



Sunnyslope County Water District

BOARD OF DIRECTORS

REGULAR MEETING

District Office Board Room/Teleconference



3570 Airline Hwy., Hollister, CA

NOTICE & AGENDA

OCTOBER 22, 2024

Regularly Scheduled Board Meeting - 5:15PM

Closed Session to Precede the Regular Session – 4:30PM

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

ZOOM MEETING ACCESS LINK

<https://us06web.zoom.us/j/83216038029?pwd=l7K47iHKhB1G4cL2xHdn4caN03i3Cb.1>

Passcode: SSCWD

Or Telephone: Dial + 1 (669) 444-9171 and when prompted enter Meeting ID: 832 1603 8029

Dial in Passcode: 130723

HEALTH AND SAFETY GUIDELINES

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

Mission Statement:

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

A. CALL TO ORDER - ROLL CALL

President Mauro _____, Vice-President Parker _____,

Director Brown _____, Director Alcorn _____, and Director Buzzetta _____.

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

CLOSED SESSION @ 4:30PM

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

1. **Management Compensation/Benefits (§ 54957.8)** – Title: Unrepresented Management Staff Classifications
2. **Public Employee Performance Review (§ 54957)** – Title: General Manager

REGULAR SESSION

D. PLEDGE OF ALLEGIANCE

E. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION

1. **Management Compensation/Benefits (§ 54957.8)** – Title: Unrepresented Management Staff Classifications
2. **Public Employee Performance Review (§ 54957)** – Title: General Manager

- 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 comment¹ on any District business, not on the agenda, with a time limit of three minutes per speaker. To make a public comment in person please fill out a “Speaker Card” and return to the Minutes Clerk prior to speaking. When virtual meeting access is provided, please use the “hand-raise” feature and you will be called upon to speak. No action 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 Board² on these items, not to exceed 3 minutes, when the Board reviews each pulled item.

1. Approve Minutes of the Board
 - Regular Board Meeting – September 24, 2024 (page 1)
2. Receive and Accept Allowance of Claims for Disbursements from September 1, 2024, Through September 31, 2024. (page 10)
3. Receive and Accept Engineering Services Monthly Status Report (page 14)
4. Receive and Accept Finance Manager Monthly Status Reports:
 - a) Narrative Report (page 17)
 - b) Operation Summary (page 24)
 - c) Statement of Income (page 28)
 - d) Investment Summary (page 30)
 - e) Board Designated Reserves (page 31)
5. Receive and Accept Superintendent Monthly Status Reports:
 - a) Maintenance (page 32)
 - b) Groundwater Level Measurement (page 38)
 - c) City Meter Reading (page 39)
6. Receive and Accept General Manager Monthly Status Report. (page 40)

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

1. Authorize The General Manager To Proceed With Well #8 Rehabilitation For A Total Cost Not To Exceed \$75,000. (CEQA Categorically Exempt 15301 (d)). (page 42)

2. Authorize The General Manager To Approve Change Order #1 Of The Temetra Passive Data Colleciton Network Solution From Meter, Valve & Control For A Cost Not To Exceed \$18,731. (Categorically exempt from CEQA under Article 19, Section 15301 b) and d), and Article 19, Section 15302 c)) (page 45)
3. PUBLIC HEARING: Consider First Reading Of Ordinance No. 83 Adopting An Administrative Remedies Procedures For Challenges To Fees, Charges, And Assessments. (CEQA Non-Project, Article 20, Section 15378) (Page 51)
4. PUBLIC HEARING: Consider First Reading Of Ordinance No. 84 Adopting And Amending Policy #7020 To Increase The Board Of Directors Compensation For Attendance At Meetings And For Service Rendered By Request Of The Board. (CEQA Non-Project, Article 20, Section 15378) (Page 56)
5. Accept The San Benito Urban Areas Water Supply And Treatment Master Plan Update, Previously Referred To As The Water Supply Master Plan Update, As A Water Supply Plan Update Of The Hollister Urban Area Water & Wastewater Master Plan Prepared On Behalf Of The San Benito County Water District, City Of Hollister, Sunnyslope County Water District And San Juan Bautista (Page 62)
6. Consider Approval Of Revised Job Descriptions For Management Level Employees And Authorize The General Manager To Create A New Management Position To Be Titled "Assistant Finance Manager" And Approve The Compensation Range Adjustments For All District Management Staff Including One Additional Holiday And Also Equitably Apply The Health Care Benefits Defined In The 2024 Union MOU To All Management Team Staff. (Page 68)
7. Board Members Will Discuss And Provide The General Manager Direction For Meeting Dates To Be Held November And December 2024 And Confirm The Dates Of All Board Meetings To The End Of 2024. (No staff report)

J. STATUS REPORT

1. Governance Committee (JB, MA) – (Meetings held Oct. 9th and Oct 21st)
2. Water / Wastewater Committee (DB, JP) – (No Meeting)
3. Finance Committee (JB, EM) – (Meeting held Oct. 21st)
4. Policy and Procedure Committee (JP, MA)– (No Meeting)

5. Personnel Committee (EM, DB) – (Meeting held Oct 8th)
6. Water Resources Association of San Benito County (MA, Alt. JP) – (Meeting held Oct. 3rd)

K. BOARD and STAFF REPORTS

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

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

Upon request, Sunnyslope County Water District (SSCWD) 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. SSCWD 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 TBD, 2024 @ 5:15 p.m., District Office

AGENDA DEADLINE: November TBD 2024 @ 12:00 p.m.

Future Scheduled Committee Meetings

Water Resources Association of San Benito County – December 5th, 2024 @ 4pm

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

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

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
September 24th, 2024

A. CALL TO ORDER: The meeting was called to order at 4:30 p.m. by President Mauro, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

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

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 comments were received.

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

1. **Management Compensation/Benefits (§ 54957.8)**

Unrepresented Management Staff Classifications

2. **Public Employee Performance Review (§ 54957)**

General Manager

President Mauro retired to closed session at 4:30 p.m. and upon returning to the regular session, moved to take a brief recess at 5:10 p.m. The meeting was reconvened to open session at 5:20 p.m.

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

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

1. **September 24, 2024, Regular Meeting- Management Compensation/Benefits (§ 54957.8)**

Directors had discussion and were provided direction in which to move forward, which will be brought back in a following board meeting.

2. **September 24, 2024, Regular Meeting- Public Employee Performance Review (§ 54957)**

Directors began the process of the General Manager's yearly performance review; an additional closed session will need to be held prior to bringing it to the board for approval.

F. APPROVAL OF AGENDA: General Manager Lander requests to add an additional item to new business, making it I5, due to an urgent item that came to his attention the morning of the regularly scheduled board meeting. President Mauro requested a motion to approve adding the additional item to the agenda. Director Alcorn motioned to approve Mr. Lander's request, seconded by Director Parker, for which President Mauro then took a roll call vote as follows: (JP), yes; (JB), yes; (MA), yes; (DB), yes; and (EM), yes; the motion carried 5-0. Then President Mauro requested a motion to approve the agenda with the additional new business item. Director Brown motioned to approve the agenda, seconded by Director Parker, for which President Mauro took a roll call vote as follows: (JP), yes; (DB), yes; (MA), yes; (JB), yes; and (EM), 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 comments were received.

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

H. CONSENT AGENDA:

1. Approval of Minutes for:
 Regular Board Meeting of August 27th, 2024.

2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of August 1, 2024 through August 31, 2024, totaling \$2,528,158.29 which includes \$831,631.55 for payments to vendors, \$291,911.10 for Payroll, \$463,709.73 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$1,259.05 for customer refunds.

| <u>Date</u> | <u>Number</u> | <u>Name</u> | <u>Amount</u> |
|-------------|---------------|--|---------------|
| 08/01/2024 | ACH2916 | Sterling Administration Health | \$100.00 |
| 08/01/2024 | ACH2917 | P G & E | \$57,165.77 |
| 08/02/2024 | 52808 | Ace Hardware (Johnson Lumber Co.) | \$116.87 |
| 08/02/2024 | 52809 | Auto Tech Service Center, Inc. | \$175.00 |
| 08/02/2024 | 52810 | Baker Supplies and Repairs | \$9.83 |
| 08/02/2024 | 52811 | Borges & Mahoney, Inc. | \$1,512.90 |
| 08/02/2024 | 52812 | Brenntag Pacific, Inc. | \$41,742.08 |
| 08/02/2024 | 52813 | Carlson's Fire Extinguisher Sales & Serv | \$2,005.57 |
| 08/02/2024 | 52814 | Clean Brothers | \$150.00 |
| 08/02/2024 | 52815 | Community Printers, Inc. | \$1,979.96 |
| 08/02/2024 | 52816 | CWEA Membership- TCP | \$486.00 |
| 08/02/2024 | 52817 | Diego Perez Bribiesca | \$250.00 |
| 08/02/2024 | 52818 | Ferguson Enterprises, Inc. | \$1,653.49 |
| 08/02/2024 | 52819 | Hach Company | \$516.55 |
| 08/02/2024 | 52820 | Hollister True Value | \$126.69 |
| 08/02/2024 | 52821 | Iconix Waterworks (US) Inc. | \$3,577.82 |
| 08/02/2024 | 52822 | J M Electric | \$2,024.00 |
| 08/02/2024 | 52823 | John Smith Road Landfill | \$384.87 |
| 08/02/2024 | 52824 | Mc Master-Carr | \$70.16 |
| 08/02/2024 | 52825 | Mission Uniform Service | \$544.50 |
| 08/02/2024 | 52826 | O'Reilly Auto Parts | \$76.45 |
| 08/02/2024 | 52827 | Postal Graphics | \$36.16 |
| 08/02/2024 | 52828 | San Benito County Water District | \$488,788.83 |
| 08/02/2024 | 52830 | San Benito County Water District | \$466.50 |
| 08/02/2024 | 52831 | State Water Resources Control Board-WWOPCP | \$110.00 |
| 08/02/2024 | ACH2918 | Sterling Administration Health | \$16.23 |
| 08/03/2024 | JN00633 | Net Pay | \$76,043.05 |
| 08/03/2024 | JN00633 | Total Tax | \$19,257.33 |
| 08/05/2024 | ACH2919 | Sterling Administration Health | \$10.00 |
| 08/05/2024 | ACH2920 | Principal | \$3,440.25 |
| 08/06/2024 | ACH2921 | iCloud | \$13,883.05 |
| 08/07/2024 | ACH2922 | Sterling Administration Health | \$62.58 |

