estimated Water Gain	3,652,031	2,520,647	-	-	-	-	-	-	-				6,172,678
Water Gain %	3.446%	2.374%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%				0.988%
Total Net Water Loss													40,370,100

# Sunnyslope County Water District

STATEMENT OF INCOME  
FOR THE FISCAL YEAR ENDING JUNE 30, 2020 (This Year)  
UN-AUDITED 4/15/2020

Agenda Item: I - 4 c.

<b>*** WATER ***</b>	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	YEAR-TO-DATE	PROJECTED ACTUAL	FY 19/20 BUDGET
<b>OPERATING REVENUES</b>															
Water Sales	688,957	664,660	763,198	650,374	565,914	468,509	382,633	381,353	-	-	-	-	4,565,598	6,848,397	6,900,000
Installation Fees	19,440	8,505	2,905	12,555	2,165	16,200	23,770	3,140	-	-	-	-	88,680	133,020	40,000
Late Fees	4,829	5,500	4,843	6,964	4,711	3,957	4,984	3,984	-	-	-	-	39,772	59,658	60,000
Other Revenue	14,896	14,136	14,245	15,279	14,970	15,320	14,412	14,645	-	-	-	-	117,903	176,854	179,440
<b>TOTAL OPERATING REVENUES</b>	<b>728,122</b>	<b>692,801</b>	<b>785,191</b>	<b>685,172</b>	<b>587,760</b>	<b>503,986</b>	<b>425,799</b>	<b>403,122</b>	-	-	-	-	<b>4,811,953</b>	<b>7,217,929</b>	<b>7,179,440</b>
<b>OPERATING EXPENSES</b>															
Salaries and Benefits	(241,769)	(222,316)	(230,044)	(212,783)	(208,052)	(207,774)	(188,585)	(194,290)	-	-	-	-	(1,705,613)	(2,558,425)	(2,702,003)
Operating Expenses	(416,924)	(410,163)	(519,739)	(363,933)	(440,972)	(296,377)	(320,479)	(392,866)	-	-	-	-	(3,161,453)	(4,894,514)	(4,959,310)
<b>TOTAL OPERATING EXPENSES</b>	<b>(658,693)</b>	<b>(632,479)</b>	<b>(749,783)</b>	<b>(576,716)</b>	<b>(649,024)</b>	<b>(504,151)</b>	<b>(509,064)</b>	<b>(587,156)</b>	-	-	-	-	<b>(4,867,066)</b>	<b>(7,452,939)</b>	<b>(7,661,313)</b>
<b>NET OPERATING INCOME</b>	<b>69,429</b>	<b>60,322</b>	<b>35,408</b>	<b>108,456</b>	<b>(61,264)</b>	<b>(165)</b>	<b>(83,265)</b>	<b>(184,034)</b>	-	-	-	-	<b>(55,113)</b>	<b>(235,010)</b>	<b>(481,873)</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>															
Capacity Fees	528,000	231,000	90,300	341,000	81,600	440,000	649,075	88,075	-	-	-	-	2,449,050	2,449,050	-
Adjust LAIF Investment to Fair Value	(7,157)	-	-	-	-	-	-	-	-	-	-	-	(7,157)	(7,157)	-
Interest Income	-	-	-	8,044	-	-	11,070	-	-	-	-	-	19,114	19,114	-
Allocated from G & A (Interest & Sale of Assets)	750	682	702	19,184	669	738	15,857	12,317	-	-	-	-	50,899	50,899	-
Debt Service (Loan Expense) & Disposal of Assets	-	-	-	(155,561)	-	-	-	-	-	-	-	-	(155,561)	(199,040)	(90,000)
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>521,593</b>	<b>231,682</b>	<b>91,002</b>	<b>212,667</b>	<b>82,269</b>	<b>440,738</b>	<b>676,002</b>	<b>100,392</b>	-	-	-	-	<b>2,356,345</b>	<b>2,312,866</b>	<b>(90,000)</b>
<b>NET WATER INCOME (LOSS)</b>	<b>591,022</b>	<b>292,004</b>	<b>126,410</b>	<b>321,123</b>	<b>21,005</b>	<b>440,573</b>	<b>592,737</b>	<b>(83,642)</b>	-	-	-	-	<b>2,301,232</b>	<b>2,077,856</b>	<b>(571,873)</b>
<b>*** WASTEWATER ***</b>															
<b>OPERATING REVENUES</b>															
Sewer Sales	157,303	156,882	158,263	156,539	155,056	155,285	154,936	154,896	-	-	-	-	1,249,160	1,873,740	1,900,000
Installation Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50
Late Fees	1,207	1,375	1,211	1,741	1,178	989	1,246	996	-	-	-	-	9,943	14,915	15,000
Other Revenue	3,607	3,520	3,554	3,808	3,672	3,704	3,609	3,650	-	-	-	-	29,124	43,688	43,860
<b>TOTAL OPERATING REVENUES</b>	<b>162,117</b>	<b>161,777</b>	<b>163,028</b>	<b>162,088</b>	<b>159,906</b>	<b>159,978</b>	<b>159,791</b>	<b>159,542</b>	-	-	-	-	<b>1,288,227</b>	<b>1,932,343</b>	<b>1,958,910</b>
<b>OPERATING EXPENSES</b>															
Salaries and Benefits	(49,801)	(45,826)	(46,940)	(44,692)	(41,789)	(43,605)	(36,612)	(39,162)	-	-	-	-	(348,427)	(522,639)	(548,919)
Operating Expenses	(51,385)	(54,115)	(61,644)	(48,239)	(64,771)	(51,741)	(49,839)	(55,924)	-	-	-	-	(437,658)	(656,489)	(705,140)
<b>TOTAL OPERATING EXPENSES</b>	<b>(101,186)</b>	<b>(99,941)</b>	<b>(108,584)</b>	<b>(92,931)</b>	<b>(106,560)</b>	<b>(95,346)</b>	<b>(86,451)</b>	<b>(95,086)</b>	-	-	-	-	<b>(786,085)</b>	<b>(1,179,128)</b>	<b>(1,254,059)</b>
<b>NET OPERATING INCOME</b>	<b>60,931</b>	<b>61,836</b>	<b>54,444</b>	<b>69,157</b>	<b>53,346</b>	<b>64,632</b>	<b>73,340</b>	<b>64,456</b>	-	-	-	-	<b>502,142</b>	<b>753,215</b>	<b>704,851</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>															
Capacity Fees	-	-	-	-	-	-	-	19,875	-	-	-	-	19,875	19,875	-
Adjust LAIF Investment to Fair Value	(1,789)	-	-	-	-	-	-	-	-	-	-	-	(1,789)	(1,789)	-
Allocated from G & A (Interest & Sale of Assets)	187	171	176	4,796	167	185	3,964	3,079	-	-	-	-	12,725	12,725	-
Debt Service (Loan Expense) & Southside Rd. Slide	(11,273)	(1,224)	(303,573)	(3,826)	(2,040)	(663)	(995)	(1,861)	-	-	-	-	(325,455)	(319,271)	(240,500)
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>(12,875)</b>	<b>(1,053)</b>	<b>(303,397)</b>	<b>970</b>	<b>(1,873)</b>	<b>(478)</b>	<b>2,969</b>	<b>21,093</b>	-	-	-	-	<b>(294,644)</b>	<b>(288,460)</b>	<b>(240,500)</b>
<b>NET WASTEWATER INCOME (LOSS)</b>	<b>48,056</b>	<b>60,783</b>	<b>(248,953)</b>	<b>70,127</b>	<b>51,473</b>	<b>64,154</b>	<b>76,309</b>	<b>85,549</b>	-	-	-	-	<b>207,498</b>	<b>464,755</b>	<b>464,351</b>
<b>*** COMBINED INCOME (LOSS) ***</b>	<b>639,078</b>	<b>352,787</b>	<b>(122,543)</b>	<b>391,250</b>	<b>72,478</b>	<b>504,727</b>	<b>669,046</b>	<b>1,907</b>	-	-	-	-	<b>2,508,730</b>	<b>2,542,611</b>	<b>(107,522)</b>

# Sunnyslope County Water District

STATEMENT OF INCOME  
FOR THE FISCAL YEAR ENDING JUNE 30, 2019 (Last Year)  
UN-AUDITED 4/15/2020

<b>*** WATER ***</b>	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	YEAR-TO-DATE	PROJECTED ACTUAL	FY 18/19 BUDGET
<b>OPERATING REVENUES</b>															
Water Sales	754,240	742,218	698,314	542,706	556,527	428,600	385,476	353,773					4,461,854	6,692,781	6,500,000
Installation Fees	1,285	2,430	9,315	7,290	6,075	6,075	1,215	405					34,090	51,135	64,000
Late Fees	5,074	5,782	7,933	5,593	2,884	4,405	4,783	3,828					40,282	60,423	56,000
Other Revenue	14,547	14,742	15,350	14,164	14,607	16,442	15,542	14,330					119,724	179,587	169,260
<b>TOTAL OPERATING REVENUES</b>	<b>775,146</b>	<b>765,172</b>	<b>730,912</b>	<b>569,753</b>	<b>580,093</b>	<b>455,522</b>	<b>407,016</b>	<b>372,336</b>	-	-	-	-	<b>4,655,950</b>	<b>6,983,926</b>	<b>6,789,260</b>
<b>OPERATING EXPENSES</b>															
Salaries and Benefits	(243,337)	(208,120)	(208,513)	(206,259)	(240,860)	(213,483)	(212,743)	(202,177)					(1,735,492)	(2,593,242)	(2,605,808)
Operating Expenses	(388,039)	(443,219)	(374,384)	(377,737)	(420,724)	(362,767)	(285,992)	(307,993)					(2,960,855)	(4,443,265)	(4,975,720)
<b>TOTAL OPERATING EXPENSES</b>	<b>(631,376)</b>	<b>(651,339)</b>	<b>(582,897)</b>	<b>(583,996)</b>	<b>(661,584)</b>	<b>(576,250)</b>	<b>(498,735)</b>	<b>(510,170)</b>	-	-	-	-	<b>(4,696,347)</b>	<b>(7,036,507)</b>	<b>(7,581,528)</b>
<b>NET OPERATING INCOME</b>	<b>143,770</b>	<b>113,833</b>	<b>148,015</b>	<b>(14,243)</b>	<b>(81,491)</b>	<b>(120,728)</b>	<b>(91,719)</b>	<b>(137,834)</b>	-	-	-	-	<b>(40,397)</b>	<b>(52,581)</b>	<b>(792,268)</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>															
Capacity Fees	35,200	65,850	252,425	197,550	160,875	168,375	32,925	10,975					924,175	924,175	-
Adjust LAIF Investment to Fair Value	12,140	-	-	-	-	-	-	-					12,140	12,140	-
Interest Income	-	-	-	13,455	-	27	4,521	-					18,003	18,003	-
Allocated from G & A (Interest & Sale of Assets)	560	543	491	25,674	539	673	31,206	624					60,310	60,310	-
Debt Service (Loan Expense) & Disposal of Assets	-	-	-	(50,152)	-	-	-	-					(50,152)	(97,000)	(97,000)
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>47,900</b>	<b>66,393</b>	<b>252,916</b>	<b>186,527</b>	<b>161,414</b>	<b>169,075</b>	<b>68,652</b>	<b>11,599</b>	-	-	-	-	<b>964,476</b>	<b>917,628</b>	<b>(97,000)</b>
<b>NET WATER INCOME (LOSS)</b>	<b>191,670</b>	<b>180,226</b>	<b>400,931</b>	<b>172,284</b>	<b>79,923</b>	<b>48,347</b>	<b>(23,067)</b>	<b>(126,235)</b>	-	-	-	-	<b>924,079</b>	<b>865,047</b>	<b>(889,268)</b>
<b>*** WASTEWATER ***</b>															
<b>OPERATING REVENUES</b>															
Sewer Sales	163,625	162,923	162,937	162,316	161,947	161,417	161,173	160,831					1,297,169	1,945,754	1,900,000
Installation Fees	-	25	-	-	-	-	25	-					50	75	50
Late Fees	1,269	1,445	1,983	1,398	721	1,102	1,196	956					10,070	15,105	14,000
Other Revenue	3,627	3,678	3,632	3,537	3,647	3,600	3,883	3,428					29,032	43,548	41,690
<b>TOTAL OPERATING REVENUES</b>	<b>168,521</b>	<b>168,071</b>	<b>168,552</b>	<b>167,251</b>	<b>166,315</b>	<b>166,119</b>	<b>166,277</b>	<b>165,215</b>	-	-	-	-	<b>1,336,321</b>	<b>2,004,482</b>	<b>1,955,740</b>
<b>OPERATING EXPENSES</b>															
Salaries and Benefits	(49,740)	(41,863)	(41,805)	(41,978)	(49,129)	(43,858)	(43,376)	(40,527)					(352,276)	(525,914)	(524,385)
Operating Expenses	(52,755)	(56,410)	(59,772)	(49,639)	(62,434)	(64,063)	(50,572)	(52,991)					(448,636)	(673,449)	(709,680)
<b>TOTAL OPERATING EXPENSES</b>	<b>(102,495)</b>	<b>(98,273)</b>	<b>(101,577)</b>	<b>(91,617)</b>	<b>(111,563)</b>	<b>(107,921)</b>	<b>(93,948)</b>	<b>(93,518)</b>	-	-	-	-	<b>(800,912)</b>	<b>(1,199,363)</b>	<b>(1,234,065)</b>
<b>NET OPERATING INCOME</b>	<b>66,026</b>	<b>69,798</b>	<b>66,975</b>	<b>75,634</b>	<b>54,752</b>	<b>58,198</b>	<b>72,329</b>	<b>71,697</b>	-	-	-	-	<b>535,409</b>	<b>805,119</b>	<b>721,675</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>															
Capacity Fees	-	19,825	-	-	-	-	19,825	-					39,650	39,650	-
Adjust LAIF Investment to Fair Value	3,035	-	-	-	-	-	-	-					3,035	3,035	-
Allocated from G & A (Interest & Sale of Assets)	140	136	122	6,419	135	168	7,802	156					15,078	15,078	-
Debt Service (Loan Expense) & Disposal of Assets	-	(255,962)	-	(4,125)	-	-	-	-					(260,087)	(254,200)	(254,200)
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>3,175</b>	<b>(236,001)</b>	<b>122</b>	<b>2,294</b>	<b>135</b>	<b>168</b>	<b>27,627</b>	<b>156</b>	-	-	-	-	<b>(202,324)</b>	<b>(196,437)</b>	<b>(254,200)</b>
<b>NET WASTEWATER INCOME (LOSS)</b>	<b>69,201</b>	<b>(166,203)</b>	<b>67,097</b>	<b>77,928</b>	<b>54,887</b>	<b>58,366</b>	<b>99,956</b>	<b>71,853</b>	-	-	-	-	<b>333,085</b>	<b>608,682</b>	<b>467,475</b>
<b>*** COMBINED INCOME (LOSS) ***</b>	<b>260,871</b>	<b>14,023</b>	<b>468,028</b>	<b>250,212</b>	<b>134,810</b>	<b>106,713</b>	<b>76,889</b>	<b>(54,382)</b>	-	-	-	-	<b>1,257,164</b>	<b>1,473,729</b>	<b>(421,793)</b>

