



# Sunnyslope County Water District

## BOARD OF DIRECTORS

### REGULAR MEETING

District Office Board Room/Teleconference



3570 Airline Hwy., Hollister, CA

## NOTICE & AGENDA

OCTOBER 18, 2022

Regular Board Meeting - 5:15PM

**Closed Session to Precede the Regular Session – 4:15PM**

**AS AUTHORIZED BY THE STATE OF CALIFORNIA EXECUTIVE ORDER N-08-21 THE SSCWD UNANIMOUSLY APPROVED THE USE OF VIRTUAL MEETING ACCESS. PUBLIC ACCESS TO DISTRICT MEETINGS CAN BE OBTAINED THROUGH THE FOLLOWING ACCESS POINTS:**

ZOOM MEETING ACCESS LINK

<https://us06web.zoom.us/j/89827012445>

Passcode not required

Or Telephone: Dial + 1 (669) 444-9171 and when prompted enter Meeting ID: 898 2701 2445

Passcode not required

### COVID PROTECTION GUIDELINES

Public access to this meeting is provided both in person and through electronic viewing. Virtual meeting access will continue to be provided until further notice by the District Board; To ensure the health, safety, and welfare of those in attendance, all attendees must comply with any procedures/instructions announced by the Board of Directors or as directed by Staff prior to commencement of the meeting. Face coverings will be provided if health concerns dictate and will be made available upon request. The meeting will be available through Zoom for those who wish to join remotely. Anyone requiring accommodations may contact the Main Office at (831) 637-4670 a minimum of 24 hrs prior to the start of the meeting.

### *Mission Statement:*

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

**A. CALL TO ORDER - ROLL CALL**

President Buzzetta \_\_\_\_\_, Vice-President Brown \_\_\_\_\_,

Director Parker \_\_\_\_\_, Director Alcorn \_\_\_\_\_, and Director Mauro \_\_\_\_\_.

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

**CLOSED SESSION**

**C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:**

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

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

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

**REGULAR SESSION** @ 5:15PM

**D. PLEDGE OF ALLEGIANCE**

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

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

- G. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS** – The public may 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 by the Board during the public comment period.

- H. CONSENT AGENDA** – Members of the Board and/or members of the public may pull matters from the Consent Agenda. Any matter pulled from the Consent Agenda requiring action shall be moved to New Business and treated as a matter of new business, or for matters

needing clarification shall be moved to Staff Reports and addressed by the respective staff. The public may address the Board<sup>2</sup> on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approve Minutes of the Board
  - Special Meeting, Facilities Tour – September 13, 2022 (page 1)
  - Regular Board Meeting – September 13, 2022 (page 2)
  - Special Meeting, Closed Session – September 27, 2022 (page 8)
2. Receive and Accept Allowance of Claims for Disbursements From September 1, 2022 Through September 30, 2022. (page 10)
3. Receive and Accept Finance Manager Monthly Status Reports:
  - a) Narrative Report (page 13)
  - b) Operation Summary (page 21)
  - c) Statement of Income (page 23)
  - d) Investment Summary (page 25)
  - e) Board Designated Reserves (page 26)
4. Receive and Accept Superintendent Monthly Status Reports:
  - a) Maintenance (page 27)
  - b) City Meter Reading (page 32)
  - c) Groundwater Level Measurement (page 33)
5. Receive and Accept General Manager Monthly Status Report. (page 34)
6. Approval of Resolution No. 581 of the Board of Directors of the Sunnyslope County Water District – Hollister California Proclaiming a Local Emergency, Ratifying the State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days in Accord with the Ralph M. Brown Act. Resolution No. 581 attached. (Not a project under CEQA per Article 20, Section 15378) (page 36)

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

1. Meet and congratulate Dana Sullivan (Billing/Public Relations Specialist) as the newest employee of the SSCWD. (No staff report provided)
2. Approve the Capital Expenditure and Authorize the General Manager to Purchase 400 Replacement 5/8" Diameter Water Meters and Accompanying Electronic Read Transmitters for a Total Cost not to Exceed \$156,849. (Not a project under CEQA per Article 20, Section 15378) (page 41)
3. ACWA 2022 Fall Conference General Session Membership Meeting, Delegate Assignment to represent SSCWD. (Not a project under CEQA per Article 20, Section 15378) (page 45)

**J. STATUS REPORT**

1. Governance Committee (JP, MA) – (No Meeting)
2. Water / Wastewater Committee (JP, MA) – (Meeting September 9th)
3. Finance Committee (JB, MA) – (No Meeting)
4. Policy and Procedure Committee (DB, EM)– (No Meeting)
5. Personnel Committee (JB, EM) – (Meeting October 12th) General Manager Annual Review
6. Water Resources Association of San Benito County (JP, Alt. MA) – (Meeting October 6th)

**K. BOARD and STAFF REPORTS**

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

**L. FUTURE AGENDA ITEMS**

- a. Urban Area Water Management Plan Amendment Ratification
- b. General Manager Contract Renewal
- c. FY2021-22 Audit Report

**M. ADJOURNMENT**

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

**Next Regular Board Meeting** – November 15, 2022 @ 5:15 p.m., District Office

**AGENDA DEADLINE:** November 9, 2022 @ 12:00 p.m.

**Future Scheduled Committee Meetings**

Water Resources Association of San Benito County – December 1<sup>st</sup>, 2022 @ 4pm

<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.

<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**  
**Special Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**September 13<sup>th</sup>, 2022**  
**Sunnyslope Water District Facility Tour**

**A. CALL TO ORDER:** The meeting was called to order promptly at 2:30 p.m. by President Buzzetta.

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

After roll call President Buzzetta turned the time over to General Manager Lander who welcomed all those in attendance and arranged for transportation of the Board Members to travel to each of the scheduled locations. Superintendent Rodriguez coordinated staff to open the facilities as needed and to provide information regarding the operation at each location. One member of the public was present during the tour and traveled together with staff and members of the board per the following schedule.

**B. SCHEDULE**

1. 2:30pm – District Offices @ 3570 Airline Highway – Start of Meeting
2. 2:40pm – Depart for the Lessalt WTP located at 1391 Fairview Road
3. 2:50pm – Lessalt WTP Facility Tour
4. 3:10pm – Depart for Ridgemark WWTP located at 10 Georges Drive
5. 3:20pm – Ridgemark WWTP Facility Tour
6. 3:45pm – Depart for Westhills WTP located at 2544 Union Road
7. 4:00pm – Westhills WTP Facility Tour
8. 4:25pm – Depart for Industrial WWTP located at 1321 South Street
9. 4:40pm – Industrial WWTP Facility Tour

This schedule was followed very precisely with tours commencing at the times noted and departures occurring at the times identified. Tour concluded at 5:10 with all staff and members of the board returning to the District office.

**C. ADJOURNMENT:** President Buzzetta adjourned the meeting at 5:10p.m.

**APPROVED BY THE BOARD:**

\_\_\_\_\_  
Jerry T. Buzzetta, President

**RESPECTFULLY SUBMITTED:**

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

**MINUTES**  
**Regular Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**September 13<sup>th</sup>, 2022**

**A. CALL TO ORDER:** The meeting was called to order at 5:16 p.m. by President Buzzetta, as authorized by the State of California Executive Order N-08-21 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

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

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

**C. APPROVAL OF AGENDA:** Upon a motion made to approve the agenda by Director Brown, seconded by Director Mauro, for which President Buzzetta then took a roll call vote as follows: (DB), yes; (JP), yes; (MA), yes; (EM), yes; (JB), yes; the motion carried 5-0.

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

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

**E. CONSENT AGENDA:**

1. Approval of Minutes of the Regular Board Meeting of August 16<sup>th</sup>, 2022.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of August 1, 2022 through August 31, 2022, totaling \$1,629,572.15 which includes \$398,555.16 for payments to vendors, \$76,575.34 for Payroll, \$814,450.09 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$1,724.80 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
08/04/2022	50404	ACC Business	\$1,309.30
08/04/2022	50405	Ace Hardware (Johnson Lumber Co.)	\$264.09
08/04/2022	50406	AT&T	\$377.24
08/04/2022	50407	AT&T	\$472.90
08/04/2022	50408	AT&T	\$437.05
08/04/2022	50409	Auto Tech Service Center, Inc.	\$760.00
08/04/2022	50410	Backflow Apparatus & Valve Co. (BAVCO)	\$481.91
08/04/2022	50411	Bracco's Towing	\$110.00
08/04/2022	50412	Brenntag Pacific, Inc.	\$37,296.23
08/04/2022	50413	Bryan Mailey Electric, Inc	\$5,648.40
08/04/2022	50414	Central Ag Supply LLC	\$155.86
08/04/2022	50415	Community Printers, Inc.	\$2,017.17

08/04/2022	50416	Hach Company	\$243.50
08/04/2022	50417	Hollister Auto Parts, Inc.	\$308.80
08/04/2022	50418	Maggiora Bros. Drilling, Inc.	\$1,406.25
08/04/2022	50419	Mc Kinnon Lumber Co., Inc.	\$53.31
08/04/2022	50420	Mission Uniform Service	\$392.66
08/04/2022	50421	Recology San Benito County	\$326.68
08/04/2022	50422	Simplot Grower Solutions	\$1,946.20
08/04/2022	50423	Star Concrete	\$719.96
08/04/2022	50424	Toro Petroleum Corp.	\$4,154.56
08/04/2022	50425	TPO	\$11,205.00
08/04/2022	50426	True Value Hardware	\$117.47
08/04/2022	50427	Tyler Technologies, Inc.	\$195.00
08/04/2022	50428	U.S. Bank Corporate Payment Systems	\$3,426.22
08/04/2022	50429	Underground Service Alert North 811	\$616.29
08/04/2022	50430	USA Blue Book	\$656.18
08/05/2022	ACH 2329	Colonial Life	\$3,261.27
08/05/2022	ACH 2330	Principal	\$3,502.03
08/05/2022	ACH 2331	P G & E	\$60,466.83
08/08/2022	ACH 2332	BASIC Benefits LLC	\$217.11
08/08/2022	ACH 2333	iCloud	\$11,765.60
08/09/2022	ACH 2334	BASIC Benefits LLC	\$308.85
08/10/2022	50431	Ace Hardware (Johnson Lumber Co.)	\$522.45
08/10/2022	50433	Anne Muraski	\$17,545.00
08/10/2022	50434	Brenntag Pacific, Inc.	\$17,489.78
08/10/2022	50435	City of Hollister-Finance Dept	\$397,430.47
08/10/2022	50436	Edges Electrical Group, LLC	\$8.64
08/10/2022	50437	G3 Engineering, Inc.	\$3,233.65
08/10/2022	50438	Hach Company	\$487.81
08/10/2022	50439	Iconix Waterworks (US) Inc.	\$632.71
08/10/2022	50440	Independent Business Forms, Inc.	\$4,210.02
08/10/2022	50441	John Smith Road Landfill	\$1,139.10
08/10/2022	50442	Mission Uniform Service	\$354.48
08/10/2022	50443	Nationwide Retirements Solutions	\$8,901.86
08/10/2022	50444	O'Reilly Auto Parts	\$39.31
08/10/2022	50445	Palace Business Solutions	\$133.78
08/10/2022	50446	Postmaster	\$80.00
08/10/2022	50447	Star Concrete	\$120.18
08/10/2022	50448	True Value Hardware	\$30.58
08/10/2022	50449	USA Blue Book	\$685.95
08/10/2022	50450	City of Hollister-Finance Dept	\$417,019.62
08/10/2022	JN00184	Customer Refund- CORRPRO CO.	\$249.28
08/10/2022	JN00185	Customer Refund- Larence Shih	\$89.29
08/10/2022	JN00186	Customer Refund- Mark & Sandra Zappa	\$108.29
08/10/2022	JN00187	Customer Refund- Sarah & Adam Smith	\$94.78
08/10/2022	JN00188	Customer Refund- John Sicley	\$30.81
08/10/2022	JN00189	Customer Refund- Cynthia & Robert Pearman	\$184.97
08/10/2022	JN00190	Customer Refund- Omni Sync Group Inc	\$51.17
08/10/2022	JN00191	Customer Refund- Manzo Construction Inc,	\$436.16
08/10/2022	JN00192	Customer Refund- Karl & Angelia Johnson	\$97.32
08/10/2022	JN00193	Customer Refund- Teresa & Victor Gonzalez	\$204.29
08/10/2022	JN00194	Customer Refund- Juliette Monser & Jackie Fanning	\$63.07
08/10/2022	JN00195	Customer Refund- Diane Barnes	\$34.77
08/10/2022	JN00196	Customer Refund- E Smith/ C Walker & Dave Askew	\$80.60
08/11/2022	ACH 2335	CalPERS - Retirement	\$240.17



