

Sunnyslope County Water District

AGENDA

SEPTEMBER 15, 2020

CLOSED SESSION: 4:30 PM

REGULAR BOARD MEETING: 5:15 PM

District Office Board Room



3570 Airline Hwy., Hollister, CA

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

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

<https://meetings.ringcentral.com/j/1494338656?pwd=VmFFMGwwaWp5MnRKM2VQM3d1N2dOQT09>

Password: SSCWD

Or Telephone: Dial +1(623)404-9000 and when prompted enter Meeting ID: 149 433 8656

Regular Board Room attendance will NOT be available.

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

Mission Statement:

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

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

Closed Session

D. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

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

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

Regular Session

E. PLEDGE OF ALLEGIANCE

F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION

G. APPROVAL OF AGENDA

H. PUBLIC COMMENTS and AUDIENCE INTRODUCTIONS – The public may comment ¹ on any District business, not on the agenda, with a time limit of three minutes per speaker. No actions may be taken.

I. 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 ² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approval of Minutes of the Regular Board Meeting of August 18, 2020.
2. Allowance of Claims for disbursements from August 11, 2020 through September 8, 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.

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

No New Business Items to be Presented

K. 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 – (August 26, 2020, September 10, 2020)
6. Water Resources Association of San Benito County – (No meeting) Next scheduled meeting is October 1st, 2020.

L. BOARD and STAFF REPORTS

1. Directors

2. District Counsel
3. General Manager – COVID 19 Update (Oral Report), SGMA TAC (Oral Report), District Newsletter (Oral Report)

M. FUTURE AGENDA ITEMS

N. 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 – October 20, 2020 @ 5:15 p.m., District Office

AGENDA DEADLINE: 12:00 p.m. 14th, 2020

<i>Future Scheduled Committee Meetings</i>
<u>Water Resources Agency – October 1, 2020 @ 4:00 PM</u>

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

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

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
August 18, 2020

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

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

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

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

D. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9(b) and 54957.6: At 4:32 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. **Public Employee Discussion** – Title: General Manager, Gov. Code § 54957.6

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

E. PLEDGE OF ALLEGIANCE: President Parker led Directors and staff in the Pledge of Allegiance.

F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION: Attorney Heidi Quinn reported on the first item, Anticipated Litigation, Gov. Code § 54956.9(b), stating this is a case with the County of San Benito vs. Sunnyslope County Water District, Lynn Hilden and Susan Hilden case # CU-20-00068, a status report was given to the Board and there was no specific action taken. Attorney Quinn addressed the second item, Public Employee Discussion – Title: General Manager, Gov. Code § 54957.6, by reporting that no reportable action was taken.

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

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

Staff Present for Open Session: In Person: General Manager/Secretary Drew Lander, Executive Assistant/Stenographer Carol Porteur, Water/Wastewater Superintendent Jose

Rodriguez, Finance & Human Resource Manager Travis Foster, and Associate Engineer Rob Hillebrecht. **Via Teleconference:** Attorney Heidi Quinn.

I. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of July 21, 2020.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of July 14, 2020 through August 10, 2020, totaling \$1,483,604.29, which includes \$576,967.61 for payments to vendors, \$180,613.49 for Payroll – employee and director, \$721,394.06 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$4,629.13 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1782 the last “DD” # (direct deposit-electronic employee payments) was DD #2980, and the last check written was check #28267.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/01/20	ACH 1748	CalPERS Health Insurance	-17,858.29
07/02/20	ACH 1752	Nationwide Life Insurance	-215.67
07/03/20	ACH 1753	Pathian Administrators (VSP)	-344.91
07/15/20	ACH 1755	RETURNED ACH (ACH Ret 07-01)	-182.22
07/15/20	ACH 1756	RETURNED ACH (ACH Ret 07-02)	-143.85
07/15/20	ACH 1757	RETURNED ACH (ACH Ret 07-03)	-165.82
07/15/20	ACH 1758	RETURNED ACH (ACH Ret 07-04)	-175.22
07/17/20	ACH 1759	RETURNED ACH (ACH Ret 07-05)	-179.92
07/17/20	ACH 1760	RETURNED ACH (ACH Ret 07-06)	-291.60
07/17/20	ACH 1761	RETURNED ACH (ACH Ret 07-07)	-466.02
07/17/20	ACH 1762	RETURNED ACH (ACH Ret 07-08)	-305.39
07/17/20	ACH 1763	RETURNED ACH (ACH Ret 07-09)	-156.42
07/17/20	ACH 1764	RETURNED ACH (ACH Ret 07-10)	-249.78
07/17/20	ACH 1765	RETURNED ACH (ACH Ret 07-11)	-115.86
07/17/20	ACH 1766	RETURNED ACH (ACH Ret 07-12)	-147.02
07/17/20	ACH 1767	RETURNED ACH (ACH Ret 07-13)	-221.90
07/17/20	ACH 1768	RETURNED ACH (ACH Ret 07-14)	-226.91
07/17/20	ACH 1769	RETURNED ACH (ACH Ret 07-15)	-190.49
07/17/20	ACH 1770	RETURNED ACH (ACH Ret 07-16)	-161.12
07/17/20	ACH 1771	RETURNED ACH (ACH Ret 07-17)	-238.95
07/21/20	ACH 1772	EFTPS	-10,693.58
07/21/20	ACH 1773	Employment Dev. Dept. (EDD) DE88 Pmts.	-4,543.98
07/22/20	ACH 1774	CalPERS - Retirement	-686.08
07/22/20	ACH 1775	CalPERS - Retirement	-194.58
07/31/20	ACH 1776	ADP	-18,426.41
07/31/20	ACH 1777	ADP	-67,253.66
08/03/20	ACH 1778	Pathian Administrators (VSP)	-344.91
08/03/20	ACH 1779	North American Bancard	-1,872.53
08/03/20	ACH 1780	North American Bancard	-1,026.04
08/04/20	ACH 1781	Nationwide Life Insurance	-215.67
08/05/20	ACH 1782	American Express	-37.63
07/17/20	DD 2953	Alcorn, Michael H.	-179.70
07/17/20	DD 2954	Alvarez, Abel	-3,402.71
07/17/20	DD 2955	Bernal, Melissa M	-1,127.43
07/17/20	DD 2956	Boltz, William K	-3,345.71
07/17/20	DD 2957	Burbank, Jr., Dee J.	-2,406.86
07/17/20	DD 2958	Buzzetta, Jerry T	-277.05
07/17/20	DD 2959	Castro, Kevin G.	-2,310.61
07/17/20	DD 2960	Cervantes, Jr., Adan S.	-2,095.06
07/17/20	DD 2961	Chavez, Jr., Manuel T.	-4,744.80
07/17/20	DD 2962	Eclarin, Ernesto P.	-3,554.26

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/17/20	DD 2963	Foster, Travis J	-2,599.85
07/17/20	DD 2964	Hernandez, Bazilio	-3,162.86
07/17/20	DD 2965	Hillebrecht, Robert B.	-2,156.95
07/17/20	DD 2966	Johnson, Judi H.	-179.70
07/17/20	DD 2967	Lander, Drew A	-4,108.80
07/17/20	DD 2968	Malko, Kim A.	-1,521.31
07/17/20	DD 2969	Padilla, David	-3,165.38
07/17/20	DD 2970	Parker, James F	-184.70
07/17/20	DD 2971	Perez Bribiesca, Diego	-1,822.18
07/17/20	DD 2972	Porteur, Carol A.	-1,397.25
07/17/20	DD 2973	Quick, Troy E.	-2,399.77
07/17/20	DD 2974	Roberts, Kelly L.	-1,908.13
07/17/20	DD 2975	Rodriguez, Jose J.	-2,979.19
07/17/20	DD 2976	Ross, Ann C.	-179.70
07/17/20	DD 2977	Vargas Garcia, Michael J	-2,055.05
07/17/20	DD 2978	Vasquez-Herrera, Luis M.	-1,833.70
07/17/20	DD 2979	Watson, Scott A.	-2,946.59
07/17/20	DD 2980	Zavala, Anabel G.	-1,790.45
07/20/20	28182	A-1 Services	-403.00
07/20/20	28183	B.S.K. Analytical Laboratories, Inc.	-600.00
07/20/20	28184	Bianchi Kasavan & Pope, LLP	-924.00
07/20/20	28185	Bracewell Engineering, Inc.	-353.50
07/20/20	28186	Brenntag Pacific, Inc.	-24,571.48
07/20/20	28187	Brigantino Irrigation	-4.68
07/20/20	28188	Calcon System, Inc.	-1,832.48
07/20/20	28189	Calgon Carbon Corporation	-48,402.00
07/20/20	28190	Carlson's Fire Extinguisher Sales & Service	-1,385.01
07/20/20	28191	City of Hollister-Finance Dept	-360,516.79
07/20/20	28192	Hach Company	-176.02
07/20/20	28193	Hollister Auto Parts, Inc.	-40.25
07/20/20	28194	Independent Business Forms, Inc.	-11,216.32
07/20/20	28195	Mc Master-Carr	-447.19
07/20/20	28196	O'Reilly Auto Parts	-25.66
07/20/20	28197	Quinn Company	-1,633.72
07/20/20	28198	San Benito County Water District	-444.25
07/20/20	28199	San Benito Tire Pros & Automotive	-22.50
07/20/20	28200	Silke Communications, Inc.	-5,182.02
07/20/20	28201	Toro Petroleum Corp.	-964.94
07/20/20	28202	USA Blue Book	-1,245.73
07/20/20	28203	ACWA/JPIA	-12,285.02
07/20/20	28204	Vargas Garcia, Michael J	-367.00
07/20/20	28205	San Benito County Water District	-324,796.70
07/20/20	28206	Perez Bribiesca, Diego	-150.00
07/27/20	28207	WILLIAM BELTRAMI	-227.82
07/27/20	28208	JUAN A MOLINA & SANDRA BRYANT	-71.48
07/27/20	28209	CITYLIGHTS PROPERTY GROUP INC.	-181.39
07/27/20	28210	KELLIE GUERRA	-30.54
07/27/20	28211	DEBORAH J MAGNASCO	-177.09
07/27/20	28212	BRISALVA AMADOR & JUNIO MARTINEZ	-43.25
07/27/20	28213	AT&T	-363.08
07/27/20	28214	Auto Tech Service Center, Inc.	-89.00
07/27/20	28215	Ben Caputo Printing	-4,876.65
07/27/20	28216	Central Ag Supply LLC	-798.92
07/27/20	28217	exceedio	-2,245.05
07/27/20	28218	Extreme Air, Inc.	-650.00
07/27/20	28219	Hollister Auto Parts, Inc.	-17.59