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

BANK ACCOUNT	INTEREST RATE	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020	FEBRUARY 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020
<b>Heritage Bank of Commerce</b>													
CHECKING ACCOUNT Operating - General Fund	0.000%	\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13	\$ 3,589,977.57	\$ 4,020,493.70	\$ 4,318,486.01	\$ 3,696,330.38	\$ 3,723,071.20	\$ 4,092,105.18	\$ -	\$ -	\$ -
<b>CHECKING SUBTOTAL</b>		\$ 3,795,967.44	\$ 3,701,592.07	\$ 3,380,714.13	\$ 3,589,977.57	\$ 4,020,493.70	\$ 4,318,486.01	\$ 3,696,330.38	\$ 3,723,071.20	\$ 4,092,105.18	\$ -	\$ -	\$ -
MONEY MARKET ACCT (MMA) Invested - General Fund	0.950%	1,049,596.82	1,050,416.68	1,051,264.54	1,052,113.08	1,052,907.50	1,053,784.80	1,054,635.38	1,055,404.23	1,056,149.05	-	-	-
MONEY MARKET ACCT (MMA) Retainage - Specialty Construction	0.200%	234,987.84	252,661.04	255,314.79	260,893.99	260,935.45	260,981.21	-	-	-	-	-	-
<b>MMA SUBTOTAL</b>		\$ 1,284,584.66	\$ 1,303,077.72	\$ 1,306,579.33	\$ 1,313,007.07	\$ 1,313,842.95	\$ 1,314,766.01	\$ 1,054,635.38	\$ 1,055,404.23	\$ 1,056,149.05	\$ -	\$ -	\$ -
<b>L. A. I. F. (Local Agency Investment Fund)</b>													
General Fund	1.967%	(39,436.38)	328,286.28	376,637.88	157,445.56	174,568.22	(166,709.12)	602,304.49	593,077.15	694,799.81	-	-	-
Water Connect. Fee	1.967%	1,228,658.42	1,360,935.76	1,352,513.10	1,602,834.00	1,585,711.34	1,926,988.68	2,488,411.45	2,477,763.79	2,676,041.13	-	-	-
Sewer Connect. Fee	1.967%	39,928.94	39,928.94	-	-	-	-	-	19,875.00	19,875.00	-	-	-
SRF Loan Reserve	1.967%	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	760,000.00	-	-	-
Board Designated Reserves	1.967%	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	2,777,668.00	-	-	-
<b>L.A.I.F. SUBTOTAL</b>		\$ 4,766,818.98	\$ 5,266,818.98	\$ 5,266,818.98	\$ 5,297,947.56	\$ 5,297,947.56	\$ 5,297,947.56	\$ 6,628,383.94	\$ 6,628,383.94	\$ 6,928,383.94	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>		\$ 9,847,371.08	\$ 10,271,488.77	\$ 9,954,112.44	\$ 10,200,932.20	\$ 10,632,284.21	\$ 10,931,199.58	\$ 11,379,349.70	\$ 11,406,859.37	\$ 12,076,638.17	\$ -	\$ -	\$ -

GENERAL FUND \$           -                      BOARD DESIGNATED RESERVES (GENERAL FUND) \$           -  
 WATER CONNECT. FEE FUNDS \$           -                      SEWER CONNECT. FEE FUNDS \$           -                      SRF LOAN RESERVE \$           -                      TOTAL \$           -

<b>* TOTAL INTEREST RECORDED</b>		41,434.61	853.06	877.63	32,023.02	835.88	923.06	31,286.96	768.85	744.82	-	-	-
												<b>TOTAL \$ 109,747.89</b>	

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

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

GENERAL FUND	\$ 7,285,615.73	BOARD DESIGNATED RESERVES (GENERAL FUND)	\$ 2,715,900.00
WATER CONNECT. FEE FUNDS	\$ 596,677.27	SEWER CONNECT. FEE FUNDS	\$ 19,949.36
		SRF LOAN RESERVE	\$ 760,000.00
		<b>TOTAL</b>	<b>\$ 11,378,142.36</b>

<b>* TOTAL INTEREST RECORDED</b>	34,424.87	678.25	613.08	44,601.88	683.10	859.95	43,529.01	779.55	809.20	45,255.77	-	-
<b>TOTAL \$ 172,234.66</b>												

# Staff Report

Agenda Item: **F – 5 a**

DATE: April 14, 2020 (April 21, 2020 Meeting)  
 TO: Board of Directors  
 FROM: Jose J. Rodriguez, Water/Wastewater Superintendent  
 SUBJECT: Maintenance Monthly Staff Report - April

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## Narrative

1. Three new employees hired in March.
2. All water/wastewater maintenance staff were briefed in safety precautions regarding Covid -19.
  - a. Daily temperatures are check at the beginning of each work day.
  - b. The district purchased additional hand sanitizers and concentrate for daily cleaning.
  - c. Building and vehicles are disinfected daily and masks were handed to all employees.
3. Vendors for chemical were contacted in regards to Covid-19 concerns. All chemicals kept full and reordering chemical more frequently to maintain capacity.
4. Source Water was temporarily changed by the county from San Luis Reservoir to San Justo Reservoir until maintenance can be completed on the counties end.
5. Daily Safety tailgates have been implemented in morning meetings along with follow up discussion.
6. All 3 monthly water reports (Lessalt, West Hills, and Sunnyslope Water District) where delivered to the Water Board on time.
7. No Violations of the WDR (Waste Dischar Requirements) Order No. R3-2004-0065 were encountered during the month of March 2020.

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

## Water (6)

1. Maggiora Brothers Inc. continued working on Well #2. After cleaning well casing and videoing, several holes in the casing were discovered. Waiting for quote for repair.
2. Annual oil samples from back-up generators at various sites for testing.
3. Toro Petroleum fueled up all district back-up generators.
4. Rebuilt fire hydrant at 145 Dona's Lane, which was stuck by vehicle.
5. Quinn Power repaired heater on Well #8 back-up generators. Pumps failure due to normal wear and tear.
6. Repaired service line leak at 920 El Toro Plaza.

## **LESSALT Water Treatment Plant** (5)

1. Replaced tubing for chlorine dose analyzer. Routine preventative maintenance.
2. Replaced low level switch on Green Sand Filter #2. Failed, normal wear and tear. Last replacement was 2018. Two prong broke due to backwashing turbulence/wear and tear..
3. Replaced light bulbs on all turbidity meters. Annual
4. Continued replacing lights and switches.
5. Unknown truck struck communication line on March 23. At&t rebuilt pole and communication cables to facility. During the down time staff ran plant during business hours only shutdown overnight and allowed West Hills and Wells to maintain water levels.

## **West Hills Water Treatment Plant** (5)

1. Received and programmed personnel radios for facility.
2. Treatment staff removed wasted sludge from drying basin #1. RJR Recycling hauled multiple roll-off bins to John Smith Landfill for disposal.
3. Removed the sludge from both recovery basins. Inspected basin lining for wear and proper operation of valves and equipment.
4. Cleaned and inspected both Return Water and Sludge lift stations.
5. Organized garage to minimize trip hazards, removed expired chemicals and reorganize equipment for easier identification.

## **Wastewater** (6)

1. Pulled pump # 1 at Main Lift Station due to debris stuck in impeller.
2. Replaced 6 inch check valve on pump #2 at Main Lift Station.
3. Replaced pump #2 at Ridgemark II. Ordered back up pump.
4. Replaced wet well level pressure transducer at Ridgemark II.



Completed This Month	Job Descriptions	Completed YTD 2019 – 2020 July 1 to June 30	Completed 2018 – 2019 July 1 to June 30	Completed 2017 – 2018 July 1 to June 30	Completed 2016 – 2017 July 1 to June 30
252	Work Orders	1985	2642	2826	3079
25	Temporary Manual Read Water Meters Installed in New Construction Accounts	221	146	229	151
0	Radio Read Meters & ERTs Installed in New Construction Accounts	0	1	2	6
0	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	103 (Total = 6220)	246	176	159
53	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	212	350	370	321
2	Valves Exercised (Approx 2750 in SSCWD System 1/2016)	241	410	269	470
1	Fire Hydrants Flushed (Approx 811 in SSCWD System 8/2016)	141	757	509	396
53	Meters on Repair List	356	1147	1035	950
10	Emergency Calls	113	204	225	172
94	Locates on our Water/Sewer Lines	665	454	427	322
0	Sewer Inspections	0	2	2	9
14	Shutoff Notices	112	182	180	170
0	Water Services Replaced	9 (Total = 877)	18	19	23

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

## Hollister/Sunnyslope Intertie Water Balance

Report Date: April 1, 2020		to		March 16, 2020	
Current Consumption Period: February 13, 2020		to		March 16, 2020	
Intertie Location	Groundwater Flow to COH	Surface Flow to COH	Groundwater Flow to SSCWD	Surface Flow to SSCWD	to
	i n G a l l o n s				
Southside Road Intertie Water Total Flow	0	413,864			
Sunset & Memorial Water Total Flow	4,804,800	863,200	0		0
Sunnyslope & Memorial Water Total Flow	3,020,600	1,349,600	200		0
Hillcrest and Memorial Water Total Flow	268,800	520,200	163,100		256,800
Santa Ana & La Baig Water Total Flow	385,100	642,800			
<b>Intertie Sub-Total Water Flow</b>	<b>8,479,300</b>	<b>3,789,664</b>	<b>163,300</b>		<b>256,800</b>
<i>Total Combined Surface and Ground Water Intertie Flow</i>	<b>12,268,964</b>		<b>420,100</b>		
City of Hollister Well 2 Surface Water Total Flow (West Hills)		17,822,000			
City of Hollister Well 4 Surface Water Total Flow (West Hills)		21,171,000			
City of Hollister Well 5 Surface Water Total Flow (West Hills)		17,679,000			
Sunnyslope Well 2 Surface Water Total Flow (West Hills)					0
Sunnyslope Well 11 Surface Water Total Flow (West Hills)					1,128,000
Sunnyslope Surface Water Total Flow (LESSALT)					46,319,000
<b>Surface Water Flow Sub-Totals</b>		<b>56,672,000</b>			<b>47,447,000</b>
<b>Ground Water and Surface Water Flow Totals</b>	<b>8,479,300</b>	<b>60,461,664</b>	<b>163,300</b>		<b>47,703,800</b>
Current Period:	<i>COH half of Surface Water Flow to Distribution (LESSALT &amp; WH)</i>		52,059,500		
	<i>Net Ground/Surface Water Balance Owed to SSCWD (to COH)</i>		8,316,000	8,145,364	
	<i>Beginning Water Balance Owed to SSCWD (to COH)</i>		602,954,935	-434,430,952	
	<i>Gallons Billed to COH thru Report Date February 1, 2020</i>		0		Informational Last Month Net Total 168,523,983
	<i>Sub-total Ending Water Balance Owed to SSCWD (to COH)</i>		611,270,935	-426,285,588	Net Sub Total 184,985,347
<i>Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period</i>			2,180,000		
<i>Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4</i>					8,720,000.00
<i>Ending Water Balance Owed to SSCWD (to COH)</i>		602,550,935	-426,285,588	Net Total	176,265,347

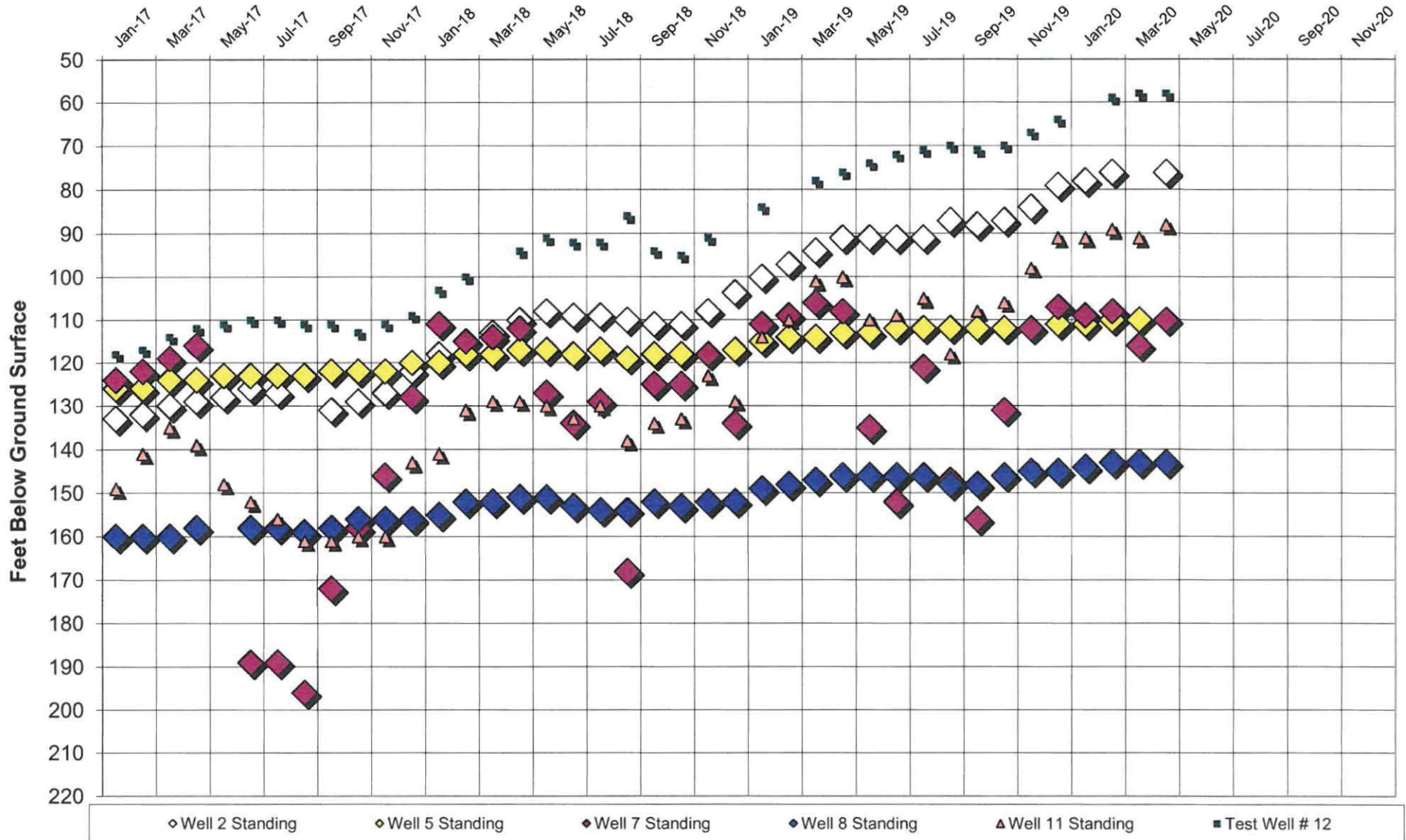
Current:	<i>LESSALT WTP Total Flow to Distribution</i>	46,319,000			
	<i>Percent of LESSALT Surface Water Received</i>	<b>COH</b>	<b>7.6%</b>	<b>SSCWD</b>	<b>92.4%</b>
Current:	<i>COH half of LESSALT Total Flow to Distribution</i>	23,159,500			
	<i>Intertie Net Surface Water Total Flow to COH</i>	3,532,864			
	<i>Intertie Net Ground Water Total Flow to COH</i>	8,316,000			
Current:	<i>West Hills WTP Total Flow to Distribution</i>	57,800,000			
	<i>Percent of Surface Water Received</i>	<b>COH</b>	<b>98.0%</b>	<b>SSCWD</b>	<b>2.0%</b>
Current:	<i>COH half of West Hills WTP Total Flow to Distribution</i>	28,900,000			
	<i>West Hills WTP Surface Water Total Flow to COH</i>	56,672,000			