08/11/2022	ACH 2336	CalPERS - Retirement	\$700.00
08/11/2022	ACH 2337	CalPERS - Retirement	\$3,997.58
08/11/2022	ACH 2338	CalPERS - Retirement	\$7,536.79
08/11/2022	ACH 2339	CalPERS - Retirement	\$8,848.45
08/12/2022	50451	Drew Lander	\$600.00
08/15/2022	ACH 2340	BASIC Benefits LLC	\$125.00
08/16/2022	50452	A-1 Services	\$403.00
08/16/2022	50453	Ace Hardware (Johnson Lumber Co.)	\$117.95
08/16/2022	50454	Brenntag Pacific, Inc.	\$59,840.17
08/16/2022	50455	Brigantino Irrigation	\$55.32
08/16/2022	50456	Central Ag Supply LLC	\$1,506.00
08/16/2022	50457	EBCO Pest Control	\$69.00
08/16/2022	50458	Edges Electrical Group, LLC	\$151.01
08/16/2022	50459	Hollister Auto Parts, Inc.	\$391.10
08/16/2022	50460	Metropolitan Compounds Inc	\$1,828.87
08/16/2022	50461	Mission Uniform Service	\$392.66
08/16/2022	50462	O'Reilly Auto Parts	\$111.04
08/16/2022	50463	Quadient, Inc.	\$5,183.59
08/16/2022	50464	Raftelis Financial Consultants, Inc.	\$1,190.00
08/16/2022	50465	San Benito County Water District	\$381.75
08/16/2022	50466	San Benito County Water District	\$337,885.01
08/16/2022	50468	San Benito Tire Pros & Automotive	\$281.05
08/16/2022	50469	Trans Union LLC	\$206.69
08/16/2022	50470	True Value Hardware	\$6.82
08/16/2022	50471	USA Blue Book	\$135.53
08/16/2022	ACH 2341	BASIC Benefits LLC	\$35.00
08/16/2022	ACH 2342	BASIC Benefits LLC	\$204.98
08/17/2022	ACH 2343	BASIC Benefits LLC	\$150.00
08/19/2022	ACH 2344	BASIC Benefits LLC	\$118.00
08/24/2022	ACH 2345	BASIC Benefits LLC	\$100.00
08/25/2022	50472	A Tool Shed	\$207.20
08/25/2022	50473	Ace Hardware (Johnson Lumber Co.)	\$333.80
08/25/2022	50475	Anne Muraski	\$13,090.00
08/25/2022	50476	Bazilio Hernandez	\$150.00
08/25/2022	50477	Brenntag Pacific, Inc.	\$19,611.45
08/25/2022	50478	Brigantino Irrigation	\$340.14
08/25/2022	50479	Buckles-Smith	\$357.95
08/25/2022	50480	Central Ag Supply LLC	\$191.58
08/25/2022	50481	CM Analytical, Inc.	\$10,961.25
08/25/2022	50482	Edges Electrical Group, LLC	\$88.96
08/25/2022	50483	Enterprise Electrical Services	\$660.00
08/25/2022	50484	Exceedio	\$3,194.51
08/25/2022	50485	Extreme Air, Inc.	\$460.00
08/25/2022	50486	Iconix Waterworks (US) Inc.	\$3,848.92
08/25/2022	50487	Independent Business Forms, Inc.	\$1,766.69
08/25/2022	50488	Konica Minolta Premier Finance	\$416.76
08/25/2022	50489	MBS Business Systems	\$949.66
08/25/2022	50490	Mc Master-Carr	\$53.95
08/25/2022	50491	Mission Uniform Service	\$371.48
08/25/2022	50492	O'Reilly Auto Parts	\$39.31
08/25/2022	50493	Rain for Rent	\$7,981.28
08/25/2022	50494	Simplot Grower Solutions	\$1,709.84
08/25/2022	50495	State Water Resources Control Board-DWOCP	\$60.00
08/25/2022	50496	Toro Petroleum Corp.	\$7,680.03
08/25/2022	50497	TPO	\$299.00

08/25/2022	50498	True Value Hardware	\$155.01
08/25/2022	50499	USA Blue Book	\$1,224.25
08/25/2022	50500	Watersmart Software, Inc.	\$13,553.00
08/25/2022	50501	Wright Bros. Indust. Supply	\$18.09
08/26/2022	ACH 2346	CalPERS - Retirement	\$23.08
08/26/2022	ACH 2347	CalPERS - Retirement	\$23.08
08/26/2022	ACH 2348	CalPERS - Retirement	\$7,503.83
08/26/2022	ACH 2349	CalPERS - Retirement	\$8,170.11
08/26/2022	ACH 2350	CalPERS - Health Insurance	\$22,383.23
08/29/2022	50502	Brenntag Pacific, Inc.	\$39,005.57
08/29/2022	50503	Mc Master-Carr	\$550.20
08/29/2022	50504	MNS Engineers, Inc.	\$401.25
08/29/2022	50505	Postmaster	\$2,266.43
08/29/2022	50506	San Benito County-Assessor	\$43.70
08/30/2022	ACH 2351	BASIC Benefits LLC	\$224.92

---

**-1,629,572.15**

---

3. Receive Associate Engineer Monthly Status Report.
4. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. Receive General Manager Monthly Status Report.
7. Approval of Resolution #580 of the Board of Directors of the Sunnyslope County Water District- Hollister California Proclaiming a Local Emergency, Ratifying the state of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days in Accord with the Ralph M. Brown Act. (Not a project under CEQA per Article 20, Section 15378).

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

**F. NEW BUSINESS:**

- 1. Approve and Ratify the Action Taken by the General Manager to Execute a Contract for Professional Services with EVA Green Power for the Development and Design of a Ground Mount Solar Array in an Amount not to Exceed \$16,000. (Not a Project Under CEQA per Article 20, Section 15378).**

General Manager Lander spoke on this item, informing the board of the benefits of this particular investment. Lander stated the ground mount solar array would be a good district investment at this time, due to the project being able to benefit the entire district, saving \$250,000.00 a year. This project additionally will be a better utilization of Pond 5.

President Buzzetta asked for any public comment. Upon receiving no public comment, Director Alcorn made a motion to approve and ratify the action taken by the General Manager to execute a contract for professional services with EVA Green Power for the development and design of a ground mount solar array in the amount not to exceed \$16,000. This motion was seconded by Director Mauro for which President Buzzetta then took a roll call vote as follows: (DB), yes; (JP), yes; (MA) yes; (EM) yes; and (JB), yes; the motion carried 5-0.

**2. Approve and Ratify the Action Taken by the General Manager to Amend the Existing Contract for Professional Services with MNS Engineers Inc. for Engineering Services During Construction, and for Construction Management Services for a Total NTE of \$125,000. (Not a Project Under CEQA per Article 20, Section 15378).**

General Manager Lander spoke on this item stating that this contract is being brought back to the board reallocating additional funds. When this item was originally brought to the board the funds were approved to design a pipe bridge, but after it was worked out with the contractor the district was only responsible for covering 30% of the design cost. With the funds saved the district brought in MNS Engineering to provide inspection services. Presently the assigned inspector been doing a fantastic job on the project. Lander requests that the board approve the additional funds so that the district can continue the contract with MNS to complete the project.

Director Alcorn inquired whether the project was cost plus or a fixed cost. Lander clarified it was a cost-plus project due to MNS Engineering's availability, but that the district has no intentions of exceeding the \$125,000.

President Buzzetta then asked for any public comment. Upon receiving no public comment, Director Brown made a motion to approve and ratify the action taken by the General Manager to amend the existing contract for professional services with MNS Engineers Inc. for engineering services during construction, and for construction management services for a total NTE of \$125,000. This motion was seconded by Director Parker for which President Buzzetta then took a roll call vote as follows: (DB), yes; (JP), yes; (MA) yes; (EM), yes; and (JB) yes; the motion carried 5-0.

**3. Approve Provide the General Manager Direction for Topics to be Included in the Winter News Letter (Not a Project Under CEQA per Article 20, Section 15378).**

General Manager Lander brings this item to the board seeking input on what content the district should include in their Winter Newsletter. The board had several suggestions, including Director Buzzetta's suggestion of a report pertaining to water quality and quantity. Director Mauro additionally suggested an employee profile that changes per newsletter to give our customers a better idea of who our employees are.

This item did not require a motion or approval.

**G. BOARD COMMITTEE and STATUS REPORTS**

1. **Governance Committee:** (Meeting August 24<sup>th</sup>)
2. **Water/Wastewater Committee:** (Meeting September 9<sup>th</sup>)
3. **Finance Committee:** (No meeting)
4. **Policy and Procedure Committee:** (No meeting)
5. **Personnel Committee:** (No meeting)

6. **Water Resources Association of San Benito County (WRA):** (No meeting)

**H. BOARD and STAFF REPORTS**

1. **Directors:** No Report.
2. **District Counsel:** No Report.
3. **General Manager:**

General Manager/Secretary Lander gave an update on the various projects and maintenance the district has been working on. This includes hiring a new Billing/Public Relations Specialist, preparing for the solar project the district is moving forward with, and updating the strategic plan. He also reported that the district continues to stay healthy, having no Covid transmission that have been spread through the office.

**I. FUTURE AGENDA ITEMS:**

**J. ADJOURNMENT:** President Buzzetta adjourned the meeting at 6:17 p.m.

**APPROVED BY THE BOARD:**

\_\_\_\_\_  
Jerry T. Buzzetta, President

**RESPECTFULLY SUBMITTED:**

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

**MINUTES**  
**Special Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**September 27<sup>th</sup>, 2022**

**A. CALL TO ORDER:** The meeting was called to order at 5:15 p.m. by President Buzzetta, as authorized by the State of California Executive Order N-08-21 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

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

**B. PUBLIC COMMENTS ON CLOSED SESSION MATTERS:** The Board welcomed members of the public and opened the meeting to public comments regarding matters identified on the Closed Session agenda. No members of the public were identified in attendance present or virtually. President Buzzetta then retired the board to closed session at 5:16 p.m.

**C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:**

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

President Buzzetta returned to open session at 6:55 p.m. and upon returning to the regular session, moved to continue the meeting as no additional staff or members of the public were present. The meeting was reconvened to open session at 6:55 p.m.

**D. PLEDGE OF ALLEGIANCE:** Director Dee Brown led those in attendance in the Pledge of Allegiance.

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

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

Attorney Michael Laredo reported, the Board met regarding the single item noted and that Board conferred and appointed President Buzzetta and Director Alcorn to be co-negotiators to negotiate with the GM for the purpose of developing a new contract to continue employment with the district.

Also, Director Mouro and President Buzzetta will conduct the GM annual review as members of the Personnel Committee. The review and contract negotiations may progress in a parallel manner.

**F. APPROVAL OF AGENDA:** Upon a motion made to approve the agenda by Director Parker, seconded by Director Alcorn, for which President Buzzetta then took a roll call vote as follows: (DB), yes; (JP), yes; (MA), yes, (EM), yes, (JB), yes; the motion carried 5-0.

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

**Staff Present for Open Session: In Person:** General Manager/Secretary Drew Lander,

**H. CONSENT AGENDA:** No items of consent presented.

**I. NEW BUSINESS:**

- 1. Authorize the General Manager to Execute a Contract with Greenline to Hydroflush the Industrial Wastewater Transmission Pipeline for a Cost Not to Exceed \$20,000 (Not a project under CEQA per Article 20, Section 15378)**

General Manager Lander explained that the contract before the Board is funded by San Benito Foods and is required by the service contract to operate the Industrial Wastewater Ponds. The season is ending, and this contract needs to be in place to perform storm drain cleaning before the beginning of the rainy season. The contract is within the approved budget.

President Buzzetta then asked for any public comment. Upon receiving no public comment, Director Brown made a motion to approve the contract NTE \$20,000. This motion was seconded by Director Parker for which President Buzzetta then took a roll call vote as follows: (DB), yes; (JP), yes; (MA) yes; (EM), yes; and (JB) yes; the motion carried 5-0.

**J. FUTURE AGENDA ITEMS:**

**K. ADJOURNMENT:** President Buzzetta adjourned the meeting at 7:05 p.m.

**APPROVED BY THE BOARD:**

\_\_\_\_\_  
Jerry T. Buzzetta, President

**RESPECTFULLY SUBMITTED:**

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

# Sunnyslope County Water District

## Disbursement Summary

September 1, 2022 through September 30, 2022

Date	Num	Name	Amount
09/02/2022	50507	Petty Cash	\$307.00
09/06/2022	50508	Able Septic Tank Service	\$9,157.08
09/06/2022	50509	Ace Hardware (Johnson Lumber Co.)	\$277.72
09/06/2022	50510	AT&T	\$472.90
09/06/2022	50511	AT&T	\$444.80
09/06/2022	50512	AT&T	\$383.04
09/06/2022	50513	Calcon System, Inc.	\$3,094.81
09/06/2022	50514	Frisch Engineering Inc.	\$3,362.50
09/06/2022	50515	Hollister Auto Parts, Inc.	\$26.86
09/06/2022	50516	Kelly Roberts	\$100.00
09/06/2022	50517	Madison Koester	\$275.00
09/06/2022	50518	Mission Uniform Service	\$800.47
09/06/2022	50519	O'Reilly Auto Parts	\$244.63
09/06/2022	50520	Palace Business Solutions	\$29.79
09/06/2022	50521	Razzolink.com	\$76.95
09/06/2022	50522	Schaaf & Wheeler	\$9,750.00
09/06/2022	50523	TPO	\$682.50
09/06/2022	50524	True Value Hardware	\$43.69
09/06/2022	ACH 2353	Principal	\$3,279.46
09/07/2022	ACH 2354	BASIC Benefits LLC	\$40.00
09/07/2022	ACH 2355	iCloud	\$10,674.05
09/09/2022	ACH 2356	CalPERS - Retirement	\$23.08
09/09/2022	ACH 2357	CalPERS - Retirement	\$200.00
09/09/2022	ACH 2358	CalPERS - Retirement	\$240.17
09/09/2022	ACH 2359	CalPERS - Retirement	\$309.17
09/09/2022	ACH 2360	CalPERS - Retirement	\$3,997.58
09/09/2022	ACH 2361	CalPERS - Retirement	\$7,532.85
09/09/2022	ACH 2362	CalPERS - Retirement	\$7,707.30
09/12/2022	50525	ACC Business	\$1,323.29
09/12/2022	50526	Ace Hardware (Johnson Lumber Co.)	\$69.33
09/12/2022	50527	Assoc. of Calif. Water Agencies (ACWA)	\$775.00
09/12/2022	50528	Brenntag Pacific, Inc.	\$33,328.18
09/12/2022	50529	Castroville CSD	\$40.00
09/12/2022	50530	City of Hollister-Finance Dept	\$401,907.98
09/12/2022	50531	CM Analytical, Inc.	\$11,250.00
09/12/2022	50532	CWSRF Accounting Office	\$759,974.56
09/12/2022	50533	Edges Electrical Group, LLC	\$387.86
09/12/2022	50534	Fastenal Company	\$86.86
09/12/2022	50535	Grainger, Inc.	\$4,931.15
09/12/2022	50536	Hach Company	\$232.59
09/12/2022	50537	Hollister Auto Parts, Inc.	\$9.59
09/12/2022	50538	Inductive Automation	\$5,939.94
09/12/2022	50539	Mark Nicholson, Inc.	\$6,860.00
09/12/2022	50540	Mc Master-Carr	\$2,513.29