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| 08/09/2024 | 52832 | ACC Business | \$1,323.29 |
| 08/09/2024 | 52833 | Atlas Copco Compressors LLC | \$1,038.00 |
| 08/09/2024 | 52834 | Brenntag Pacific, Inc. | \$9,369.08 |
| 08/09/2024 | 52835 | City of Hollister-Finance Dept | \$463,709.73 |
| 08/09/2024 | 52836 | CM Analytical, Inc. | \$14,520.00 |
| 08/09/2024 | 52837 | EBCO Pest Control | \$75.00 |
| 08/09/2024 | 52838 | exceedio | \$58.46 |
| 08/09/2024 | 52839 | Frisch Engineering Inc. | \$13,670.00 |
| 08/09/2024 | 52840 | Green Valley Farm Supply, Inc | \$118.94 |
| 08/09/2024 | 52841 | InfoSend | \$3,715.92 |
| 08/09/2024 | 52842 | Mission Uniform Service | \$629.72 |
| 08/09/2024 | 52843 | Recology San Benito County | \$357.64 |
| 08/09/2024 | 52844 | Ridgemark Homeowners Association | \$35.00 |
| 08/09/2024 | 52844 | Ridgemark Homeowners Association Reversal | -\$35.00 |
| 08/09/2024 | 52845 | San Benito County-Assessor | \$32.48 |
| 08/09/2024 | 52846 | San Benito County-Assessor | \$19,643.00 |
| 08/09/2024 | 52847 | Star Concrete | \$784.42 |
| 08/09/2024 | 52848 | Toro Petroleum Corp. | \$2,278.36 |
| 08/09/2024 | 52849 | Trans Union LLC | \$132.23 |
| 08/09/2024 | 5285052157 | Trinchero Construction Co., Inc. | \$13,087.00 |
| 08/09/2024 | 52851 | Underground Service Alert North 811 | \$1,702.48 |
| 08/09/2024 | 52854 | FARZANEH AKBARI | \$71.37 |
| 08/09/2024 | ACH2923 | Sterling Administration Health | \$1,314.38 |
| 08/13/2024 | ACH2924 | Colonial Life | \$1,935.98 |
| 08/15/2024 | ACH2925 | Sterling Administration Health | \$339.45 |
| 08/15/2024 | ACH2926 | CalPERS - Retirement | \$23.08 |
| 08/15/2024 | ACH2927 | CalPERS - Retirement | \$8,156.23 |
| 08/15/2024 | ACH2928 | CalPERS - Retirement | \$9,294.65 |
| 08/15/2024 | ACH2929 | CalPERS - Retirement | \$291.50 |
| 08/15/2024 | ACH2930 | CalPERS - Retirement | \$4,953.25 |
| 08/15/2024 | ACH2931 | Nationwide Retirements Solutions | \$9,115.96 |
| 08/16/2024 | ACH2932 | ADP | \$2,335.02 |
| 08/19/2024 | 52857 | A-1 Services | \$504.00 |
| 08/19/2024 | 52858 | Ace Hardware (Johnson Lumber Co.) | \$360.88 |
| 08/19/2024 | 52859 | Amazon Capital Services | \$619.65 |
| 08/19/2024 | 52860 | Auto Tech Service Center, Inc. | \$280.00 |
| 08/19/2024 | 52861 | Brenntag Pacific, Inc. | \$62,871.86 |
| 08/19/2024 | 52862 | Brigantino Irrigation | \$27.97 |
| 08/19/2024 | 52863 | Calcon System, Inc. | \$1,500.00 |
| 08/19/2024 | 52864 | Central Ag Supply LLC | \$1,996.00 |
| 08/19/2024 | 52865 | CWEA Membership- TCP | \$121.00 |
| 08/19/2024 | 52866 | De Lay & Laredo | \$6,964.00 |
| 08/19/2024 | 52867 | Grainger, Inc. | \$553.38 |
| 08/19/2024 | 52868 | Hollister True Value | \$122.71 |
| 08/19/2024 | 52869 | ICON Cloud Solutions, LLC | \$1,227.57 |
| 08/19/2024 | 52870 | Iconix Waterworks (US) Inc. | \$3,978.18 |
| 08/19/2024 | 52871 | John Smith Road Landfill | \$2,611.27 |
| 08/19/2024 | 52872 | Meter, Valve & Control | \$146,946.00 |
| 08/19/2024 | 52873 | Mission Uniform Service | \$466.50 |
| 08/19/2024 | 52874 | O'Reilly Auto Parts | \$55.68 |
| 08/19/2024 | 52875 | Raftelis Financial Consultants, Inc. | \$195.00 |
| 08/19/2024 | 52876 | Scott Watson | \$54.63 |
| 08/19/2024 | 52877 | Security Shoring & Steel Plates, Inc. | \$6,964.50 |

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| 08/19/2024 | 52878 | Silke Communications, Inc. | \$16,704.37 |
| 08/19/2024 | 52879 | Simplot Grower Solutions | \$1,287.00 |
| 08/19/2024 | 52880 | Star Concrete | \$1,953.40 |
| 08/19/2024 | 52881 | U.S. Bank Corporate Payment Systems | \$9,343.20 |
| 08/19/2024 | 52883 | USA Blue Book | \$635.15 |
| 08/19/2024 | 52884 | UWUA Local 820 | \$738.56 |
| 08/19/2024 | 52885 | Waste Resource Recovery, Inc. | \$2,500.00 |
| 08/21/2024 | ACH2933 | Sterling Administration Health | \$264.60 |
| 08/22/2024 | ACH2934 | Sterling Administration Health | \$30.89 |
| 08/22/2024 | JN00634 | Net Pay | \$76,469.60 |
| 08/22/2024 | JN00634 | Total Tax | \$20,632.22 |
| 08/23/2024 | 52157 | TRINCHERO CONSTRUCTION CO INC, | \$634.96 |
| 08/23/2024 | 52886 | Able Septic Tank Service | \$7,402.50 |
| 08/23/2024 | 52887 | Ace Hardware (Johnson Lumber Co.) | \$104.38 |
| 08/23/2024 | 52888 | Amazon Capital Services | \$138.20 |
| 08/23/2024 | 52889 | AT&T | \$335.92 |
| 08/23/2024 | 52890 | Badger Meter, Inc. | \$2,458.11 |
| 08/23/2024 | 52891 | Brenntag Pacific, Inc. | \$28,775.27 |
| 08/23/2024 | 52892 | Brigantino Irrigation | \$108.22 |
| 08/23/2024 | 52893 | Calcon System, Inc. | \$1,933.56 |
| 08/23/2024 | 52894 | Central Ag Supply LLC | \$327.63 |
| 08/23/2024 | 52895 | Corbin Willits Systems, Inc. (MOM's) | \$162.00 |
| 08/23/2024 | 52896 | exceedio | \$3,951.87 |
| 08/23/2024 | 52897 | Frisch Engineering Inc. | \$2,362.50 |
| 08/23/2024 | 52898 | Grundfos CBS Inc. | \$9,212.80 |
| 08/23/2024 | 52899 | Hach Company | \$350.79 |
| 08/23/2024 | 52900 | Hollister True Value | \$97.21 |
| 08/23/2024 | 52901 | Mc Master-Carr | \$70.13 |
| 08/23/2024 | 52902 | Mission Uniform Service | \$432.67 |
| 08/23/2024 | 52903 | Municipal Maintenance Equipment | \$163.51 |
| 08/23/2024 | 52904 | Postal Graphics | \$2,171.15 |
| 08/23/2024 | 52905 | Star Concrete | \$2,165.34 |
| 08/23/2024 | 52906 | Toro Petroleum Corp. | \$2,477.93 |
| 08/23/2024 | 52907 | USA Blue Book | \$2,992.84 |
| 08/23/2024 | 52908 | UWUA Local 820 | \$738.56 |
| 08/23/2024 | 52909 | Veolia Water Technologies, Inc. | \$70,927.78 |
| 08/23/2024 | 52910 | Waste Resource Recovery, Inc. | \$1,250.00 |
| 08/23/2024 | 52911 | Wright Bros. Indust. Supply | \$17.71 |
| 08/23/2024 | 52912 | Wright Bros. Welding & Sheet Metal, Inc. | \$537.34 |
| 08/23/2024 | 52913 | NICHOLAS DELTON DUNN | \$31.39 |
| 08/23/2024 | ACH2935 | Sterling Administration Health | \$1,205.81 |
| 08/26/2024 | 51278 | PEARSON PROPERTIES | \$236.33 |
| 08/26/2024 | 52916 | PTC Inc. | \$285.00 |
| 08/26/2024 | 52917 | State Water Resources Control Board-WWOPCP | \$95.00 |
| 08/26/2024 | ACH2936 | CalPERS - Retirement | \$23.08 |
| 08/26/2024 | ACH2937 | CalPERS - Retirement | \$8,117.74 |
| 08/26/2024 | ACH2938 | CalPERS - Retirement | \$700.00 |
| 08/26/2024 | ACH2939 | CalPERS - Retirement | \$9,162.55 |
| 08/26/2024 | ACH2940 | CalPERS - Health Insurance | \$31,834.74 |
| 08/26/2024 | ACH2941 | Nationwide Retirements Solutions | \$9,115.95 |
| 08/28/2024 | 52918 | Ridgemark Homeowners Association | \$35.00 |
| 08/30/2024 | 52919 | ACC Business | \$1,323.29 |
| 08/30/2024 | 52920 | Alvin Do | \$374.00 |