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

### Depth to Standing Water Level Below Ground Surface

Agenda Item: F-5 c

Month/Year



Ground Elevation in Feet Above Sea Level

Well 2 = 325

Well 5 = 438

Well 11 = 330

Well 7 = 361

Well 8 = 481

Test Well 12 = 308

# *Staff Report*

Agenda Item: **F - 6**

DATE: April 13, 2020 (April 21, 2020 Meeting)  
TO: Board of Directors  
FROM: Drew Lander, General Manager  
SUBJECT: General Manager Monthly Status Report

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## **ACTIVE TASKS**

1. Primary management tasks for the month of March have centered on the COVID19 crisis and the District response to the advance of new information. The District has kept pace with the needs of staff and operations. In 2015 the Board authorized the General Manager to enter into a Mutual Aid Agreement with other local
2. Budgets for Westhills and Lessalt treatment plants have been prepared and provided to San Benito County Water District for their review and approval. The proposed SSCWD budget will be presented to the Finance Committee this month for review and discussion.
3. The Carmel Area Wastewater District (CAWD) has agreed to sell SSCWD the Vactor truck. The public auction of the truck ended with a private individual winning the bid for \$63,000.00, however after failing to close the purchase in a timely manner I asked CAWD staff to sell the vehicle directly to SSCWD for an amount not to exceed \$51,000.00. The CAWD Board prefers to sell equipment to other public agencies and is scheduled to ratify this action on April 23.
4. The hiring process for the new Finance Manager was completed at the end of March. The new Finance Manager, Travis Foster started on April 1<sup>st</sup>. As a result of the Governor's executive orders issued last month, the CalPERS requirement for retired individuals to separate from service for 180 days prior to performing any consulting work has been suspended. This has allowed for the District to retain Cathy Buck for 2 days a week during the month of April to help with the transition of Travis into the Finance Manager position.
5. Well #2 has been out of service since February when a routine sample test resulted in a positive total coliform. No public health issues occurred as Well #2 is not currently in use. Well #2 is used only as an emergency or back up water source and presently there is not any risk to the District water supply. Other District wells are capable of meeting all demand if needed in the near future. Staff immediately removed the well from service and investigation into the cause has resulted in discovery of a failed well casing. Evaluation of a number of solutions are underway. Staff will bring this item before the Board in May when a solution and repair costs have been established.
6. I attended San Benito Business Council webinar held on April 9<sup>th</sup>. Many businesses are worried of long term impacts associated with the COVID19 crisis and about recovery time.

7. The required update for the Sanitary Sewer Management Plan (SSMP) was completed and is before the Board for approval.
8. An Electric cart was purchased and delivered to the Westhills Treatment plant. This vehicle will take the place of the large trucks currently used by staff when performing repairs and taking samples. The new vehicle contains work boxes allowing staff to keep tools and equipment inside the vehicle safe and dry.
9. Research and investigation into the Management staff negotiation items has concluded and the Personnel Committee will meet this month to finalize a proposal.

# **Staff Report**

Agenda Item: **G-1**

DATE: April 6, 2020 (April 21, 2020 Meeting)  
TO: Board of Directors  
FROM: Drew A. Lander, General Manager  
SUBJECT: Consider Proclaiming May 2020, as “Water Awareness Month”

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**BACKGROUND:**

For the past twenty-eight years, the month of May has been celebrated as water awareness month. Each year, new water awareness issues are brought forward to inform and educate California agricultural and urban water users. Shawn Novack, the Water Conservation Program Manager of the Water Resources Agency, has provided the wording for this year’s Resolution.

**FISCAL IMPACT:**

The fiscal impact is unknown as it is dependent on public participation, however water conservation emphasizes reduction in water sales but promotes the avoidance of critical water shortage emergencies which increase operational costs. Water conservation is anticipated to have net positive effects on expenditures.

**ENVIRONMENTAL IMPACT:**

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

**RECOMMENDATION:**

Staff recommends the Board proclaim the month of May 2020 as “Water Awareness Month”.

Attachment: Resolution 551

RESOLUTION 551

A RESOLUTION PROCLAIMING MAY 2020 AS WATER AWARENESS MONTH

-oOo-

WHEREAS, California’s arid and semiarid climate, its ambitious and evolving economy, its continually growing population and climate change have combined to make shortages and conflicting demands the norm; and

WHEREAS, the health, welfare and quality of life for our community depends on a reliable, high quality water supply; and

WHEREAS, the state, county, cities and concerned citizens make strong efforts to foster wise decisions concerning water issues and water use; and,

WHEREAS, California has enacted legislation to promote sustainable groundwater management practices;

WHEREAS, the fact that California will experience periodic droughts; whereas efficient use of water is critical not only during drought periods, **but at all times**; and

WHEREAS, during May 2020, the Sunnyslope County Water District is inviting everyone to find ways to save water both at work and at home;

**NOW, THEREFORE, the Sunnyslope County Water District does proclaim May 2020 as Water Awareness Month and urge all citizens, businesses, industries, institutions and public agencies to review their water use and water systems for water use efficiency and to contact the Water Resources Association of San Benito County for water saving ideas and assistance.**

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sunnyslope County Water District duly held on April 21, 2020.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

\_\_\_\_\_  
President of the Board

ATTEST: \_\_\_\_\_

Secretary to the Board

# *Staff Report*

Agenda Item: **G - 2**

DATE: April 2, 2020 (April 21, 2020 Meeting)

TO: Board of Directors

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

SUBJECT: Take Appropriate Action to Update Signature Cards for the District's Heritage Bank of Commerce Bank Accounts.

## **BACKGROUND:**

Due to the retirement of Cathy Buck at the end of March, and the hiring of myself as the new Finance Manager on April 1st, an update to the District's bank signature card is needed. Before Heritage Bank of Commerce can accept any account signatory card changes to District accounts, the Board of Directors need to take formal action and document their approval.

The following actions are requested:

**Update Signers List** – Approve removal of outgoing Finance Manager, Cathy Buck, as authorized signer, and add new Finance Manager, Travis Foster, as authorized signer on the District's signature card for all Heritage Bank of Commerce accounts.

**Approve Resolution** - The Board is requested to review and approve the attached "Resolution of Lodge, Association, or Other Similar Organization". The resolution indicates the updated authorized signers list to be:

- A. Drew A. Lander (Both Powers "A" & "B" Granted),
- B. Travis J. Foster (Both Powers "A" & "B" Granted),
- C. Michael H. Alcorn (Powers "A" Granted),
- D. Judi H. Johnson (Powers "A" Granted),
- E. Ann C. Ross (Powers "A" Granted),
- F. James F. Parker (Powers "A" Granted), and
- G. Jerry Buzzetta (Powers "A" Granted).

## **FISCAL IMPACT:**

Updated signature cards help ensure authorized access to all District bank accounts.

## **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.

## **RECOMMENDED ACTION:**

Staff recommends approval of the updated signer's list and that the Board adopt the Resolution of Association for the bank accounts with Heritage Bank of Commerce.



**RESOLUTION OF LODGE, ASSOCIATION OR OTHER SIMILAR ORGANIZATION**

HERITAGE BANK OF COMMERCE  
351 TRES PINOS SUITE 102A  
HOLLISTER CA 95023

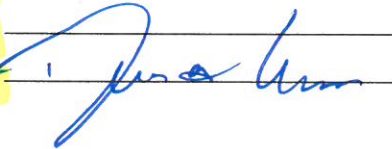
By: SUNNYSLOPE COUNTY WATER

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, \_\_\_\_\_, certify that I am Secretary (clerk) of the above named association organized under the laws of CALIFORNIA \_\_\_\_\_, Federal Employee ID number 94-1577861, and the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on \_\_\_\_\_ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**RESOLVED**, Any Agent (also referred to as "Authorized Signer(s)") listed below is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Powers Granted
A. <u>MICHAEL H ALCORN</u>	<u>X</u>	<input checked="" type="checkbox"/> A <input type="checkbox"/> B
B. <u>JUDI H JOHNSON</u>	<u>X</u>	<input checked="" type="checkbox"/> A <input type="checkbox"/> B
C. <u>ANN C ROSS</u>	<u>X</u>	<input checked="" type="checkbox"/> A <input type="checkbox"/> B
D. <u>JAMES F PARKER</u>	<u>X</u>	<input checked="" type="checkbox"/> A <input type="checkbox"/> B
E. <u>JERRY BUZZETTA</u>	<u>X</u>	<input checked="" type="checkbox"/> A <input type="checkbox"/> B
F. <u>DREW A LANDER</u>	<u>X</u> 	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B

POWERS GRANTED

**A.** If selected above, "A" powers include the following while acting alone or together with other Agents that have been granted the powers under this section "A":

- (1) (1) Open any deposit or share account(s) in the name of the Association.
- (2) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution. The association expressly acknowledges that the Financial Institution does not allow a two signature withdrawal restriction, pursuant to the Deposit Account Agreement and Disclosure.
- (3) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.

**B.** If selected above, "B" powers (Cash Management Services) include the following while acting alone or together with other Agents that have been granted the powers under this section "B":

- (1) Negotiate the terms and conditions to the Enrollment Form, Cash Management Services Agreement and Disclosure ("CMS Agreement"), and Multiple Access Agreement.
- (2) (2) To enter into these and such other agreements, contracts, and arrangements, or any amendments or modifications of them, as he or she may in his or her determination deem necessary or appropriate on behalf of the Association.



**RESOLUTION OF LODGE, ASSOCIATION OR OTHER SIMILAR ORGANIZATION**

HERITAGE BANK OF COMMERCE  
351 TRES PINOS SUITE 102A  
HOLLISTER CA 95023


By: SUNNYSLOPE COUNTY WATER

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, \_\_\_\_\_, certify that I am Secretary (clerk) of the above named association organized under the laws of CALIFORNIA \_\_\_\_\_, Federal Employee ID number 94-1577861, and the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on \_\_\_\_\_ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**RESOLVED**, Any Agent (also referred to as "Authorized Signer(s)") listed below is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Powers Granted
A. <u>TRAVIS J FOSTER</u>	<input checked="" type="checkbox"/> 	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B
B. _____	<input type="checkbox"/> _____	<input type="checkbox"/> A <input type="checkbox"/> B
C. _____	<input type="checkbox"/> _____	<input type="checkbox"/> A <input type="checkbox"/> B
D. _____	<input type="checkbox"/> _____	<input type="checkbox"/> A <input type="checkbox"/> B
E. _____	<input type="checkbox"/> _____	<input type="checkbox"/> A <input type="checkbox"/> B
F. _____	<input type="checkbox"/> _____	<input type="checkbox"/> A <input type="checkbox"/> B

**POWERS GRANTED**

**A.** If selected above, "A" powers include the following while acting alone or together with other Agents that have been granted the powers under this section "A":

- (1) (1)Open any deposit or share account(s) in the name of the Association.
- (2) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution. The association expressly acknowledges that the Financial Institution does not allow a two signature withdrawal restriction, pursuant to the Deposit Account Agreement and Disclosure.
- (3) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.

**B.** If selected above, "B" powers (Cash Management Services) include the following while acting alone or together with other Agents that have been granted the powers under this section "B":

- (1) Negotiate the terms and conditions to the Enrollment Form, Cash Management Services Agreement and Disclosure ("CMS Agreement"), and Multiple Access Agreement.
- (2) To enter into these and such other agreements, contracts, and arrangements, or any amendments or modifications of them, as he or she may in his or her determination deem necessary or appropriate on behalf of the Association.

**RESOLVED, FURTHER,**

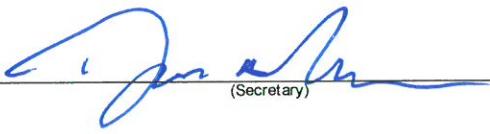
**The Association named on this resolution resolves that,**

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution. Such agreement may be offered and evidenced by manual signature or by any other means allowed by law for a person, including stamp or facsimile signature, electronic agreement (including click-through) or electronic record, orally, via first use or otherwise ("alternative signatures"). All acts and deeds of an Agent are the acts and deeds of the Association.
- (4) With respect to the Cash Management Services, as applicable, it is in the best interests of the Association to obtain access to and use of online banking and cash management services (collectively, the "Cash Management Services") offered by the Financial Institution. The Association agrees to the terms and conditions of the CMS Agreement. The Association appoints all Authorized Users (as identified in the Enrollment Form) as agents of the Association for purposes of access to or use of the Cash Management Services and to initiate Communications (as that term is defined in the CMS Agreement) to the Financial Institution in the name of the Association, all such acts and deeds to be the acts and deeds of the Association. The Association understands and accepts the additional risks associated with the Association designating a Supervisor Level User ("Supervisor") with the authority to enable an Authorized User (including any Supervisor) to utilize the Cash Management Services even though the Authorized User may not be an authorized signer on the Association's accounts. Such risks include, without limitation, the theft or misappropriation of the Association's funds or other losses.
- (5) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (6) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution.
- (7) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (8) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, {or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing. The Association will indemnify and hold harmless the Financial Institution and its officers, directors, agents and employees from and against any and all actions, costs, claims, losses, damages or expenses, including attorneys' fees and expenses, resulting from or arising out of (a) the actions of an Agent or Authorized User; or (b) reliance by the Financial Institution on any alternative signature that purports to be that of an Agent or Authorized User.

**CERTIFICATION OF AUTHORITY**

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt these resolutions and to confer the powers granted herein to the person named who have full power and lawful authority to exercise the same.

If checked, the Association is a non-profit lodge, association or similar organization.