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/27/20	28220	Hollister Landscape Supply	-155.88
07/27/20	28221	Konica Minolta Premier Finance	-416.76
07/27/20	28222	Maggiara Bros. Drilling, Inc.	-30,067.00
07/27/20	28223	Mid Valley Supply	-203.94
07/27/20	28224	Palace Business Solutions	-273.10
07/27/20	28225	Pinnacle Agriculture	-825.82
07/27/20	28226	SBC Business Council, Inc.	-1,000.00
07/27/20	28227	USA Blue Book	-251.93
07/27/20	28228	Verizon Wireless	-252.15
07/31/20	28229	Postmaster	-2,203.84
07/31/20	28230	Ace Hardware (Johnson Lumber Co.)	-262.18
07/31/20	28231	Badger Meter, Inc.	-1,100.64
07/31/20	28232	Brenntag Pacific, Inc.	-16,285.28
07/31/20	28233	Brigantino Irrigation	-289.64
07/31/20	28234	Carlou's Fire Extinguisher Sales & Service	-134.15
07/31/20	28235	De Lay & Laredo	-5,670.00
07/31/20	28236	Grainger, Inc.	-48.68
07/31/20	28237	Hach Company	-2.05
07/31/20	28238	Mc Master-Carr	-116.98
07/31/20	28239	Mission Uniform Service	-1,063.73
07/31/20	28240	MuniQuip, LLC	-1,073.31
07/31/20	28241	Petty Cash	-18.52
07/31/20	28242	Premier Access Insurance Co.	-3,450.23
07/31/20	28243	San Benito Tire Pros & Automotive	-22.50
07/31/20	28244	Shape, Inc.	-870.33
07/31/20	28245	Star Concrete	-34.96
07/31/20	28246	Toro Petroleum Corp.	-147.88
07/31/20	28247	Veolia Water Technologies	-6,370.51
07/31/20	28248	KEITH & VICTORIA WOESTE	-50.73
07/31/20	28249	Zavala, Anabel G. -Void	0.00
07/31/20	28250	Alvarez, Abel -Void	0.00
07/31/20	28251	Burbank, Jr., Dee J. - Void	0.00
07/31/20	28252	Roberts, Kelly L. - Void	0.00
07/31/20	28253	Rodriguez, Jose J. - Void	0.00
08/03/20	28254	Razzolink.com	-76.95
08/03/20	28255	Itron, Inc.	-7,813.16
08/10/20	28256	GERALDINE & MAGALY DY	-48.28
08/10/20	28257	LUIS ESCAMILLA	-65.43
08/10/20	28258	PHILLIP E & JULIA E THIBODEAU	-114.63
08/10/20	28259	AT&T	-419.50
08/10/20	28260	Brenntag Pacific, Inc.	-35,496.37
08/10/20	28261	City of Hollister-Finance Dept	-360,877.27
08/10/20	28262	Inland Water Works Supply Co	-8,313.60
08/10/20	28263	J M Electric	-435.00
08/10/20	28264	Transene Company Inc (Shape Products)	-139.49
08/10/20	28265	USA Blue Book	-247.85
08/10/20	28266	exceedio	-1,598.74
08/10/20	28267	State Water Resources Control Brd-WWOPCP	-365.00
			\$ <u>-1,483,604.29</u>

3. Associate Engineer Monthly Status Report.

4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, and d. Investment Summary.

5. W/WW Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

Director Johnson asked to have Item G.4 – Finance Manager Monthly Status Report along with pages 13-15, 17-19, 25-30; Item G.3 – Associate Engineer Monthly Status Report, and Item G.5 Superintendent Monthly Status Report pulled for discussion and moved to Agenda Items L.3, L.5, and L.6 respectively, under Board and Staff Reports.

Upon a motion made by Director Johnson to approve the Consent Agenda as changed, 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. AUTHORIZE THE GENERAL MANAGER TO COMPLETE A CUSTOMER SERVICES AND TRANSPARENCY INITIATIVE NOT TO EXCEED \$135,000 CAPITAL INVESTMENT AND \$31,118 IN CONTRACTUAL SERVICES:

General Manager/Secretary Lander stated that over the past several months staff has diligently researched and pursued technological solutions to improve employee efficiency and effectiveness, safety and electronic document security. The District has grown significantly in the past 10 years and it is evident that customer service needs have been increasing to a point where greater than 50% of the customer service staff work hours are consumed by repetitive tasks which could be better spent improving other aspects of customer service and document security.

Most recently the COVID-19 pandemic revealed that the internal technological capability of the office was lacking, and measures had to be implemented to ensure the health and safety of the staff who needed to remain in the office. Remote working options were not technologically feasible for the office staff.

The combination of hardware and software improvements proposed in the staff report will provide the District with the ability to continue to provide high quality customer service and remain scalable to a growing customer base without sacrificing needed customer services. Together these changes will improve both public opinion of the District and financial transparency throughout the District.

The Fiscal impact is as follows:

Capital Cost (Server, Software purchase and Set up) - \$135,000
(Expenditure to be tanken from Office and Misc. Replacement Fund balance = \$298,131)

Annual recurring maintenance service fees:

Tyler Technologies:	\$12,165
WaterSmart®:	\$13,553
Invoice Cloud:	<u>\$ 5,400</u>
Subtotal	\$31,118

Less replaced software services:

MOMs	\$ 8,500
Sage	<u>\$ 1,200</u>
Subtotal	\$ 9,700

Total budget adjustment requested - \$21,418

(Increase of General Administrative Contract Services \$50,000 + \$21,418 = \$71,418)

Director Johnson inquired about the plan to inform the District's customers of this new option, and General Manager/Secretary Lander stated that WaterSmart®, and Invoice Cloud will do an outreach program. Staff will send out a newsletter regarding the software changes and the new website. Mr. Lander feels that the information that will be available on the website will entice customers to maintain their own accounts on-line.

Director Alcorn was concerned that when starting with new software that there will be hidden costs that are not disclosed in the original contract. Mr. Lander stated that he has addressed the software service and updates with the vendors and those costs will be included in the contract price. There would not be any additional costs unless the District were to add additional modules that are not covered in the original contract.

Director Johnson asked if there would be any type of "buy-out" with the current MOM's software and General Manager/Secretary Lander stated that we are no longer in contract, it is just an annual fee charged, so there would be no "buy-out".

Director Johnson asked where this new server would be stored and if there was enough space for it, and Mr. Lander stated that there is enough space and it will reside in the safe room where the safe is currently stored.

Upon a motion made by Director Johnson to authorize the General Manager to proceed with the implementation of Tyler Technologies, WaterSmart®, and Invoice Cloud and authorizes the General Manager to utilize funds from the Office and Misc. Replacement Fund not to exceed \$135,000 and also to contract for these services annually in an amount not to exceed \$31,118, seconded by Director Buzzetta, 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.

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:** No meeting held.
6. **Water Resources Association of San Benito County (WRA):** Director Johnson reported that a zoom meeting was held on August 6th and although she herself and alternate President Parker attempted to join the meeting, they were unable to do so, due to technical issues. Director Johnson stated that she did speak with Shawn Novack, Program Manager, and was informed that there was discussion on water softener replacements as well as the Program Manager's Monthly Conservation Program Report for July 2020.

L. BOARD and STAFF REPORTS

1. **Directors:** Director Johnson reported that she attended by zoom, the ACWA/JPIA Spring Conference. She was in attendance of the following sessions: A virtual conference with the Lt. Governor in regards to "What's happening in California with water"; JPIA session; updates on regulatory landscapes; COVID 19; water trends that are coming up in regards to SGMA Sustainable Groundwater; Water Bonds; SGMA chat room; Building Infrastructure with Water Bonds; Interface between Federal and Local Government; State/Federal infrastructure funding; and "Once upon a time in Water".

2. **District Counsel:** No report
3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 situation stating that the District is still not collecting late fees on past due accounts due to State protection rule. Staff is continuing with their efforts and working with the City of Hollister on recovering lost revenue from the State.

The District is continuing not to shut off past due customers during the pandemic. However, staff is working on notifying past due customers of the status on their accounts and trying to have them bring their accounts current.

The District Office remains closed due to the increasing number of COVID 19 cases.

Staff is working on making amendments to the District policy, in regards to holding the homeowner responsible for the water/sewer account rather than the renters.

4. **Associate Engineer:** Director Johnson pulled item I.3 and explained that she has already discussed the following with Associate Engineer Hillebrecht but wanted him to explain it to the Board. The first item was the Website, and Mr. Hillebrecht explained that the District is currently changing the website which will be more user friendly, as well being able to view from a mobile device such as a cell phone or iPad, and will be able to view as if you were on the computer. Director Alcorn asked if the website will provide for the visually impaired, and Mr. Hillebrecht stated that it would.

Secondly, Director Johnson asked about the Cerro Verde Development in regards to the “hot taps” while constructing the water system for the development. Mr. Hillebrecht explained that a “hot tap” is when they drill into the pipe while the main is still running to avoid shutting off all of the customers that may be affected.

Director Johnson inquired about the West of Fairview Phase 1A project, installing and testing the 12” PVC pipeline and PRV at the future Union Road site. Mr. Hillebrecht explained that was to be able to more effectively move water through the upper zone to the middle zone.

5. **Finance and Human Resource Manager:** Director Johnson pulled item I.4 for items already discussed with Finance and Human Resource Manager Foster, but wanted him to explain them to Board. First items were on the Disbursement Summary, with check #28185 Bracewell Engineering and she stated that Water/Wastewater Superintendent Rodriguez would explain this in his report that was pulled. Check # 28222 payable to Maggiora Bros. Drilling, Inc. for \$30,067.00 which was for Well #2 rehabilitation. Director Johnson asked if this was the final payment and General Manager/Secretary Lander stated that there may be additional invoices, but the total cost is still under the amount that the Board approved for the project. Check # 28235 payable to De Lay & Laredo for \$5,670.00 and Mr. Foster responded that is for general counsel as well as the Southside Road landslide. Check # 28267 payable to the State Water Resources Control Board-WWOPCP in the amount of \$365.00 which is for testing requirements for the maintenance staff to keep up with their certifications.

Director Buzzetta inquired about 2 checks both payable to Exceedio within about 13 days of each other, stating that the contract was approved for monthly service. Finance and Human Resource Manager Foster explained that check #28217 in the amount of \$2,245.05 is for the monthly service, and check #28266 in the amount of \$1,598.74 is for a replacement

computer previously approved by the board as a needed workstation for staff access to timecards under the ADP contract.

Director Johnson asked Finance and Human Resource Manager Foster to explain some of the changes on the Statement of Income, one being that he has added a new line "Net Water Income (Loss) Adjusted for Non Budgeted Items". He explained that since Capacity Fees and other Non-Operating Items are not Budgeted, he added the line to back out those items to better compare operations with the budget. In addition, when capitalizing the Crosstown Pipeline project along with the addition of subdivisions that are now given to the District, there was a larger net loss showing on the Statement of Income when compared with the Budget as the Crosstown Pipeline depreciation was not included in the original budget

Mr. Foster suggested changing the format of the Statement of Income, mainly to expand the categories and making the report a little easier to read, and the Board was in agreement.