# Sunnyslope County Water District

## Disbursement Summary

09/12/2022	50541	Meter, Valve & Control	\$18,053.08
09/12/2022	50542	Mission Uniform Service	\$283.92
09/12/2022	50543	Nationwide Retirements Solutions	\$17,031.38
09/12/2022	50544	Rain for Rent	\$6,933.52
09/12/2022	50545	Recology San Benito County	\$326.68
09/12/2022	50546	San Benito County Water District	\$442.00
09/12/2022	50547	Sharp Engineering and Construction, Inc.	\$23,262.00
09/12/2022	50548	Toro Petroleum Corp.	\$10,903.43
09/12/2022	50550	True Value Hardware	\$73.42
09/12/2022	50551	Tyler Technologies, Inc.	\$1,462.50
09/12/2022	50552	U.S. Bank Corporate Payment Systems	\$4,571.10
09/12/2022	50554	UWUA Local 820	\$807.80
09/12/2022	50555	Wright Bros. Welding & Sheet Metal, Inc.	\$350.75
09/13/2022	ACH 2363	BASIC Benefits LLC	\$277.00
09/13/2022	ACH 2364	P G & E	\$63,066.78
09/15/2022	ACH 2365	Colonial Life	\$2,174.18
09/16/2022	ACH 2366	BASIC Benefits LLC	\$50.00
09/16/2022	ACH 2367	ADP	\$2,163.80
09/19/2022	ACH 2368	BASIC Benefits LLC	\$5.00
09/19/2022	ACH 2369	BASIC Benefits LLC	\$115.00
09/20/2022	ACH 2370	BASIC Benefits LLC	\$183.69
09/22/2022	ACH 2371	BASIC Benefits LLC	\$122.00
09/23/2022	ACH 2372	BASIC Benefits LLC	\$100.00
09/27/2022	ACH 2373	BASIC Benefits LLC	\$379.76
09/29/2022	50556	A-1 Services	\$403.00
09/29/2022	50557	Abel Alvarez	\$58.75
09/29/2022	50558	Ace Hardware (Johnson Lumber Co.)	\$605.78
09/29/2022	50559	Auto Tech Service Center, Inc.	\$2,290.00
09/29/2022	50560	Bazilio Hernandez	\$163.74
09/29/2022	50561	Bracco's Towing	\$1,400.00
09/29/2022	50562	Brenntag Pacific, Inc.	\$38,787.52
09/29/2022	50563	Central Ag Supply LLC	\$71.42
09/29/2022	50564	De Lay & Laredo	\$6,296.00
09/29/2022	50565	Denise Duffy & Associates, Inc.	\$2,606.00
09/29/2022	50566	EBCO Pest Control	\$69.00
09/29/2022	50567	exceedio	\$3,334.91
09/29/2022	50568	Ferguson Enterprises, Inc.	\$87.53
09/29/2022	50569	First Trust Alarm Company	\$698.00
09/29/2022	50570	Hollister Auto Parts, Inc.	\$231.05
09/29/2022	50571	Interstate All Battery Center	\$190.09
09/29/2022	50572	John Smith Road Landfill	\$11.00
09/29/2022	50573	Konica Minolta Premier Finance	\$416.76
09/29/2022	50574	LDJ Manufacturing, Inc.	\$26,350.27
09/29/2022	50575	Mc Master-Carr	\$39.65
09/29/2022	50576	Metropolitan Compounds Inc	\$3,877.71
09/29/2022	50577	Mission Uniform Service	\$943.32



# Sunnyslope County Water District

## Disbursement Summary

09/29/2022	50578	MuniQuip, LLC	\$2,925.16
09/29/2022	50579	O'Reilly Auto Parts	\$180.59
09/29/2022	50580	Petty Cash	\$35.00
09/29/2022	50581	Postmaster	\$2,263.91
09/29/2022	50582	Razzolink.com	\$76.95
09/29/2022	50583	RJR Recycling	\$250.00
09/29/2022	50584	San Benito County Water District	\$327,984.18
09/29/2022	50586	Schaaf & Wheeler	\$11,554.20
09/29/2022	50587	Toro Petroleum Corp.	\$4,525.43
09/29/2022	50588	Trans Union LLC	\$144.64
09/29/2022	50589	Underground Service Alert North 811	\$1,585.04
09/29/2022	50590	USA Blue Book	\$497.90
09/29/2022	50591	Verizon Wireless	\$1,102.17
09/29/2022	50593	William K Boltz	\$353.45
09/29/2022	ACH 2374	CalPERS - Retirement	\$23.08
09/29/2022	ACH 2375	CalPERS - Retirement	\$7,490.15
09/29/2022	ACH 2376	CalPERS - Retirement	\$7,645.20
09/29/2022	ACH 2377	CalPERS - Health Insurance	\$20,110.91
09/23/2022	JN00238	Net Pay	\$67,070.15
09/23/2022	JN00238	Total Tax	\$19,267.51
09/30/2022	JN00237	Net Pay	\$69,013.34
09/30/2022	JN00237	Total Tax	\$19,572.63
			<b>\$2,098,904.90</b>

**SUMMARY:**

Accounts Payable Paid to:

Vendors	\$325,355.90
Payroll - Employee	\$256,527.39
San Benito County	\$354,751.21
City of Hollister for City Billing Collected, Net of Fees	\$402,295.84
Customer Refunds & Returned Checks/ACH	\$0.00
Debt & Finance	\$759,974.56

**Total Disbursements**

**\$2,098,904.90**

# Staff Report

Agenda Item: H – 3

**DATE:** October 6, 2022 (October 18, 2022 Meeting)

**TO:** Board of Directors

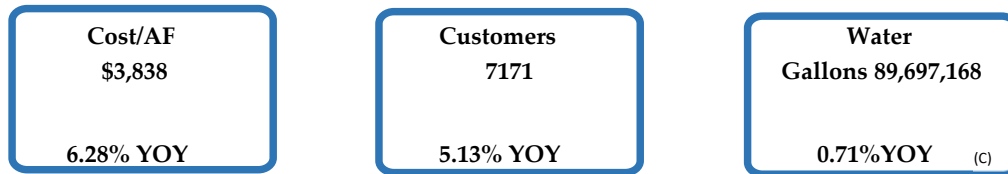
**FROM:** Finance & Human Resource Manager, Barry Kelly

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

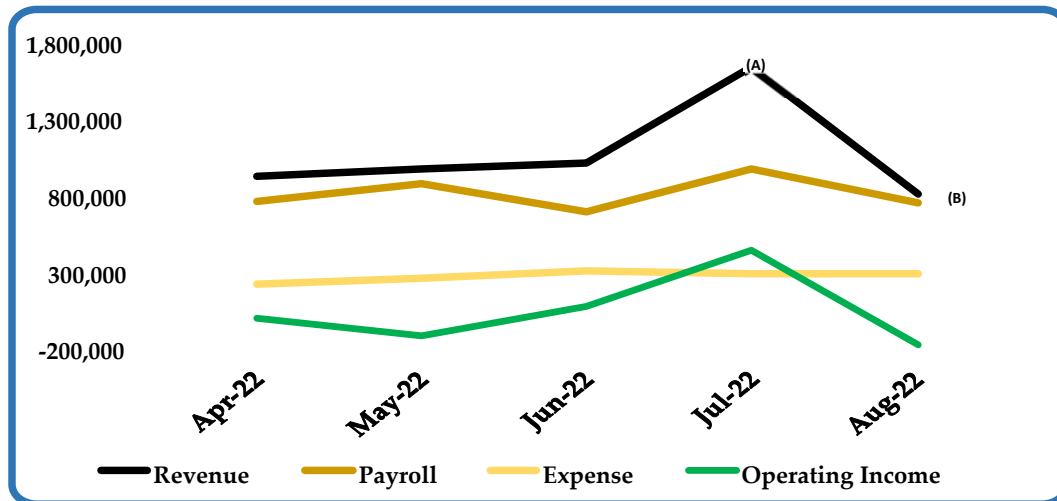
## OPERATION SUMMARY

(September 2022)

### 2 Year Trends



### Current Year Operations



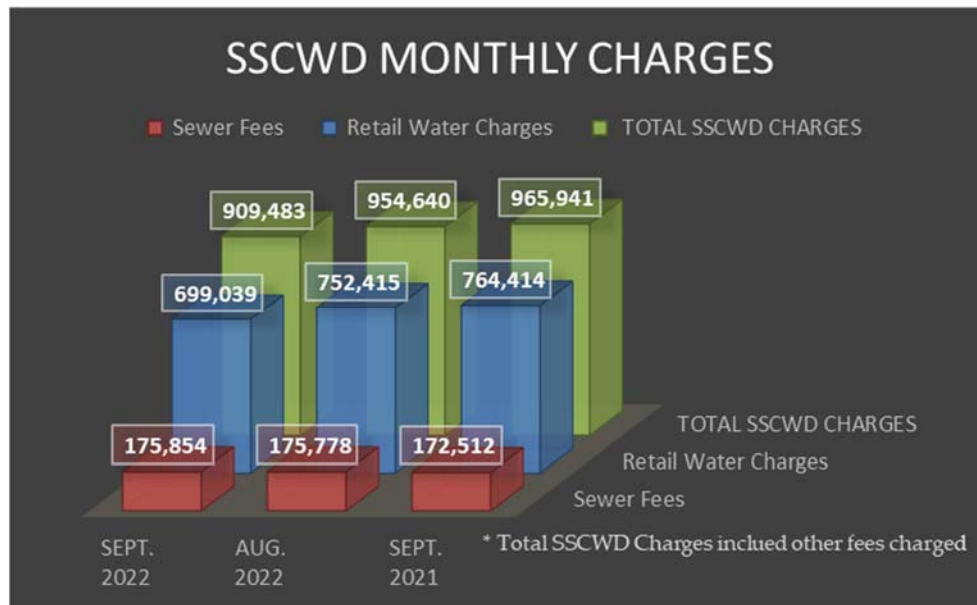
(A) The Revenue spike in June was due to both the seasonal increase in water sales and a one time accounting adjustment to year end accrued revenue.

(B) Reversal of July Revenue accrual.

(C) Represents a YOY -4.40% decrease in water use per customer.

Connections increased by 19 accounts in FY23 thus far. Due to the high number of prepaid connection fees made in June, the total for the current year is estimated to be 150. We now serve 7,184 customers and 5,264 accounts utilized online services and electronic payments.

September Revenue decreased 6% YOY. The budget for FY23 is flat. The assumption is that water conservation efforts wash with the growth in accounts. Year to date the results are running slightly lower than forecast excluding the effect from the year end Revenue accrual. Metered water in September was 82.3 MM gallons vs 93.4 in the prior year.



The percentage of past due accounts receivable through September increased another 1.7% to 14.5%. This increase in past due accounts is attributable to the increase in overall living costs associated with recent inflation trends. Additionally, COVID rental protections were lifted in July which could also have impacted priority of customer cashflows.

**STATEMENT OF INCOME** (August 22)

For the month, we show an overall Net Operating gain of \$169k vs a budgeted loss of \$85k. The positive variance is attributed to seasonality in water consumption. The Water department continues to drive the operating shortfall. The growth in costs is modest which is reflected in the Acre Foot per cost statistic. The persistent shortfall reflects the need for the rate study. The last rate increase occurred July 2018. The cost per Acre Foot of SSCWD water in August was \$2,445 vs \$2,588 the previous year.

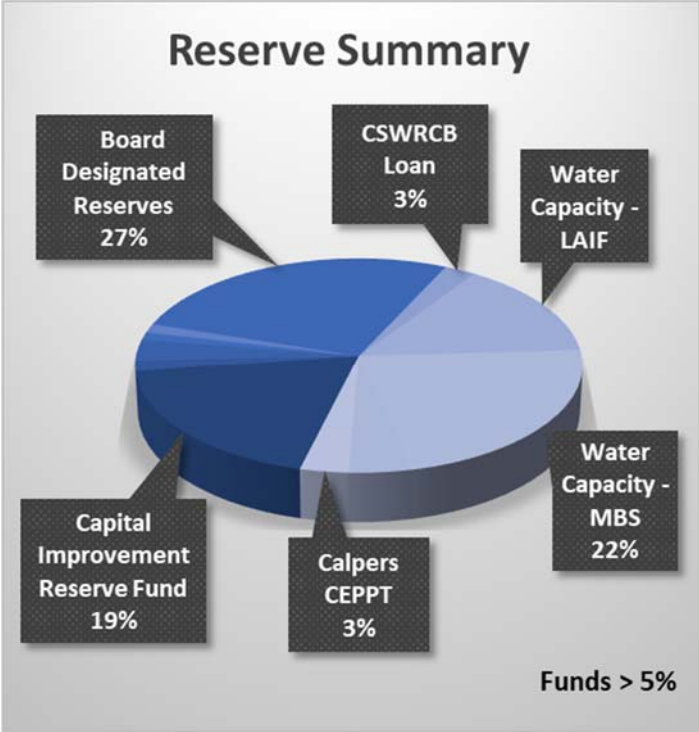
**INVESTMENT SUMMARY** (August 2022)

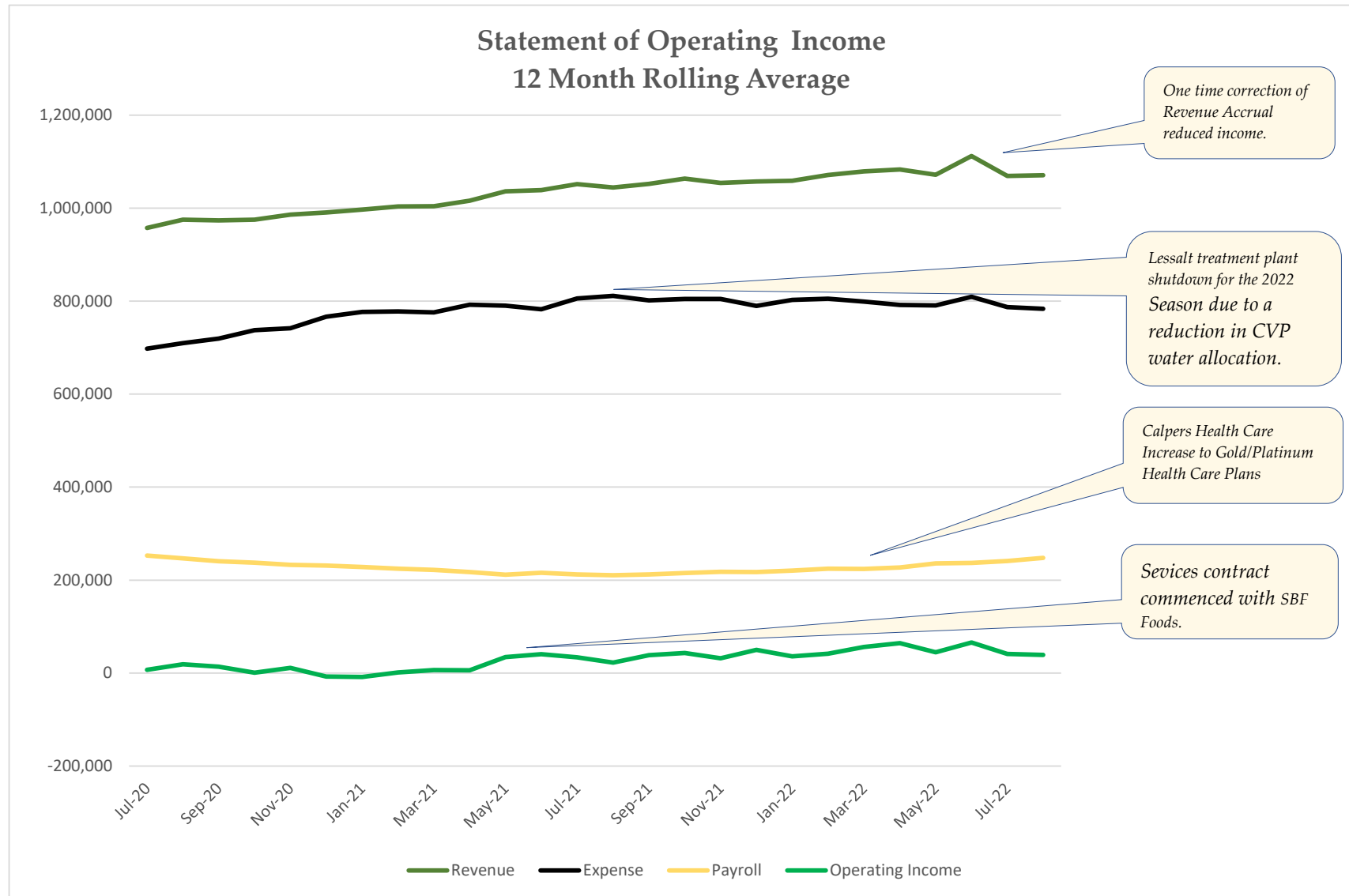
Cash and invested funds total \$23.7 million, an increase of 128k for the month.