X  \_\_\_\_\_  
 (Secretary)

X \_\_\_\_\_  
 (Attest by Other Officer)

X \_\_\_\_\_  
 (Attest by Other Officer)

**FOR FINANCIAL INSTITUTION USE ONLY**

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials) This resolution is superseded by resolution dated \_\_\_\_\_ .

Comments:

# ***Staff Report***

Agenda Item: **G - 3**

DATE: March 31, 2020 (April 21, 2020 Meeting)

TO: Board of Directors

FROM: Rob Hillebrecht, Associate Engineer

SUBJECT: Approve the 2020 Sewer System Management Plan Update (Not a project under CEQA per Article 20, Section 15378)

## **BACKGROUND:**

Sunnyslope County Water District's Sewer System Management Plan (SSMP) was first approved in 2007 and last updated in 2012. The District's wastewater system has undergone significant changes since the 2012 update and is due for another Board approved update. Board review and approval will follow on a schedule of every 5 years unless a significant future amendment require a

The SSMP lays out the overarching goals of the wastewater system and details the specific implementation strategies for achieving these goals. This update follows the State Water Resource Control Board guidelines by addressing the 11 SSMP elements. The update presented expounds on several aspects of the original SSMP and provides significantly more detail and direction on the District's approaches to the various aspects of wastewater system planning and management. Additionally, this SSMP provides the general public and regulatory agencies the opportunity to understand the work effort that Sunnyslope staff engage in to ensure that high quality sewer service is always provided. The District's proactive approach reflects its concern for safeguarding the health of our customers and the environment by assuring that the sewer system is operating properly and preventing unsanitary conditions such as sewer leaks or overflows.

## **FISCAL IMPACT:**

Approval of the revised SSMP has no direct fiscal impacts. Implementation of the strategies and methods discussed within the plan are considered and accounted for in the annual budget process under the operating expense of the wastewater system. Any Capital Improvement Plan (CIP) projects must receive individual consideration and approval prior to execution. Following this plan helps ensure the sewer system is properly maintained and costly emergencies are avoided.

## **ENVIRONMENTAL IMPACT:**

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

## **RECOMMENDATION:**

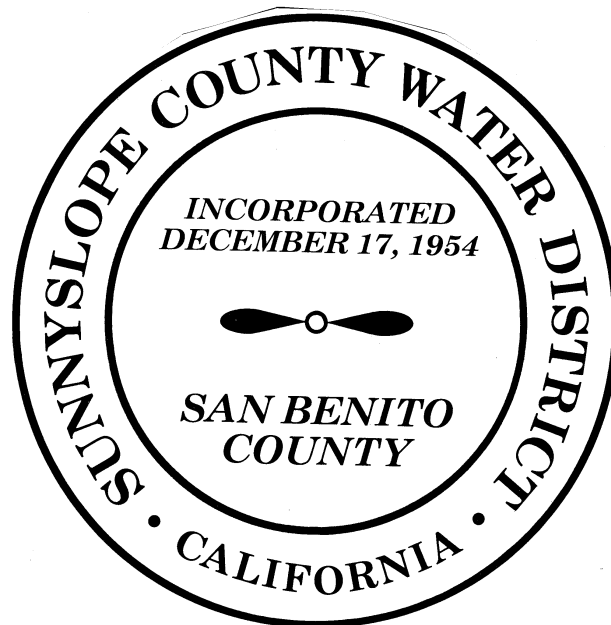
Staff recommends the Board of Directors approve the 2020 Sewer System Management Plan Update.

Attachments: Exhibit A – 2020 Sewer System Management Plan Update

# Sunnyslope County Water District

## Sewer System Management Plan (SSMP)

2020



## Legally Responsible Official Certification

I certify under penalty of law that this Sewer System Management Plan and all referenced attachments herein incorporated were prepared under Sunnyslope County Water District direction or supervision. Qualified personnel have properly gathered and evaluated the all information submitted. Based on inquiries of the persons who manage the sewer system and are directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. This document was presented to the Sunnyslope County Water District Board of Directors and approved on \_\_\_\_\_.

\_\_\_\_\_  
Drew A. Lander, General Manager  
Legally Responsible Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jose Rodriguez, Water/Wastewater Superintendent  
Legally Responsible Official

\_\_\_\_\_  
Date

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## **Definitions and Abbreviations**

BMP – Best Management Practices

CCTV – Closed Circuit Television

CIP – Capital Improvement Plan

CMMS – Computerized Maintenance Management System

FOG – Fats, Oils, and Greases

GIS – Geographic Information System

I&I – Infiltration and Inflow

NPDES – National Pollutant Discharge Elimination System

OERP – Overflow Emergency Response Plan

OES – Office of Emergency Services

PVC – Polyvinyl Chloride Plastic

RWQCB – Regional Water Quality Control Board

SCADA – Supervisory Control and Data Acquisition

SOP – Standard Operating Procedures

SSCWD – Sunnyslope County Water District

SSMP – Sanitary Sewer Management Plan

SSO – Sanitary Sewer Overflow

SWRCB – California State Water Resources Control Board

VCP – Vitrified Clay Pipe

WDR – Waste Discharge Requirement

WWTP – Wastewater Treatment Plant

## **Introduction**

The California State Water Resources control Board (SWRCB) approved order No. 2006-003, Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies, in May 2006. This regulation requires that Sunnyslope County Water District (SSCWD) along with all other wastewater agencies develop, maintain, and implement a Sewer System Management Plan (SSMP) and submit specified monitoring and reporting of these measures to the SWRCB. The SSCWD Board of Directors approved the first SSMP on September 13, 2007. There have been regular reviews and updates of the plan to ensure that it remains up to date so as to incorporate and reflect any changes to the 11 key elements addressed in the SSMP.

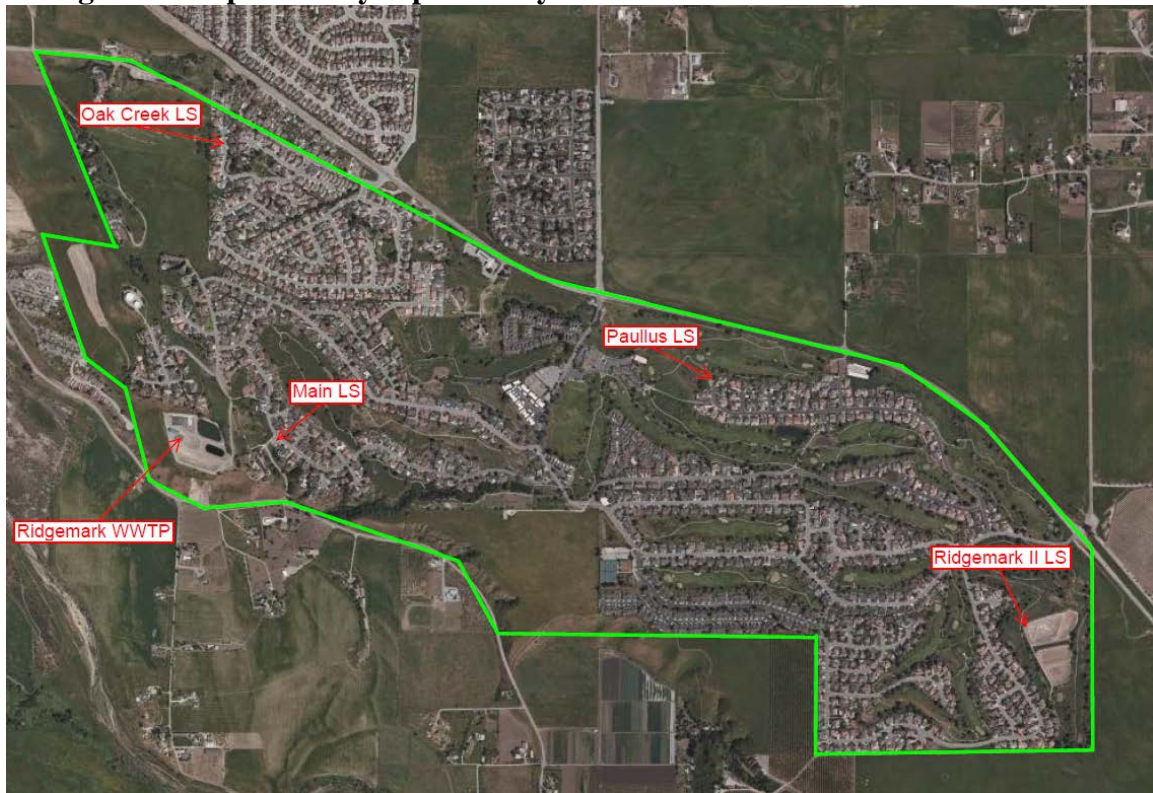
The District has successfully operated its sewer collection system and continually strives to improve the reliability, affordability, and safety of sewer service for its customers. This document provides a summary of the core policies, processes, and practices which have enabled SSCWD accomplish this. For more detailed information regarding specific items, bracketed and italicized references to specific attached documents are provided at the end of various sections which further address those subjects.

*[State Water Resources Control Board – Waste Discharge Requirements]*  
*[National Pollutant Discharge Elimination System (NPDES) Permit]*

## System Overview & Description

Sunnyslope County Water District was incorporated on December 14<sup>th</sup>, 1954 to provide drinking water and fire protection water services to then unincorporated portions of San Benito County east of Hollister. With the construction of the Ridgemark country club in the 1970's, SSCWD agreed to provide sanitary sewer service for the development and some neighboring properties as shown in the map below.

**Figure 1. Map of Sunnyslope County Water District Wastewater Service Area**



This sewer service area has developed such that SSCWD currently provides sewer service to approximately 4,000 people through about 1,240 residential homes in a 1.4 square mile area. This entire area is in the unincorporated portion of San Benito County, just southeast of Hollister. SSCWD also provides drinking water and fire protection water to all its wastewater customers along with about 5,000 other homes which receive sewer service from the City of Hollister.

The Sunnyslope sewer system is composed of approximately 20 miles of sewer mains, 315 manholes, 4 sewer lift stations, and the sequential batch reactor Ridgemark Wastewater Treatment Plant (WWTP). Approximately 10% of the gravity sewer mains are made of 6" or 8" vitrified clay pipe (VCP) installed in the early to mid-1970s. The remaining 90% is predominantly 8" polyvinyl chloride (PVC) plastic pipe from the 1980s through 1990s. Average wastewater flow to the Ridgemark WWTP is about 150,000

gallons per day (GPD) with maximum daily flows of up to 195,000 GPD. However this is well within the Ridgemark WWTP a treatment capacity of 350,000 GPD.

Due to the relatively young age of the sewer system and the high quality materials it was constructed from along with SSCWD's proactive maintenance and cleaning practices, there have been very few Sanitary Sewer Overflows (SSO), sewer main breaks, or other issues. Additionally infiltration and inflow (I&I) during storm events does not cause a noticeable increase in flow, attesting to the good condition of the sewer collection system.

All four SSCWD sewer lift stations are equipped with the District's Supervisory Control and Data Acquisition (SCADA) system allowing for operators to remotely monitor and control the status of these stations. Alarms programmed into the SCADA are active 24/7 and will alert operators of issues at key set points. Each station also has primary and backup submersible pumps in the wet wells to ensure that they can continue operation even if one pump is damaged. Two lift stations have permanent onsite backup power generators. The other two lift stations have adequate wet well storage to give staff sufficient time to respond and connect the District's portable generators to the lift stations.

## **Section I. Goals**

The primary goal of the SSMP is primarily to protect the health and safety of the public by preventing SSO occurrences and properly mitigating any SSO to a safe level. To realize this, SSCWD intends to meet the following goals:

### **A. Regulations**

In order to comply with all state and federal regulations and requirements including NPDES and WDR, SSCWD will continue to maintain zero occurrences of SSOs over the next five year period.

### **B. Best Management Practices (BMP)**

Always employ BMPs in the planning, management, operation, and maintenance activities for the sewer collection system as shown through detailed SOPs, well documented decision-making, and accurate record keeping in the CMMS.

### **C. Employee Training**

Provide effective and continuing employee training to ensure that all operations staff are competent and knowledgeable in the collection system maintenance and operation. This could include employee cross-training, obtaining of AWWA and CWEA certifications, attendance at industry conferences and events, or other opportunities.

### **D. CCTV Investigation**

Initiate a Closed Circuit Television (CCTV) investigation program by 2021 which will have videoed the full collections system by 2024 to better evaluate the internal condition of the sewer main. The information from this investigation will be used to inform future CIPs.

### **E. CIP Projects**

Create a detailed Capital Improvement Plan (CIP) by 2022 to identify and address collection system deficiencies or opportunities to better maintain and improve system performance. SSCWD shall coordinate with potential developments to implement various CIP projects jointly to minimize cost and disruption to the sewer collection system.

### **F. Capacity**

Continue to maintain sufficient capacity in the collection system to convey maximum anticipated peak wastewater flows effectively to the Ridgemark WWTP and assure that additional development within the sewer collection system does not exceed that capacity. Also SSCWD intends to continue monitoring I&I to insure that it does not exceed 20% of normal daily flows.

### **G. Safety**

Maintain a record of zero work related injuries for the next 5 years through regular safety training, enforcement of safety protocols, identifying potential hazards, and addressing safety concerns in a timely manner to minimize risk of injury.

## **Section II. Organization**

Sunnyslope County Water District has been organized to provide clear management direction and to minimize confusion or miscommunication, especially during emergencies. Management structure includes a chain of authority to effectively delegate responsibilities and assures a chain of accountability for work performance.

### **A. Board of Directors**

SSCWD is governed by a five member Board of Directors directly elected by the constituents living within the District boundary in general elections. The Board provides general policy direction to the District and serves as the final governing authority.

### **B. General Manager**

The General Manager (GM) has ultimate responsibility for all SSCWD operations and activities. The GM answers to the Board of Directors for administrative, managerial, and operational compliance and reporting in regards to external and internal regulations and policies. When appropriately licensed the GM also serves as the District Engineer.

### **C. Associate Engineer**

The Associate Engineer is responsible for the planning, design, and inspection of new and existing facilities within the sewer collection system as well as managing the CIP to improve the system functionality and prevent SSOs or other emergencies. The Associate Engineer may act as the District Engineer when appropriately licensed and the responsibility has been delegated by the GM.

### **D. Water/Wastewater Superintendent**

The Water/Wastewater Superintendent is responsible for managing all field staff for all daily and emergency operation of the sewer collection system including recordkeeping and reporting as regulations require.

### **E. Operations/Maintenance Crew Chief**

The Crew Chief is responsible for the daily management of the computerized maintenance management system (CMMS), assignment of work orders, and the employee safety and training programs.

### **F. Water/Wastewater Utility Maintenance**

The Water/Wastewater Utility Maintenance staff are responsible for the daily maintenance and operational activities as assigned. They are generally the first responders to any sewer system issues and conduct the onsite work to resolve such issues. They also provide on-call service for 24/7 emergency response and monitor the sewer system via the District's SCADA.