Finance and Human Resource Manger Foster has been including the Board Designated Reserves report in the packet for information on accounts in which the money is held. With discussion from the Board, it was decided to expand on the report to give more detail. Both Directors Alcorn and Buzzetta stated that while the balances look good, there doesn't seem to be much change in the reserve amounts. Mr. Foster explained that since some vehicles were acquired at the end of the year, the increase from depreciation per the reserve policy was offset by the acquisition of vehicles.

6. **Water/Wastewater Superintendent:** Director Johnson pulled item I.5a for items previously discussed with Water/Wastewater Superintendent Rodriguez, but asked that he report to the Board. In regards to check #28185 Bracewell Engineering in the amount of \$353.50, Mr. Rodriguez explained that since the District now has the equipment to do the testing, Bracewell will no longer be needed. Mr. Rodriguez stated that testing the samples in-house gives them the results with 1-2 hours of testing rather than up to two weeks using Bracewell. He stated that payback period of the lab equipment will take about 3 months to recoup costs through savings of what outside testing would cost.

Director Johnson asked Mr. Rodriguez to explain the Granular Activated Carbon (GAC) exchange, and Mr. Rodriguez stated that during the summer months more water is used than during the winter, which requires the GAC filters to be changed more frequently.

Director Johnson learned about the UCMR 4 sampling through the ACWA Conference, and asked Water/Wastewater Superintendent Rodriguez to explain it to the Board. Mr. Rodriguez stated that the Environmental Protection Agency (EPA) requires testing to be done every 3 years, and with the Unregulated Contaminant Monitoring Rule they are evaluating whether any of these contaminants should be regulated in the future.

Mr. Rodriguez stated that the West Hills Water Treatment Plant flow has increased to 4.2 million gallons with the max output of 4.5, and it has never reached this level in the past. With this situation, staff is able to do more troubleshooting at the plant. Director Buzzetta asked if West Hills was to cap-out on the plant flow, would there be a possibility to sell off some of the excess to others looking for water. General Manager/Secretary Lander stated that at the present time that is not an option as the District and City of Hollister are using all that is produced as well as drawing from the wells.

Director Johnson commented that she was excited to see the number of Fire Hydrants that were flushed.

Director Johnson inquired about the Depth to Standing Water Level below Ground Surface report and asked for an overview. General Manager/Secretary Lander stated that the trend lines are going up and there is increasing water depth in the aquifer storage. Since the West Hill Water Treatment Plant has been on-line, the water tables have increased in volume. This is primarily due to average or above average rainfall the past several years along with significant recharge activities by San Benito County Water District. Mr. Lander also pointed out that we have enough storage to last us 2-3 years in the event of a drought situation.

M. FUTURE AGENDA ITEMS: Directors Johnson and Alcorn requested that a report be provided regarding the SGMA Technical Advisory Committee meeting and an update on the groundwater management strategy and activities that San Benito County Water District is conducting for SGMA compliance.

N. ADJOURNMENT: President Parker adjourned the meeting at 6:42 p.m.

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

RESPECTFULLY SUBMITTED: _____
Drew A. Lander, Secretary

Sunnyslope County Water District

Disbursement Summary

August 11, 2020 through September 8, 2020

Date	Num	Name	Amount
08/14/20	08-01 8.14	EFTPS	-67,057.64
08/14/20	08-01 8.14	Employment Dev. Dept. (EDD) DE88 Pmts.	-18,160.92
08/18/20	ACH 1783	RETURNED ACH	-179.92
08/19/20	ACH 1784	RETURNED ACH	-179.92
08/13/20	ACH 1787	CalPERS - Health Insurance	-17,869.56
08/19/20	ACH 1788	RETURNED ACH	-167.42
08/19/20	ACH 1789	RETURNED ACH	-137.51
08/19/20	ACH 1790	RETURNED ACH	-146.14
08/21/20	ACH 1791	CalPERS - Retirement	-9,671.40
08/21/20	ACH 1792	CalPERS - Retirement	-6,173.30
08/28/20	08-01 8.28	EFTPS	-66,511.06
08/28/20	08-01 8.28	Employment Dev. Dept. (EDD) DE88 Pmts.	-18,564.78
08/31/20	ACH 1795	CalPERS - Health Insurance	-17,850.92
08/31/20	ACH 1796	CalPERS - Retirement	-686.08
08/31/20	ACH 1797	CalPERS - Retirement	-194.58
08/31/20	ACH 1798	CalPERS - Retirement	-700.00
09/01/20	ACH 1799	Nationwide Life Insurance	-215.67
09/01/20	ACH 1800	North American Bancard	-1,007.03
09/01/20	ACH1801	CalPERS - Retirement	-9,745.89
09/01/20	ACH 1802	CalPERS - Retirement	-6,173.30
09/03/20	ACH 1803	North American Bancard	-1,708.45
09/01/20	ACH 1804	Pathian Administrators (VSP)	-344.91
09/07/20	ACH 1805	American Express	-37.92
09/07/20	ACH 1806	CalPERS - Retirement	-4,940.69
09/07/20	ACH 1807	CalPERS - Retirement	-7,893.52
08/17/20	28268	Roberts, Kelly L.	-100.00
08/17/20	28269	AT&T	-267.73
08/17/20	28270	Auto Tech Service Center, Inc.	-79.00
08/17/20	28271	Brenntag Pacific, Inc.	-16,138.22
08/17/20	28272	Central Ag Supply LLC	-669.63
08/17/20	28273	Corbin Willits Systems, Inc. (MOM's)	-8,393.58
08/17/20	28274	CWEA Membership- TCP	-924.00
08/17/20	28275	CWSRF Accounting Office	-759,974.56
08/17/20	28276	EBCO Pest Control	-60.00
08/17/20	28277	Edges Electrical Group, LLC	-395.40
08/17/20	28278	Fastenal Company	-8.61
08/17/20	28279	Hach Company	-1,773.12
08/17/20	28280	Hollister Paint Co.	-73.42
08/17/20	28281	J M Electric	-725.00
08/17/20	28282	P G & E	-27,731.09
08/17/20	28283	Palace Business Solutions	-12.26
08/17/20	28284	Recology San Benito County	-286.86
08/17/20	28285	San Benito County Water District	-464.00

Sunnyslope County Water District

Disbursement Summary

August 11, 2020 through September 8, 2020

Date	Num	Name	Amount
08/17/20	28286	San Benito Tire Pros & Automotive	-115.35
08/17/20	28287	SBC Chamber of Commerce	-245.00
08/17/20	28288	Sharp Engineering and Construction, Inc.	-9,943.38
08/17/20	28289	Toro Petroleum Corp.	-1,506.59
08/17/20	28290	Trans Union LLC	-137.60
08/17/20	28291	U.S. Bank Corporate Payment Systems	-9,819.16
08/17/20	28292	Underground Service Alert North 811	-1,335.02
08/17/20	28293	WM. A. Barron Co.	-600.00
08/17/20	28294	Nationwide Retirements Solutions	-18,422.55
08/24/20	28295	Vargas Garcia, Michael J	-240.34
08/24/20	28296	A-1 Services	-403.00
08/24/20	28297	B.S.K. Associates	-2,576.00
08/24/20	28298	Bianchi Kasavan & Pope, LLP	-544.50
08/24/20	28299	Brenntag Pacific, Inc.	-21,361.12
08/24/20	28300	De Lay & Laredo	-4,446.50
08/24/20	28301	Fastenal Company	-31.19
08/24/20	28302	Hach Company	-2,774.93
08/24/20	28303	Hopkins Technical Products Inc.	-114.67
08/24/20	28304	Mc Master-Carr	-154.41
08/24/20	28305	Pinnacle Agriculture	-726.28
08/24/20	28306	RJR Recycling	-1,750.00
08/24/20	28307	State Water Resources Control Board-DWOCB	-90.00
08/24/20	28308	SUEZ WTS Analytical Instruments, Inc.	-1,528.46
08/24/20	28309	Toro Petroleum Corp.	-1,736.10
08/24/20	28310	USA Blue Book	-336.90
08/24/20	28311	Wright Bros. Indust. Supply	-28.14
08/24/20	28312	San Benito County Water District	-323,808.31
08/31/20	28313	RAUL ALVAREZ	-299.12
08/31/20	28314	MARY JANE BROMAN	-142.57
08/31/20	28315	KRAIG KLIEWER	-145.52
08/31/20	28316	JOHN H KUNZ	-89.51
08/31/20	28317	MARTIN G RICHMAN	-232.40
08/31/20	28318	PHILLIP E & JULIA E THIBODEAU	-124.83
08/31/20	28319	ANDERSON HOMES	-10,341.84
08/31/20	28320	ANDERSON HOMES	-6,516.90
08/31/20	28321	Ace Hardware (Johnson Lumber Co.)	-305.78
08/31/20	28322	AT&T	-767.99
08/31/20	28323	Auto Tech Service Center, Inc.	-539.00
08/31/20	28324	B.S.K. Associates	-2,400.00
08/31/20	28325	Brenntag Pacific, Inc.	-13,692.81
08/31/20	28326	Calcon System, Inc.	-2,462.50
08/31/20	28327	CM Analytical, Inc.	-11,115.00
08/31/20	28328	CWEA Membership- TCP	-96.00

Sunnyslope County Water District

Disbursement Summary

August 11, 2020 through September 8, 2020

Date	Num	Name	Amount
08/31/20	28329	Edges Electrical Group, LLC	-86.83
08/31/20	28330	ERA Safety Solutions LLC	-99.59
08/31/20	28331	Fastenal Company	-49.64
08/31/20	28332	Hollister Auto Parts, Inc.	-55.79
08/31/20	28333	Iconix Waterworks (US) Inc.	-901.03
08/31/20	28334	Konica Minolta Premier Finance	-416.76
08/31/20	28335	MBS Business Systems	-839.10
08/31/20	28336	Mc Master-Carr	-238.08
08/31/20	28337	Nationwide Retirements Solutions	-18,422.55
08/31/20	28338	O'Reilly Auto Parts	-123.12
08/31/20	28339	OnTrac	-24.76
08/31/20	28340	Postmaster	-2,204.18
08/31/20	28341	Underground Service Alert North 811	-872.98
08/31/20	28342	Verizon Wireless	-229.79
08/31/20	28343	Wright Bros. Welding & Sheet Metal, Inc.	-65.70
08/31/20	28344	Void	0.00
08/31/20	28345	Premier Access Insurance Co.	-3,450.23
09/01/20	28346	Razzolink.com	-76.95
09/02/20	28347	UWUA Local 820	-1,569.44
09/07/20	28348	Quick, Troy E.	-243.26
09/08/20	28349	Ace Hardware (Johnson Lumber Co.)	-136.12
09/08/20	28350	AT&T	-416.63
09/08/20	28351	Brenntag Pacific, Inc.	-51,195.97
09/08/20	28352	Central Ag Supply LLC	-712.93
09/08/20	28353	City of Hollister-Finance Dept	-361,595.70
09/08/20	28354	ERA Safety Solutions LLC	-573.56
09/08/20	28355	Extreme Air, Inc.	-812.12
09/08/20	28356	Filmtec Corporation	-985.08
09/08/20	28357	Hach Company	-2,909.68
09/08/20	28358	Iconix Waterworks (US) Inc.	-1,503.30
09/08/20	28359	J L Wingert Co.	-1,770.91
09/08/20	28360	Mission Uniform Service	-1,355.74
09/08/20	28361	O'Reilly Auto Parts	-23.96
09/08/20	28362	P G & E	-34,246.15
09/08/20	28363	Palace Business Solutions	-939.18
09/08/20	28364	Postmaster	-69.00
09/08/20	28365	Ryan Herco Flow Solutions	-574.14
09/08/20	28366	Toro Petroleum Corp.	-1,753.26
09/08/20	28367	U.S. Bank Corporate Payment Systems	-1,970.09
09/08/20	28368	Brenntag Pacific, Inc.	-6,216.80
09/08/20	28369	Void	0.00
09/08/20	28370	Recology San Benito County	-286.86
09/08/20	28371	AT&T	-201.95