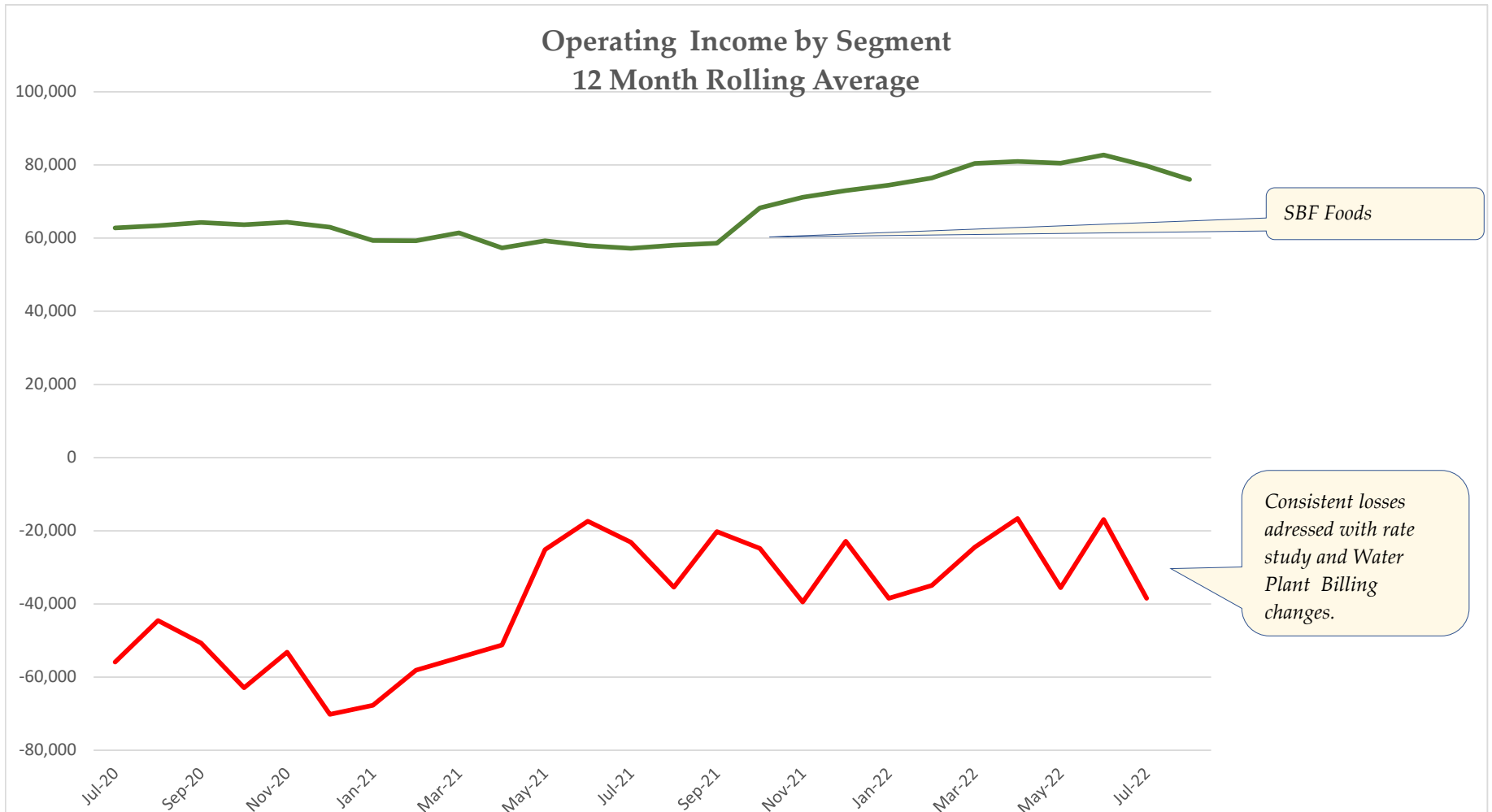
**RESERVES**

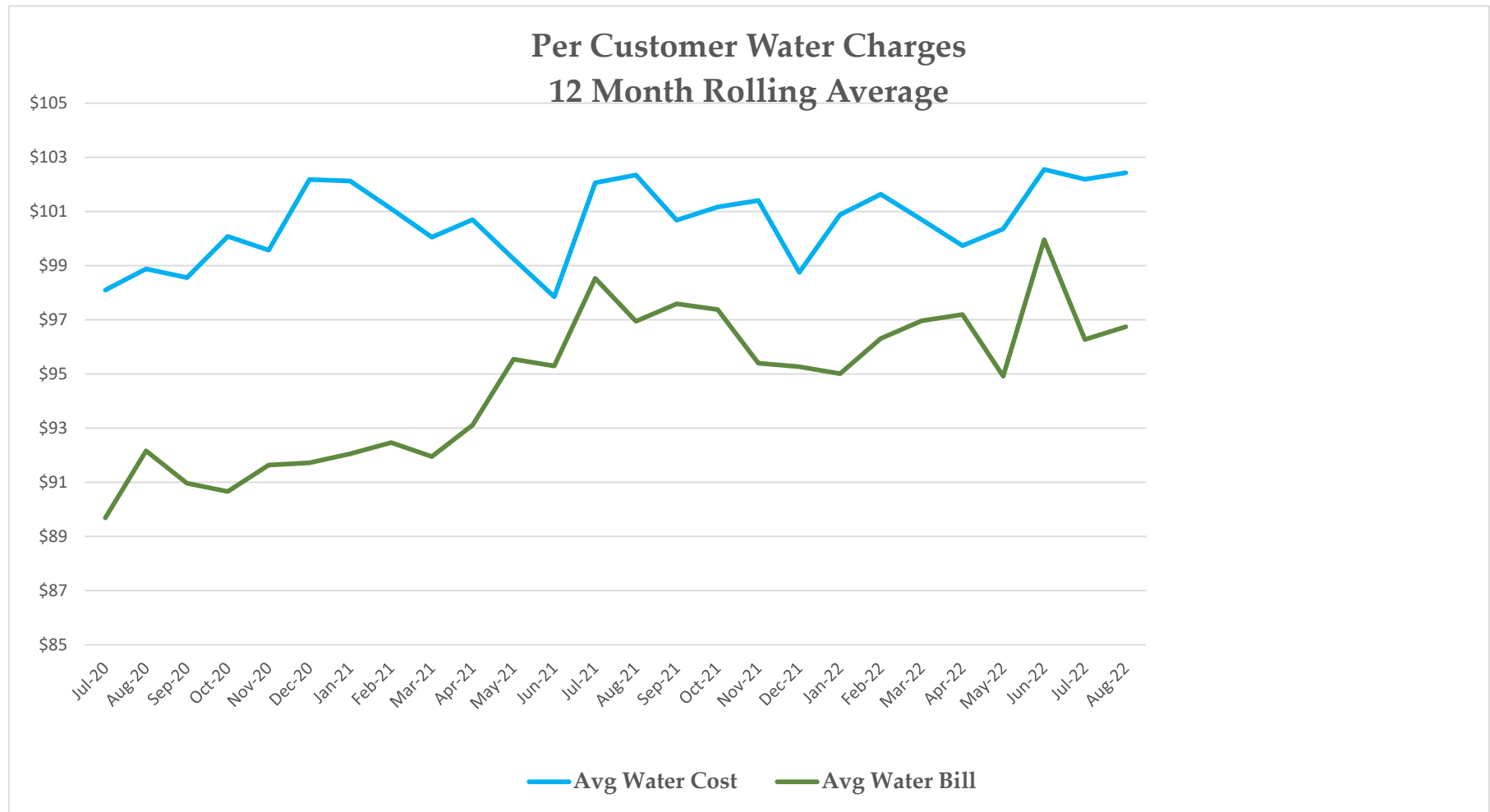
(August 2022)

Reserves in August total \$23 million which equals 48% of capitalized assets. See the Board Designated Reserve report for a summary of the transactions and the status of actual expenditures per Board authorized expenditures.









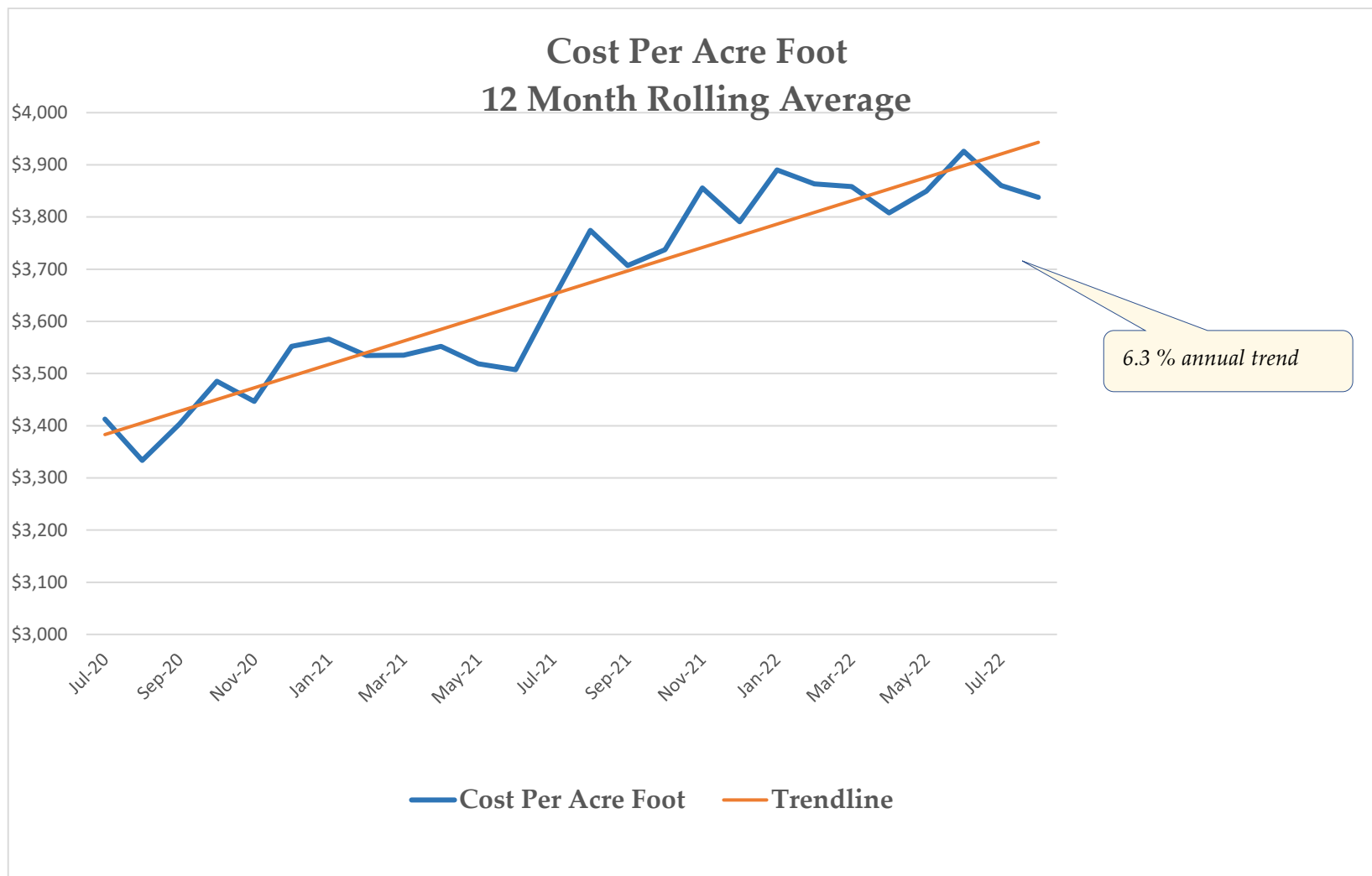
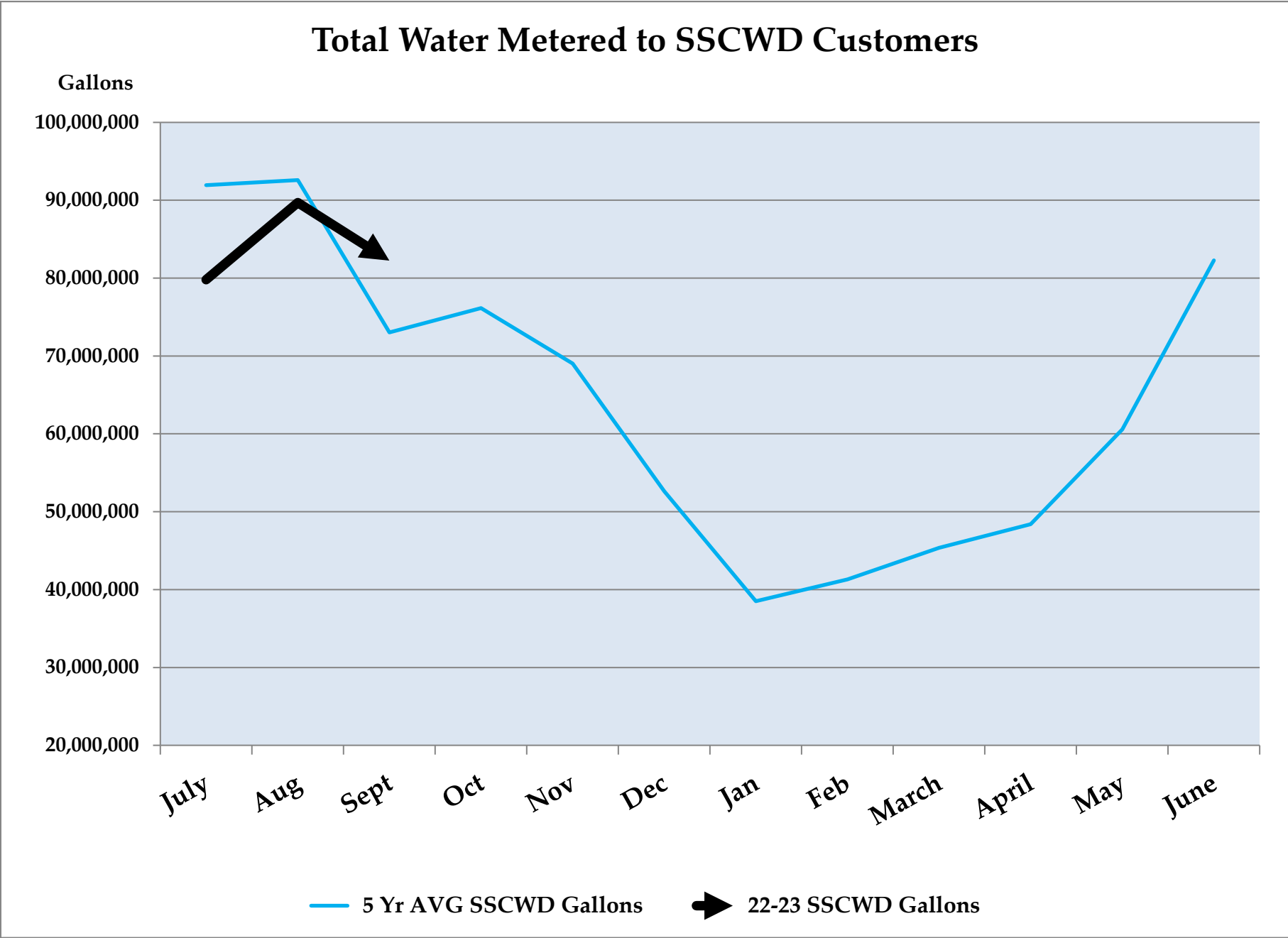