*[Organization Chart]*

*[Emergency Response Plan District Personnel]*

*[Job Descriptions of Pertinent Positions]*

## G. Communication Chain and Duties

The following list identifies the proper order of who is to be notified of an SSO.

1. **SSCWD District Office**.....(831) 637-4670
  - Receives initial notification from the public and begins internal notifications
2. **On-Call Maintenance Staff**.....(831) 801-5817
  - Receives initial notification outside business hours
  - Immediately responds to the SSO site to evaluate situation
  - Communicates to supervisor the situation & assistance or equipment needed
  - Starts addressing the SSO to resolve it and mitigate as directed
3. **General Manager**.....(831) 917-6696
  - Responsible for properly reporting to other agencies the occurrence of an SSO
  - Requests assistance from other agencies via mutual aid agreements if needed
  - Spokesperson to local news media and decides on extent of public notification
  - Ensures that proper written reporting is submitted to RWQCB on time
4. **Water/Wastewater Superintendent**.....(831) 524-0382
  - Responsible for calling upon and coordinating emergency response crew
  - Determines method to resolve SSO and mitigate all effects of it
  - Gathers needed information and field reports for written reporting to RWQCB
5. **Crew Chief**.....(408) 396-2320
  - Manages the on-site response activities to an SSO event
  - Determines what safety precautions & measures are necessary for staff
  - Considers public safety such as traffic control & minimizing public exposure
6. **San Benito County Communications**.....(831) 636-1400
  - Disseminates information to key County Departments like Sherriff and OES
  - Provides aid in notifying public and mass emergency communication
7. **San Benito County Health Department**.....(831) 637-5367
  - Advises on methods to minimize public exposure
  - Inspects all mitigation measures to ensure everything is sanitary
8. **California Fish & Game**.....(408) 649-2870
  - Must be contacted immediately if spill reaches a State Water Body
  - Evaluates the environmental damage and advises on mitigation
  - Inspects mitigation measures to ensure protection of environment
9. **Office of Emergency Services**.....(800) 852-7550
  - Must be notified within 2 hours if spill reaches surface water or drainage
  - Determines extent of damage to water body and containment options
  - Institutes temporary public safety measures such as closing access to water
10. **Regional Water Quality Control Board**.....(805) 549-3147
  - Must be notified within 24 hours of SSO
  - Regulatory authority over District
  - Advises on response strategy and implementation
  - Receives, reviews, and files the final written report
  - Determines whether fines or other enforcement measures are issued



## **Section III. Legal Authority**

District Code Title 4, provides SSCWD the legal authority to enforce the following rights and requirements to ensure public health and safety concerning the sewer collection system.

### **A. Prevent Illicit Discharges**

Any discharge into the SSCWD sewer collection system that does not comply with all requirements of the District Code Title 4 is considered an illicit discharge and is subject to all legal enforcement measures as described in Code 4.40.

### **B. Public and Private Sewage Disposal**

District Code 4.10 dictates that any property requiring sewer disposal within the District connect to the public sewer system unless specific exemptions detailed in Code 4.15 apply to permit a private sewage disposal system. This is intended to prevent unsanitary disposal of sewage which could be harmful to human and environmental health.

### **C. Proper Design and Construction**

District Code 4.20 requires that all sewer facilities and connections be properly designed, constructed, tested, and inspected according to District standards. Additionally it ensures SSCWD has full access to all facilities for maintenance, repair, and replacement.

### **D. Limit Types of Discharges**

District Code 4.25 prohibits various types of discharge to the sewer system including storm water drainage, garbage, debris, fat oil and grease (FOG), hazardous chemicals, new self-regenerating water softener brine, and other illicit discharges. This is to prevent blockages within the sewer collection system and disruption to the sewer treatment process at the Ridgemark WWTP.

### **E. Enforcement**

District Code 4.40 provides the means and methods through which SSCWD may enforce these regulations. Avenues available for such enforcement include inspection, notice of violation, sewer disconnection, water discontinuance, fines, and assessment of civil and criminal proceedings.

*[Sunnyslope County Water District Code]*

## **Section IV. SSSMP Implementation and Maintenance Program**

Sunnyslope County Water District staff engage in daily operation and maintenance of the sewer collection system in order to ensure the good performance and condition of the facilities. By incorporating these maintenance strategies into the regular operational procedures, staff effectively minimize the likelihood of SSOs and other emergencies by resolving issues before they cause larger problems.

### **A. Standard Operating Procedures (SOPs)**

Staff shall develop and follow comprehensive and clear SOPs to describe all details of each operational procedure. This guarantees consistent methods are used between various maintenance personnel and is especially key when training new staff. Consistency is vital so that all equipment and facilities are evaluated according to the same standard and receive the same level of care.

### **B. Sewer System Maps**

The Associate Engineer maintains accurate and updated mapping of the sewer collection system including all gravity and force main sewer lines, manholes, lift stations, and other facilities. This map data is stored in the geographic information system (GIS) along with the age, material, elevation, slope, and other pertinent information for each asset. Annual updates to these maps shall be distributed to replace any outdated sheets and ensure that all maps are current.

*[Sewer System Maps]*

### **C. Record & Evaluate Information**

The District records and evaluates relevant information to identify trends and evaluate the collection system performance. This information is then used to give insight on potential issues and the measures taken to prevent them. Implementation of the CMMS program will significantly aid in the collection and filing of this data so that it is easily accessible and utilized.

### **D. Preventative Maintenance**

Staff are proactive in conducting routine preventative maintenance of the collection system facilities and equipment to ensure their reliability and consistent performance. This includes daily monitoring of lift stations, regular clearing lift stations of debris, and scheduled sewer pipe cleaning and flushing. Specific cleaning is done in target areas of historic concern and issues. The Crew Chief assigns the various maintenance activities from an Excel-based CMMS program which schedules and creates work orders. Once these work orders are completed, the Crew Chief updates the program and assesses if further maintenance work is required. SSCWD intends to transition from the Excel-based CMMS to using the NexGen Asset Management program in the coming years. This is a much more robust CMMS system which will more easily analyze maintenance activities. Such analysis will enable SSCWD it become even more proactive in preventative maintenance by studying various trends, costs, and lifecycles of the system assets.

**E. Capital Improvement Plan**

The District is developing a CIP for the sewer collection system which identifies the structural deficiencies within the system and proposes long term solutions to resolve those problems. Often, these solutions involve the rehabilitation or replacement of existing facilities at risk of failure. However it may also include new projects which may resolve longstanding maintenance matters that cause recurring problems. The CIP is informed by historical information and condition assessments of the facilities.

*[Sewer System CIP]*

**F. Training**

The District is committed to providing regular training and continuing education to all of its staff. This may include on-the-job cross-training between various employees, group training sessions, or more formalized training classes. Staff are encouraged to pursue specialized training and SSCWD has adopted personnel policies to accommodate and reimburse many training and certificate opportunities. Certain compensation step advancements are conditioned on obtaining specific certificates or licenses to further motivate employees. To demonstrate this emphasis on employee training, SSCWD budgets appropriately for professional development.

**G. Equipment Inventory**

SSCWD maintains a robust inventory of parts and equipment necessary for emergencies and repairs. This includes identification of critical specialty parts which must always have a spare replacement in the District's possession for immediate repair. Such inventory provides assurance that the sewer collection system remains operational even in the event of unexpected equipment failure. Staff routinely evaluate and update the inventory to ensure the system's resiliency.

## **Section V. Design and Performance Provisions**

Sunnyslope County Water District requires all new, rehabilitated, and replacement sewer facilities to conform to the District's adopted design details and specifications. These design requirements provide assurance that the collections system is properly constructed and is consistent in the application and installation of facilities. District design details are regularly reviewed and updated.

### **A. Sewer Standard Details and Specifications**

SSCWD keeps sewer standard details and specifications which must be adhered to in the design and construction of all additions or alterations to the sewer collection system. These standards are regularly reviewed to ensure that they remain updated and utilize reliable and state of the art technology. Maintenance staff are also encouraged to provide feedback and recommendations for improvements upon the standard designs.

*[Sewer Standard Construction Details and Specifications]*

### **B. Development Plan Review, Approval, Inspection, & Acceptance**

All proposals for new developments that are to obtain sewer service from SSCWD must submit Improvement Plans for the District's review and comments. In reviewing these plans, SSCWD staff consider conformance to District standards, long term system maintenance, capacity, future growth, access, and several other factors. Once all District comments have been satisfactorily addressed, the General Manager signs approval of the Improvement Plans. A standard agreement for facilities and service between the developer and the District with Board approval. During construction, SSCWD staff inspect and test the installation of the sewer system to ensure that the standards are properly followed. Upon completion of the sewer system construction, the District accepts ownership of it from the developer and assumes responsibility at that point for all operation and maintenance activities for that addition to the sewer system.

### **C. Sewer Lateral Repair Permits**

Sewer laterals extending from the sewer main in the street to the private home are owned and maintained by the property owner, and they are responsible for any repairs or replacements needed. However, SSCWD requires that a permit be obtained from the District for any repairs or replacements of the lateral prior to any work. District staff shall inspect the sewer lateral and its repairs prior to burial to insure proper installation and workmanship. SSCWD will work closely with the San Benito County Building Department to coordinate the sewer lateral permits alongside any other county permits the homeowner is required to obtain.

## **Section VI. Overflow Emergency Response Plan (OERP)**

The OERP is intended to protect public and environmental health and safety in the event of a SSO and to mitigate any danger posed by a SSO as quickly and safely as possible.

### **A. Initial Notification**

SSCWD personnel are generally first notified of a SSO by phone. During business hours (8am-5pm Mon-Fri) office staff answering the phone will take down all pertinent information from the caller including the address and location, time, SSO severity, and other key information. They will immediately dispatch maintenance staff to respond. Outside of business hours, the public can indicate there is an emergency (SSO) happening through the District's answering machine, which then transfers them to the 24/7 on-call maintenance staff cell phone. The on-call employee will take the relevant information and immediately respond to the situation. All the sewer lift stations also have high level alarms which through SCADA will automatically call out to the maintenance staff cell phone when triggered. This provides some advanced notice before a lift station overflows.

### **B. Primary Response**

A copy of the OERP is in the Emergency Response Plan and Operations & Maintenance Procedures Binders which are located in each service vehicle and various District facilities. The OERP lays out the procedures for notification and response to a SSO though step by step instructions. The 24/7 on-site response time is always to be one hour or less from the time of the first notification call. All anticipated equipment necessary to address the SSO is to be retrieved so SSO containment, mitigation, and clean-up can start immediately. The OERP also indicates the regulatory agencies that must be contacted and timelines for that contact. Once on site, staff follow the OERP guidelines for effectively and safely containing the spill, resolving the blockage or other issue causing the SSO, and mitigating the site. Maintenance staff annually review the OERP so that they are prepared to effectively respond and follow its guidelines.

*[Overflow Emergency Response Plan]*

### **C. Written Reporting**

The on-site staff responsible for the SSO containment, cleanup, and mitigation must prepare a written field report using the Field Spill Report Form within 24 hours of the spill. This report should include all pertinent information including the time, location, estimated volume of the spill, names of responders, measures taken to contain and resolve the spill, and mitigation measures enacted. Additional reporting shall be conducted and submitted to the proper regulatory agencies as required.

*[Field Spill Report Form]*

### **D. Investigation**

All SSO incidents shall be thoroughly investigated to determine the cause for the spill. Corrective action based upon the results of this investigation shall be taken to prevent

future spills. Such actions may include increased sewer cleaning in the location, FOG enforcement action, CIP projects to rehabilitate sewer mains, or other actions.

#### **E. Evaluate Overall Response**

After all aspects of a SSO have been completed from initial response through the final investigation and reporting, staff conduct thorough evaluation of the overall response and all actions taken. Every step and decision of the event is critiqued to determine what was or was not effective. The goal is to learn from the real-world experiences and situations to improve future responses to similar emergencies by determining what strategies were or were not helpful and effective. Using this information, appropriate changes or revisions to the OERP shall be proposed and implemented to improve the response.

General categories for the critique include:

1. Initial notification and communication
2. Response time and preparedness
3. Initial determination of SSO scope and damage potential
4. Coordination and dispatching of emergency crew
5. Determination and gathering of parts & equipment
6. Containment and bypassing of SSO wastewater
7. Safety of public and employees (traffic, PPE, lights, unsanitary exposure, etc.)
8. Clearing of the plug or issue to restore normal flow
9. Site cleanup and restoration/mitigation
10. Notification of other agencies and following of Chain of Communication
11. Investigation of SSO cause and actions taken to address the determined cause
12. Writing and submitting of the required reports

## Section VII. Fats, Oils, and Greases (FOG) Control Program

Fats, oils, and greases from cooking and food preparation that enter the sewer system can congeal and fall out of solution. As FOG is not water soluble, they can continue to build up on the inside of the sewer pipes and eventually cause blockages that contribute to SSOs. In an attempt to eliminate this issue from its sewer collection system, SSCWD has implemented the FOG Control Plan here summarized.

### A. FOG Elimination at the Source

The most effective means of combatting FOG is preventing it from ever entering the sewer collection system. To accomplish this, the FOG Control Program includes the following key elements.

1. Identification of FOG Sources
2. Legal Enforcement Authority
3. FOG Removal Device Requirements/Specifications
4. Inspection & Monitoring
5. Record Keeping of Best Management Practices (BMPs)
6. Public Education & Outreach

*[FOG Control Program]*

### B. FOG Hotspot Cleaning & Maintenance

While the main contribution of FOG to SSCWD's sewer system is from food service establishments, the accumulation of FOG from individual residences can also contribute to SSOs and must be addressed. Historical maintenance data has been used to identify various hotspot areas that need to be addressed more regularly. Below is the maintenance schedule for these areas.

#### Weekly Flushing

- 1) Joes Lane south to Donald Drive
- 2) Club House to Donna Lane
- 3) Cheri Court to Ridgemark Estates Wastewater Treatment Ponds II

#### Semi-monthly Flushing

- 1) Helen Court (every second week)

#### Monthly Hydro Cleaning

- 1) Club House to Donna Lane

#### Semi-annual Hydro Cleaning

- 1) Joes Lane south to Donald Drive
- 2) Helen Court
- 3) Club House to Donna Lane
- 4) Paullus Drive to Ridgemark Estates Wastewater Treatment Ponds II

## **Section VIII. System Evaluation and Capacity Assurance Plan**

Sufficient sewer collection system capacity is key to preventing SSOs from occurring due to peak instantaneous flow conditions.

### **A. Data Collection**

In 2012 SSCWD hired Wallace Group to compile GPS data on all the collection system facilities and compile the data into a GIS format. The data collected included the coordinate location, elevation, depth, and invert of all manholes along with the gravity sewer pipe material, size, and slope. All this information was made easily accessible for analysis of the sewer system capacity. New developments are required to provide AutoCAD files to the District to update GIS format.