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| 08/30/2024 | 52921 | Amazon Capital Services | \$413.40 |
| 08/30/2024 | 52922 | Brenntag Pacific, Inc. | \$23,302.36 |
| 08/30/2024 | 52923 | Brigantino Irrigation | \$60.55 |
| 08/30/2024 | 52924 | Calgon Carbon Corporation | \$71,697.79 |
| 08/30/2024 | 52925 | Central Ag Supply LLC | \$576.66 |
| 08/30/2024 | 52926 | Extreme Air, Inc. | \$1,852.00 |
| 08/30/2024 | 52927 | Government Finance Officers Association | \$160.00 |
| 08/30/2024 | 52928 | Hach Company | \$1,242.20 |
| 08/30/2024 | 52929 | Inductive Automation | \$5,948.40 |
| 08/30/2024 | 52930 | Mark Nicholson, Inc. | \$24,213.49 |
| 08/30/2024 | 52931 | Mission Uniform Service | \$473.44 |
| 08/30/2024 | 52932 | Petty Cash | \$135.00 |
| 08/30/2024 | 52933 | San Benito County Water District | \$450,391.53 |
| 08/30/2024 | 52935 | USA Blue Book | \$482.59 |
| 08/30/2024 | 52936 | Verizon Wireless | \$569.00 |
| 08/30/2024 | 52937 | Wallace Group | \$71,960.24 |

-\$2,528,158.29

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.

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

I. NEW BUSINESS:

- 1. Consider The Award Of The Randy Circle Asphalt Repaving Project To The Qualified Contractor "QA Constructors Inc." For A Cost Of \$52,000 And Allow A Contingency Fund Not To Exceed \$5,200. (Categorically Exempt Project, California Environmental Quality Act Per Cal. Code Of Regulations, Title 14, Section 15301 (c).)**

Principal Engineer Robert Hillebrecht spoke on this item, informing the board of a significant water main break on Fourth of July that required our maintenance staff working through the 5th of July. Mr. Hillebrecht explained that these water mains are in the street and require being dug up to be accessed, therefore requiring asphalt repairs to the affected areas. Due to the excessively high flow of water coming from the break, there was a raised shift in the asphalt and a largely affected area that needed to be saw cut. The District's Engineering team determined the break required a more technical repair than the standard trench restoration repair typically provided. The repair was sent out to bid and the District received several qualified bidders. QA Constructors out of San Francisco submitted the lowest bid and in researching the company it was determined they were responsive and responsible. Mr. Hillebrecht concluded his report by informing the board

of the items intentions; to approve the plans for the project, to receive all the responsible and responsive bids, to award the bid to QA Constructors for an amount of \$52,000, to authorize the General Manager to execute the contract upon receiving and accepting all elements identified in the plans and specifications as required prior to the contract, and to authorize the General Manager to expend up to an additional 10% of the \$52,000 for unseen construction contingencies.

Director Parker questioned whether the District has worked with these constructors before to which Mr. Hillebrecht replied that the District has not worked with them in the past, but research proved to show they were a good, reputable company. Director Alcorn questioned whether any local contractors were part of the bidding process and questioned whether the local companies would be given preference, to which Attorney Micheal Laredo provided clarification on the District's bidding process. The public contract code states that the contract must go to the lowest responsive, responsible bidder, which QA Constructors came in as.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Parker made a motion to authorize the General Manager to amend Section 11: Stipend Pay of the recently adopted union benefits contract to increase the stipend amount to \$100. This motion was seconded by Director Brown for which President Mauro then took a roll call vote as follows: (JP), yes; (DB), yes; (MA) yes; (JB), yes; and (EM), yes; the motion carried 5-0.

2. Consider Awarding A Contract For The On-Call Trench Pavement Restoration & Repair Project To Mark Nicholson Inc. At A Cost Of \$33.50 Per Square Foot (Class 1 Categorical Exemption Under California Environmental Quality Act, Article 19, §15301.)

Principal Engineer Robert Hillebrecht spoke on this item, discussing how almost all of the District's water mains and facilities are under paved roads. In order to access these facilities the road must be cut open and excavated, therefore requiring asphalt repairs to make the road meet city regulations. The District staff install temporary road patches for public safety, but a hot-asphalt mix is required to make a permanent repair and get the road back up to standard. It was researched and determined that hiring and maintaining a position within the District that has the expertise in doing the hot-mix asphalt repairs would be more costly than contracting the work out; since leaks average 2-3 a month. The District has also been contracting out this work for years, bringing the item to the board every few years to ensure they continue to receive the best rates. This contract was most recently awarded to Mark Nicholson in 2017, but due to a recent rate increase from Mark Nicholson General Manager Lander decided to reopen the item for bidding to ensure the District was receiving the best available pricing. Mr. Hillebrecht concluded his report by providing the board with a summary of the items proposed intentions; approving the plan and specifications for the On-Call Trench Pavement Restoration & Repair project, accept all responsive and responsible bids, award the contract to Mark Nicholson Inc. in the amount of \$33.50 per square foot of restoration, authorize the General Manager to execute the contract upon receiving and accepting all elements identified in the plans and specifications as required prior to the contract, and to authorize the General Manager to adjust the square foot price each year of the contract at a value that does not exceed the ENR Construction Cost Index for the San Francisco Bay Area.

Director Alcorn questioned what the last contractual rate was, to which General Manager Lander informed the board that Mark Nicholson had held \$27.00 per square feet for the last three years. Director Buzzetta questioned how the repairs are monitored, ensuring that the District only pays for the necessary square footage, to which Mr. Lander replied that District staff are the ones who measure and inform Mark Nicholson Inc. how much restoration is needed.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Buzzetta made a motion to consider awarding a contract for the On-Call Trench Pavement Restoration &

Repair Project to Mark Nicholson Inc. at a cost of \$33.50 per square foot. This motion was seconded by Director Alcorn for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA) yes; (JP), yes; and (EM), yes; the motion carried 5-0.

3. Board Discussison And Motion To Accept Or Reject The LAFCO Commision's Invitation To Participate As An Active Member Of LAFCO as a seat for Special Districts.

General Manager Lander presents on this item, bringing it to the Board after conversation on the July 23rd, 2024, meeting and after President Mauro attended the August 8th, 2024, LAFCO workshop. LAFCO has invited special districts to join and in doing so special districts will be responsible for 1/3 of the budget but also get to participate in conversations and decision-making regarding annexations, boundaries, and other items of the same nature.

President Mauro confirmed with LAFCO Executive Officer Jennifer Stephenson, who was present via Zoom, that as soon as five of the special districts agreed to join, all special districts would automatically become part of LAFCO. To which Miss Stephenson agreed and informed the board that three of the special districts have already approved joining LAFCO, meaning two more approvals would initiate all special districts into LAFCO. General Manager Lander laid out the nomination process for the LAFCO seats and Directors had back and forth conversation about the seat nomination process. Director Alcorn voiced concerns that the larger special districts could possibly take the seat positions and leave the smaller districts without a voice. LAFCO Executive Officer Jennifer Stephenson informed Director Alcorn that every district will have the same number of votes on decisions, to which Director Alcorn then didn't see the fairness in having the same number of votes when all the districts are paying drastically different portions of the budget. Although Miss Stephenson did inform the board that the special districts can work together to come up with a fair way of representing themselves and there is flexibility in the process, directors had back and forth conversation about how it may be too soon to vote on this item without having a meeting with the other special districts.

President Mauro then asked for any public comment. Principal Engineer Robert Hillebrecht stood up to make a public comment on the item, stating that he saw ethical issues with voting on other agency budgets. With the stipulation in place that it only takes five Special Districts voting yes to automatically include all nine special districts, Mr. Hillebrecht commented that he would be opposed to the board voting yes without meeting with all special districts to come to a unanimous decision.

General Manager Lander inquires with the District attorney whether or not the language of the motion could include not approving joining LAFCO unless certain special districts are in agreeance with joining. District attorney Michael Laredo informed Mr. Lander he could proceed with a conditional motion, but he would instead recommend postponing the agenda item and seeing how the other districts vote before bringing it back to the board.

Director Brown made a motion to accept the LAFCO Commission's invitation to participate as an active member of LAFCO as a seat for special districts. President Mauro sought a second, but Director Buzzetta instead questioned why all the special districts were voting instead of just the main three that are the most financially impacted. LAFCO Executive Officer Jennifer Stephenson informed him that was how the process was outlined in government code, but then offered an extension as an option if directors did not feel ready to vote on the item. Directors had back and forth discussion and determined that they would like to postpone this item to come back after a scheduled governance meeting with San Benito County Water District. President Mauro then requested a motion to approve the item. Directro Parker motioned to direct the General Manager to seek an extension from LAFCO to October 30th, 2024. This motion was seconded by Director Buzzetta for which President Mauro then took a roll call vote as follows: (JP), yes; (DB), no; (MA) yes; (JB), yes; and (EM), yes; the motion carried 4-1.

4. Consider And Provide Direction To The General Manager Regarding The Personnel Committee Recommendation To Modify Board Member Compensation To Include A Fixed Stipend Of \$500 Per Month, In Addition To Existing Compensations For Meeting Attendance And Check Signing

President Mauro spoke on this agenda item, informing the board that there is a major concern with trying to fill board positions. The last two elections there were no challengers and with the most recent election there were no applications to fill an upcoming open seat. San Benito County Water District matches Sunnyslope in what is paid to directors in meetings and committee meetings, but on top of that they provide full medical to board members. President Mauro ensures the board he isn't seeking significant compensation adjustments, but wants to create a reasonable remuneration to incentivize people to join the board.