Chart Includes: Only Water Metered to SSCWD Customers,  
Chart Does Not Include: COH Interties Wholesale Water Flow



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

ITEMS	JULY 2022	AUG. 2022	SEPT. 2022	OCT. 2022	NOV. 2022	DEC. 2022	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY 2023	JUNE 2023	TOTALS
NO. WATER CAPACITY FEE RECD		5	14										19
NO. WW CAPACITY FEE RECD	-												-
NO. WATER ACCOUNTS	7,136	7,171	7,184										
NO. SSCWD SEWER ACCTS	1,234	1,238	1,236										
NO. COH SEWER ACCTS	4,638	4,675	4,692										
<b>WaterSmart / Invoice Cloud</b>													
Auto Pay	3,308	3,340	3,014										
Biller Portal	5	4	14										
Cloud Store	59	47	57										
Customer Portal	414	411	388										
Express Payments	316	217	317										
IVR	88	83	123										
Mobile Express Payments	442	298	366										
Online Bank Direct	613	564	647										
Pay By Text	78	50	58										
Scheduled Payment	27	20	25										
Shopping Cart	266	240	255										
<b>Total WaterSmart / Invoice Cloud</b>	<b>5,616</b>	<b>5,274</b>	<b>5,264</b>	-	-	-	-	-	-	-	-	-	
NO. E-BILL Invoice Cloud (Paperless)	1,711	1,774	1,792										
<b>MONTHLY CHARGES</b>													
Retail Water Charges	\$ 453,214.18	\$ 752,415.08	\$ 699,038.85										\$ 1,904,668.11
Sewer Fees	116,635.17	175,778.36	175,854.39										468,267.92
Installation Fees	-	405.00	7,290.00										7,695.00
Late Fees	8,935.54	11,140.54	12,190.06										32,266.14
Admin. Collection Fees, net													-
COH Billing Fees	13,989.00	14,091.00	14,130.00										42,210.00
Other Misc. Fees	690.00	810.00	980.00										2,480.00
<b>TOTAL SSCWD CHARGES</b>	<b>\$ 593,463.89</b>	<b>\$ 954,639.98</b>	<b>\$ 909,483.30</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 2,457,587.17</b>
<b>CITY OF HOLLISTER CHARGES</b>													
COH Sewer Fees	416,964.67	420,086.18	421,288.49										\$ 1,258,339.34
COH Street Sweeping	10,683.28	10,783.04	10,809.92										32,276.24
COH Senior Discount	(1,246.20)	(1,286.40)	(1,306.50)										(3,839.10)
Total COH Charges	426,401.75	429,582.82	430,791.91	-	-	-	-	-	-	-	-	-	1,286,776.48
Late Fees **	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COH CHARGES</b>	<b>\$ 426,401.75</b>	<b>\$ 429,582.82</b>	<b>\$ 430,791.91</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$ 1,286,776.48</b>
<b>ACCOUNTS RECEIVABLE - Aged</b>													
A/R for Sunnyslope Water **	\$ 948,794.59	\$ 1,011,469.90	\$ 975,756.28										
A/R for City of Hollister **	458,304.45	471,888.29	471,274.87										
Outstanding Bills Owed	\$ 1,407,099.04	\$ 1,483,358.19	\$ 1,447,031.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Past Due	\$ 188,801.28	\$ 189,085.53	\$ 209,454.47										
% Past Due	13.42%	12.75%	14.47%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

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

ITEMS	JULY 2022	AUG. 2022	SEPT. 2022	OCT. 2022	NOV. 2022	DEC. 2022	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY 2023	JUNE 2023	TOTALS
<b>WATER METERED</b>													
Cubic Feet	10,668,300	11,991,600	10,996,600										33,656,500
SSCWD Gallons	79,798,884	89,697,168	82,254,568	-	-	-	-	-	-	-	-	-	251,750,620
Well Flow to COH Gallons	9,993,400	12,467,500	10,469,400										32,930,300
Surface Flow to COH Gallons	4,672,919	6,053,117	2,849,503										13,575,539
<b>TOTAL METERED</b>	<b>94,465,203</b>	<b>108,217,785</b>	<b>95,573,471</b>	-	-	-	-	-	-	-	-	-	<b>298,256,459</b>
<b>WATER SOURCE</b>													
Well #2 (Southside Road)	14,620,800	16,109,000	17,999,800	-	-	-	-	-	-	-	-	-	48,729,600
Well #5 (Ray Cir/Enterprise)	4,426,629	2,873,649	5,474,117	-	-	-	-	-	-	-	-	-	12,774,395
Well #7 (Enterprise Rd)	13,104,944	14,774,745	14,101,175	-	-	-	-	-	-	-	-	-	41,980,864
Well #8 (Ridgemark)	16,505,000	15,396,000	10,433,000	-	-	-	-	-	-	-	-	-	42,334,000
Well #11 (Southside Road)	23,613,000	28,949,000	24,292,000	-	-	-	-	-	-	-	-	-	76,854,000
<b>TOTAL from Wells</b>	<b>72,270,373</b>	<b>78,102,394</b>	<b>72,300,092</b>	-	-	-	-	-	-	-	-	-	<b>222,672,859</b>
Lessalt W.T.P. I (High Zone)	-	-	-	-	-	-	-	-	-	-	-	-	-
Lessalt W.T.P. I (Middle Zone)	-	-	360,000	-	-	-	-	-	-	-	-	-	360,000
West Hills W.T.P (@ Well #2)	12,203,000	15,694,000	12,456,000	-	-	-	-	-	-	-	-	-	40,353,000
West Hills W.T.P (@ Well #11)	19,908,000	25,536,000	20,356,000	-	-	-	-	-	-	-	-	-	65,800,000
<b>TOTAL from Surface Water</b>	<b>32,111,000</b>	<b>41,230,000</b>	<b>33,172,000</b>	-	-	-	-	-	-	-	-	-	<b>106,513,000</b>
City Well Flow to SSCWD Gallons	190,200	163,000	143,200										496,400
City Surface Flow to SSCWD Gallons	11,200	14,400	8,900										34,500
<b>TOTAL from City Interties</b>	<b>201,400</b>	<b>177,400</b>	<b>152,100</b>	-	-	-	-	-	-	-	-	-	<b>530,900</b>
<b>TOTAL PUMPED</b>	<b>104,582,773</b>	<b>119,509,794</b>	<b>105,624,192</b>	-	-	-	-	-	-	-	-	-	<b>329,716,759</b>
Estimated Water Loss	10,117,570	11,292,009	10,050,721	-	-	-	-	-	-	-	-	-	31,460,300
Water Loss %	9.674%	9.449%	9.516%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	9.542%
Estimated Water Gain	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Gain %	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
<b>Total Net Water Loss</b>													<b>31,460,300</b>
Cost of Water Produced (Per Acre Foot)	2,666	2,445	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2,264
Prior YTD Cost	2,652	2,588	2,250	3,210	3,909	3,262	6,078	3,955	4,210	3,903	3,312	2,865	3,277

**Sunnyslope County Water District**  
 STATEMENT OF INCOME  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (This Year)  
 UN-AUDITED 9/20/2022

*** WATER ***	Jul-22	Aug-22	Variance Over / (Under) Prior Month	Jul-21	Aug-21	YEAR- TO-DATE	PRIOR YEAR-TO -DATE	PROJECTED 22/23 ACTUAL	FY 22/23 BUDGET
<b>OPERATING REVENUES</b>									
Water Sales	443,836	740,856	297,020	746,145	729,112	1,184,692	1,475,257	7,108,155	7,387,000
Contracted Services	228,312	228,312	0	228,312	228,312	456,624	456,624	2,739,743	2,518,770
Installation Fees		405	405	7,765	4,050	405	11,815	2,430	
Late Fees	6,255	8,912	2,658	7,328	7,049	15,167	14,377	91,004	
Other Revenue	11,947	10,145	(1,803)	10,851	11,606	22,092	22,457	119,490	140,000
<b>TOTAL OPERATING REVENUES</b>	<b>690,350</b>	<b>988,631</b>	<b>298,280</b>	<b>1,000,400</b>	<b>980,129</b>	<b>1,678,981</b>	<b>1,980,530</b>	<b>10,060,822</b>	<b>10,045,770</b>
<b>OPERATING EXPENSES</b>									
Salaries and Benefits	(227,779)	(219,036)	8,743	(190,276)	(146,885)	(446,815)	(337,162)	(2,680,889)	(3,315,612)
Operating Expenses	(653,491)	(682,251)	(28,759)	(760,887)	(784,042)	(1,335,742)	(1,544,929)	(8,014,453)	(8,344,748)
<b>TOTAL OPERATING EXPENSES</b>	<b>(881,270)</b>	<b>(901,287)</b>	<b>(20,017)</b>	<b>(951,163)</b>	<b>(930,927)</b>	<b>(1,782,557)</b>	<b>(1,882,090)</b>	<b>(10,695,342)</b>	<b>(11,660,360)</b>
<b>NET OPERATING INCOME</b>	<b>(190,920)</b>	<b>87,344</b>	<b>278,264</b>	<b>49,237</b>	<b>49,202</b>	<b>(103,576)</b>	<b>98,439</b>	<b>(634,520)</b>	<b>(1,614,590)</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>									
Capacity Fees		13,800	13,800	242,475	120,000	13,800	362,475	13,800	-
Donated Asset			-			-	-	-	-
Miscellaneous Income (Farm Labor Camp)			-			-	-	-	-
Adjust LAIF Investment to Fair Value	-		-			-	-	-	-
Interest Income	16,674	5,870	(10,804)		3,580	22,544	3,580	135,264	48,000
Allocated from G & A (Interest & Sale of Assets)	(129)		129		(318)	(129)	(318)	(772)	
Other Non-Operational		(113)	(113)			(113)	-	(680)	-
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>16,545</b>	<b>19,557</b>	<b>3,011</b>	<b>242,475</b>	<b>123,262</b>	<b>36,102</b>	<b>365,737</b>	<b>147,612</b>	<b>48,000</b>
<b>NET WATER INCOME (LOSS)</b>	<b>\$ (174,374)</b>	<b>\$ 106,900</b>	<b>281,275</b>	<b>\$ 291,712</b>	<b>\$ 172,464</b>	<b>\$ (67,474)</b>	<b>\$ 464,176</b>	<b>\$ (486,908)</b>	<b>\$ (1,566,590)</b>
<b>NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items</b>	<b>\$ (190,920)</b>	<b>\$ 87,231</b>	<b>278,150</b>	<b>\$ 49,237</b>	<b>\$ 49,202</b>	<b>\$ (103,689)</b>	<b>\$ 98,439</b>	<b>\$ (635,200)</b>	<b>\$ (1,614,590)</b>

**Sunnyslope County Water District**  
STATEMENT OF INCOME  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (This Year)  
UN-AUDITED 9/20/2022