*[Sewer GIS Data]*

### **B. Maximum Capacity Analysis**

In 2020 SSCWD staff created an Excel spreadsheet with the information obtained from the Wallace Group study to calculate the design free flow maximum capacity for each section of sewer pipe in the collections system. The design capacity is determined as 75% full pipe flow using the Manning equation for open-channel flow. By establishing the design capacity as 75% full pipe flow, factor of safety is incorporated as a buffer for I&I and other factors such as FOG accumulation, root intrusion, and preventing potential system damage caused by syphoning. This analysis has revealed areas within the existing sewer collection system of inadequate capacity. These areas receive prioritized attention for cleaning and maintenance.

*[Sewer Capacity Analysis]*

### **C. New Developments**

Whenever a new development is proposed to receive sewer service from SSCWD, an analysis is conducted to determine the downstream effects of the additional sewer flow. If that additional flow from the new development causes a section of gravity sewer main to be over design capacity for peak hour flow, that development must upsize that section prior to receiving sewer service.

### **D. Capital Improvement Plan**

In areas where the flows main are over the gravity sewer design capacity at peak hour flow, SSCWD shall consider adding upsizing of those pipes to the CIP. These lines shall be evaluated to consider risk of failure, cost of replacement or upsizing, constructability, and other factors to prioritize the projects. SSCWD will also look for opportunities to incorporate such pipe upsizing projects into proposed development projects.

### **E. Flow Monitoring**

SSCWD staff shall perform routine evaluation of sewer system flow conditions by analyzing pumping trends at the four lift stations. In this way, comparisons can be made between estimated peak hour flows and real observed flow rates experienced in the sewer mains. This information shall then be used to revise the sewer capacity evaluation.



## **Section IX. Monitoring, Measurement, and Program Modifications**

The success of SSCWD's SSMP is continually monitored and evaluated through several methods and measurements. These serve to inform staff of the effectiveness of the various implementation strategies and provide valuable feedback for improvement.

### **A. Information Collection**

SSCWD staff collect and record key data which is maintained in the Excel CMMS for easy access and analysis. This data includes regular maintenance activities like cleaning lines, unclogging lift station pumps, servicing motors, chemical dosages, power usage, lift station levels, and other relevant routine information. It also includes all non-routine data such as SSO events, system repairs, emergency call-outs, mitigation measures taken, overtime hours, and any other key data. SSCWD intends to transition from the Excel CMMS to the NexGen Asset Management CMMS program. NexGen is a much more robust CMMS system that will enhance the District's ability to better analyze trends, costs, equipment lifecycles, and other key aspects. Moreover, it can enable predictive planning of equipment repair and replacement for budgetary purposes.

### **B. Data Analysis**

Reports summarizing all the collections system data are regularly created for the Water/Wastewater Superintendent, Associate Engineer, and General Manager to review. Noteworthy information is reported to the Board of Directors at monthly general board meetings. Staff use these reports to inform decisions regarding the effectiveness of current preventative maintenance and corrective measures taken as well as opportunities to improve upon them.

### **C. Adapt and Modify Practices**

After evaluation of the data collected and analyzed, SSCWD staff consider whether any changes or modifications to the SSMP are necessary or useful to further the goal of eliminating SSO occurrences and improving the overall sewer collection system performance. Maintenance staff are always encouraged to suggest ideas for new and better practices and these ideas are seriously considered. Such new concepts or methods can be tested in pilot projects or trial periods and closely monitored to determine whether they should be implemented system wide and incorporated into the SSMP.

## **Section X. Sanitary Sewer Management Plan Audits**

This SSMP is meant to be a living document which is regularly reviewed and updated as circumstances and situations around it change. As such, it is regularly reviewed and audited.

### **A. Annual Review**

The SSMP undergoes yearly review by the General Manager, Water/Wastewater Superintendent, Associate Engineer, Crew Chief, and all Maintenance staff during the Operations and Emergency Response Training. This training generally takes place in January and is required for all relevant management and field staff.

### **B. Biennial Audit**

A full internal audit of the SSMP is conducted by management staff at least once every two years evaluating the effectiveness of SSMP implementation measures. This audit shall focus on the previous two years, but also consider the long-term progress in achieving the SSMP goals.

### **C. Five Year Update and Approval**

At least once every five years, a full update of the SSMP shall be conducted to incorporate all changes and modifications. This update shall then be taken before the Board of Directors for their approval.

## Section XI. Communication Program

It is critical to the success of this SSMP that the information contained within it be clearly and effectively communicated to SSCWD employees, sewer customers, and the public.

### A. Informing Employees

All management and field staff are required to review the SSMP during the annual Operations and Emergency Response Training. This training is also to be provided to new employees within 2 weeks of their start date. Through this review, SSCWD ensures that field staff understand the requirements, procedures, and practices of the SSMP so that they can be successfully implemented in the daily operation of the collection system. Additionally, the SSMP shall be periodically reviewed with office staff so that they too understand the SSMP goals and purpose. This is key as they are often the first contact with customers and must be prepared to provide them clear and accurate information.

### B. Public Outreach

SSCWD is dedicated to providing its sewer customer and the general public with clear, accurate, and easily accessible information regarding the SSMP and the sewer collection system in general. Several public outreach strategies outlined below have been implemented to disseminate this information and to advise customers on how they can participate in safeguarding the sewer collection system.

#### 1. Board Meetings

SSCWD Board Meetings are fully open to the public and agendas of each meeting are posted on the District's website. At these meetings, regular reports are given on the status and operations of the sewer collection system.

#### 2. Website Links

The approved SSMP is posted through a link on the SSCWD website (sscwd.org) and can easily be located and read through. The website also houses board meeting minutes and other general information.

#### 3. Bill Inserts

Monthly bills are delivered to all SSCWD customers which often include bill insert fliers informing customers of District news and programs.

#### 4. Direct Customer Communication

The most effective means for informing customers of the elements of the SSMP is through direct face to face or phone conversation. Concerned customers often call the SSCWD office and the office staff can take advantage of this opportunity to answer their questions and give them accurate information. They can also make certain that the customer truly understands and appreciates the importance of controlling what they dispose of into the sewer system. Equally effective is the face to face interaction that customers may have with field staff as they conduct routine and emergency maintenance. Employees can take advantage of the customer's curiosity to educate them about the sewer system and ways the customer can help prevent SSOs.

## SSMP Update Log

Original Approval                      September 13<sup>th</sup>, 2007

Audit Review & Update                September 10<sup>th</sup>, 2009

Audit Review & Update                March 2<sup>nd</sup>, 2012

Current Audit Review & Update      April XXX, 2020

Sunnyslope County Water District Board Approval \_\_\_\_\_

# **Staff Report**

Agenda Item: **G - 4**

**DATE:** April 8, 2020 (April 21, 2020 Meeting)

**TO:** Board of Directors

**FROM:** Rob Hillebrecht, Associate Engineer

**SUBJECT:** Authorize the General Manager to Order and Purchase One New Crew-Cab Pickup Truck at a Total Cost Not to Exceed \$38,000.

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## **BACKGROUND:**

Sunnyslope County Water District would like to begin to diversify its fleet of service vehicles to better respond to needs and improve the overall efficiency of District activities. Several older service trucks from the fleet were recently designated as surplus due to age or damage. These were thus sold in a public online auction, reducing the size of the fleet. This presents an opportunity to broaden the composition of Sunnyslope's vehicle fleet to take advantage of the benefits and flexibility other types of vehicles offer. The proposed crew cab pickup truck would be primarily for the Water/Wastewater Superintendent to take between various sites and locations within the District as he supervises the District operations and maintenance. The additional passenger space would promote carpooling among staff.

The truck will be acquired through the State of California fleet vehicle program which conforms to District purchasing policies for public bidding and low bid.

The financial plan used to develop SSCWD's water and sewer rate structures anticipated the purchasing of replacement vehicles annually starting in FY 2013/2014 and truck replacements have consistently been incorporated in the District's Capital Improvement Planning and budgeting. The base cost of the new truck including tax and delivery is \$32,433.00 through Winner Chevrolet, Elk Grove Auto Group who is the California Vehicle Procurement Program Dealer. The truck would then be equipped with a safety light bar, tool box, radio, and GPS for an additional cost of about \$5,400. Thus the total anticipated expense for the new vehicle including all tax and shipping is approximately \$37,850.

## **FINANCIAL IMPACT:**

The fiscal impact of purchasing and equipping the proposed vehicle is approximately \$37,850. This would be allocated from the Vehicle Replacement Fund in the Board Designated Reserves. This vehicle purchase has been anticipated as a part of the capital improvement plan and has been budgeted for accordingly.

**ENVIRONMENTAL IMPACT:**

The new vehicle will meet or exceed all California State clean vehicle standards. The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**RECOMMENDATION:**

Authorize the General Manager to purchase one new crew cab pickup truck for a total cost not to exceed \$38,000.

Attachments: Truck Description & Pricing detail from Winner Chevrolet, Elk Grove Auto Group  
Tool Box Description & Pricing  
Lights, Radio, & GPS Installation Pricing

2020 SIERRA 1500 2WD CREW CAB, STANDARD BOX SIERRA

**\$35,895** NET PRICE †



**VEHICLE DETAILS**

**Standard Vehicle Price**

**\$36,200**

**SELECTED COLORS**

**\$0**

(GAZ) Summit White  
\$0



(H2G) Jet Black, Vinyl seat trim  
\$0



**SELECTED PACKAGES (3)**

**\$1,865**

**CONVENIENCE PACKAGE**

**\$1,100**

**Highlights Include:**

(AQQ) Remote Keyless Entry

(QT5) Tailgate with EZ Lift assist, power lock & release

(AKO) Deep-tinted glass

(UF2) Cargo bed LED lighting

(C49) Rear window defogger

(K34) Cruise control

**TRAILERING PACKAGE**

**\$395**

**Highlights Include:**

(CTT) Hitch Guidance



**GMC PROTECTION PACKAGE**

**\$370**

**Highlights Include:**

(RIA) All-weather floor liners



(VQK) Front and rear Black molded splash guards

**SELECTED OPTIONS (14)**

**\$2,735**

(C5H) 6,900 lbs. GVWR  
\$0

(CGN) Spray-on bedliner  
\$545

(DPO) Outside power-adjustable vertical trailering mirrors with heated upper glass  
\$345

(GU6) 3.42 rear axle ratio  
\$0

(KNP) External auxiliary transmission oil cooler  
\$0

(L82) 5.3L EcoTec3 V8 engine  
\$1,395

(MYC) 6-speed automatic transmission  
Standard

(Q5U) 17" 6-spoke Bright Silver painted aluminum wheels  
\$350



(QBN) 17" 255/70R17 all-season, blackwall tires  
\$0

(VK3) Front license plate bracket  
\$0

- (A52) 40/20/40 split-bench front seat  
Standard
- (B30) Carpeted floor covering  
\$100
- (DD8) Inside rearview auto-dimming mirror  
\$0
- (IOR) GMC Infotainment System with color touchscreen  
Standard

<b>Total Vehicle and Options</b>	<b>\$40,800</b>
Destination Freight Charge	\$1,595

<b>Total Vehicle Price</b>	<b>\$42,395</b>
Total Cash Allowance[s]	-\$6,500

<b>Net Price</b>	<b>\$35,895 †</b>
Total Included Price Discounts and Cash Allowances:	-\$6,500

**STANDARD FEATURES**

**MECHANICAL INTERIOR EXTERIOR SAFETY**

**Mechanical**

- Pickup bed
  - Roll-formed high-strength steel
- 4.3L EcoTec3 V6 engine
  - 285 hp [212 kW] @ 5300 rpm
  - 305 lb-ft of torque [413 Nm] @ 3900 rpm
  - Active Fuel Management™ technology
  - Paired with a 6-speed automatic transmission
  - May require additional optional equipment
- 6-speed automatic transmission
  - Electronically controlled with overdrive
  - Tow/Haul mode
    - Raises transmission upshift points to provide more power to accelerate with a trailer or heavy load
    - Raises downshift points to use engine compression to help slow the truck instead of merely braking
  - Powertrain Grade Braking
    - Automatically uses the engine and transmission to slow the truck to maintain desired speeds when driving downhill
    - Reduces brake wear and increases vehicle control
  - Cruise Grade Braking
    - Downshifts automatically to slow the truck as it drives downhill if it exceeds the cruise set speed by a certain amount
    - May require additional optional equipment

- 3.42 rear axle ratio
- May require additional optional equipment
- 6,800 lbs. GVWR
  - When properly equipped; includes weight of vehicle, passengers, cargo and equipment
  - May require additional optional equipment
- Rear wheel drive
- External engine oil cooler
  - Heavy-duty air-to-oil cooler
  - Helps prevent possible engine oil breakdown under heavy loads
- 170-amp alternator
- May require additional optional equipment
- Battery, heavy-duty 730 cold-cranking amps/70 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (LV3) 4.3L EcoTec3 V6 engine.)
- Fully boxed frame
  - Hydroformed front section
  - High-strength steel
- Cargo tie-downs
  - 12-fixed rated at 500 lbs. per corner
- Electric Power Steering
  - Increases or decreases the amount of assist depending on the steering wheel angle
  - Electric, rack-mounted with variable assist
  - The system delivers great on-center precision and confident performance at higher speeds
  - Steering assist is greater during low-speed maneuvers, such as parking
- 4-wheel antilock disc brakes
  - Help reduce wheel lockup and maintain steering control during hard braking on most slippery surfaces
  - Duralife brake rotors have better resistance to corrosion to increase rotor life, minimize brake pulsation, and improve aesthetic appearance
  - Brake system features a corrosion-fighting process called "Ferritic Nitro Carburizing" which can double rotor life expectancy and reduce or minimize rust
- Capless fuel fill
  - Prevents paint scratches that can result from a tethered fuel cap
  - Creates a tight seal around the fuel-pump nozzle when the nozzle is fully inserted
- Single-outlet exhaust
- May require additional optional equipment
- Aluminized stainless-steel muffler and tailpipe

## Interior

- GMC Infotainment System with color touchscreen
  - Multi-touch display and AM/FM stereo
  - 7" diagonal color touchscreen for customizing and managing entertainment and vehicle feature settings on Sierra 1SA
  - 8" diagonal color touchscreen for customizing and managing entertainment and vehicle feature settings on SLE and Elevation
  - Bluetooth<sup>®2</sup> audio streaming for 2 active devices
  - Apple CarPlay<sup>™</sup> capability for compatible phones<sup>3</sup>
  - Android Auto<sup>™</sup> capability for compatible phones<sup>4</sup>

<sup>1</sup> Functionality varies by model. Full functionality requires compatible Bluetooth<sup>®</sup> and smartphone, and USB connectivity for some devices.

<sup>2</sup> Go to [my.gmc.com/learn](http://my.gmc.com/learn) (<http://my.gmc.com/learn>) to find out which phones are compatible with the vehicle. Bluetooth is a registered trademark of Bluetooth SIG, Inc.