District attorney Michael Laredo informs President Mauro that although he understands his concerns, the suggestion brought forward is not legally obtainable at this point in time. Due to the District's enabling legislative found in Water Code Section 30000, the district is capped on what can be provided as a water district to board members. 2019 was the last increase provided to Sunnyslope's board members and you can only increase that contribution amount at a maximum of 5% per year. Director Alcorn questioned how the county was being provided with medical, to which Mr. Laredo informed him that the district may provide benefits to the directors, not following the same regulations as increasing their monetary compensation. Directors had additional questions for the attorney regarding different benefit pay out options, with President Mauro questioning whether the board could vote on those 5% increases today. District Attorney Michael Laredo did recommend agreeing on the direction the board would like to go and then bringing the item back to the board at a later date with the increases listed out.

Board had back and forth conversation on what they believed to be reasonable compensation that would bring in new members, agreeing that they'd like to see those 5% increases on the board and committee meetings. President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Alcorn made a motion to direct the General Manager to work on an ordinance that increases director pay by 5% for each year since 2019 for both board and committee meetings. This motion was seconded by Director Brown for which President Mauro then took a roll call vote as follows: (JP), yes; (DB), yes; (MA) yes; (JB), yes; and (EM), yes; the motion carried 5-0.

5. Consider And Adopt Resolution #603 Authorizing The Grant Application, Acceptance And Execution For The "Sunnyslope Consolidated Minimum Health and Safety Water System Improvements".

General Manager Lander spoke on this item, reminding the board of the District's current two grants allocated for adding special districts. This item is requesting approval to apply for a third grant that Mr. Lander has been working with the Department of Water Resources on. Wallace Group has completed most the application, but it needed to come before the board for approval; which was only brought to Mr. Lander's attention the morning of the board meeting. In approving this item it doesn't commit the District to anything other than to apply for the grant money, it is not an acceptance of any grant money at this point in time. The purpose of the additional grant is for the tres pinos, stonegate and some of the best roads consolidation to replace fire hydrants and make existing water line improvements. Without those improvements, a special water collection district for those affected areas would have to be created to collect additional capital money; therefore this grant would allow us to do the work that we'd otherwise have to ask the neighborhoods to pay for.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Alcorn made a motion to adopt Resolution #603 authorizing the grant application, acceptance and execution for the "Sunnyslope Consolidated Minimum Health and Safety Water System

Improvements". This motion was seconded by Director Brown for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA) yes; (JP), yes; and (EM), yes; the motion carried 5-0.

J. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** (No Meeting)
2. **Water/Wastewater Committee:** (No Meeting)
3. **Finance Committee:** (No Meeting.)
4. **Policy and Procedure Committee:** (No Meeting.)
5. **Personnel Committee:** (Meeting September 12th and September 24th.)
6. **Water Resources Association of San Benito County (WRA):** (No Meeting.)

K. BOARD and STAFF REPORTS

1. **Directors:** No Report.
2. **District Counsel:** Attorney Michael Laredo reported that his firm, De Lay & Laredo, will be hosting an upcoming AB1234 Training, and he will report on the date and time when it becomes available.
3. **General Manager:** General Manager Lander reported that there had been a Covid surge that affected the office, even taking him out for an entire week, but it hasn't been concluded that it was a staff spread surge. Mr. Lander also reported that in addition to the new water rates that went live this month, the District will begin implementing credit card usage fees on their customers in 2025. When Covid began and the office shut down there was a push to get customers to pay online, so they didn't have to come into the office to drop off payments. To encourage customers the District has been paying the credit card usage fees to the company, but now that a large amount of customers are paying online the District is going to put that excess charge back onto the customer to better control the District's finances. Additionally, Mr. Lander reported that Director Parker will be dropping from the board in January, therefore he will begin advertising that position in December. Lastly, Mr. Lander reported to the board that he has been working with Jeff Cattaneo to get him to attend a board meeting and present on a number of items with Sunnyslope's Board.

- L. FUTURE AGENDA ITEMS:** Holiday Schedule for December 2024 and an update on where the District is at with the grievance process with the San Benito County Water District.

- M. ADJOURNMENT:** President Mauro adjourned the meeting at 7:02 p.m.

APPROVED BY THE BOARD:

Edward J. Mauro, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary



Sunnyslope Water District

Disbursement Reports FY 24-25
Sep 1, 2024 through Sep 30, 2024

| Date | Num | Name | Amount |
|-----------|---------|---|------------|
| 9/3/2024 | 51582 | CENTURY COMMUNITIES OF CA LLC, | 425.03 |
| 9/3/2024 | ACH2942 | Sterling Administration Health | 140.00 |
| 9/4/2024 | ACH2943 | P G & E | 53,467.14 |
| 9/5/2024 | 52939 | Ace Hardware (Johnson Lumber Co.) | 30.96 |
| 9/5/2024 | 52940 | Amazon Capital Services | 261.14 |
| 9/5/2024 | 52941 | Brenntag Pacific, Inc. | 5,084.73 |
| 9/5/2024 | 52942 | Clean Brothers | 150.00 |
| 9/5/2024 | 52943 | CM Analytical, Inc. | 14,313.75 |
| 9/5/2024 | 52944 | CWSRF Accounting Office | 759,974.56 |
| 9/5/2024 | 52945 | Ferguson Enterprises, Inc. | 333.91 |
| 9/5/2024 | 52946 | J M Electric | 968.00 |
| 9/5/2024 | 52947 | Mission Uniform Service | 391.73 |
| 9/5/2024 | 52948 | Rain for Rent | 3,424.11 |
| 9/5/2024 | 52949 | Recology San Benito County | 357.64 |
| 9/5/2024 | 52950 | San Benito County Water District | 442.75 |
| 9/5/2024 | 52951 | Shape, Inc. | 206.36 |
| 9/5/2024 | 52952 | State Water Resources Control Board-DWOCP | 105.00 |
| 9/5/2024 | 52953 | USA Blue Book | 5,314.75 |
| 9/5/2024 | 52954 | Watersmart Software, Inc. | 5,000.00 |
| 9/5/2024 | ACH2944 | Principal | 3,440.25 |
| 9/5/2024 | JN00643 | Net Pay | 80,106.75 |
| 9/5/2024 | JN00643 | Total Tax | 20,381.02 |
| 9/9/2024 | ACH2945 | iCloud | 14,038.85 |
| 9/9/2024 | ACH2946 | CalPERS - Retirement | 291.50 |
| 9/9/2024 | ACH2947 | CalPERS - Retirement | 4,953.25 |
| 9/9/2024 | ACH2948 | CalPERS - Retirement | 8,375.43 |
| 9/9/2024 | ACH2949 | CalPERS - Retirement | 9,336.11 |
| 9/9/2024 | ACH2950 | CalPERS - Retirement | 23.08 |
| 9/9/2024 | ACH2951 | Nationwide Retirements Solutions | 9,273.56 |
| 9/11/2024 | ACH2952 | Colonial Life | 1,871.74 |
| 9/12/2024 | 51481 | MARK NICHOLSON, INC., | 307.81 |
| 9/12/2024 | ACH2953 | Sterling Administration Health | 25.00 |
| 9/17/2024 | 51544 | CASSIDY BLEICH | 150.00 |
| 9/17/2024 | 52961 | A-1 Services | 504.00 |
| 9/17/2024 | 52962 | Ace Hardware (Johnson Lumber Co.) | 296.42 |
| 9/17/2024 | 52963 | Brenntag Pacific, Inc. | 35,008.38 |
| 9/17/2024 | 52964 | Brigantino Irrigation | 103.72 |

Disbursement Reports FY 24-25

| | | |
|-------------------|---|------------|
| 9/17/2024 52965 | Calgon Carbon Corporation | 143,395.58 |
| 9/17/2024 52966 | City of Hollister-Finance Dept | 458,790.93 |
| 9/17/2024 52967 | CWEA Membership- TCP | 239.00 |
| 9/17/2024 52968 | EBCO Pest Control | 75.00 |
| 9/17/2024 52969 | exceedio | 48.72 |
| 9/17/2024 52970 | Garton Tractor, Inc. | 4,669.68 |
| 9/17/2024 52971 | Grainger, Inc. | 151.84 |
| 9/17/2024 52972 | Hach Company | 46,620.07 |
| 9/17/2024 52973 | Iconix Waterworks (US) Inc. | 1,127.19 |
| 9/17/2024 52974 | MBS Business Systems | 709.92 |
| 9/17/2024 52975 | Mc Master-Carr | 23.65 |
| 9/17/2024 52976 | Michael Vargas Garcia | 250.00 |
| 9/17/2024 52977 | Mission Uniform Service | 439.51 |
| 9/17/2024 52978 | O'Reilly Auto Parts | 32.16 |
| 9/17/2024 52979 | Postal Graphics | 378.49 |
| 9/17/2024 52980 | Quinn Company | 1,309.36 |
| 9/17/2024 52981 | Raftelis Financial Consultants, Inc. | 585.00 |
| 9/17/2024 52982 | Rain for Rent | 3,424.11 |
| 9/17/2024 52983 | Simplot Grower Solutions | 909.00 |
| 9/17/2024 52984 | State Water Resources Control Board-DWOCP | 130.00 |
| 9/17/2024 52985 | Toro Petroleum Corp. | 2,616.32 |
| 9/17/2024 52986 | Trans Union LLC | 181.87 |
| 9/17/2024 52987 | U.S. Bank Corporate Payment Systems | 4,932.56 |
| 9/18/2024 52191 | ANDERSON HOMES, | 35.71 |
| 9/18/2024 ACH2954 | Sterling Administration Health | 50.00 |
| 9/19/2024 ACH2955 | Sterling Administration Health | 30.00 |
| 9/19/2024 JN00644 | Net Pay | 73,782.21 |
| 9/19/2024 JN00644 | Total Tax | 19,511.93 |
| 9/20/2024 ACH2956 | ADP | 2,335.02 |
| 9/20/2024 ACH2957 | Sterling Administration Health | 143.63 |
| 9/23/2024 52992 | Ace Hardware (Johnson Lumber Co.) | 62.40 |
| 9/23/2024 52993 | Amazon Capital Services | 178.97 |
| 9/23/2024 52994 | Auto Tech Service Center, Inc. | 3,150.00 |
| 9/23/2024 52995 | Brenntag Pacific, Inc. | 67,252.02 |
| 9/23/2024 52996 | California Integrated Solutions | 478.75 |
| 9/23/2024 52997 | CWEA Membership- TCP | 209.00 |
| 9/23/2024 52998 | CWEA Membership- TCP | 239.00 |
| 9/23/2024 52999 | De Lay & Laredo | 3,042.00 |
| 9/23/2024 53000 | Foster & Foster, Inc. | 3,800.00 |
| 9/23/2024 53001 | Frisch Engineering Inc. | 1,850.00 |