*** WASTEWATER ***	Jul-22	Aug-22	Variance Over / (Under) Prior Month	Jul-21	Aug-21	YEAR- TO-DATE	PRIOR YEAR-TO- -DATE	PROJECTED ACTUAL	FY 22/23 BUDGET
<b>OPERATING REVENUES</b>									
Sewer Sales	116,635	175,778	59,143	172,054	171,881	292,414	343,935	1,754,481	2,149,000
Contracted Services	35,154	35,154	-	165,181	16,504	70,308	181,685	421,845	421,845
Installation Fees			-			-	-	-	
Late Fees	2,680	2,228	(452)	1,832	1,762	4,908	3,594	29,450	
Other Revenue	2,667	4,053	1,387	2,710	2,877	6,720	5,587	40,320	35,000
<b>TOTAL OPERATING REVENUES</b>	<b>157,136</b>	<b>217,214</b>	<b>60,078</b>	<b>341,778</b>	<b>193,024</b>	<b>374,349</b>	<b>534,802</b>	<b>2,246,096</b>	<b>2,605,845</b>
<b>OPERATING EXPENSES</b>									
Salaries and Benefits	(50,776)	(38,941)	11,834	(37,727)	(31,077)	(89,717)	(68,803)	(538,302)	(784,542)
Operating Expenses	(85,054)	(143,331)	(58,277)	(247,158)	(82,298)	(228,385)	(329,456)	(1,370,309)	(1,225,103)
<b>TOTAL OPERATING EXPENSES</b>	<b>(135,830)</b>	<b>(182,272)</b>	<b>(46,443)</b>	<b>(284,884)</b>	<b>(113,375)</b>	<b>(318,102)</b>	<b>(398,259)</b>	<b>(1,908,611)</b>	<b>(2,009,645)</b>
<b>NET OPERATING INCOME</b>	<b>21,306</b>	<b>34,941</b>	<b>13,635</b>	<b>56,894</b>	<b>79,649</b>	<b>56,247</b>	<b>136,543</b>	<b>337,485</b>	<b>596,200</b>
<b>NON OPERATING INCOME &amp; (EXPENSES)</b>									
Capacity Fees			-	-	-	-	-	-	
Miscellaneous Income			-	-	-	-	-	-	
Adjust LAIF Investment to Fair Value			-			-	-	-	
Interest Income	363	414	50		1,685	777	1,685	4,662	12,000
Allocated from G & A (Interest & Sale of Assets)		(46)	(46)		(80)	(46)	(80)	(274)	-
Other Non-Operational	(30)		30			(30)	-	(182)	-
<b>TOTAL NON OPERATING INCOME &amp; (EXPENSES)</b>	<b>333</b>	<b>368</b>	<b>35</b>	<b>-</b>	<b>1,605</b>	<b>701</b>	<b>1,605</b>	<b>4,206</b>	<b>12,000</b>
<b>NET WASTEWATER INCOME (LOSS)</b>	<b>21,639</b>	<b>35,309</b>	<b>13,670</b>	<b>56,894</b>	<b>81,254</b>	<b>56,948</b>	<b>138,148</b>	<b>341,691</b>	<b>608,200</b>
<b>NET WASTEWATER INCOME (LOSS) Adjusted for Non Budgeted Items</b>	<b>\$ 21,276</b>	<b>\$ 34,941</b>	<b>13,670</b>	<b>\$ 56,894</b>	<b>\$ 79,649</b>	<b>\$ 56,217</b>	<b>\$ 136,543</b>	<b>\$ 337,303</b>	<b>\$ 596,200</b>
<b>*** WATER &amp; WASTEWATER ***</b>									
<b>*** COMBINED INCOME (LOSS) WATER &amp; WASTEWATER***</b>	<b>(152,735)</b>	<b>142,210</b>	<b>294,945</b>	<b>348,606</b>	<b>253,718</b>	<b>(10,526)</b>	<b>602,324</b>	<b>(145,217)</b>	<b>(958,390)</b>
<b>*** COMBINED INCOME (LOSS) WATER &amp; WASTEWATER Adjusted for Non - Budgeted Items</b>	<b>\$ (169,644)</b>	<b>\$ 122,172</b>	<b>\$ 291,816</b>	<b>\$ 106,131</b>	<b>\$ 128,852</b>	<b>\$ (47,472)</b>	<b>\$ 234,983</b>	<b>\$ (297,897)</b>	<b>\$ (1,018,390)</b>

**Sunnyslope County Water District**  
Investment Summary  
2021 / 2022 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2022	AUGUST 2022	JUNE 2022
<b><u>Heritage Bank of Commerce</u></b>				
CHECKING ACCOUNT Operating - General Fund	0	6,474,985	6,595,525	6,296,579
<b>CHECKING SUBTOTAL</b>		6,474,985	6,595,525	6,296,579
MONEY MARKET ACCT (MMA) Invested - General Fund	0.35%	4,082,888	4,085,316	4,082,888
<b>MMA SUBTOTAL</b>		4,082,888	4,085,316	4,082,888
<b><u>L. A. I. F.</u></b>				
<b>(Local Agency Investment Fund)</b>	As of: Jul 2022			
General Fund	1.09%	-10,115,844	-9,993,451	-10,115,844
Water Connect. Fee	1.09%	4,705,166	4,576,720	4,705,166
Sewer Connect. Fee	1.09%	1,320,135	1,320,135	1,320,135
SRF Loan Reserve	1.09%	760,000	760,000	760,000
Board Designated Reserves	1.09%	8,380,859	8,386,912	8,380,859
<b>L.A.I.F. SUBTOTAL</b>		5,050,316	5,050,316	5,050,316
<b><u>CEPPT</u></b>				
<b>(CA Employee Pension Plan Trust)</b>				
Employee Pension Reserve	0	1,000,000	1,000,000	640,401
<b>CEPPT SUBTOTAL</b>		1,000,000	1,000,000	640,401
<b><u>MBS Securites</u></b>				
<b>(CD Brokerage - Water Capacity Funds)</b>				
Employee Pension Reserve	2.80%	6,971,574	6,976,565	6,704,841
<b>MBS SUBTOTAL</b>		6,971,574	6,976,565	6,704,841
<b>GRAND TOTAL</b>		23,579,763	23,707,721	22,775,024
	<b>YTD Total</b>			
<b>* TOTAL INTEREST RECORDED</b>	23,321	17,038	6,283	44,848

## Sunnyslope County Water District

### Reserve Summary

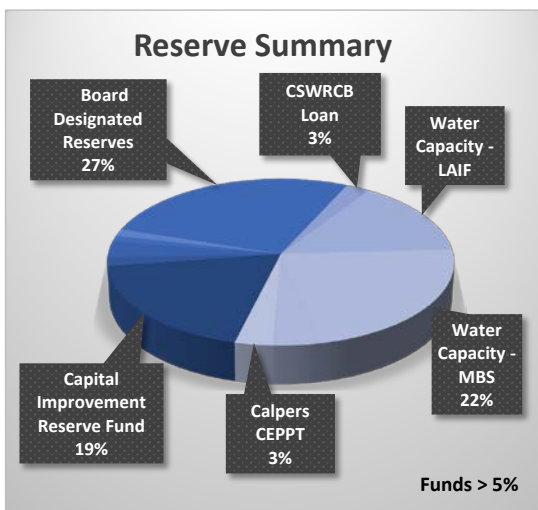
#### As of August 31, 2022

(Policy #8600)

	8/31/2022	Increase	Decrease	6/30/2022	6/30/2021	Change
1 Capital Improvement Reserve Fund	\$ 5,863,936			\$ 5,863,936	\$ 1,709,419	\$ 4,154,517
2 Rate Stabilization Fund	250,000		-	250,000	-	\$ 250,000
3 Drought Contingency Reserve	500,000			500,000	400,000	100,000
4 Emergency Fund	1,000,000			1,000,000	100,000	900,000
5 Vehicle Replacement Fund	351,105	3,026		348,078	197,549	150,529
6 Office and Misc. Equipment Replacement Fund	418,845			418,845	266,754	152,091
Board Designated Reserves	8,383,885	3,026	-	8,380,859	2,673,722	5,707,137
7 CSWRCB Loan	760,000			760,000	760,000	-
8 Water Capacity -LAIF	4,606,443	-	98,723	4,705,165	6,732,709	(2,027,543)
8a Water Capacity - MBS	6,971,574	15,902	(250,831)	6,704,841		6,704,841
9 Wastewater Capacity	1,320,135			1,320,135	21,125	1,299,010
10 Calpers CEPPT	1,000,000		(359,599)	640,401	-	640,401
Legally Restricted Reserves	14,658,152	15,902	(511,708)	14,130,542	7,513,834	6,616,708
<b>TOTAL</b>	<b>\$ 23,042,037</b>	<b>\$ 18,928</b>	<b>\$ (511,708)</b>	<b>\$ 22,511,401</b>	<b>\$ 10,187,556</b>	<b>\$ 12,323,845</b>
Unreserved Cash & Invested Funds	\$665,684.22					
Percentage of Total Capital Assets	48.33%					

**Detailed Transactions:**

Depr. Expense	\$ 3,026		\$ 461,194
Board Authorized Changes to Policy #8600	-		\$ 5,729,257
LAIF Interest Income	-		\$ 20,013
MBS Interest	\$ 15,902		\$ 5,672
Debt Amortization		98,723	\$ (1,184,682)
Water Capacity Fees		-	\$ (862,875)
Sewer Capacity Fees			\$ 1,299,000
CEPPT Funding			\$ 1,000,000
Transfer To MBS	-		\$ 6,950,000
Fixed asset Additions	-	-	\$ (483,314)
Fair Market Value & Misc Adj		(610,430)	\$ (610,420)
	<b>\$ 18,928</b>	<b>\$ (511,708)</b>	<b>\$ 12,323,845</b>



#### Board Approved Disbursement Analysis

Date:	Description:	Vendor	Resolution	Actual
1/19/2021	Audit (FY21,FY22 & FY 23)	MRBK	76,160	27,870
2/16/2021	Outsource Invoicing	Info Send	25,000	0
11/16/2021	Temetra	Meter Valve & Cc	30,000	10,640
2/15/2022	District Election	SBC	60,000	0
2/15/2022	Rate Study	Raftelis	84,502	3,605
2/15/2022	Ignition SCADA part 2	Frisch & Calcon	127,000	146,959
8/16/2022	Fuel Trailer	Thunder Creek	30,000	0

# Staff Report

Agenda Item: H – 4a

**DATE:** October 13, 2022 (October 18, 2022, Meeting)

**TO:** Board of Directors

**FROM:** Water/Wastewater Superintendent, Jose J. Rodriguez

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

---

## NARRATIVE

1. All three water reports were completed and submitted on time by September 9, 2022.
2. Contractors working on the West of Fairview Project, broke a service line on Fairview Road. SSCWD staff immediately responded to the leak, isolated, repaired, and flushed water line to ensure that our customers downtime was minimized.
3. New 6,650-gallon Sodium Hydroxide Tank was installed at Westhills Water Treatment Facility. The new tank replaces the original smaller tank that was damaged in February. The new tank is 2,150 gallons larger than the previous tank, which will minimize chemical deliveries to weekly rather than biweekly. We are expecting some delivery cost savings due to the larger tank volume.
4. Suez Water performed bi-annual Total Organic Carbon (TOC) analyzer maintenance per service agreement at both water treatment plants. During the visit, the TOC instrument at the Lessalt Water Treatment Plant failed due to improper reagent handling. New reagent was subsequently sent, and unit passed calibration.
5. The Industrial Plant received flow until the morning of September 30, 2022. All equipment remained in auto for the next week and staff will slowly begin to shut equipment off.
6. Received new Transmission of Monitoring and Reporting Program NO. R3-2022-0033; and Termination of Individual Permit, Waste Discharge Requirements ORDER NO. R3-2004-0065 for Sunnyslope County Water District, Ridgemark Estates Subdivision, Wastewater Treatment Plant, San Benito County.
7. New sampling schedule has been created to capture all new requirements.

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

## Water (6)

1. Repaired 12" water main contractor damaged on Fairview Road and John Smith Road
2. Repaired service leak at 1581 Bella Vista Court.
3. Replaced leaking water service lines at 1005 & 1025 Lanini Drive.
4. Replaced chlorine injector line at Well #7.



5. Completed Hazard Assessments at facilities.
6. Replaced 4' irrigation meter at Sunnyslope School. New tools purchased for confined space, such as handheld jack hammer, and wrench made task easier for staff to be complete work in an expedited period.



<b>Project Location</b>	<b>: Sunnyslope County Water District – West of Fairview</b>
<b>Project</b>	<b>: Water Main repair caused by Contractor</b>
<b>Department</b>	<b>: Water Department</b>
<b>Description</b>	<b>: Contractor error resulted in a damaged water main. Staff responded to the notification swiftly and pressure was reduced so that a repair could be made. The Contractor is billed for staff response to these types of emergencies along with the estimated water lost.</b>

**West Hills Water Treatment Plant (6)**

1. Brenntag replaced Sodium Hydroxide tank.
2. Cleaned lamellas.
3. Replaced manifold on permanganate skid.
4. Repaired discharge line for sodium hydroxide.

5. Removed sludge from drying beds, RJR hauled to John Smith Landfill.
6. Replaced leaking fitting on feed line to poly wetting bowl.



<b>Project Location</b>	<b>: Sunnyslope County Water District - Westhills Water Treatment Plant</b>
<b>Project</b>	<b>: New 6,650-gallon tank installation</b>
<b>Department</b>	<b>: Water Department</b>
<b>Description</b>	<b>: New 6,650-gallon Sodium Hydroxide Tank was installed by Brenntag staff at the Westhills Water Treatment Facility. The New tank replaces the original smaller tank that was damaged in February. The new tank is 2,150 gallons larger than the previous tank. Currently we receive chemical deliveries on Mondays and Fridays. The larger volume tank will allow for a single delivery on Friday and minimizing delivery cost.</b>

**LESSALT Water Treatment Plant (2)**

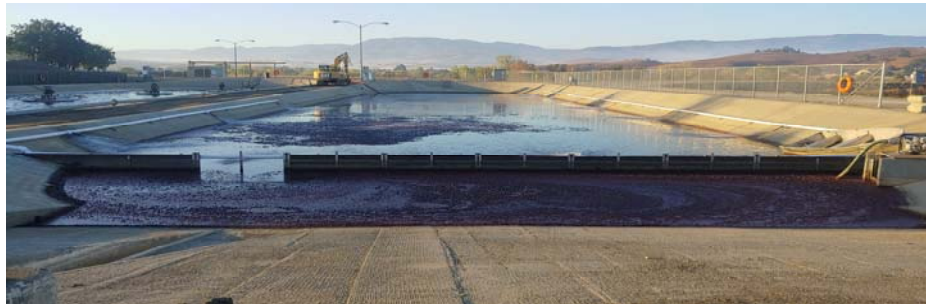
1. Suez performed semi-annual PM service on Total Organic analyzer.
2. Peroxide cleaned Total Organic Carbon analyzer.

**Wastewater** (5)

1. Finished jetting sewer system.
2. Pulled and inspected pumps at Paullus Lift Station.
3. Hauled dry sludge from SBR to John Smith Landfill.
4. Pulled pump #2 at Main Lift Station due to debris.
5. Pulled and inspected pumps at RMII Lift Station.

**Industrial Plant** (4)

1. Odor reports in September required modification to operation. Basin 1 & 2 where subsequently bypassed. Influent flow went directly into Pond one for treatment.
2. Neal Jones production for the entire month of September and concluded on the morning of September 30, 2022
3. SAF unit got picked up by Heron contractor.
4. Continued cutting and clearing weeds around ponds.
5. Sharp Engineering continuing work.
6. Started performing preventative maintenance on field equipment.
7. Water quality numbers measured at effluent exceeded operating expectations.