<sup>3</sup> Vehicle user interface is a product of Apple and its terms and privacy statements apply. Requires compatible iPhone and data plan rates apply. Apple CarPlay is a trademark of Apple Inc. Siri, iPhone and iTunes are trademarks for Apple Inc, registered in the U.S. and other countries.

<sup>4</sup> Vehicle user interface is a product of Google and its terms and privacy statements apply. Requires the Android Auto app on Google Play and an Android compatible smartphone running Android™ 5.0 or higher. Data plan rates apply. Android Auto is a trademark of Google LLC.

- 6-speaker audio system

Speakers are positioned throughout the cabin for outstanding sound quality and an enjoyable listening experience

- Bluetooth®

Pair your compatible mobile phone to your vehicle's infotainment system<sup>1</sup>

Place and receive hands-free phone calls

Store your phone's contact list in the system to place an outgoing call quickly using the touch-screen display or voice command system

With streaming audio capability, you can listen to files stored on your phone or Bluetooth digital media device

<sup>1</sup> Go to [my.gmc.com/learn](http://my.gmc.com/learn) (<http://my.gmc.com/learn>) to find out which phones are compatible with the vehicle.

- 40/20/40 split-bench front seat

Seating for up to 3

- 4-way manual driver seat

Can be positioned forward or back and up or down

- 4-way manual front passenger seat

Can be positioned forward or back and up or down

- 60/40 split-folding rear bench seat

Includes child seat top tether anchor

Can fold one or both sides up

- Rubberized vinyl floor covering

Provides good traction and convenient cleanup

- Manual tilt steering column

Allows the steering wheel to be manually adjusted up or down

Provides extra comfort when entering or exiting the vehicle

Locking security feature

- Steering wheel

- Instrumentation

6-gauge cluster

Speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

- 3.5" diagonal monochromatic Driver Information Center

- Outside temperature display

Located in radio display

- Brake pad wear indicator

- Power windows

Driver with express-up/down

May require additional optional equipment

- Power windows

Front passenger with express down

May require additional optional equipment

- Power windows with rear express-down
  - May require additional optional equipment
  - Power door locks
    - Programmable
    - Allows you to lock and unlock doors easily whether it's from the driver or front passenger seat or from outside using the key fob
  - USB port
    - Plug in your smartphone, MP3 player or flash drive<sup>1</sup>
    - Allows you to enjoy listening to audio files through the vehicle's audio system<sup>1</sup>
    - Dash mounted
- <sup>1</sup> Not compatible with all devices.
- 12-volt auxiliary front power outlet
  - May require additional optional equipment
  - Single-zone climate control
    - Maintains a selected temperature
    - Manual
  - Rear air vents
    - Provides cabin comfort for rear occupants
  - Inside rearview manual day/night mirror
    - Adjust the tilt of the mirror to help reduce glare during nighttime driving
  - Assist handles
    - Front A-pillar mounted for Driver and Passenger
    - Rear B-pillar mounted

## Exterior

- 17" painted Silver wheels
  - Steel
- 17" 255/70R17 all-season, blackwall tires
- 17" full-size spare steel wheel with Black finish
- 17" 255/70R17 all-season, blackwall spare tire
- Spare tire carrier lock
  - Helps keep spare tire secure
  - Utilizes the same key as the door and ignition
- Chrome front bumper
- Chrome rear bumper
  - With integrated CornerSteps
- CornerStep rear bumper
  - Helps make it easier to get into and out of the pickup bed
  - Located at each end of the rear bumper
  - Textured step pads to help provide secure footing
- Grille (Chrome surround with Black mesh.)
- LED headlamps
  - Incandescent turn signals
  - LED signature Daytime Running Lamps
- LED taillamps
  - C-shaped LED taillamps with LED stop lights
  - Incandescent reverse light

- Black manual outside mirrors
  - Manual folding
- Solar-absorbing glass
  - Helps minimize the effects of solar rays entering the cabin
  - Assists in maintaining a more comfortable interior temperature
- Cab-mounted cargo area lamps
  - With switch in switch bank left of the steering wheel
  - Illuminates the cargo bed area
- Standard tailgate
- Tailgate without EZ Lift
- Tailgate and bed rail protection caps
- Locking tailgate
  - Tailgate locks and unlocks with the same key as the ignition and door
- Black door handles

## Safety

- StabiliTrak, electronic stability control system with traction control
  - Automatically helps enhance control, particularly during emergency maneuvers, by adjusting the brakes and engine torque to help you stay on your intended path
  - Activates when vehicle sensors detect a difference between the driver's intended path and the direction the vehicle is actually travelling
  - Includes Traction Control that detects wheel slippage and applies brake pressure and/or reduces engine power to help the driver maintain control when accelerating on wet or snow-covered roads
  - Includes Brake Assist that senses how hard and fast a driver hits the brake pedal and gives extra braking assistance, if required
  - Includes Trailer Sway Control
  - Hill Start Assist
- LED Daytime Running Lamps
  - DRL automatically illuminate signature lighting
- 6 airbags
  - Dual-stage frontal airbags for driver and front outboard passenger<sup>1</sup>
  - Seat-mounted side-impact airbags for driver and front outboard passenger<sup>1</sup>
  - Head-curtain airbags for outboard seating positions<sup>1</sup>
  - Includes front outboard Passenger Sensing System for frontal outboard passenger airbag and illuminates a status light that indicates whether the airbag is on or off<sup>1</sup>

<sup>1</sup> Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.

- Rear Vision Camera
  - When in Reverse at low speeds, provides you a view of the scene directly behind the vehicle on the Infotainment screen to help you park and avoid nearby objects<sup>1</sup>
  - Dynamic guidelines laid over the display image assist in parking maneuvers by showing the vehicle's path
  - Tailgate must be in the raised position for the Rear Vision Camera to operate properly

<sup>1</sup> Safety or driver assistance features are no substitute for the driver's responsibility to operate the vehicle in a safe manner. The driver should remain attentive to traffic, surroundings and road conditions at all times. Visibility, weather, and road conditions may affect feature performance. Read the vehicle's owner's manual for more important feature limitations and information.

- Teen Driver

This configurable feature lets you activate customizable vehicle settings associated with a key fob to help encourage better driving behavior<sup>1</sup>

It can limit certain vehicle features, and automatically turns on certain safety systems if vehicle is equipped<sup>1</sup>

An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver<sup>1</sup>

<sup>1</sup> Safety or driver assistance features are no substitute for the driver's responsibility to operate the vehicle in a safe manner. The driver should remain attentive to traffic, surroundings and road conditions at all times. Visibility, weather, and road conditions may affect feature performance. Read the vehicle's owner's manual for more important feature limitations and information.

- Tire Pressure Monitoring System

Monitors the pressure in each tire and alerts you if there is a low-pressure condition in one or more of the tires<sup>1</sup>

Properly inflate tires to help optimize your vehicle's ride, handling and efficiency

Includes Tire Fill Alert<sup>1</sup>

<sup>1</sup> Does not monitor spare tire.

- Rear Seat Reminder

Helps to remind the driver to check the back seat(s) before leaving the vehicle<sup>1</sup>

Activates when rear doors are opened and closed up to 10 minutes before or anytime while your vehicle is on

Under certain conditions, once the vehicle is switched off, designed to sound 5 audible chimes and display a visual message within the Driver Information Center

Activates only once each time the vehicle is turned on and off, and would require re-activation on a second trip

<sup>1</sup> Does not detect people or items. Always check rear seat before exiting.

- MSRP less incentives. Tax, title, license and dealer fees extra. Residency restrictions apply. Not available with some other offers. Must take new retail delivery by 03/31/2020. See dealer for details.
- MSRP excluding installation, taxes and wheel components (if applicable). Dealer prices may vary. Some accessories may require purchase of additional equipment and/or services. See dealer for details.
- MSRP excludes tax, title, license, dealer fees and optional equipment. See dealer for details.

A Message to Our Customers — Our Response to COVID-19 [Learn More](#)

# We're Open and Ready to Help

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NorthernTool.com | 1-800-838-0516 | Available Online Only

## Northern Tool Sidebed Flush-Mount Truck Tool Box — Aluminum, Gloss Black, Pushbutton Latches, 48.5in. x 13in. x 11.25in., Model# 36217131

Item# 52174 ★★★★★ New — [Write a Review](#)

Only \$279.99



### Ship It

Factory Shipped —  
Estimated Delivery: 16 - 18 Business Days

- 48 1/2in. x 13in. x 11 1/2in. (see dimensional drawing)
- 4 support legs are included for increased stability
- Tough metal reinforced lid has adjustable strikers, premium shock arms
- Complete weather-resistant seal goes all the way around the lid for superb performance
- Diamond treadplate aluminum will not rust

### Product Summary

The Northern Tool Sidebed Flush-Mount Truck Tool Box is an easy-to-install aluminum box that sits below the truck bed rails, leaving plenty of room for additional storage space in your truck bed. Durable powder-coat gloss black finish. **Oversize shipping charge applies.**

### What's Included

(1) Flush mount truck tool box (4) Support legs (16) Mounting screws

### Features + Benefits

Weather-resistant design with 360° seal around the door keeps the elements out

Tough metal reinforced lid has adjustable strikers and premium shock arms

Dual locking pushbutton latches provide security

Diamond treadplate







4 support legs included for increased stability

aluminum will not rust

- 48 1/2in. x 13in. x 11 1/2in. (see dimensional drawing)
- 4 support legs are included for increased stability
- Tough metal reinforced lid has adjustable strikers, premium shock arms
- Complete weather-resistant seal goes all the way around the lid for superb performance
- Diamond treadplate aluminum will not rust
- Dual locking pushbutton latches provide security

### Key Specs

Item#	52174	Body Material	Aluminum
Brand	<a href="#">Northern Tool</a>	Doors (qty.)	1
Manufacturer's Warranty	Lifetime Limited warranty	Lock Included	Yes
Ship Weight	25.0 lbs	Dimensions L x W x H (in.)	48 1/2 x 13 x 11 1/2
Size	48 1/2 in.	Product Weight (lbs.)	26
Finish	Gloss Black powder-coat		
Lid Style	Single		

### Compare with Most Popular Side Mount Truck Tool Boxes

	Item# 41863	Item# 48632	Item# 41891	Currently Viewing Item# 52174	Item# 41890
	<a href="#">Northern Tool Side-Mount Truck Tool Box — Aluminum, Diamond Plate, Pull Handle Latches, 70in.</a>	<a href="#">Northern Tool Side-Mount Truck Tool Box — Aluminum, Matte Black, Pull Handle Latch, 48in. x 48in.</a>	<a href="#">Northern Tool Side-Mount Truck Tool Box — Aluminum, Diamond Plate, Pull Handle Latches, 60in.</a>	<a href="#">Northern Tool Sidebed Flush-Mount Truck Tool Box — Aluminum, Gloss Black, Pushbutton (Not Yet Rated)</a>	<a href="#">Northern Tool Side-Mount Truck Tool Box — Aluminum, Diamond Plate, Pull Handle Latch, 48in. x 48in.</a>
	★★★★★ (4) Reg. \$329.99 <b>Sale \$289.99</b> Save \$40.00	★★★★★ (2) Reg. \$319.99 <b>Sale \$284.99</b> Save \$35.00	★★★★★ (2) Reg. \$299.99 <b>Sale \$284.99</b> Save \$15.00	<b>Only \$279.99</b>	★★★★★ (4) Reg. \$269.99 <b>Sale \$244.99</b> Save \$25.00
Size	-	48 in.	60 in.	48 1/2 in.	48 in.
Finish	-	Matte Black powder-coat	Brite aluminum	Gloss Black powder-coat	Brite aluminum
Lid Style	-	-	-	Single	-
Body Material	Aluminum	Aluminum	Aluminum	Aluminum	Aluminum
Doors (qty.)	-	-	-	1	-
Gas Struts	Yes	Yes	Yes	-	Yes
Lock Included	Yes	Yes	Yes	Yes	Yes
Dimensions L x W x H (in.)	70 x 11 1/2 x 11	48 x 11 1/2 x 11	60 x 11 1/2 x 11	48 1/2 x 13 x 11 1/2	48 x 11 1/2 x 11
Tray included	No	-	-	-	-
Product Weight (lbs.)	-	21	28	26	28



## Sales Quotation

Acct Rep: **FERNANDO IGLESIAS**  
[www.silkecom.com](http://www.silkecom.com)

Quotation #: **95125**

**SILKE COMMUNICATIONS SOLUTIONS**  
919 International Way  
Springfield, OR 97477

Date: **4/8/2020**  
Quote Valid For :  
**30 Days**

To: **SUNNYSLOPE COUNTY WATER DISTRI**  
**3570 AIRLINE HIGHWAY**

Telephone: **541-687-1611**

**HOLLISTER, CA 95023**

Tel: **831-637-4670**

Fax:

Contact: **PAT JACKSON**

Qty	Description	Unit Price	Total
<b>VOICE RADIO</b>			
1.00	CM200D-VD25 VHF MOBILE 136-174 MHZ 25	\$585.00	\$585.00
<b>GPS DATA RADIO</b>			
1.00	TK-8180K-REF MOBILE RADIOS REFURBISH	\$200.00	\$200.00
1.00	PYR-2017 MERLIN GPS/FLEET TRACKER	\$395.00	\$395.00
1.00	E30-3339-15 DC CORD (ACC)	\$23.61	\$23.61
<b>INTERFACE CABLE FOR GPS UNIT TO THE KENWOOD RADIO</b>			
1.00	7520-10-1245 MERLIN INTERFACE CABLES	\$60.00	\$60.00
1.00	210238-S BACK UP ALARM 87 DBA	\$29.16	\$29.16
4.00	WIONA WIDE ION AMBER	\$121.00	\$484.00
2.00	IONBKT2 ION REAR HATCH MT BRKT	\$64.62	\$129.24
<b>VOICE RADIO ANTENNA</b>			
1.00	QW152 152-162 1/4 WAVE LAIRD	\$11.17	\$11.17
1.00	NMO58U-NC 3/4 HOLE NMO BRASS RG58U	\$20.15	\$20.15
1.00	RFU-600-1 MINI UHF MALE CRIMP	\$3.16	\$3.16
<b>DATA RADIO ANTENNA MOUNT WITH BUILT-IN GPS ANTENNA</b>			
1.00	GPSK-FF GPSK W/GPS& EXT ANT MOUNT	\$117.60	\$117.60
<b>DATA RADIO ANTENNA</b>			
1.00	AFB-S4 FLEXIBLE ANT 450-470	\$16.43	\$16.43
<b>DATA RADIO ANTENNA INTERFACE HARNESS</b>			
1.00	C23F-5PLP C232 CABLE 5M FME TO PL25	\$22.55	\$22.55

**CONTINUED ON NEXT PAGE**



# Sales Quotation

Acct Rep: **FERNANDO IGLESIAS**  
[www.silkecom.com](http://www.silkecom.com)