Sunnyslope County Water District

Disbursement Summary

August 11, 2020 through September 8, 2020

Date	Num	Name	Amount
			\$ -2,028,661.19

SUMMARY:

Accounts Payable Paid to:

Vendors	\$ 1,478,067.49
Payroll - Employee and Director	170,294.40
City of Hollister for City Billing Collected, Net of Fees	361,595.70
Customer Refunds & Returned Checks/ACH	18,703.60
Total Disbursements	\$ 2,028,661.19

Staff Report

Agenda Item: I-3

DATE: September 10, 2020 (September 15, 2020 Meeting)

TO: Board of Directors

FROM: Rob Hillebrecht, Associate Engineer

SUBJECT: Associate Engineer Monthly Status Report

1. **Computerized Maintenance Management System (CMMS)** – District staff and SBCWD’s consultant for the CMMS project tagged all equipment at the Lessalt Water Treatment Plant with QR Code labels that are linked to the CMMS program. The same will be done at West Hills in the near future. Also, the preventative maintenance tasks and schedules for equipment at Lessalt and West Hills were recorded in the program and reviewed with operations and management staff. When implemented, the program will make work orders from that information to ensure equipment is properly serviced.
2. **West of Fairview** – Almost all of the water system for the West of Fairview Phase 1A development has been installed and inspected. This includes new water mains, services, new tie-ins on Fairview Rd., and other apparatuses for the 99-lot initial phase. The system will be disinfected and tested after joint trench (power/gas/phone/cable) is installed and final grading completed. They will then tie into our system.
3. **Santana Ranch** – The water system for Santana Ranch Phases 6 and 8A is being installed and inspected. These phases extend north of the current Santana Ranch development and new elementary school toward Hillcrest Rd. This includes 87 new homes and 56 apartment units. Future phases will include more of each housing style.
4. **West Hills Tank Tracer Study** – Staff met with Kennedy Jenks Consultants and discussed the strategy and process for conducting a tracer study in the West Hills treated water tank. This tracer study will allow DDW to adjust the chlorination CT (Concentration x Time) requirements at West Hills by better understanding retention time in the tank. That will provide extra operational flexibility and may decrease chemical usage at the plant. Tests are anticipated at the end of September and in November.
5. **Electronic Annual Report** – This annual report required by DDW was submitted and approved for both Sunnyslope and SBCWD. It summarizes the operation and performance of the District by providing key data for analysis and recording.

Staff Report

Agenda Item: I - 4

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

TO: Board of Directors

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

SUBJECT: Narrative Report to Accompany Agenda Items
b. Operation Summary, **c.** Statement of Income, and **d.** Investment Summary
e. Board Designated Reserves

b. OPERATION SUMMARY

(August, 2020):

We received eighteen (18) water capacity fees and zero (0) wastewater capacity fees in August 2020, compared to twenty-one (21) water capacity fees and zero (0) wastewater capacity fees received in August 2019. Summary Table of August and YTD presented below.

Comparison of Capacity Fees Received for the Current Month & Year to Date						
Item	AUG. 2020	AUG. 2019	Increase / (Decrease) from Prior Year (PY)	YTD TOTALS Current Fiscal Year	YTD TOTALS Prior Fiscal Year	Increase / (Decrease) from Prior Year (PY)
NO. WATER CAPACITY FEE RECD	18	21	(3)	38	69	(31)
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-

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

Summary of Changes in Customer Accounts						
Account Types	Aug. 2020	July 2020	Aug 2019		Δ from PM ++	Δ from PY *
NO. WATER ACCOUNTS	6,481	6,467	6,177		14	304
NO. SSCWD SEWER ACCTS	1,236	1,238	1,236		(2)	-
NO. AUTO PAY CUSTOMERS	2,844	2,826	2,532		18	312
NO. E-BILL CUST'S (Paperless)	485	478	414		7	71
Percent of Customers Gone Green	7.5%	7.4%	6.7%			

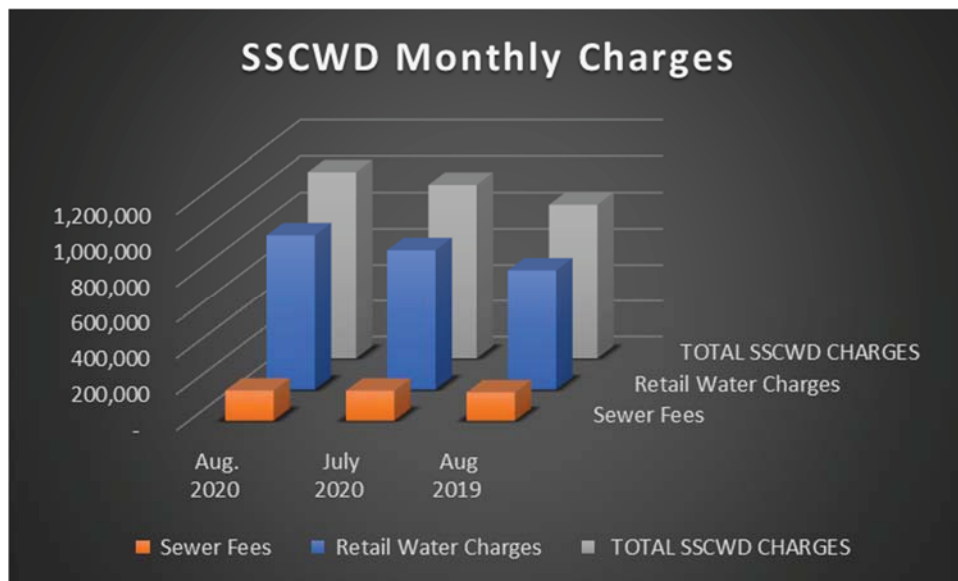
++ PM = Prior Month

+ PY = Prior Year

Water sales revenue of \$857,816 for August 2020, is up \$82,041 compared to last month and is up \$193,466 (or 29.1%) compared to August 2019. Sewer fee revenue for August 2020, is up \$1,147 compared to last month, and is up \$9,725 (or 6.2%) compared to August 2019.

Total SSCWD Charges of \$1,033,064 are up \$69,996 from July and \$178,874 from August 2019.

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



Installation fee revenue is based on the number of capacity fees collected and the size of the meter to be installed. During August 2020, we have collected \$7,290 for 18 water capacity fees, compared to August 2019 when \$8,505 was collected for 21 water capacity fees. This is a decrease of \$810 (or -10%) from last month and a decrease of \$1,215 from prior year (or -14.3%).

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

- Late fee revenue of \$0 is down \$6,875 from August 2019, \$9,407 in late fees were written off in August 2020 due to COVID;
- Administrative collection fees is down \$4,660 from August 2019, \$4,340 was written off due to COVID in August 2020;
- Net billing fees from the City of Hollister of \$12,354 is up \$546 from August 2019; and
- Other miscellaneous fees of \$1,223 is up \$423 from July 2020 and up \$73 from August 2019.

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

SSCWD Monthly Charges Comparison								
MONTHLY CHARGES	Aug. 2020	July 2020	Aug 2019		Δ from PM ++	Δ from PY *	% increase PM ++	% increase PY *
Retail Water Charges	857,816	775,775	664,350		82,041	193,466	10.6%	29.1%
Sewer Fees	166,607	165,461	156,882		1,147	9,725	0.7%	6.2%
Installation Fees	7,290	8,100	8,505		(810)	(1,215)	-10.0%	-14.3%
Late Fees	-	-	6,875		-	(6,875)	N/A	-100.0%
Admin. Collection Fees, net	(40)	590	4,620		(630)	(4,660)	-106.8%	-100.9%
COH Billing Fees	12,354	12,342	11,808		12	546	0.1%	4.6%
Other Misc. Fees	1,223	800	1,150		423	73	52.9%	6.3%
TOTAL SSCWD CHARGES	1,033,064	963,068	854,189		69,996	178,874	7.3%	20.9%

++ PM = Prior Month

+ PY = Prior Year

Water sold to customers for August 2020 totals 112.7 million gallons compared to 96.3 million gallons last month and 80.3 million gallons in August of 2019. This represents an increase of 16.4 million gallons sold to customers (or 17%) over last month and 32.5 million gallons (or 40.4%) over August 2019.

The past due percentage of accounts receivable due from all customers for August 2020 is 6.03% compared to August 2019 of 6.41%. The past due percentage has declined from 7.41% in July 2020 and has returned to an acceptable range.

c. STATEMENT OF INCOME***(July 2020):*****Preface:**

For the new fiscal year, we have reformatted the Statement of Income to present Water and Wastewater operations on 2 separate pages. The Combined Water & Wastewater Net Income appears at the bottom of the second page after Wastewater operations. All variances from prior month and prior year are presented on the Statement of Income.

Discussion:

For July 2020, Water operations shows Net Operating Income of \$118,658 and Net Income of \$327,843, with Non-Operating Income from Capacity Fees of \$234,000 making up the difference. Wastewater operations shows Net Operating Income of \$65,627 and Net Income of \$54,815. When adjusted for Non-Budgeted Items, Water operations and Wastewater operations show net income of \$118,658 and \$63,481, respectively.

Salaries and Benefits in Water Operations are up \$32,795 from June 2020, which is primarily due to the 4% increase in Wages per the Union Agreement effective July 1, 2020. Other Operating Expenses are down \$123,219 from June 2020. The decreases are primarily due to Fiscal Year end adjustments posted in June 2020.

In July of 2019, Water operations resulted in a Net Operating Income of \$69,429 and a Net Income of \$591,022, and Wastewater operations produced Net Operating Income of \$60,931 and Net Income of \$48,056. The primary difference from prior year is due to Capacity Fees received totaling \$528,000 in July 2019, which explains the \$2631,179 decrease in Water Operations from prior year.