<b>Project Location</b>	<b>: Industrial Wastewater Treatment Plant</b>
<b>Project</b>	<b>: Basins 1 &amp; 2 scum build up causing slight odors</b>
<b>Department</b>	<b>: Wastewater Treatment</b>
<b>Description</b>	<b>: Basins 1 &amp; 2 possible overload with solids, occasionally caused odors due to mechanical issues such as recirculation pump faults and scum skimmer not operating properly. Sprayers were installed on Basin 2 walls to assist in breaking up floating scum and help push it to recirculation unit.</b>

Completed This Month	Job Descriptions	Completed YTD 2022 – 2023 July 1 to June 30	Completed 2021 – 2022 July 1 to June 30	Completed 2020 – 2021 July 1 to June 30	Completed 2019 – 2020 July 1 to June 30
220	Work Orders	701	2520	2469	2715
20	Temporary Manual Read Water Meters Installed in New Construction Accounts	70	292	368	256
0	Radio Read Meters & ERTs Installed in New Construction Accounts	0	1	21	0
41	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	90 (Total = 7013)	300	282	191
25	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	85	309	322	304
71	Valves Exercised (Approx. 2674 in SSCWD System 3/2021)	162	487	721	319
53	Fire Hydrants Flushed (Approx. 938 in SSCWD System 3/2021)	151	342	749	281
25	Meters on Repair List	86	335	326	449
18	Emergency Calls	58	161	174	156
136	Locates on our Water/Sewer Lines	437	1816	1732	1037
0	Sewer Inspections	0	0	0	0
0	Shutoff Notices	0	0	0	112
2	Water Services Replaced	6 (Total = 940)	39	12	15

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





## Hollister/Sunnyslope Intertie Water Balance

Report Date: October 1, 2022		to September 14, 2022			
Current Consumption Period: August 15, 2022		to			
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	807,503			
Sunset & Memorial Water Total Flow	7,135,600	1,376,100	0		0
Sunnyslope & Memorial Water Total Flow	1,918,300	357,300	133,600		6,700
Hillcrest and Memorial Water Total Flow	3,200	300	9,600		2,200
Santa Ana & La Baig Water Total Flow	1,412,300	308,300			
<b>Intertie Sub-Total Water Flow</b>	<b>10,469,400</b>	<b>2,849,503</b>	<b>143,200</b>		<b>8,900</b>
<i>Total Combined Surface and Ground Water Intertie Flow</i>	<b>13,318,903</b>		<b>152,100</b>		
City of Hollister Well 2 Surface Water Total Flow (West Hills)		11,973,000			
City of Hollister Well 4 Surface Water Total Flow (West Hills)		14,613,000			
City of Hollister Well 5 Surface Water Total Flow (West Hills)		13,997,000			
Sunnyslope Well 2 Surface Water Total Flow (West Hills)				12,456,000	
Sunnyslope Well 11 Surface Water Total Flow (West Hills)				20,356,000	
Sunnyslope Surface Water Total Flow (LESSALT)					0
<b>Surface Water Flow Sub-Totals</b>		<b>40,583,000</b>			<b>32,812,000</b>
<b>Ground Water and Surface Water Flow Totals</b>	<b>10,469,400</b>	<b>43,432,503</b>	<b>143,200</b>		<b>32,820,900</b>
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		36,697,500		
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	10,326,200	6,726,103		
	Beginning Water Balance Owed to SSCWD (to COH)	755,238,575	-340,834,977		
	Gallons Billed to COH thru Report Date July 13, 2022	0		Informational Last Month Net Total	414,403,598
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	765,564,775	-334,108,874	Net Sub Total	431,455,901
	Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period			-	
	Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4			-	
	<b>Ending Water Balance Owed to SSCWD (to COH)</b>	<b>765,564,775</b>	<b>-334,108,874</b>	<b>Net Total</b>	<b>431,455,901</b>

Current:	West Hills WTP Total Flow to Distribution	73,395,000			
	Percent of Surface Water Received	<b>COH</b>	<b>55.3%</b>	<b>SSCWD</b>	<b>44.7%</b>
Current:	COH half of West Hills WTP Total Flow to Distribution	36,697,500			
	West Hills WTP Surface Water Total Flow to COH	40,583,000			

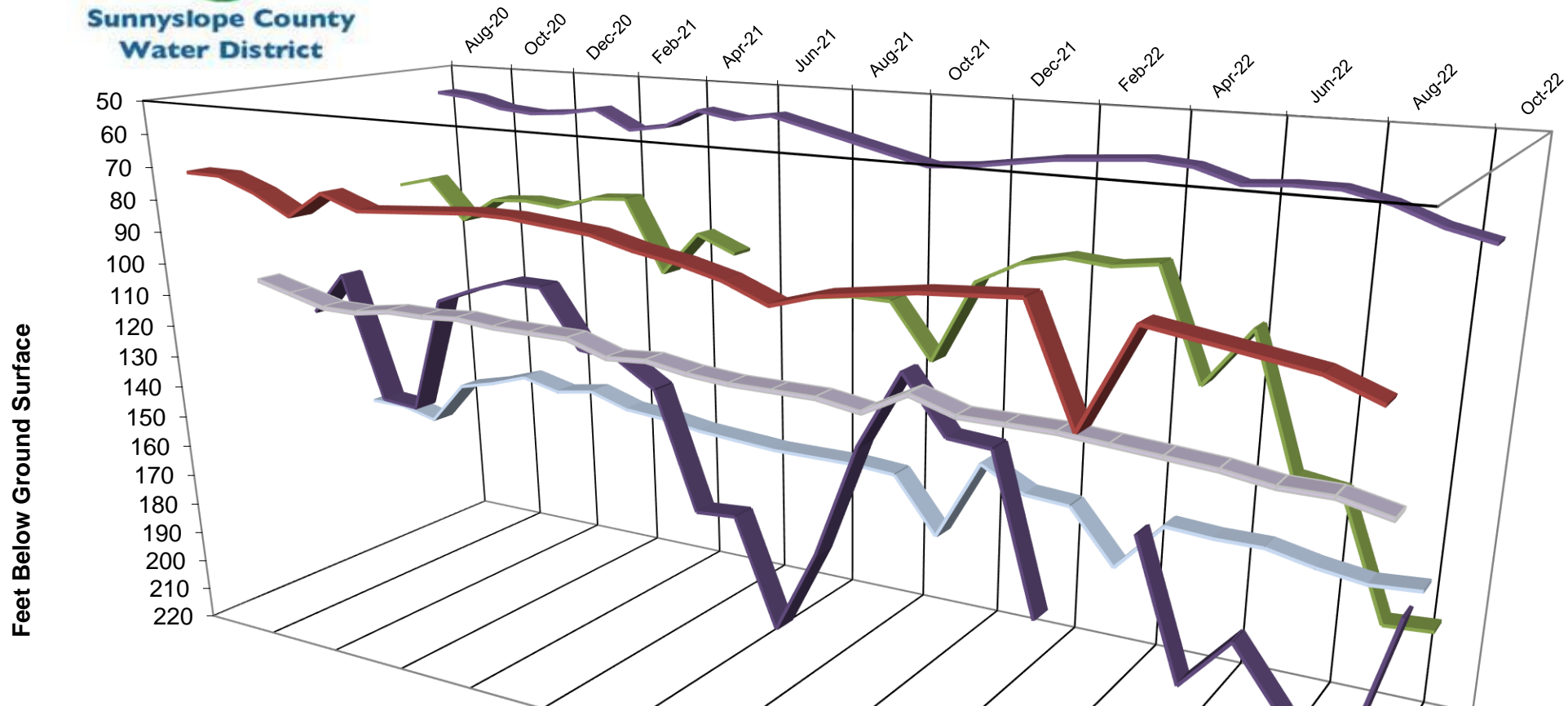
From April 1, 2021 to Present					
YTD	LESSALT WTP Total Flow to Distribution	129,596,000			
	West Hills WTP Total Flow to Distribution	854,152,500			
	Surface WTPs Total Flow to Distribution	983,748,500			
	Total YTD Surface Flow to COH/SSCWD	<b>COH</b>	<b>526,579,395</b>	<b>SSCWD</b>	<b>457,169,105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



**Sunnyslope County  
 Water District**

### Depth to Standing Water Level Below Ground Surface

Month/Year



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

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

Well 11 = 330  
 Test Well 12 = 308

# Staff Report

Agenda Item: H-5

**DATE:** October 11, 2022 (October 18, 2022 Meeting)  
**TO:** Board of Directors  
**FROM:** General Manager, Drew Lander P.E.  
**SUBJECT:** General Manager Monthly Status Report

---

---

## ACTIVE TASKS:

- 1. Staffing Changes** – The Associate Engineer will have limited office hours over the coming weeks as he will be utilizing paternity leave. His wife and new baby are doing well. His absence has required the GM to schedule time to perform field inspection work. This has been challenging with the other responsibilities at the present time. Having MNS field inspection on the Ridgemark sewer improvements has been helpful.
- 2. Replacement Chemical Tank** – The GM and the Associate Engineer were able to perform a factory inspection of the new chemical tank delivered to Westhills. The first tank delivered several month ago was manufactured incorrectly so a pre-shipping inspection was scheduled to verify the new tank was correct prior to arriving on site. This inspection helped to ensure the project was successful.
- 3. Office Technology and Public Access** – Tyler ERP Billing software conversion will be live on November 1<sup>st</sup>. This means that the October billing will be printed from the new Tyler software. Coordination between Watersmart, Invoice Cloud, MOMS, Tyler and InfoSend has been complicated but staff remains dedicated to a successful outcome. October bills will be printed one week late due to this conversion, and because of this bill pay late fees will be waived for the month of November so that no payment conflicts occur. Notifications will be included on the district website and an additional bill notice will be included in the October bill. All Temetra meter reading handheld equipment has been received and will be implemented in the November bill reading.
- 4. IWTP Update** – The season has ended for the cannery. Very promising water quality results have been achieved this season. This success was peppered with some days of odors which was unexpected based on the treatment calculations. Further analysis will be conducted together with

SBF management, as we clean up from the end of the season, so that more improvements can be planned for next season.

5. **Presentation to City Council** – At the October 3<sup>rd</sup> City Council meeting the GM was able to discuss the significant community benefits that could be realized through developing a sewer treatment contract between SSCWD and the City of Hollister. Three of the sitting Council members did direct the City Manager to with Sunnyslope to develop a contract. Meetings will be scheduled to move this forward.
  
6. **Permit Compliance** – Monthly water reports have been completed on time and no violations were reported.



# Staff Report

Agenda Item: H – 6

DATE: October 11, 2022 (October 18, 2022 Meeting)

TO: Board of Directors

FROM: Drew A. Lander, General Manager

SUBJECT: Approval of Resolution No. 581 of the Board of Directors of the Sunnyslope County Water District – Hollister California Proclaiming a Local Emergency, Ratifying the State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days in Accord with the Ralph M. Brown Act (Not a project under CEQA per Article 20, Section 15378).

---

## RECOMMENDATION:

Approve by consent that the findings required by AB 361 are still current and relevant and authorize the President to sign a Resolution of the Board authorizing remote teleconference meetings of all district legislative bodies for the following 30 days as provided by law.

## BACKGROUND:

At the October 5<sup>th</sup>, 2021 special meeting the Board discussed and approved Resolution #562 to allow the use of remote meeting access for the following 30 days. This item appeared as a consent agenda item since November and was extended through Resolutions #563, #564, #567, #569, #571, #573, #575, #577, #578, #580 and again having concluded the findings remain current, Resolution #581 extends the used of remote meeting access throughout October for another 30 days.

In September 2021 Governor Newsom signed into effect AB 361, allowing public agencies to hold public meetings through teleconferencing as long as there is a state-proclaimed state of emergency.

AB 361 amends the Brown Act to allow SSCWD to continue using teleconferencing and virtual meeting technology as long as:

- There is a “Proclaimed State of Emergency;”
- State or local officials impose or recommend measures that promote social distancing; or
- SSCWD’s Board finds that, by a majority vote, meeting in person would present an imminent safety risk to attendees.

The March 4, 2020 Proclamation of State of Emergency is still in effect. An Emergency Proclamation is not terminated until the Governor, or Legislature, proclaims it to be terminated. (GC 8629.) Accordingly, the current State of Emergency will remain until it is terminated with a Proclamation Terminating the State of Emergency.

**AB 361 Remote Meeting Findings Required:**

SSCWD must make the following findings by majority vote:

- SSCWD has reconsidered the circumstances of the state of emergency; and
- Any of the following circumstances exist:
  - The state of emergency continues to directly impact the ability of the members to meet safely in person; or
  - State or local officials continue to impose or recommend measures to promote social distancing.

These findings must be made no later than 30 days after meeting remotely for the first time and every 30 days thereafter.

AB 361 will sunset on January 1, 2024.

**FISCAL IMPACT:**

No change in the fiscal impact is anticipated with the continuation of remote access for District public meetings. The cost of online access software is paid through June 2023.

**ENVIRONMENTAL IMPACT:**

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

Attached: Resolution #581

## RESOLUTION No. 581

### **A Resolution of the Board of Directors of the Sunnyslope County Water District – Hollister California Proclaiming a Local Emergency, Ratifying the State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days In Accord with the Ralph M. Brown Act**

#### FACTS

1. The Board of Directors is committed to preserving and nurturing public access and participation in meetings of the Boards; and
2. All meetings of District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and observe District legislative bodies conduct business; and
3. The Brown Act, Government Code section 54953(e), enables remote teleconferencing participation in meetings by members of a legislative body, without strict compliance with requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and
4. One required condition is that a state of emergency has been declared by the Governor of the State of California pursuant to Government Code section 8625, proclaiming existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and
5. A proclamation is made that there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the District's jurisdiction, caused by natural, technological, or human-caused disasters; and
6. State or local officials have imposed or recommended measures to promote social distancing, or, that having the legislative body meet in person would present imminent risks to the health and safety of attendees; and
7. The Board of Director's affirms these conditions now exist in its jurisdiction. Specifically, on March 4, 2020, the Governor proclaimed a State of Emergency to exist as a result of the threat of COVID-19. That Proclamation has not been terminated by either the Governor or the Legislature pursuant to Government Code section 8629; and
8. Despite sustained efforts to remedy this circumstance, the District determines that meeting in person poses an imminent risk to health and safety of attendees due to the COVID-19 virus and its variants; and
9. The Board of Directors finds the emergency created by the COVID-19 virus and its variants has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor and similar local health orders that require social distancing; and
10. As a consequence of the local emergency, the Board of Directors determines that all legislative bodies of the District are required to conduct their meetings without full

compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that those District legislative bodies shall comply with the requirements to provide public access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

11. Each District legislative body shall continue to conduct meetings with public access available via call-in or internet-based service options and the public shall be allowed to address the legislative body directly in real time; and
12. This Resolution shall authorize the General Manager to establish and maintain platforms necessary for each District legislative body to hold teleconference meetings and provide an avenue for real-time public comments for such meetings; and
13. The Board of Directors finds the introduction and adoption of this resolution is not subject to the California Environmental Quality Act (CEQA) as the activity is not a project as defined in Section 15378) of the CEQA Guidelines.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SUNNYSLOPE COUNTY WATER DISTRICT:**

SECTION 1. RECITALS. The foregoing Findings are true and correct and are adopted by the Board of Directors as though set forth in full.