Quotation #: **95125**

**SILKE COMMUNICATIONS SOLUTIONS**  
 919 International Way  
 Springfield, OR 97477

Date: **4/8/2020**  
 Quote Valid For :  
**30 Days**

To: **SUNNYSLOPE COUNTY WATER DISTRI**  
**3570 AIRLINE HIGHWAY**  
  
**HOLLISTER, CA 95023**  
 Tel: **831-637-4670**  
 Fax:  
 Contact: **PAT JACKSON**

Telephone: **541-687-1611**

Qty	Description	Unit Price	Total
<b>TOGGLE SWITCH - IF VEHICLE HAS A SPARE TOGGLE TO USE FOR LIGHTS</b>			
1.00	CB185-30 30 AMP CIRCUIT BREAKER	\$63.45	\$63.45
<b>LIGHTS AND EXTERNAL SPEAKER</b>			
2.00	LTR - SPST TOGGLE SWITCH RED ACTUATO	\$5.95	\$11.90
1.00	SPC-5P HORN SPEAKER 5 INCH	\$21.80	\$21.80
<b>INCLUDES RADIO AND ANTENNA (VOICE RADIO)</b>			
1.00	*INSTALL-CA CA DASHMOUNT INSTALL	\$241.50	\$241.50
<b>INSTALL UHF RADIO IN THE BACK OF THE CAB UNDER OR BEHIND THE SEAT ON THE WALL</b>			
2.00	*LABOR-CA CA BENCH/SHOP TECHNICIAN	\$133.00	\$266.00
<b>MOUNT MERLIN RADIO WITH UHF RADIO</b>			
1.00	*LABOR-CA CA BENCH/SHOP TECHNICIAN	\$133.00	\$133.00
<b>BACKUP ALARM</b>			
2.00	*LABOR-CA CA BENCH/SHOP TECHNICIAN	\$133.00	\$266.00
<b>WIRING &amp; SETUP (MERLIN UNIT GPS RX &amp; UHF RADIO)</b>			
3.00	*LABOR-CA CA BENCH/SHOP TECHNICIAN	\$133.00	\$399.00
<b>PANAROMA ANTENNA FOR GPS/UHF</b>			
2.00	*LABOR-CA CA BENCH/SHOP TECHNICIAN	\$133.00	\$266.00
<b>GRILL MOUNTED AND TAIL GATE MOUNTED LIGHTS</b>			
6.00	*LABOR-CA CA BENCH/SHOP TECHNICIAN	\$133.00	\$798.00
<b>EXTERNAL SPEAKER INSTALL UNDER HOOD TOGGLE SWITCH INCLUDED</b>			
2.00	*LABOR-CA CA BENCH/SHOP TECHNICIAN	\$133.00	\$266.00

Equipment: New Truck outfit  
 Installation: CUSTOMER LOCATION  
 Quote Notes: 1 TRUCK WITH (2) RADIOS VOICE AND GPS (1) MERLIN GPS UNIT /  
 LIGHTS / ANTENNAS / BALCKUP ALARM

<b>Subtotal:</b>	<b>\$4,829.72</b>
<b>Shipping &amp; Handling:</b>	<b>\$87.77</b>
<b>Estimated Sales Tax:</b>	<b>\$188.26</b>
<b>Quotation Total:</b>	<b>\$5,105.75</b>

**Quote Terms and Conditions**

1. Quotes are exclusive of all installation and programming charges (unless expressly stated ) and all applicable taxes.
2. Purchaser will be responsible for shipping costs (unless specifically included), which will be added to the invoice.
3. Title will pass upon shipment, risk of loss will pass upon delivery to purchaser's facility.
4. Ordered equipment may be returned with an authorized RAM for a full refund less a 25% restocking fee.  
 Equipment returned must be unused and undamaged in it's original packaging within thirty (30) days after shipment.
5. Unless otherwise stated, prices quoted are valid for thirty (30) days from the date of this quote.
6. Unless otherwise stated, payment will become due upon invoice date. Please allow 4 to 8 weeks for delivery.
7. Manufacturer's standard equipment warranty (furnished upon request) applies to all ordered equipment.
8. Silke Communications Solutions disclaims all other warranties with respect to ordered products, expressed or implied, including the implied warranties of merchantability and fitness for a particular purpose.
9. Silke Communications Solutions total liability arising from the ordered products will be limited to the purchase price of the products with respect to which losses or damages are claimed. In no event will Silke Communications Solutions be liable for incidental or consequential damages.
10. These terms will prevail over any inconsistent or additional terms on any purchase order submitted by the purchaser.
11. Late Payment fees will apply with contractual transaction rate or 24% APR ( 1.8% monthly compounded) which-ever is higher.

Accepted By: Print: \_\_\_\_\_ Signed: \_\_\_\_\_

# **Staff Report**

Agenda Item: **G - 5**

DATE: April 10, 2020 (April 21, 2020 Meeting)

TO: Board of Directors

FROM: Drew Lander, General Manager

SUBJECT: Board Discussion regarding the Attendance of Board Members at Professional Conferences.

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**BACKGROUND:**

During the February Board of Directors meeting, the Board requested an item be returned for discussion regarding the District attendance policies for Board members wishing to attend Professional Conferences.

District policies 7020 and 7070 have been included for reference. These policies address the compensation of Board members and current policy governing attendance of conferences.

Prior to attendance of professional conferences the Board of Directors must approve any Director's participation when representing the District in any official capacity and for them to receive expense reimbursement for any eligible expenses under District policy.

**FISCAL IMPACT:**

The fiscal impact is dependent on the number of conferences attended by Board members. Prior to registration for conferences the Board approves the attendance of any and all conferences that members of the board attend and therefore the elected body retains the ultimate discretion over Board member expenditures.

**ENVIRONMENTAL IMPACT:**

Any action on the referenced district policies would not be a project as defined by the California Environmental Quality Act per Article 20, Section 15378.

**RECOMMENDATION:**

For Board discussion. In the event a Director wishes to edit, clarify or modify existing policies a motion to do so can be presented to the Board for approval.

**7020: Board Compensation**

**7020.1** Members of the Board of Directors shall receive compensation<sup>1</sup>, a “Director’s Fee,” of \$100 per day for each day’s attendance at meetings of the board, meetings of committees to which they are appointed, conferences, training, and for each day’s service rendered as a director by request of the board, not exceeding a total of six days in any calendar month.

- A. Compensation will be paid monthly based on an approved Expense Report, submitted on a monthly basis, and should include a detailed listing the meetings attended in that month.
- B. Any business related expenses incurred in the performance of his/her duties for items or services appropriately related to District business and for expenses while traveling on approved District business should also be included on the monthly Expense Report submitted. See policy § 8150 Expense Reimbursement for more detail.
- C. The Director designated to perform weekly check signing duties will be compensated the equivalent of one day of service per month, rotating as assigned by the President of the Board on a quarterly basis.

Policy Approved:	<u>August 11, 2011</u>
Policy Amended:	<u>May 13, 2013</u>
Policy Amended:	<u>April 9, 2014</u>
Policy Amended:	<u>October 21, 2014</u>
	Date

<sup>1</sup> As established by both California Water Code for County Water Districts, Division 12, Water Code § 30507 and Sunnyslope County Water District Board Minutes dated June 12, 1997.

## **7070: Training, Education, and Conferences**

**7070.1** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

- A. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**7070.2** It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. A cash advance of up to \$100 per day may be requested. Use of District credit cards for these purposes is not permitted (see Policy § 8110.1).

- A. The Executive Assistant – Confidential is responsible for making arrangements for Directors to attend a conference and will submit registration forms completed by the Director, including payment of any applicable registration fees.
  - 1. Per Diem expenses, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, shall be submitted to the Finance Manager on an Expense Report, together with validated receipts in accordance with State law and the District's Expense Reimbursement Policy § 8150.
  - 2. Any Director who registers to attend a conference and then does not attend will be responsible for reimbursing the District for any costs incurred.
- B. Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs. Directors will be compensated at their current daily rate for attendance.
- C. Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Finance Manager and by:
  - 1. Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
  - 2. Traveling together with other Directors whenever feasible and economically beneficial.

3. Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

**7070.3** A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**7070.4** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Policy Approved:	<u>August 11, 2011</u>
Policy Amended:	<u>October 21, 2014</u>
Policy Amended:	<u>September 15, 2015</u>
	Date

# **Staff Report**

Agenda Item: **I - 3**

DATE: April 13, 2020 (April 21, 2020 Meeting)  
TO: Board of Directors  
FROM: Drew Lander, General Manager  
SUBJECT: General Manager Staff Report

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## **COVID RESPONSE UPDATE**

At the March 17<sup>th</sup> board meeting the Board directed that the General Manager regularly report actions being taken to adapt to the COVID-19 crisis.

On April 2<sup>nd</sup> the State of California Governor's Executive order directed the California Public Utilities Commissions to monitor the response of all public and private utility providers within the State and also directed all water utilities to restore water services to all residences. The District has been compliant with this direction and all water services previously shut off for non-payment have been reinstated.

In coordination with the City of Hollister the District is presently not charging fees for late payment, however the uncollected fees are being recorded and documented by staff. This drop in revenue represents approximately \$7500 per month. In the event that this lost revenue becomes reimbursable by State or Federal emergency response funds the District will have record of the total lost revenue.

District staff have remained at work performing their tasks as essential workers. Social distancing protocols are being observed and staff operate independently where possible to prevent cross contact. Hand disinfectants and sanitizers are being provided throughout the office to all staff and hand washing is routine. Temperatures of staff are being recorded daily through the use of a touchless thermometer, upon entering the work place, to confirm no individual has come into the work place with a fever. The SSCWD staff have been doing an exemplary job during this difficult time. Maintenance has been increased to ensure uninterrupted services. Water operators are reporting directly to the treatment plants and have been sanitizing daily. The office reception staff have been doing an excellent job speaking to the public compassionately while stress levels of the public are elevated.

The month of March did not result in a noticeable increase in late or default payments. An increase of phone inquiries about what the district might do to relieve payments this month has occurred as the public asks questions about how we will proceed with default accounts in the month of April. I am working closely with the Interim City Manager at the City of Hollister so that we maintain a united plan for resolving unpaid accounts in both the City and County. Since the District presently maintains sufficient reserves to operate effectively at this time, one proposal is to continue to document the unpaid account values and when normalcy returns to the



community the District will evaluate current repayment policies and establish COVID-19 specific repayment policy procedures, if needed, to extend the length of time needed for individuals to bring accounts current.

The County Office of Emergency Services (OES) responded to the Districts inquiry for additional N95 masks for employees with the delivery of 150 masks. OES staff have also reached out to begin coordination regarding potential future relief funding. No funding for direct relief of delinquent accounts is available at this time, however this will be monitored and we will remain in contact so that opportunities are not missed.

## **MEET THE NEW EMPLOYEES OF SUNNYSLOPE**

In the past three months the District has filled all previously open staffing positions. We have added highly qualified and excellent staff. We hope that the Board will have an opportunity to meet each of these new staff members in the near future.



**Travis Foster**

Travis Foster is a California CPA and graduated from San Jose State University with a Master's in Accountancy and a B.S. in Finance. He has operated a private CPA practice for roughly a year and a half after serving as the Assistant Finance Director for the City of Seaside for two years and Controller/Financial Analyst for GreenWaste Recovery, Inc. for six years. He looks forward to interacting with the Board of Directors and attending to the immediate and future needs of the District.



**DeeJ Burbank**

DeeJ has been with SSCWD for the past 3 years but he has made the new employee list because in April DeeJ was promoted from the Wastewater/Maintenance Lead position to Crew Chief. DeeJ is a lifelong Hollister resident and he began his career in water utilities with Maggiora Brothers. He worked for the City of Hollister for 4 years before coming to work for Sunnyslope. DeeJ is highly trained and holds many valuable certifications. Presently DeeJ holds a Grade 4 Distribution, Grade 3 Wastewater, Grade 2 Treatment, a CWEA Grade 2 Collection Maintenance, AWWA Cross Connection Control Specialist, AWWA Backflow Tester, Class A Commercial License, and a Qualified Applicator License. He has advanced quickly in his

understanding of water utilities as he also has obtained an Associate Degree in Water Resource Management from Gavilan Community College, BA Degree in Environmental Studies with a minor in Sustainable Water Resources from San Jose State University and he has a total of 16 years of experience in the water industry.



**Diego Perez Bribiesca**

Diego was born in Mexico and has been a lifelong Hollister resident. Diego has been married for 2 years and has a 7 month old son. Upon graduating from San Benito High School he began his career with the City of Hollister. He has now been in the water industry for 7 years. While at the city he worked in the Sanitation Department for 2 years and quickly moved to the water department where he remained for the last 5 years. While at the city, Diego successfully passed his Water Treatment 1, Water Distribution 2 and Commercial Class A license. Diego participated in a wide range of OSHA approved safety courses ranging from PPE equipment to Confined Space Entry. Diego is looking forward to being part of the SSCWD team and gaining certification in a wide range of water trades.



**Adan Cervantes**

Adan is born and raised in Hollister. He has been married for 22 years; Adan is father to a 22 year old son and a 12 daughter. Adan is also a grandfather to a 5 year old Viking cheerleader. Adan has been in the water industry for 18 years. Adan worked as a Laboratory Technician at Bolsa Laboratory for 4 years before moving to a local water/wastewater agency. He worked at that agency for 10 years. During his tenure there he obtained his Wastewater Grade 1 and Water Distribution 1 certificates. In 2016 Adan gained employment at the local wastewater treatment. Upon his employment he quickly gained his Wastewater Grade 3, Water Treatment Grade 1, Water Distribution Grade 2 and CWEA Laboratory Grade 1. With his extensive laboratory background, he assisted in getting the Hollister facility state certified to run in-house tests which equated to substantial cost savings. Adan is very excited about gaining employment at SSCWD where he looks forward to taking more exams to gain higher certification.



### **Luis Herrera-Vasquez**

Luis is born and raised in Hollister. Luis will be getting married in July to his longtime girlfriend. Luis has been working in the water industry since he was 17 years old. He began working at Bolsa Analytical as a Lab Technician. After 4 years of working in a lab setting, he gained employment with a local water/wastewater agency working in their laboratory. While employed there he also cross trained into the water and wastewater facilities where he was able to obtain his Wastewater Grade 1 and CWEA Laboratory 1 certificates. In 2018 he was hired by Veolia Water to work as an operator at the Hollister Water Reclamation Facility. Within one year at the wastewater facility he successfully passed his Wastewater 2 and 3, Water Treatment Grade 1 and Water Distribution Grade 1 exams. Luis was also able to certify the Hollister facility for in-house testing for a variety of laboratory tests. Luis is very excited to work for SSCWD and will work towards getting higher certification in Treatment, Distribution, Collection and any other certification that will be beneficial to him and the district.