Combined Water & Wastewater Income of \$382,658 is lower by \$413,931 and \$256,420 from June 2020 and July 2019, respectively. The primary reason for the decrease is due to the timing of Capacity Fees received. When Combined Income is adjusted for Non – Budgeted Items, Adjusted Income of \$182,139 is up \$68,177 and \$63,082 from June 2020 and July 2019, respectively.

d. INVESTMENT SUMMARY*(August 31, 2020):*

Our total cash and invested funds is \$12,399,687 as of August 31, 2020, and is down \$200,869, compared to last month. The decrease is attributable to the payment of \$759,974.56 for debt service on the SRF Loan. Compared to August 31, 2019, our total cash and invested funds is up \$2,128,199, or 21%. The increase in cash and invested funds from prior year is due primarily to the \$1.085 million dollar funding to CALPERS for the unfunded liability in August of 2019, which decreased the cash position in the prior year. This decrease has been offset by Capacity Fees collected since that funding. The District's invested funds at August 31st are split between the Local Agency Investment Fund (LAIF), and the Heritage Bank Money Market Account (MMA), with \$6,986,725 invested in LAIF, and \$1,059,697 invested in the MMA. The remaining balance of \$4,353,266 is on deposit with Heritage Bank in the District's checking account. Interest received year-to-date totals \$26,841, which represents two months of interest on the MMA, and quarterly interest from LAIF that posted in July.

e. BOARD DESIGNATED RESERVES*(July 31, 2020):*

Attachment e. of the Finance Manager's report provides a summary of the Board Designate Reserve Balances as of July 31, 2020.

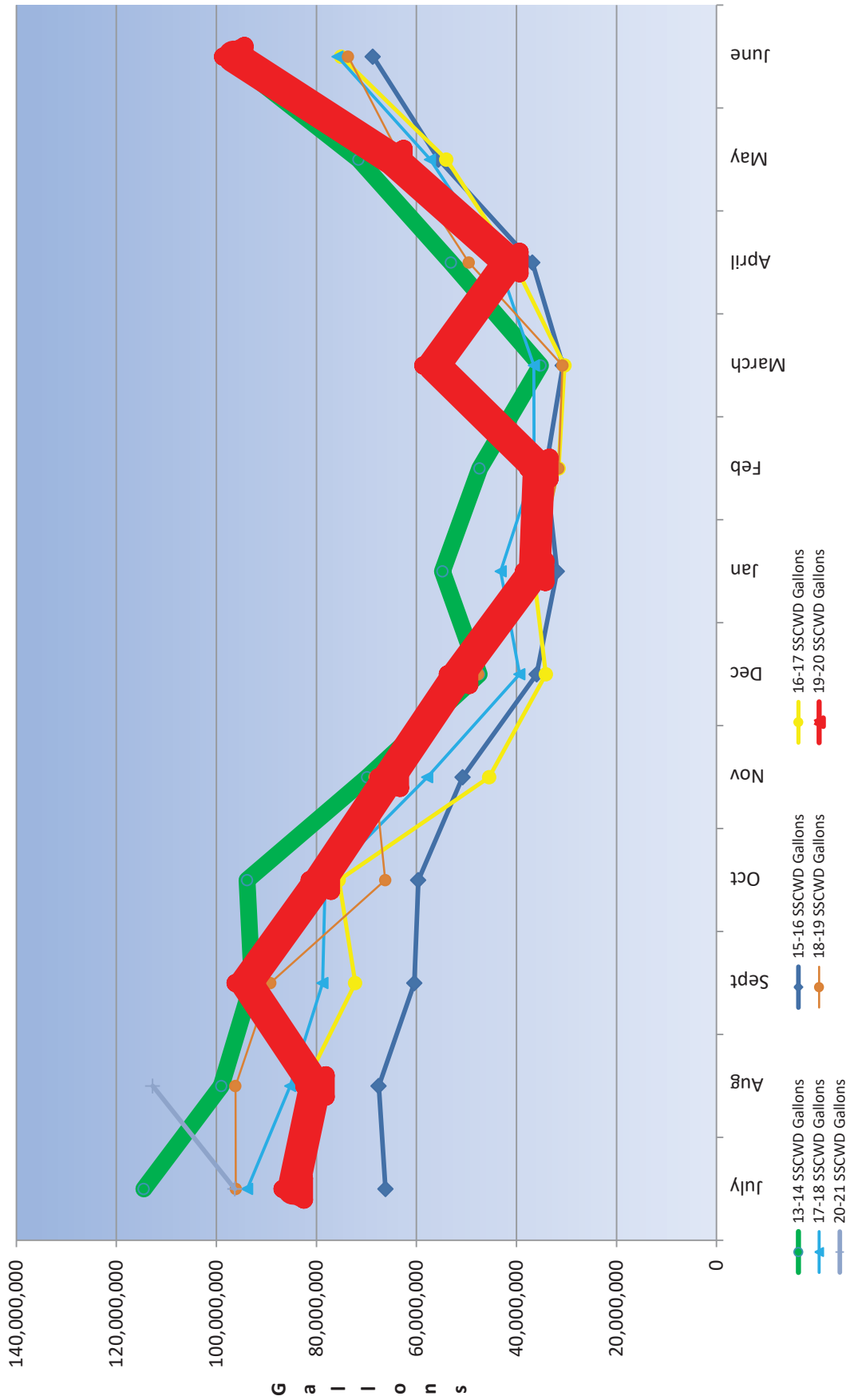
Sunnyslope County Water District
2020 / 2021
OPERATION SUMMARY (This Year)

ITEMS	JULY 2020	AUG. 2020	SEPT. 2020	OCT. 2020	NOV. 2020	DEC. 2020	JAN. 2021	FEB. 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021	TOTALS
NO. WATER CAPACITY FEE RECD	20	-	-	-	-	-	-	-	-	-	-	-	38
NO. W/P CAPACITY FEE RECD	-	-	-	-	-	-	-	-	-	-	-	-	-
NO. WATER ACCOUNTS	6,481	-	-	-	-	-	-	-	-	-	-	-	-
NO. SSCWD SEWER ACCTS	1,238	-	-	-	-	-	-	-	-	-	-	-	-
NO. COH SEWER ACCTS	4,074	-	-	-	-	-	-	-	-	-	-	-	-
NO. AUTO PAY CUSTOMERS	2,844	-	-	-	-	-	-	-	-	-	-	-	-
NO. E-BILL CUST'S (Paperless)	478	-	-	-	-	-	-	-	-	-	-	-	-
MONTHLY CHARGES													
Retail Water Charges	\$ 776,775.29	\$ 857,815.88	-	-	-	-	-	-	-	-	-	-	\$ 1,633,591.17
Sewer Fees	166,460.51	166,607.09	-	-	-	-	-	-	-	-	-	-	332,067.60
Installation Fees	6,100.00	7,290.00	-	-	-	-	-	-	-	-	-	-	13,390.00
Late Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin. Collection Fees, net	590.00	(40.00)	-	-	-	-	-	-	-	-	-	-	550.00
COH Billing Fees	12,342.00	168.00	-	-	-	-	-	-	-	-	-	-	12,510.00
Other Misc. Fees	800.00	1,222.80	-	-	-	-	-	-	-	-	-	-	2,022.80
TOTAL SSCWD CHARGES	\$ 963,067.80	\$ 1,033,063.77	-	-	-	-	-	-	-	-	-	-	\$ 1,996,131.57
CITY OF HOLLISTER CHARGES													
COH Sewer Fees	370,300.30	370,936.69	-	-	-	-	-	-	-	-	-	-	\$ 741,236.99
COH Street Sweeping	10,060.24	10,046.16	-	-	-	-	-	-	-	-	-	-	20,096.40
COH Senior Discount	(1,326.60)	(1,346.70)	-	-	-	-	-	-	-	-	-	-	(2,673.30)
Total COH Charges	379,033.94	379,636.05	-	-	-	-	-	-	-	-	-	-	756,669.99
Late Fees **	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL COH CHARGES	\$ 379,033.94	\$ 379,636.05	-	-	-	-	-	-	-	-	-	-	\$ 756,669.99
ACCOUNTS RECEIVABLE - Aged													
A/R for Sunnyslope Water **	\$ 984,619.71	\$ 1,055,071.44	-	-	-	-	-	-	-	-	-	-	-
A/R for City of Hollister **	400,737.12	707,000.53	-	-	-	-	-	-	-	-	-	-	-
Outstanding Bills Owed	\$ 1,385,356.83	\$ 1,762,071.97	-	-	-	-	-	-	-	-	-	-	-
Past Due	\$ 102,610.08	\$ 106,279.41	-	-	-	-	-	-	-	-	-	-	-
% Past Due	7.41%	6.03%	-	-	-	-	-	-	-	-	-	-	-
WATER METERED													
Cubic Feet	12,877,300	15,071,200	-	-	-	-	-	-	-	-	-	-	27,948,500
SSCWD Gallons	96,322,204	112,732,576	-	-	-	-	-	-	-	-	-	-	209,054,780
Well Flow to COH Gallons	7,175,800	8,344,900	-	-	-	-	-	-	-	-	-	-	15,520,700
Surface Flow to COH Gallons	13,631,701	16,782,127	-	-	-	-	-	-	-	-	-	-	30,413,828
TOTAL METERED	117,129,705	137,859,603	-	-	-	-	-	-	-	-	-	-	254,995,308
WATER SOURCE													
Well #2 (Southside Road)	-	-	-	-	-	-	-	-	-	-	-	-	-
Well #5 (Ray Cr/Enterprise)	1,795,134	5,029,002	-	-	-	-	-	-	-	-	-	-	6,824,136
Well #7 (Enterprise Rd)	5,079,729	6,184,298	-	-	-	-	-	-	-	-	-	-	11,264,027
Well #8 (Ridgemark)	7,968,000	14,471,000	-	-	-	-	-	-	-	-	-	-	22,439,000
Well #11 (Southside Road)	13,629,000	14,204,000	-	-	-	-	-	-	-	-	-	-	27,833,000
Wells	28,471,863	39,888,300	-	-	-	-	-	-	-	-	-	-	68,360,163
Lessart W.T.P. I (High Zone)	31,279,000	22,009,000	-	-	-	-	-	-	-	-	-	-	53,288,000
Lessart W.T.P. I (Middle Zone)	18,046,000	13,187,000	-	-	-	-	-	-	-	-	-	-	31,233,000
West Hills W.T.P. (@ Well #2)	21,206,000	30,249,000	-	-	-	-	-	-	-	-	-	-	51,455,000
West Hills W.T.P. (@ Well #1)	21,244,000	30,303,000	-	-	-	-	-	-	-	-	-	-	51,547,000
City Well Flow to SSCWD Gallons	343,400	431,000	-	-	-	-	-	-	-	-	-	-	774,400
City Surface Flow to SSCWD Gallons	549,400	1,180,700	-	-	-	-	-	-	-	-	-	-	1,730,100
TOTAL PUMPED	121,139,663	137,248,000	-	-	-	-	-	-	-	-	-	-	258,387,663
Estimated Water Loss	4,089,863	3,310%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	4,089,863
Water Loss % Gain	3.310%	0.444%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	1,922%
Water Gain %	0.000%	0.444%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.240%
Total Net Water Loss	-	-	-	-	-	-	-	-	-	-	-	-	\$ 3,388,356