Disbursement Reports FY 24-25

| | | | |
|-----------|---------|---|-------------------|
| 9/23/2024 | 53002 | Hollister True Value | 15.28 |
| 9/23/2024 | 53003 | ICON Cloud Solutions, LLC | 280.51 |
| 9/23/2024 | 53004 | InfoSend | 3,776.79 |
| 9/23/2024 | 53005 | John Smith Road Landfill | 1,066.72 |
| 9/23/2024 | 53006 | Kruger | 7,025.43 |
| 9/23/2024 | 53007 | Mc Gilloway, Ray, Brown & Kaufman | 4,050.00 |
| 9/23/2024 | 53008 | Mc Master-Carr | 70.03 |
| 9/23/2024 | 53009 | Meter, Valve & Control | 4,210.00 |
| 9/23/2024 | 53010 | Mission Uniform Service | 391.73 |
| 9/23/2024 | 53011 | Postal Graphics | 140.65 |
| 9/23/2024 | 53012 | San Benito Tire Pros & Automotive | 196.54 |
| 9/23/2024 | 53013 | Silke Communications, Inc. | 2,892.44 |
| 9/23/2024 | 53014 | Star Concrete | 172.62 |
| 9/23/2024 | 53015 | State Water Resources Control Board-DWOCP | 60.00 |
| 9/23/2024 | 53016 | State Water Resources Control Board-DWOCP | 105.00 |
| 9/23/2024 | 53017 | Toro Petroleum Corp. | 2,073.56 |
| 9/23/2024 | 53018 | Transene Company Inc (Shape Products) | 157.78 |
| 9/23/2024 | 53019 | USA Blue Book | 1,644.43 |
| 9/23/2024 | 53020 | VEOLIA WTS Analytical Instruments, Inc. | 1,058.69 |
| 9/23/2024 | ACH2958 | Sterling Administration Health | 14.37 |
| 9/25/2024 | ACH2959 | CalPERS - Retirement | 23.08 |
| 9/25/2024 | ACH2960 | CalPERS - Health Insurance | 31,834.74 |
| 9/25/2024 | ACH2961 | CalPERS - Retirement | 9,358.34 |
| 9/25/2024 | ACH2962 | CalPERS - Retirement | 8,398.45 |
| 9/25/2024 | ACH2963 | Nationwide Retirements Solutions | 9,273.55 |
| 9/26/2024 | 53031 | J & D MOLINA CONSTRUCTION | 585.57 |
| 9/30/2024 | 53021 | Corbin Willits Systems, Inc. (MOM's) | 162.00 |
| 9/30/2024 | 53022 | exceedio | 3,958.95 |
| 9/30/2024 | 53023 | InfoSend | 5,047.16 |
| 9/30/2024 | 53024 | Mission Uniform Service | 444.74 |
| 9/30/2024 | 53025 | Petty Cash | 29.83 |
| 9/30/2024 | 53026 | San Benito County Water District | 498,801.72 |
| 9/30/2024 | 53028 | State Water Resources Control Brd-WWOPCP | 295.00 |
| 9/30/2024 | 53029 | Verizon Wireless | 562.72 |
| 9/30/2024 | 53032 | City of Hollister-Finance Dept | 662,098.32 |
| | | | 3146345.77 |

Disbursement Reports FY 24-25

SUMMARY:

| | |
|---|-----------------------|
| Accounts Payable Paid to: | |
| Vendors | |
| Payroll - Employee | \$1,217,871.78 |
| San Benito County | \$307,296.89 |
| City of Hollister for City Billing Collected, Net of Fees | \$499,244.47 |
| Customer Refunds & Returned Checks/ACH | \$1,120,889.25 |
| Debt & Finance | \$1,043.38 |
| | \$0.00 |
| Total Disbursements | \$3,146,345.77 |

Staff Report

Agenda Item: **H-3**

DATE: October 17, 2024 (October 22, 2024 Meeting)

TO: Board of Directors

FROM: Principal Engineer, Rob Hillebrecht

SUBJECT: Engineering Services Monthly Status Report

Coordination with SBCWD on the ADRoP and B.F. Sisk Dam Projects

Sunnyslope Staff have continued to work with SBCWD to better understand the future CVP water storage outlook, especially as it relates to the economics of the ADRoP and B.F. Sisk Dam projects. SBCWD has answered several of the questions that were submitted and has better clarified some details of the projects. While some questions have not yet been answered, significant progress has been made.

Hexavalent Chromium (Cr VI)

Sunnyslope hosted a meeting with the City of Hollister Public Works Director and water system managers to discuss the impacts of the new Hexavalent Chromium MCL of 10ug/L. All the Hollister wells and multiple Sunnyslope wells have tested that level before, meaning the well water will likely need to be blended with low Cr VI water from West Hills or Well 11. This will require significantly more reliability from West Hills since operating Hollister's wells without blending could potentially result in a Cr VI treatment violation. Significant coordination will be needed between Sunnyslope operators at West Hills and the City water distribution operators to comply with this new MCL. However, blending is by far the most cost effective means of treatment available and should require only relatively minor infrastructure modifications.

Sunnyslope staff are also developing plans and strategies for complying with the Cr VI regulation for our wells. Modeling and other evaluations are being conducted on what infrastructure improvements may be needed. The potential costs of such improvements will then be analyzed and ultimately budgeted. Sunnyslope will soon be obtaining updated Cr VI samples from a few wells that have not been tested for Cr VI since 2019. Staff also posted an article on our website explaining the Cr VI regulation and Sunnyslope's response.

Water Loss Annual Reporting

Assistant Engineer Alvin Do completed the Annual Water Loss Audits for FY 22-23 & FY 23-24. He then obtained quotes and scheduled for the 3rd party audit validation as required by SB 555. Sunnyslope's water loss was fairly low when compared with other similar systems, as would be expected based on previous audits and the relative young age of Sunnyslope's water distribution system.

Best Road Mutual Consolidation

Wallace Group expects to have the final plans and specifications for the John Smith Rd portion the Best Road Mutual Consolidation project completed by the end of October 2024. Sunnyslope will then advertise the project and request bids during November, with award anticipated in December and construction starting in early 2025. The improvements at Well #5, also required to be completed before the consolidation, will be bid separately and conducted under a separate construction contract.

Well 8 Failing Check Valve

Staff believe that a check valve in the well column of Well 8 is close to failing, causing initial pressure surges when the well turns on. Staff obtained quotes for replacing the pump, motor, column pipe, and video inspection of the well and an item is before the board for approval this month.

Active Developments

1. West of Fairview Phase 2

The Engineering Department conducted an initial inspection walk-through of the West of Fairview Phase 2 development and created a punch list of issues that must be corrected before final acceptance can be granted. The developer replaced a water service in Fairview Rd which had originally been installed as the wrong size.

2. Willow Landing

Willow Landing finished setting the water services and hydrant heights for the eastern portion of their development. They then pressure tested, chlorinated, and conducted bacteriological testing for that section. After passing those tests, they tied that portion into Sunnyslope's water distribution system. At one tie in location, a closed unrestrained valve pushed off causing a significant leak. Assistant Engineer Alvin Do effectively managed the emergency situation and showed good customer service to the couple homes that were shut off during the incident.

3. Santana Ranch Phase 9

Santana Ranch Phase 9 conducted their pressure, chlorination, and bacteriological testing. Following passing test results, they completed the single tie-in for that Phase. A storm drain forced the contractor to slightly raise the water main to create adequate vertical clearance.

4. Santana Ranch Phase 10

The Engineering Department has received and reviewed the initial Improvement Plans for Santana Ranch Phase 10, which will be the final phase of the development. Sunnyslope's comments and requirements for the development were delivered. The Final Map was also reviewed and signed by Sunnyslope, accepting dedications for public water facilities.

5. Vista del Calabria

Frisch Engineering has been contracted to design and construct the electrical MCC and

SCADA controls for the Enterprise sewer lift station as part of the Vistal Del Calabria development agreement. All electrical service for Sunnyslope's Well 7 has been undergrounded by PG&E as part of Vista del Calabria.