SECTION 2. PROCLAMATION OF LOCAL EMERGENCY. The Board of Directors hereby proclaims that a local emergency now exists throughout the District, and meeting in person would present imminent risk as a result of the COVID-19 virus and its variants.

SECTION 3. RATIFICATION OF PROCLAMATION OF A STATE OF EMERGENCY. The Board of Directors hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

SECTION 4. REMOTE TELECONFERENCE MEETINGS. The General Manager and legislative bodies of Sunnyslope County Water District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

SECTION 5. EFFECTIVE DATE OF RESOLUTION. This Resolution shall take effect immediately upon its adoption and shall be remain in effect for a period of 30 days, or until such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which District legislative bodies may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE SUNNYSLOPE COUNTY WATER DISTRICT this 18<sup>th</sup> day of October 2022, by the following vote:**

AYES: Directors –  
NAYS:  
ABSENT:

SUNNYSLOPE COUNTY WATER DISTRICT:

Signed: \_\_\_\_\_  
*Jerry Buzzetta, President*

*(seal)*

ATTEST:

By: \_\_\_\_\_  
*Drew A. Lander, Secretary of the Board of Directors*

# Staff Report

Agenda Item: I-2

**DATE:** October 13, 2022 (October 18, 2022 Meeting)

**TO:** Board of Directors

**FROM:** General Manager, Drew Lander

**SUBJECT:** Approve the Capital Expenditure and Authorize the General Manager to Purchase 400 Replacement 5/8" Diameter Water Meters and Accompanying Electronic Read Transmitters for a Total Cost not to Exceed \$157,000. (Not a project under CEQA per Article 20, Section 15378)

---

## **RECOMMENDATION:**

Authorize the General Manager to purchase an additional 400 replacement 5/8" - water meters and transmitters for a total cost not to exceed \$157,000.

## **BACKGROUND:**

The Board previously approved an amount of \$105,000 at the January 18<sup>th</sup>, 2022 Board meeting for the purchase of 1" water meters which have arrived. The 1" meters arrived in time for the surge in demand from new developments for new meter sets at the start of the new fiscal year. At that time the district had sufficient 5/8" meters in stock. Extended lead times continue to affect delivery of meters due to low production volumes because of COVID-19 staffing at manufacturing facilities. To anticipate lead times and district needs, staff requests authorization of this request so that new meters will arrive in a timely manner.

The District continues to replace water meters that are reaching the end of their service life by replacing aging 5/8" water meters. Meter manufactures require purchase requests be placed as early as possible so production may be planned. This request also includes the purchase of radio read transmitters needed to ensure remote reading of all meters. The cost of meters has increased this year keeping pace with the rising costs of labor and materials. Staff is requesting authority to purchase, 400 – 5/8" meters. The purchase of the meters is anticipated in the FY2022-23 capital budget.

## **FINANCIAL IMPACT:**

In 2020 a combined order of 700 meters was placed for \$207,000. In 2021 a total of 704 meters were purchased for \$203,000. As noted above the District has purchased \$105,000 in meters in the fiscal year ending June 2022. The 5-year capital outlay projected meter purchases of \$250,000

annually. This is the first meter purchase request in the FY2022-23 leaving \$93,000 remaining in the current year's budget for meter purchase if needed.

**ENVIRONMENTAL IMPACT:**

The proposed action is not a project as defined by Article 20, Section 15378 of the CEQA guidelines.

**ATTACHMENTS:**

- 1) Meter Quotes, 2pages



**Meter, Valve & Control**

1499 SUNNYBROOK RD  
 ALAMO, CA 94507

**Quote**

Date	Quote #
09/12/2022	SO-005217

Name / Address
SUNNYSLOPE COUNTY WATER DISTRICT 3570 AIRLINE HIGHWAY HOLLISTER CA 95023 United States
deej@sscwd.org

Ship to
SUNNYSLOPE COUNTY WATER DISTRICT DEEJ BURBANK 3570 AIRLINE HIGHWAY HOLLISTER CA 95023 United States

Reference	Payment Terms	FOB	Lead Time
200- 100w ERTS with antenna kits	NET 30	ALAMO CA	

Item	Description	Qty	Cost	Comment	Amount
WME-ERW-1300-402	ITRON 100W+ WATER METER ENDPOINT, PIT SET, ENCODER INPUT WITH INTEGRAL CONNECTOR AND ANTENNA CONNECTOR (24 PER BOX)	400	103.35		41,340.00
WME-CFG-0900-003	ITRON CFG-0900-003 THRU-LID ANTENNA, 5' ILC CABLE	400	78.89		31,556.00

Item	Description	Qty	Cost	Comment	Amount
SHIPPING-CUSTOMER	SHIPPING & HANDLING CHARGES - CUSTOMER	1	0.00	ALLOWED	0.00

Prices are firm for 30 days, subject to change without notice after 30 days. Returns are subject to a 30% restocking charge and must be in good condition and in original packaging for MV&C evaluation.	<b>Subtotal</b>	72,896.00
	<b>Tax</b>	6,013.92
	<b>Total</b>	<b>78,909.92</b>

Phone #	Fax #	Sales Representative	Website
877-566-3837	(925) 407-2903	CHRIS HENRICH	www.mvandc.com

Quote Memo:





## Quotation

940 Riverside Pkwy #30  
 West Sacramento, CA 95605  
 PHONE: 877-348-0700  
 FAX: 707-575-0700

updated  
 CREATED DATE: September 28, 2022  
 QUOTED BY: Kathy Richards  
 REQUESTED BY: Dee J Burbank  
 PHONE: 831-637-4670  
 EMAIL: [deej@sscwd.org](mailto:deej@sscwd.org)

**BILL TO:** Sunnyslope CWD  
 3570 Airline Hwy  
 San Benito County, CA 95023

**SHIP TO:** Sunnyslope CWD  
 same

**Subject to review:** 3/15/2023

SALESPERSON	PROPOSAL SUBJECT	SHIPPING TERMS	PAYMENT TERMS
Kathy Richards	5/8"x3/4" E-Series meters	Prepay/No Charge For Shipments > \$35,000 FCA Factory/Warehouse	Net 30 Days

QTY	PRODUCT DESCRIPTION	UNIT PRICE	AMOUNT
400	5/8"x3/4" Badger E-Series Ultrasonic meter, lead free bronze housing, HRE-LCD, Cubic Ft, with 5' Itron ILC	\$ 180.00	\$ 72,000.00

ESTIMATED Sales Tax 8.25% San Benito County  
 \*sales tax charged at rate in effect at time of shipment

<b>SUBTOTAL</b>	\$ 72,000.00
<b>EST SALES TAX</b>	\$ 5,940.00
<b>FREIGHT</b>	included
<b>TOTAL</b>	\$ 77,940.00

Est. Lead Time: To be provided at time of order.

**Notes and Assumptions:**

If applicable, sales tax and freight, if included on the proposal, is an estimate and will be recalculated based on rates and tax status in effect at time of invoicing.

Actual lead time to be provided at time of order

To aid in processing your order, please include the Quote number on the PO that is submitted for this proposal

Badger Meter provides certification files to help manage meter and endpoint inventory and to maintain meter accuracy data. The standard method of delivery for this information is via electronic mail. Any deviations from our standard format, or any custom file formats, will be considered on a time and material basis.

Due to continuous improvements and redesign of Badger Meter products and technology solutions, Badger Meter reserves the right to provide our newest product solutions as an alternative to the proposed products provided they are in conformance with the requirements of the specifications and do not exceed the prices quoted.

**THANK YOU FOR YOUR BUSINESS!!**

Estimated ship dates subject to change based upon component availability, as a result of global supply chain constraints or credit review.

This acknowledgement is made subject to the terms and conditions found on our web-site: <https://www.badgermeter.com/terms-and-conditions>

Terms and conditions related to service units, training, and professional services can be found here:

<https://badgermeter.com/service-units-terms-and-conditions>

# Staff Report

Agenda Item: I-3

DATE: October 13, 2022 (October 18, 2022 Meeting)

TO: Board of Directors

FROM: Drew A. Lander, General Manager

SUBJECT: ACWA 2022 Fall Conference General Session Membership Meeting, Delegate Assignment to represent SSCWD. (Not a project under CEQA per Article 20, Section 15378)

---

## RECOMMENDATION:

Approve a motion to authorize a specified Board Member to represent SSCWD at the ACWA 2022 Fall Conference and to vote for proposed ammended and restated bylaws on behalf of the Board.

Discuss and provide direction to the selected board member regarding collective interests.

## BACKGROUND:

The ACWA General Session Membership Meeting will be held on November 30, 2022 and all memberships are encouraged to have in attendance a representative of each respective district. In the recent past this duty has been fulfilled primarily by our past Board Director Judy Johnson as she participated actively in ACWA.

Per the attached memorandum from ACWA, one attending Board member may full fill the role for the collective board.

## FISCAL IMPACT:

This action has no fiscal impact.

## ENVIRONMENTAL IMPACT:

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

## ATTACHMENTS:

- 1) ACWA Memorandum
- 2) ACWA Voter Designation & Information Form



Via U.S. Mail and Electronic Mail

**TO:** ACWA Member Agency Board Presidents and General Managers  
**CC:** ACWA Board of Director

**FROM:** Dave Eggerton, ACWA Executive Director

**DATE:** October 5, 2022

**SUBJECT:** Notice of General Session Membership Meeting — November 30, 2022

---

There will be a General Session Membership Meeting at the ACWA 2022 Fall Conference on **Wednesday, November 30, 2022, at 12:30 p.m.** The meeting will be held in the Crystal Ballroom, Renaissance Esmeralda Resort Hotel, Indian Wells. The purpose of the meeting is to conduct a vote by the membership on proposed Amended and Restated Bylaws of the Association of California Water Agencies as recommended by the Board of Directors at its meeting on September 23, 2022.

### Proposed Amended and Restated Bylaws

---

As part of ongoing efforts to ensure ACWA's Bylaws are current and reflect consistency with other governance documents and daily operations and to implement changes related to the election of ACWA's Board Officers, the Board of Directors is recommending proposed Amended and Restated Bylaws for consideration by the membership.

Staff worked with Dale Stern, Downey Brand LLP, to prepare the proposed Amended and Restated Bylaws, which include the following changes:

- Amendments to clarify language and to reflect consistency with other governance documents and daily operations
- Amendments to implement changes to the Board Officers' election process as recommended by the Election Task Force
- Amendments to incorporate California Corporations Code provisions allowing meetings to be held by electronic communication
- Restructuring and reformatting to incorporate a new numbering system

Legal Affairs Committee (LAC) Chair, Jennifer Buckman, appointed LAC member, Doug Coty, to serve as the committee's representative to review the proposed Amended and Restated Bylaws and provide an analysis pursuant to ACWA Bylaws (Article 9, Section 8). The proposed Amended and Restated Bylaws reflect the LAC's recommended edits as adopted by the ACWA Board on September 23.





Redline and clean versions of the proposed Amended and Restated Bylaws are available on ACWA's website at the link listed below. The materials have also been emailed to member agency general managers and board presidents.

<https://www.acwa.com/2022-membership-meeting/>

## Voting Process

---

Consistent with ACWA's Bylaws, Article 9, Section 5:

- Each member of the Association shall be entitled to one vote that shall be cast by its authorized representative.
- Voters must be present at the membership meeting to vote.

ACWA will be using a voting system called Live-Tally, which will allow voters to vote using a handheld keypad.

- Member agencies must indicate their voting representative and alternate on the attached Voter Designation & Information Form as well as provide all of the information identified on the form in order for ACWA to facilitate all aspects of the membership meeting and voting processes.

## Deadline & Changes

---

The deadline for submitting the Voter Designation & Information Form is **Wednesday, November 23, 2022**. While this form identifies both a voting delegate and an alternate voting delegate for the ACWA member agency, if for any reason the member agency desires for the alternate voting delegate to vote at the membership meeting in place of its designated voting delegate, the member agency must notify ACWA in advance of its exchange of voting delegates by contacting the Senior Clerk of the Board Donna Pangborn at [donnap@acwa.com](mailto:donnap@acwa.com) or 916-669-2425 **no later than 5:00 p.m. on Tuesday, November 29, 2022**.

## ACWA General Session Desk

---

ACWA staff will be available at the **ACWA General Session Desk**, located in the Crystal Ballroom Foyer, Renaissance Esmeralda Resort Hotel, on **Wednesday, November 30**, between **9:00 a.m. and 11:45 a.m.** to answer questions about the membership meeting and voting process.

**Voters need to check in at the ACWA General Session Desk on Wednesday, November 30, between 10:00 and 11:45 a.m. to pick up handheld keypads.**

If you have any questions regarding the proposed Amended Bylaws and Restated or voting process, please contact Senior Clerk of the Board Donna Pangborn at 916-669-2425 or [donnap@acwa.com](mailto:donnap@acwa.com).

dgp

Attachments:

1. Voter Designation & Information Form
2. Proposed Amended and Restated Bylaws (redline version) – see website link above
3. Proposed Amended and Restated Bylaws (clean version) – see website link above



## Voter Designation & Information Form

**To:** Donna Pangborn, Senior Clerk of the Board

**Email:** donnap@acwa.com

**Fax:** 916-669-2425

The person designated below will be attending the ACWA General Session Membership Meeting(s) on Wednesday, November 30, 2022 (and December 1, 2022 if necessary) as our voting delegate. Please designate an alternate voting delegate to facilitate any change to your voting representation at the meeting. To change your alternate, however, you must notify Donna Pangborn of the change no later than 5:00 p.m. on Tuesday, November 29, 2022.

Member Agency's Name \_\_\_\_\_ Agency's Phone No. \_\_\_\_\_

Print Member Agency's Authorized Signatory Name \_\_\_\_\_ Authorized Signatory Signature \_\_\_\_\_

**Voting delegate must be present at the membership meeting to vote.**

Voting Delegate's Name	Voting Delegate's Email	Voting Delegate's Phone No.
Alternate Voting Delegate's Name	Alternate Voting Delegate's Email	Alternate Voting Delegate's Phone No.
Voting Delegate's Affiliation <i>(if different from assigning agency)*</i>		Date

\*If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above.

**DEADLINE FOR RETURNING FORM(S): 11/23/2022**