** March A/R Aged Totals were adjusted in April

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

Total Water Metered to SSCWD Customers Chart 2



Sunnyslope County Water District
2019 / 2020 OPERATION SUMMARY (Last 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
NO. WATER CAPACITY FEE RECD	48	-	-	-	-	-	-	-	-	-	-	-	69
NO. WW CAPACITY FEE RECD	-	-	-	-	-	-	-	-	-	-	-	-	-
NO. WATER ACCOUNTS	6,173	6,173											
NO. SSCWD SEWER ACCTS	1,236	1,236											
NO. COH SEWER ACCTS	3,908	3,908											
NO. AUTO PAY CUSTOMERS	2,532	2,532											
NO. E-BILL CUST'S (Paperless)	414	414											
MONTHLY CHARGES													
Retail Water Charges	\$ 688,956.76	\$ 664,349.80											\$ 1,353,306.56
Sewer Fees	157,302.64	156,881.63											314,184.27
Installation Fees	19,440.00	8,505.00											27,945.00
Late Fees	6,055.78	6,874.90											12,930.68
Admin. Collection Fees, net	4,570.00	4,620.00											9,190.00
COH Billing Fees	11,772.00	11,808.00											23,580.00
Other Misc. Fees	2,122.44	1,150.00											3,272.44
TOTAL SSCWD CHARGES	\$ 890,199.62	\$ 854,189.33											\$ 1,744,388.95
CITY OF HOLLISTER CHARGES													
COH Sewer Fees	355,606.65	356,261.47											\$ 711,868.12
COH Street Sweeping	9,979.44	10,002.72											19,982.16
COH Senior Discount	(1,286.30)	(1,286.40)											(2,572.70)
Total COH Charges	364,319.79	364,977.79											729,297.58
Late Fees **	2,197.37	2,381.54											4,578.91
TOTAL COH CHARGES	\$ 366,517.16	\$ 367,359.33											\$ 733,876.49
ACCOUNTS RECEIVABLE - Aged													
A/R for Sunnyslope Water **	\$ 859,026.24	\$ 850,372.33											
A/R for City of Hollister **	375,487.33	375,943.14											
Outstanding Bills Owed	\$ 1,234,513.57	\$ 1,227,315.47											
Past Due	\$ 66,210.33	\$ 78,640.60											
% Past Due	5.36%	6.41%											
WATER METERED													
Cubic Feet	11,311,500	10,732,100											22,043,600
SSCWD Gallons	84,610,020	80,276,108											164,886,128
Well Flow to COH Gallons	4,175,000	3,944,400											8,119,400
Surface Flow to COH Gallons	2,385,587	2,023,805											4,409,392
TOTAL METERED	91,168,607	86,244,313											177,412,920
WATER SOURCE													
Well #2 (Southside Road)	-	-											-
Well #5 (Ray Cir/Enterprise)	541,499	1,001,356											1,542,855
Well #7 (Enterprise Rd)	4,301,929	4,453,091											8,755,020
Well #8 (Ridgemark)	581,000	520,000											1,101,000
Well #11 (Southside Road)	18,105,000	17,214,000											35,319,000
Wells	23,529,428	23,188,447											46,717,875
Lessait W.T.P. I (High Zone)	35,817,000	34,171,000											69,988,000
Lessait W.T.P. I (Middle Zone)	20,436,000	17,471,000											37,907,000
West Hills W.T.P. (@ Well #2)	-	-											-
West Hills W.T.P. (@ Well #11)	-	-											-
City Well Flow to SSCWD Gallons	8,137,300	8,446,900											16,584,200
City Surface Flow to SSCWD Gallons	6,638,100	6,272,600											12,910,700
TOTAL PUMPED	94,557,828	89,549,947											184,107,775
Estimated Water Loss	3,398,874	3,398,874											6,797,748
Estimated Water Gain	0.00%	0.00%											0.00%
Estimated Net Water Loss	0.00%	0.00%											0.00%

Unaudited 9/9/2020 Net Water Losses: F:\N.A.N.C.EDIR\rci\Report\OPERATION SUMMARY\OPERATION SUMMARY FY 19-20.xlsx
 0.00% - March A/R Aged Totals were adjusted in April

Sunnyslope County Water District

STATEMENT OF INCOME

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

UN-AUDITED 9/10/2020

*** WATER ***	Jul-20	Jun-20	Variance Over / (Under) Prior Month	Jul-19	Variance Over / (Under) Prior Year	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
OPERATING REVENUES								
Water Sales	771,910	773,152	(1,242)	688,957	82,953	771,910	6,662,924	6,600,000
Installation Fees	8,100	6,885	1,215	19,440	(11,340)	8,100	97,200	80,000
Late Fees	-	-	-	4,829	(4,829)	-	-	52,000
Other Revenue	10,600	10,601	(1)	14,896	(4,296)	10,600	178,747	183,280
TOTAL OPERATING REVENUES	790,610	790,638	(28)	728,122	62,488	790,610	6,938,871	6,915,280
OPERATING EXPENSES								
Salaries and Benefits	(221,113)	(188,318)	32,795	(241,769)	(20,656)	(221,113)	(2,901,235)	(2,738,280)
Operating Expenses	(450,840)	(574,059)	(123,219)	(416,924)	33,916	(450,840)	(5,001,665)	(5,340,969)
TOTAL OPERATING EXPENSES	(671,953)	(762,377)	(90,424)	(658,693)	13,260	(671,953)	(7,902,900)	(8,099,249)
NET OPERATING INCOME	118,658	28,261	90,397	69,429	49,229	118,658	(964,029)	(1,183,969)
NON OPERATING INCOME & (EXPENSES)								
Capacity Fees	234,000	187,000	47,000	528,000	(294,000)	234,000	234,000	-
Donated Asset (?)	-	415,040	(415,040)	-	-	-	-	-
Miscellaneous Income (Farm Labor Camp)	-	-	-	-	-	-	-	-
Adjust LAIF Investment to Fair Value	(34,956)	-	34,956	(7,157)	27,799	(34,956)	(34,956)	-
Interest Income	10,141	-	10,141	-	10,141	10,141	10,141	-
Allocated from G & A (Interest & Sale of Assets)	-	48,569	(48,569)	750	(750)	-	-	-
Debt Service (Loan Expense) & Disposal of Assets	-	1,591	(1,591)	-	-	-	-	-
TOTAL NON OPERATING INCOME & (EXPENSES)	209,186	652,200	(443,014)	521,593	(312,407)	209,186	209,186	(82,000)
NET WATER INCOME (LOSS)	\$ 327,843	\$ 680,461	\$ (352,617)	\$ 591,022	\$ (263,179)	\$ 327,843	\$ (754,843)	\$ (1,265,969)
NET WATER INCOME (LOSS) Adjusted for Non Budgeted Items	\$ 118,658	\$ 29,852	\$ 88,806	\$ 69,429	\$ 49,229	\$ 118,658	\$ (964,029)	\$ (1,265,969)

Sunnyslope County Water District

STATEMENT OF INCOME

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

UN-AUDITED 9/10/2020

	Jul-20	Jun-20	Variance Over/ (Under) Prior Year	Jul-19	Variance Over/ (Under) Prior Year
*** WASTEWATER ***					
OPERATING REVENUES					
Sewer Sales	170,371	171,624	(1,253)	157,303	13,068
Installation Fees	-	25	(25)	-	-
Late Fees	-	-	-	1,207	(1,207)
Other Revenue	2,632	2,647	(15)	3,607	(975)
TOTAL OPERATING REVENUES	173,003	174,296	(1,293)	162,117	10,886
OPERATING EXPENSES					
Salaries and Benefits	(49,864)	(34,385)	15,479	(49,801)	63
Operating Expenses	(57,511)	(62,510)	(4,999)	(51,385)	6,126
TOTAL OPERATING EXPENSES	(107,375)	(96,895)	10,480	(101,186)	6,189
NET OPERATING INCOME	65,627	77,401	(11,774)	60,931	4,696
NON OPERATING INCOME & (EXPENSES)					
Capacity Fees	-	19,875	(19,875)	-	-
Miscellaneous Income	-	-	-	-	-
Adjust LAIF Investment to Fair Value	(8,739)	-	8,739	(1,789)	6,950
Interest Income	73	-	73	-	73
Allocated from G & A (Interest & Sale of Assets)	-	12,143	(12,143)	187	(187)
Debt Service (Loan Expense) & Southside Rd. Slide	(2,147)	6,709	8,856	(11,273)	(9,127)
TOTAL NON OPERATING INCOME & (EXPENSES)	(10,813)	38,727	(49,540)	(12,875)	(2,291)
NET WASTEWATER INCOME (LOSS)	\$ 54,815	\$ 116,128	\$ (61,313)	\$ 48,056	\$ 6,759
NET WASTEWATER INCOME (LOSS)	\$ 63,481	\$ 84,110	\$ (20,629)	\$ 49,658	\$ 13,823
<i>Adjusted for Non Budgeted Items</i>					

	YEAR- TO-DATE	PROJECTED ACTUAL	FY 20/21 BUDGET
*** WASTEWATER ***			
OPERATING REVENUES			
Sewer Sales	170,371	1,944,446	1,900,000
Installation Fees	-	-	50
Late Fees	-	-	13,000
Other Revenue	2,632	43,289	44,820
TOTAL OPERATING REVENUES	173,003	1,987,735	1,957,870
OPERATING EXPENSES			
Salaries and Benefits	(49,864)	(597,605)	(549,848)
Operating Expenses	(57,511)	(616,567)	(698,150)
TOTAL OPERATING EXPENSES	(107,375)	(1,214,172)	(1,247,998)
NET OPERATING INCOME	65,627	773,563	709,872
NON OPERATING INCOME & (EXPENSES)			
Capacity Fees	-	-	-
Miscellaneous Income	-	-	-
Adjust LAIF Investment to Fair Value	(8,739)	(8,739)	-
Interest Income	73	73	-
Allocated from G & A (Interest & Sale of Assets)	-	-	-
Debt Service (Loan Expense) & Southside Rd. Slide	(2,147)	-	-
TOTAL NON OPERATING INCOME & (EXPENSES)	(10,813)	(8,666)	(255,800)
NET WASTEWATER INCOME (LOSS)	\$ 54,815	\$ 764,897	\$ 454,072
NET WASTEWATER INCOME (LOSS)	\$ 63,481	\$ 773,563	\$ 454,072
<i>Adjusted for Non Budgeted Items</i>			