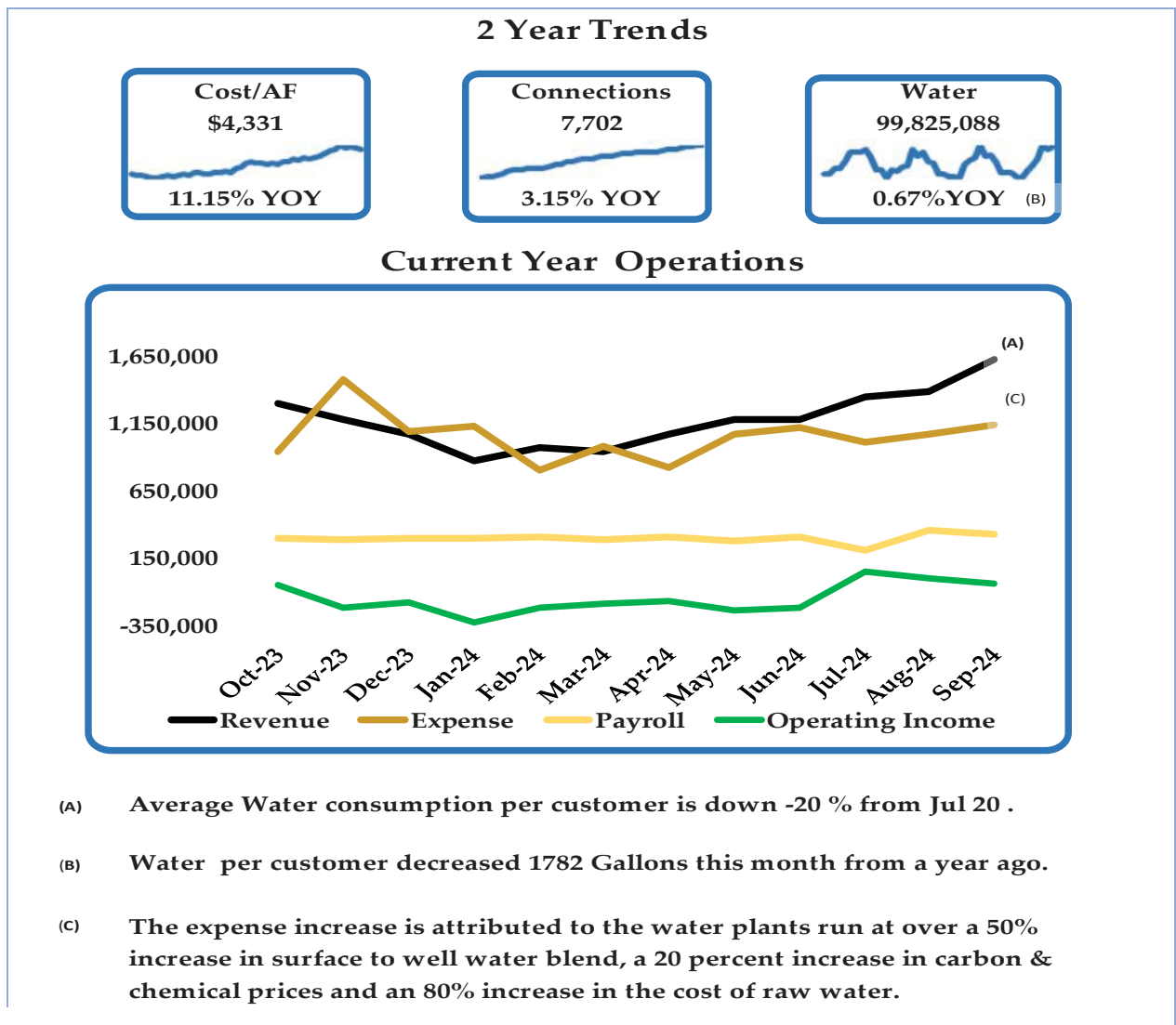
Staff Report

Agenda Item: **H – 4a**

DATE: October 16, 2024 (October 22, 2024 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.

OVERVIEW

(September 2024)



OPERATIONS SUMMARY

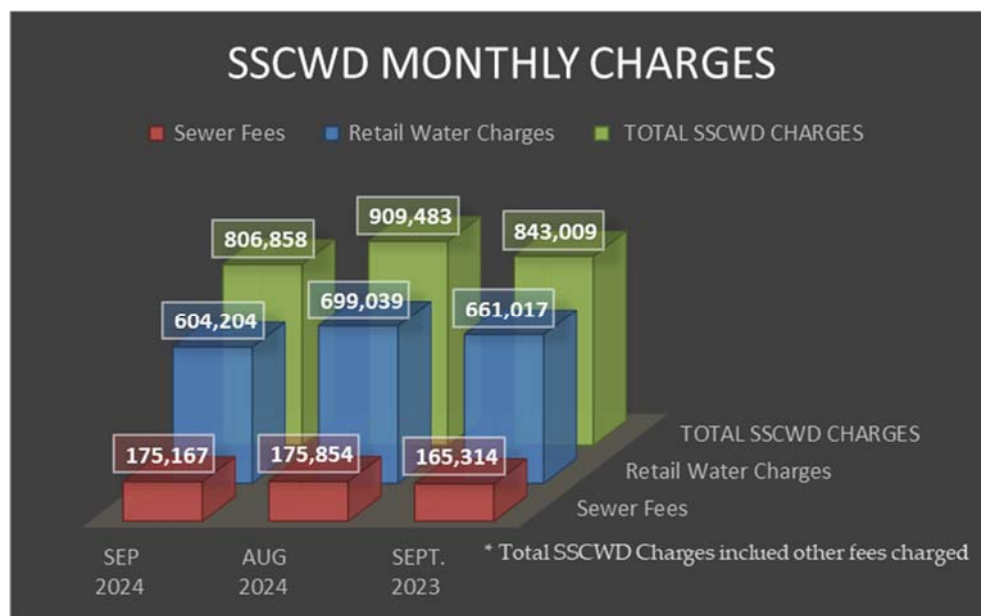
(September 2024)

Connections increased by 3 accounts in September. We now serve 7,702 customers and 5982 accounts utilize online services and electronic payments.

YTD Revenue for FY 24 is \$3.2M.

Receivables from operations total \$1.7M. The past due portion has decreased to 6% from 17% at the beginning of the previous fiscal year. The large decrease is attributed to collection efforts imposed over the last year involving liens and shut off notices. O&M receivables total \$421k and is current. San Benito Foods O&M totals \$60k and is one month overdue.

Water consumption YTD is up 14% from one year ago. Billed Metered water YTD is 297 MM gallons vs 261 MM for the same periods in the prior year.



STATEMENT OF INCOME VS BUDGET

(September 2024)

YTD, we show an overall Net Operating gain of \$112 vs a loss of \$(153k) in the prior year. The decreased deficit is primarily attributed to the cost of operating the plants at a lower blend. The surface water blend averaged 85% in the prior year and is 54% in the current year. Also, the new water rates came into effect this month. As a result there was a net operating gain of 83k verses an 81k loss the previous month.

INVESTMENT SUMMARY

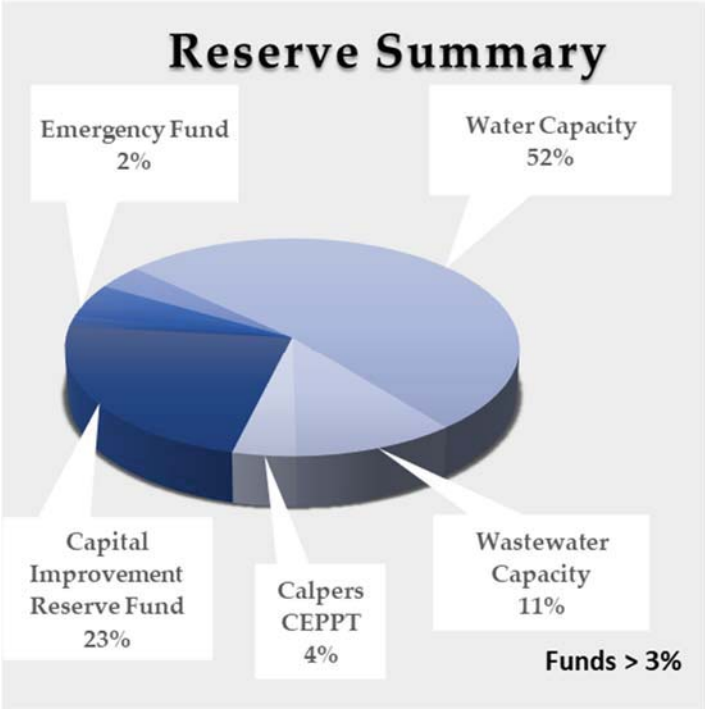
(September 2024)

Cash and invested funds total \$25.1M. Over \$22M is earning between 3.5% and 4.9%. The FY25 income from investments is 160k YTD.