	Jul-20	Jun-20	Variance Over/ (Under) Prior Year	Jul-19	Variance Over/ (Under) Prior Year
*** WATER & WASTEWATER ***					
*** COMBINED INCOME (LOSS) WATER & WASTEWATER ***	\$ 382,658	\$ 796,589	\$ (413,931)	\$ 639,078	\$ (256,420)
*** COMBINED INCOME (LOSS) WATER & WASTEWATER	\$ 182,139	\$ 113,962	\$ 68,177	\$ 119,087	\$ 63,052
<i>Adjusted for Non - Budgeted Items</i>					

Sunnyslope County Water District

Investment Summary
2020 / 2021 (This Year)

BANK ACCOUNT	INTEREST RATE	JULY 2020	AUGUST 2020
<u>Heritage Bank of Commerce</u>			
CHECKING ACCOUNT			
Operating - General Fund	0.000%	\$ 4,554,854.66	\$ 4,353,266.01
CHECKING SUBTOTAL		\$ 4,554,854.66	\$ 4,353,266.01
<u>MONEY MARKET ACCT (MMA)</u>			
Invested - General Fund	0.800%	1,058,976.90	1,059,696.66
MMA SUBTOTAL		\$ 1,058,976.90	\$ 1,059,696.66
<u>L. A. I. F.</u>			
<u>(Local Agency Investment Fund)</u>			
General Fund	0.920%	459,527.85	347,650.51
Water Connect. Fee	0.920%	3,012,904.69	3,124,782.03
Sewer Connect. Fee	0.920%	39,921.65	39,921.65
SRF Loan Reserve	0.920%	760,000.00	760,000.00
Board Designated Reserves	0.920%	2,714,370.38	2,714,370.38
L.A.I.F. SUBTOTAL		\$ 6,986,724.57	\$ 6,986,724.57
GRAND TOTAL		\$ 12,600,556.13	\$ 12,399,687.24
<u>GENERAL FUND</u>			
		\$ 5,760,613.18	
<u>WATER CONNECT. FEE FUNDS</u>			
		\$ 3,124,782.03	
* TOTAL INTEREST RECORDED		\$ 26,120.85	\$ 719.76

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

BANK ACCOUNT	INTEREST RATE	JULY 2019	AUGUST 2019
<u>Heritage Bank of Commerce</u>			
CHECKING ACCOUNT Operating - General Fund	0.000%	\$ 3,795,967.44	\$ 3,701,592.07
CHECKING SUBTOTAL		\$ 3,795,967.44	\$ 3,701,592.07
MONEY MARKET ACCT (MMA) Invested - General Fund	0.950%	1,049,596.82	1,050,416.68
MONEY MARKET ACCT (MMA) Retainage - Specialty Construction	0.200%	234,987.84	252,661.04
MMA SUBTOTAL		\$ 1,284,584.66	\$ 1,303,077.72
<u>L.A.I.F.</u> <i>(Local Agency Investment Fund)</i>			
General Fund	2.379%	(39,436.38)	328,286.28
Water Connect. Fee	2.379%	1,228,658.42	1,360,935.76
Sewer Connect. Fee	2.379%	39,928.94	39,928.94
SRF Loan Reserve	2.379%	760,000.00	760,000.00
Board Designated Reserves	2.379%	2,777,668.00	2,777,668.00
L.A.I.F. SUBTOTAL		\$ 4,766,818.98	\$ 5,266,818.98
GRAND TOTAL		\$ 9,847,371.08	\$ 10,271,488.77

GENERAL FUND \$ 5,332,956.07
WATER CONNECT. FEE FUNDS \$ 1,360,935.76

* TOTAL INTEREST RECORDED	41,434.61	853.06
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Agenda Item: 4e

Sunnyslope County Water District

Board Designated Reserves

As of July 31, 2020

(Policy #8600)

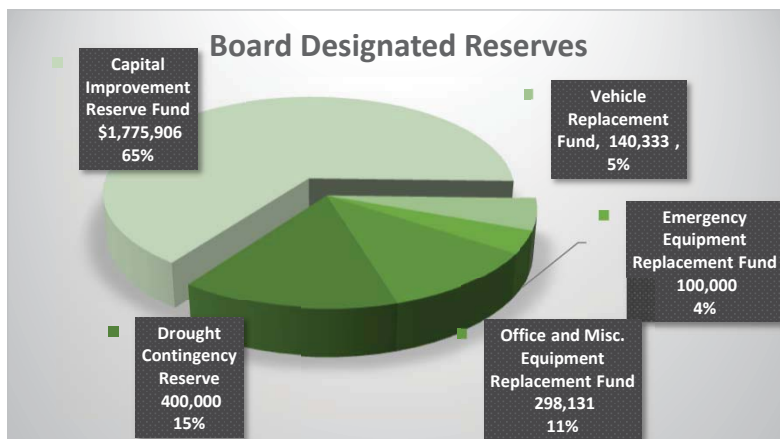
			Acct. 115.11				Acct. 115.11	
	7/31/2020	6/30/2020	Incr (Decr)	% Incr (Decr)	6/30/2019	Incr (Decr)	% Incr (Decr)	
1 Capital Improvement Reserve Fund	\$ 1,775,906	\$ 1,775,906	\$ -	0.0%	\$ 1,800,000	\$ (24,094)	-1.3%	
2 Vehicle Replacement Fund	140,333	137,126	3,207 ¹	2.3%	192,693	(55,567) ¹	-28.8%	
3 Emergency Equipment Replacement Fund	100,000	100,000	-	0.0%	100,000	-	0.0%	
4 Office and Misc. Equipment Replacement Fund	298,131	296,802	1,329 ²	0.4%	284,975	11,827 ²	4.2%	
5 Drought Contingency Reserve	<u>400,000</u>	<u>400,000</u>	<u>-</u>	<u>0.0%</u>	<u>400,000</u>	<u>-</u>	<u>0.0%</u>	
TOTAL	<u>\$ 2,714,370</u>	<u>\$ 2,709,834</u>	<u>\$ 4,536</u>	<u>0.17%</u>	<u>\$ 2,777,668</u>	<u>\$ (67,834)</u>	<u>-2.44%</u>	

¹ Depr. Expense FY 19 - Acct #163.05 Vehicles	\$ -	\$ 31,493
Vehicles Purchased FY 19	-	-
Depr. Expense FY 20 - Acct #163.05 Vehicles	\$ 3,207	-
Vehicles Purchased FY 20	-	-
	<u>\$ 3,207</u>	<u>\$ 31,493</u>

² Depr. Expense FY 19 - Acct #163.03 Shop / Field Equipment	\$ -	\$ 23,580
Depr. Expense FY 19 - Acct #163.04 Office Furn. / Equip.	-	6,695
Depr. Expense FY 20 - Acct #163.03 Shop / Field Equipment	\$ 1,177	-
Equipment Purchased FY 20	-	-
Depr. Expense FY 20 - Acct #163.04 Office Furn. / Equip.	152	-
	<u>\$ 1,329</u>	<u>\$ 30,275</u>
	<u>\$ 4,536</u>	<u>\$ 61,768</u>

Acct. #
115.11 LAIF - Board Design. Reserves 2,714,370

6/30/20 Balance Board Designated Reserves \$ 2,714,370



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

Staff Report

Agenda Item: 1 – 5 a

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

TO: Board of Directors

FROM: Jose J. Rodriguez, Water/Wastewater Superintendent

SUBJECT: Maintenance Monthly Staff Report - August

Narrative

1. Completed triannual Lead and Copper sampling at 41 locations. The Lead and Copper Rule requires community and nontransient-noncommunity water systems to periodically monitor lead and copper levels at the consumers' taps. The district has met compliance with the lead and copper action levels which is based on the 90th percentile of lead and copper levels. Our records indicate Sunnyslope being in compliance as far back as 2005. Sunnyslope is required to sample for the Lead and Copper Rule (LCR) every 3 years.
2. Unregulated Contaminant Monitoring Rule (UCMR 4) sampling has been completed and submitted into the Central Data Exchange (CDX) database as required. The Safe Drinking Water Act (SDWA) requires that once every 5 years, the U.S. Environmental Protection Agency (EPA) issue a new list of no more than 30 unregulated contaminants to be monitored by the public water systems (PWSs).
3. 5-minute tailgate morning trainings continued with topics such as; Handling Large Industrial Drums, 10 Do's and Don'ts, Safe Drinking Water, Cell Phone use While Walking, Skin Sense, Three (3) Causes of Injuries and Hurry Up Can Hurt, along with a few of the topics of relevance.
4. Instructed staff on the proper well disinfection procedure. Since it has been several years since the District has prepared a well for service, most staff members had only read about how to perform this procedure. I tasked each person to determined volume of well along with how much chlorine should be used to satisfy demand. Answers were discussed the following morning in our tailgate meetings, then tasks were performed at Well #2. A written procedure was created for future reference.
5. Valve exercise and fire hydrants flushing has continued. Currently both tasks are on pace to surpass previous years exercise programs.

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

Water (5)

1. Completed testing on all District backflow devices.
2. Repaired fire hydrant on El Cerro Drive and Hillcrest Road due to failure during Trincherro Construction Inc. tie-in.
3. Well #2 pump installed, flow tested, chlorinated and flushed as required by State Water Boards.
4. Quinn made repairs to the Kubota's front steering gear box. The Kubota is used to wind row sludge in preparation for removal to the landfill. The Kubota is 5 years old and is maintained by staff on a regular basis.
5. Quinn replaced the fuel injector pump on the 6" dewatering pump. The dewatering pump is used to transfer water between ponds to allow ponds to dry faster to accomplish maintenance. The dewatering pump is also available for emergency situations if needed around the district. A tractor truck was used to assist staff in a leak repair on Bella Vista Dr. The repair work time was reduced by an estimated 1-2 hours due to the efficient debris removal capabilities of the tractor truck.

LESSALT Water Treatment Plant (9)

1. Replaced actuator on AV-12 on Continuous Microfiltration Filter (CMF) unit #3.
2. Continued cleaning facility.
3. Sharp Inc. was hired to install new piping for mid-zone to high-zone pumping.
4. Acid cleaned all CL17 analyzers.
5. Jimmy from Calcon added more controls to SCADA computer. Graphics were added to be able to read pump speed at a more accurate range, which will be used to better control chemical dosage. They also added more operator friendly animation for better operator recognition thru our Supervisory Control and Data Acquisition (SCADA) program.
6. Replaced permanganate back pressure valve at injection point.
7. Maggiora Brothers Inc. inspected mid-zone pump #2 because of vibration and noise. Maggiora Brother still determining if the bearings are failing on the pump end or the motor end. They are scheduled to come back out again to complete their assessment.
8. Backwashed all Granular Activated Carbon Filters (GAC) for exchange.