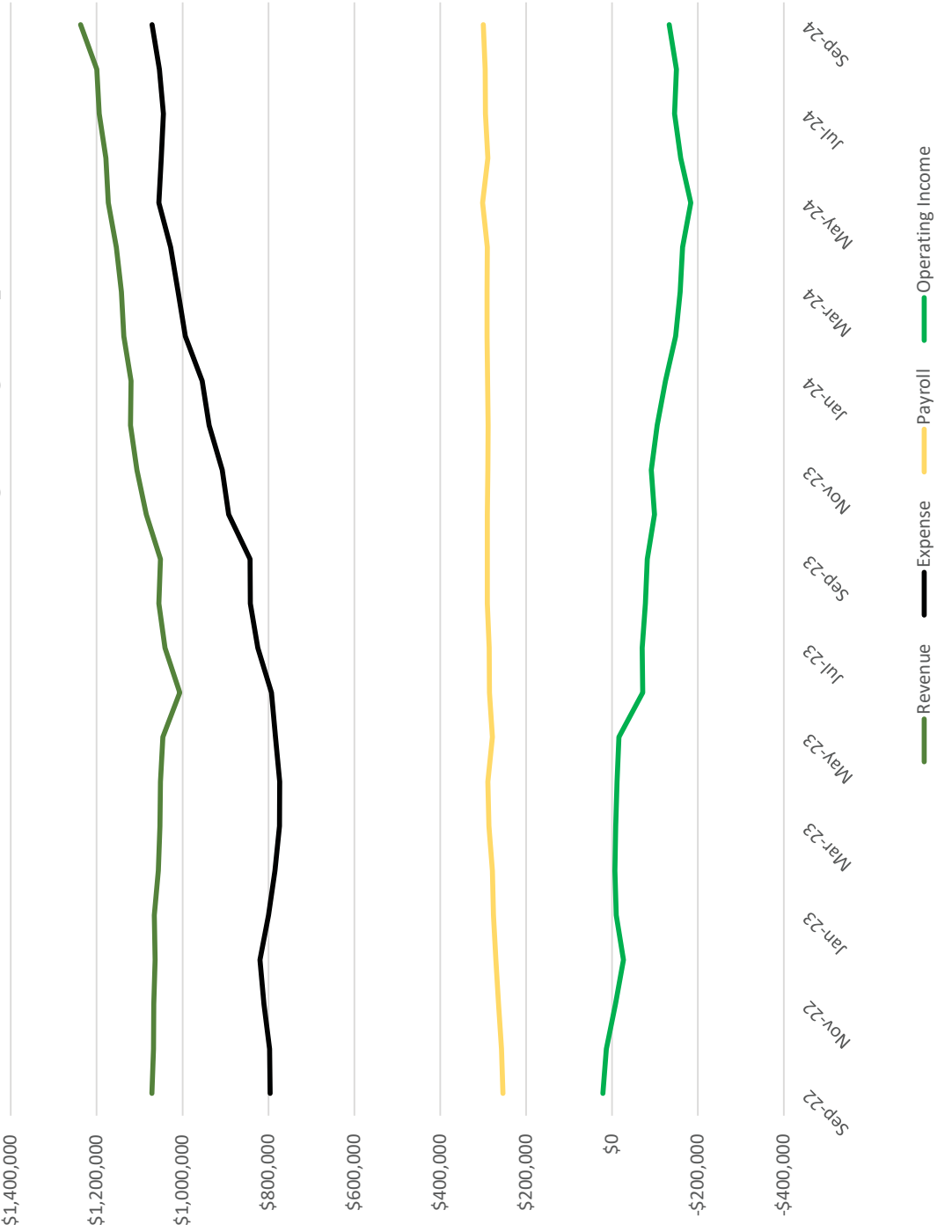
RESERVES

(September 2024)

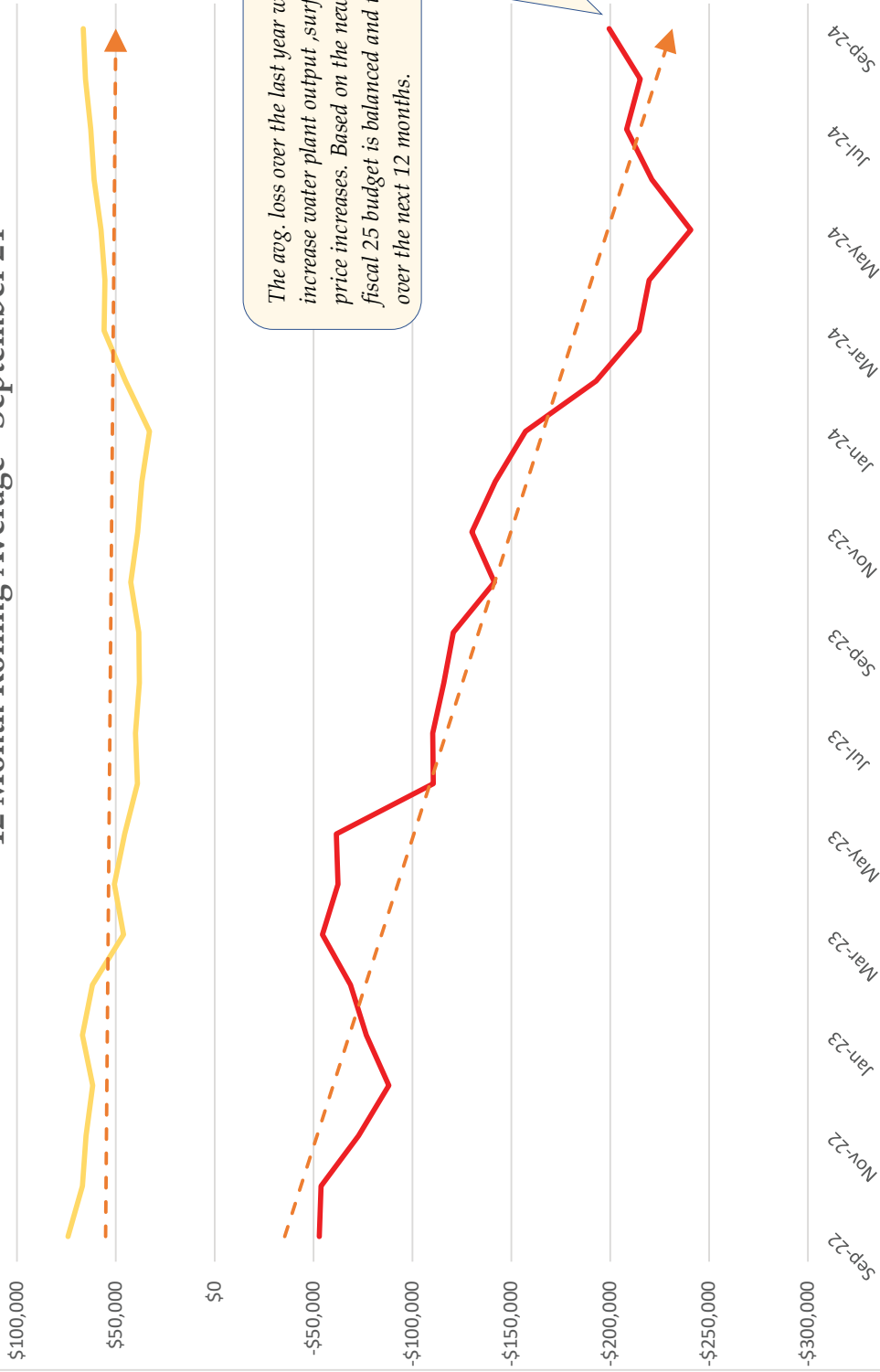
Reserves total \$23.0 million which equals 41% of capitalized assets. See the Board Designated Reserve report for a summary of the transactions and the status of actual expenditures per Board authorized expenditures.