West Hills Water Treatment Plant (8)

1. Installed pressure transducer for surface water flow at City Well #2 to act as additional monitoring if City of Hollister pressure transducer were to fail or be out of service. This new transducer will allow the Westhills staff to monitor real time flow, where as in the past when the City of Hollister performed any maintenance on their end of the distribution line, the Westhill staff did not know the actual pressure in the distribution line which could cause severe high or low pressures throughout the system. Staff now does not have to rely on the city's pressure transducer for information.

2. Replaced Pressure Regulating Valve (PRV) diaphragms on Powder Activated Carbon (PAC) system. Normal preventative maintenance
3. Calibrated turbidity meters and replaced light bulbs as normal preventative maintenance.
4. Cleaned and calibrated various analyzers and probes throughout plant.
5. Cleaned lamellas.
6. Joe from Primex updated programming for plant control on SCADA system.
7. Received shipment of Powder Activated Carbon (PAC).
8. Removed sludge from drying bed #1, RJR hauled sludge to John Smith Landfill
- 9.

Wastewater (2)

1. Continued hydro flushing sewer system.
2. Replaced pump #1 at Paullus Lift Station and shipped failed pump to Shape Inc. for inspection.

Completed This Month	Job Descriptions	Completed YTD 2020 – 2021 July 1 to June 30	Completed 2019 – 2020 July 1 to June 30	Completed 2018 – 2019 July 1 to June 30	Completed 2017 – 2018 July 1 to June 30
235	Work Orders	492	2715	2642	2826
22	Temporary Manual Read Water Meters Installed in New Construction Accounts	42	256	146	229
0	Radio Read Meters & ERTs Installed in New Construction Accounts	0	0	1	2
12	Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts	29 (Total = 6351)	191	246	176
30	Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs	59	304	350	370
37	Valves Exercised (Approx 2750 in SSCWD System 1/2016)	81	319	410	269
81	Fire Hydrants Flushed (Approx 811 in SSCWD System 8/2016)	139	281	757	509
30	Meters on Repair List	60	449	1147	1035
16	Emergency Calls	30	156	204	225
116	Locates on our Water/Sewer Lines	238	1037	454	427
0	Sewer Inspections	0	0	2	2
0	Shutoff Notices	0	112	182	180
0	Water Services Replaced	0 (Total = 883)	15	18	19

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



Hollister/Sunnyslope Intertie Water Balance

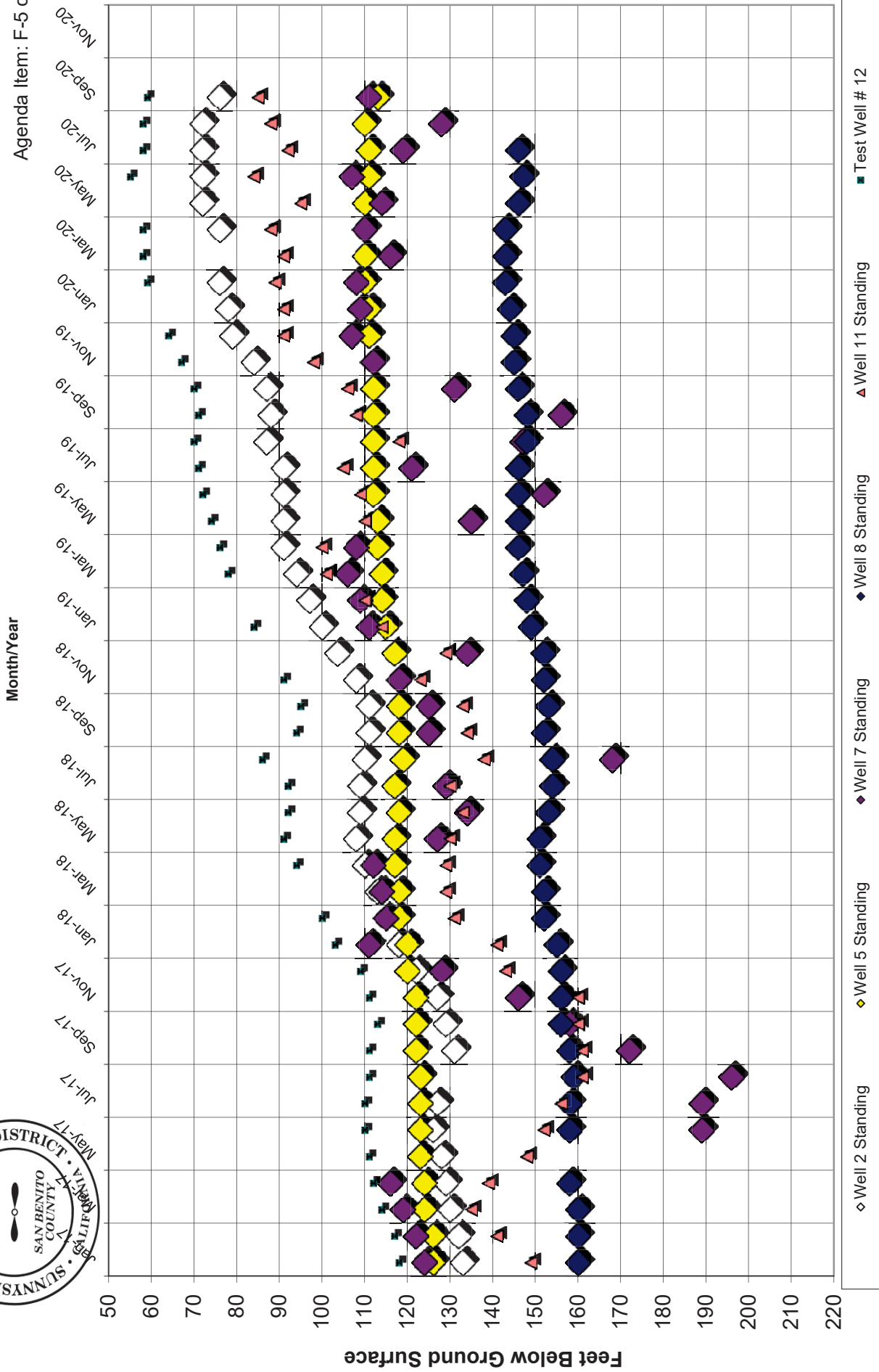
Report Date: September 1, 2020		to		August 17, 2020	
Current Consumption Period: July 15, 2020		Groundwater Flow to COH	Surface Flow to COH	Groundwater Flow to SSCWD	Surface Flow SSCWD
Intertie Location		i n G a l l o n s			
Southside Road Intertie Water Total Flow		0	1,268,827		
Sunset & Memorial Water Total Flow		3,932,300	7,804,600	0	0
Sunnyslope & Memorial Water Total Flow		3,352,300	6,256,100	-500	227,500
Hillcrest and Memorial Water Total Flow		615,600	757,100	431,500	953,200
Santa Ana & La Baig Water Total Flow		444,700	695,500		
Intertie Sub-Total Water Flow		8,344,900	16,782,127	431,000	1,180,700
<i>Total Combined Surface and Ground Water Intertie Flow</i>		25,127,027		1,611,700	
City of Hollister Well 2 Surface Water Total Flow (West Hills)			1,933,000		
City of Hollister Well 4 Surface Water Total Flow (West Hills)			34,646,000		
City of Hollister Well 5 Surface Water Total Flow (West Hills)			35,448,000		
Sunnyslope Well 2 Surface Water Total Flow (West Hills)					30,249,000
Sunnyslope Well 11 Surface Water Total Flow (West Hills)					30,303,000
Sunnyslope Surface Water Total Flow (LESSALT)					35,196,000
Surface Water Flow Sub-Totals			72,027,000		95,748,000
Ground Water and Surface Water Flow Totals		8,344,900	88,809,127	431,000	96,928,700
Current Period:	COH half of Surface Water Flow to Distribution (LESSALT & WH)		83,887,500		
	Net Ground/Surface Water Balance Owed to SSCWD (to COH)	7,913,900	3,740,927		
	Beginning Water Balance Owed to SSCWD (to COH)	598,107,035	-412,858,400		
	Gallons Billed to COH thru Report Date September 1, 2020	0		Informational Last Month Net Total	185,248,635
	Sub-total Ending Water Balance Owed to SSCWD (to COH)	606,020,935	-409,117,473	Net Sub Total	196,903,462
Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period				1,997,500	
Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4					7,990,000.00
Ending Water Balance Owed to SSCWD (to COH)		598,030,935	-409,117,473	Net Total	188,913,462

Current:	LESSALT WTP Total Flow to Distribution	35,196,000			
	Percent of LESSALT Surface Water Received	COH	44.3%	SSCWD	55.7%
Current:	COH half of LESSALT Total Flow to Distribution	17,598,000			
	Intertie Net Surface Water Total Flow to COH	15,601,427			
	Intertie Net Ground Water Total Flow to COH	7,913,900			
Current:	West Hills WTP Total Flow to Distribution	132,579,000			
	Percent of Surface Water Received	COH	54.3%	SSCWD	45.7%
Current:	COH half of West Hills WTP Total Flow to Distribution	66,289,500			
	West Hills WTP Surface Water Total Flow to COH	72,027,000			

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

Depth to Standing Water Level Below Ground Surface

Agenda Item: F-5 c



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: I - 6

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

TO: Board of Directors

FROM: Drew Lander, General Manager

SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS

1. **IT Improvements Update** – Wiring and installation of the server tower is complete. Servers are on order and will be installed at the start of October for formatting.
2. **Employee Survey Distributed** – The employee satisfaction survey was prepared and distributed at the beginning of September. The survey results will be compiled and presented to the Board when analysis is complete. CSI-HR prepared the survey platform and the Employee and Personnel Committee was convened to review and make recommendations prior to distribution.
3. **Office Update** - The District Administration office was not opened to the public during the month of August. No COVID-19 related sicknesses have been reported among the staff. Staff continues to adjust to the needs of the public and they are encouraging all customers to take advantage of paperless billing options. Public outreach will begin with the October billing to begin notifying the public of the future changes to the public portal.
4. **Office Technology and Public Access** – Contracts have been signed to move Invoice Cloud, WaterSmart and Tyler Technologies forward with setting up their respective platforms. There is much coordination and organization has occurs with these upgrades. Staff have been responsive to the needs of the vendors and to address in house issues to make sure the transition is smooth.
5. **Cost Savings Measures** – The Finance Manager and General Manager have been working with Keenan & Associates to review all employee benefits and services. Keenan has access to public insurance pools to reduce costs and provide outstanding benefits. Keenan also has presented *Building Blocks 4 Business* as a service partner to assist staff with the planning and utilization of the District provided benefits. Both of these services are free to the District and are paid on a commission basis when benefits are received by the District. There services will reduce the cost of benefits to both the District and Staff and increase employee satisfaction.

The Finance Manager and General Manager have also been reviewing past billing and budgeting practices for the Water Treatment Plants. A meeting with City and SBCWD management will be scheduled in September to review some billing changes that will more accurately distribute the operational costs.

6. **Water Outreach** - The Water Resources Association San Benito County will be including a flyer in the October billing.