Statement of Operating Income 12 Month Rolling Average - September 24

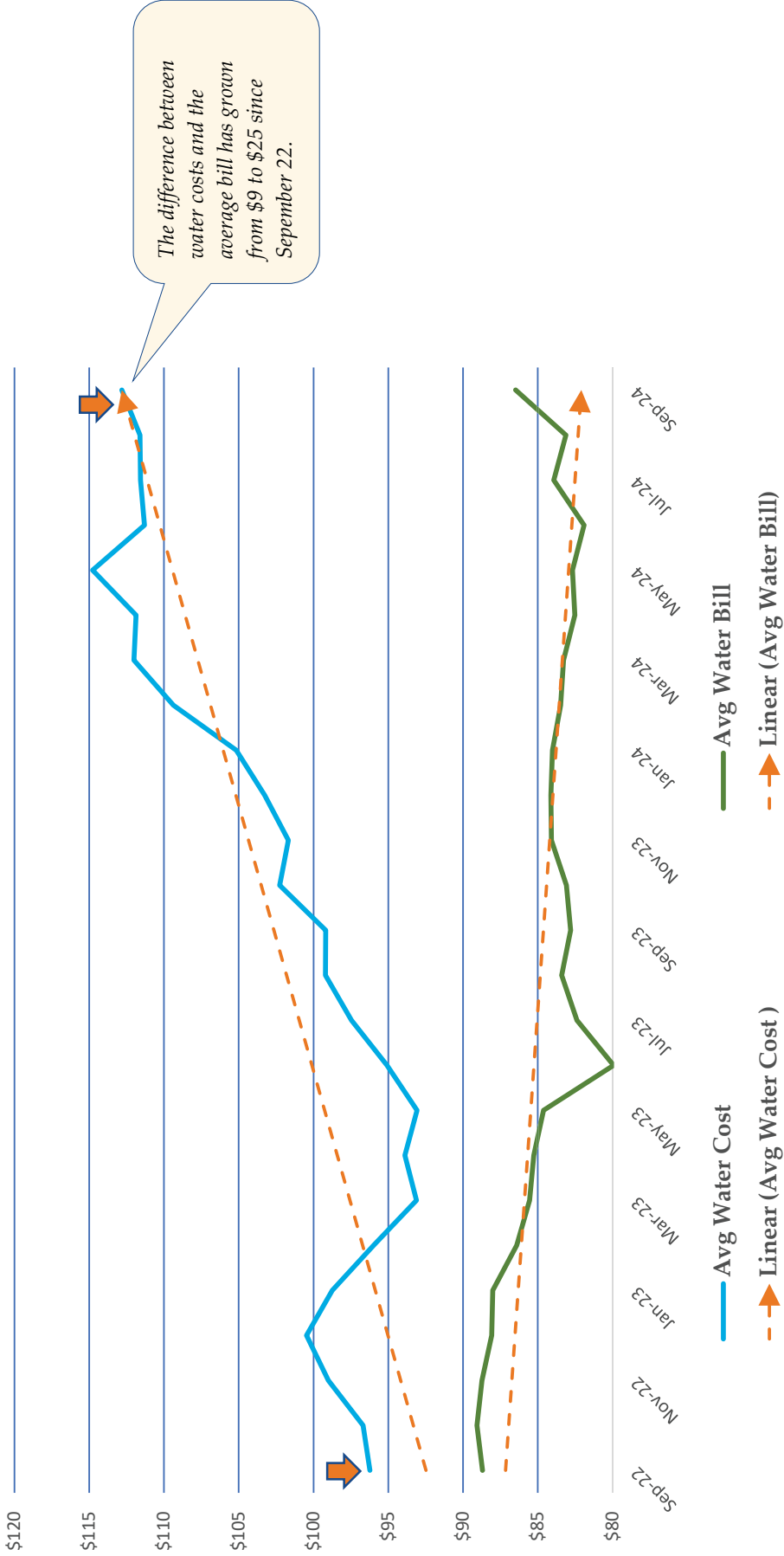


Operating Income by Segment 12 Month Rolling Average - September 24



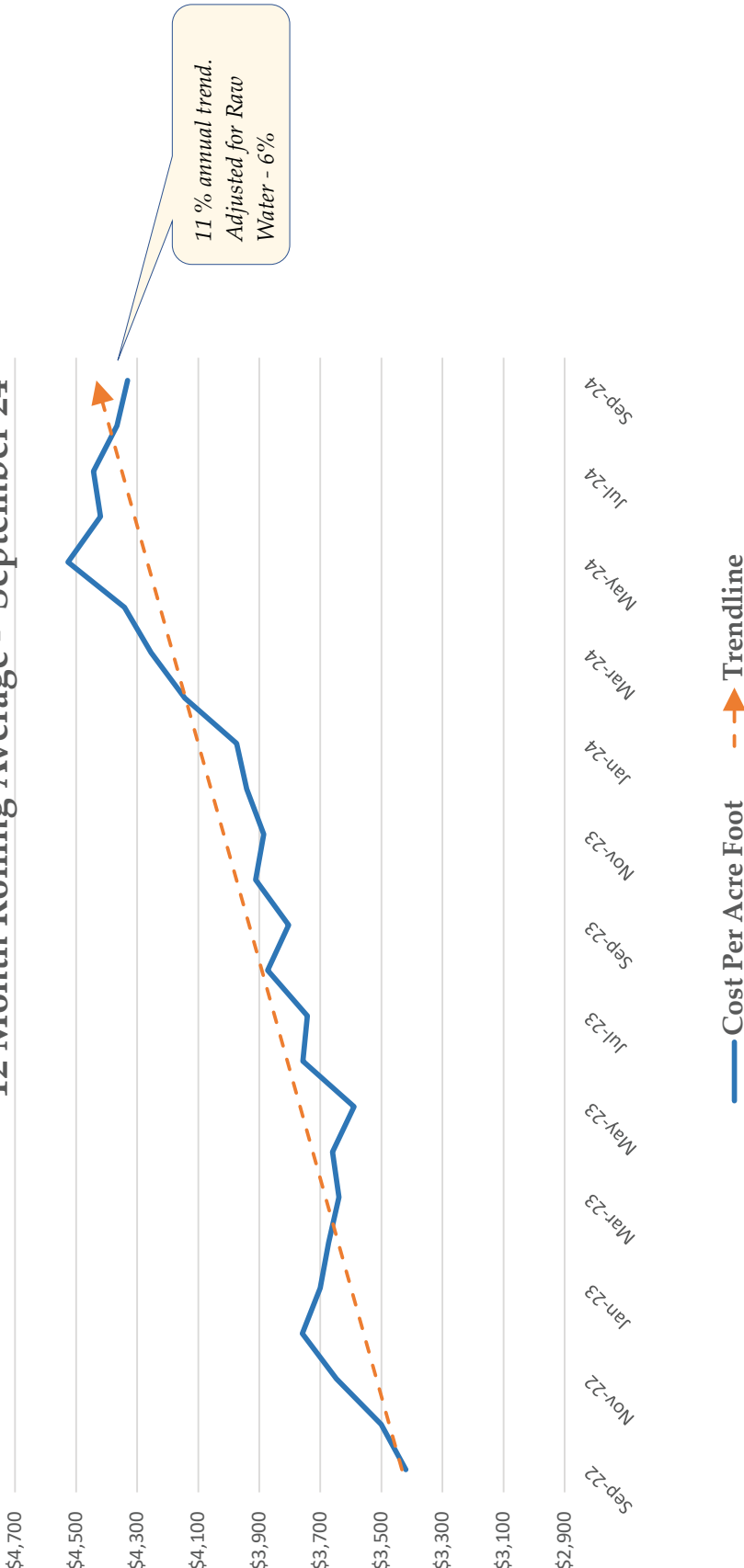
The avg. loss over the last year was attributed to the increase water plant output, surface water blend and price increases. Based on the new rates effective Sep, the fiscal 25 budget is balanced and the gap should narrow over the next 12 months.

Per Customer Water Charges 12 Month Rolling Average - September 24



The difference between water costs and the average bill has grown from \$9 to \$25 since September 22.

Cost Per Acre Foot 12 Month Rolling Average - September 24



Sunnyslope County Water District
2024 / 2025
OPERATION SUMMARY (This Year)

| ITEMS | JULY 2024 | AUG 2024 | SEP 2024 | OCT 2024 | NOV 2024 | DEC 2024 | JAN 2025 | FEB 2025 | MAR 2025 | APR 2025 | MAY 2025 | JUNE 2025 | YTD TOTAL |
|--------------------------------------|-----------------|-----------------|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------------|
| NO. WATER CAPACITY FEE RECD | 16 | 2 | 3 | | | | | | | | | | 21 |
| NO. WW CAPACITY FEE RECD | | | | | | | | | | | | | |
| NO. WATER ACCOUNTS | 7,661 | 7,685 | 7,702 | | | | | | | | | | |
| NO. SSCWD SEWER ACCTS | 1,326 | 1,327 | 1,331 | | | | | | | | | | |
| NO. COH SEWER ACCTS | 5,122 | 5,168 | 5,181 | | | | | | | | | | |
| Total WaterSmart / Invoice Cloud | 6,071 | 6,071 | 5,982 | | | | | | | | | | |
| NO. E-BILL Invoice Cloud (Paperless) | 2,247 | 2,263 | 2,283 | | | | | | | | | | |
| MONTHLY CHARGES | | | | | | | | | | | | | |
| Retail Water Charges | \$ 861,221.86 | \$ 797,577.03 | \$ 956,302.46 | | | | | | | | | | \$ 2,615,101.35 |
| Sewer Fees | 162,828.28 | 164,512.32 | 164,567.03 | | | | | | | | | | 491,908 |
| Installation Fees | 6,480.00 | 810.00 | 405.00 | | | | | | | | | | 7,695 |
| Late Fees | 6,791.22 | 6,959.41 | 6,221.97 | | | | | | | | | | 19,973 |
| Admin. Collection Fees, net | 15,411.00 | 15,507.00 | | | | | | | | | | | 30,918 |
| COH Billing Fees | 3,066.66 | 3,073.33 | | | | | | | | | | | 6,140 |
| TOTAL SSCWD CHARGES | \$ 1,054,212.30 | \$ 988,441.56 | \$ 1,179,431.46 | | | | | | | | | | \$ 3,221,785.40 |
| CITY OF HOLLISTER CHARGES | | | | | | | | | | | | | |
| COH Sewer Fees | 457,459.27 | 460,456.27 | 462,599.35 | | | | | | | | | | \$ 1,380,514.89 |
| COH Street Sweeping | 11,559.90 | 11,663.61 | 11,692.62 | | | | | | | | | | 34,916.13 |
| COH Senior Discount | (1,565.12) | (1,565.21) | (1,543.16) | | | | | | | | | | (4,673.49) |
| Total COH Charges | 467,454.05 | 470,554.67 | 472,748.81 | | | | | | | | | | 1,410,757.53 |
| Late Fees | 4,307.21 | 3,970.50 | 3,782.67 | | | | | | | | | | 12,060.38 |
| TOTAL COH CHARGES | \$ 471,761.26 | \$ 474,525.17 | \$ 476,531.48 | | | | | | | | | | \$ 1,422,817.91 |
| ACCOUNTS RECEIVABLE - Arred | | | | | | | | | | | | | |
| A/R for Sunnyslope Water ** | \$ 1,074,784.70 | \$ 1,024,193.67 | \$ 1,180,301.59 | | | | | | | | | | |
| A/R for City of Hollister ** | 525,223.64 | 524,251.13 | 535,663.06 | | | | | | | | | | |
| Unapplied Payments | (52,660.44) | (51,663.33) | (50,663.06) | | | | | | | | | | |
| Outstanding Bills Owed | \$ 1,547,347.90 | \$ 1,496,781.47 | \$ 1,665,301.59 | | | | | | | | | | |
| Past Due | \$ 90,765.72 | \$ 84,890.35 | \$ 99,200.32 | | | | | | | | | | |
| 0% Past Due | 5,58% | 5,6% | 5,96% | | | | | | | | | | |
| SIC 4972-53 | \$46,973.53 | \$66,602.00 | \$42,571.90 | | | | | | | | | | |
| San Benito Roads Owed | \$ 162,311.96 | \$ 114,107.57 | \$ 59,714.45 | | | | | | | | | | |

Sunnylope County Water District
2024 / 2025
OPERATION SUMMARY (This Year)

| ITEMS | JULY 2024 | AUG 2024 | SEP 2024 | OCT 2024 | NOV 2024 | DEC 2024 | JAN 2025 | FEB 2025 | MAR 2025 | APR 2025 | MAY 2025 | JUNE 2025 | YTD TOTAL |
|---|--------------------|--------------------|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------------|
| WATER METERED | | | | | | | | | | | | | |
| Cubic Feet | 13,749,400 | 12,733,700 | 13,345,600 | - | - | - | - | - | - | - | - | - | 39,828,700 |
| Total SSCWD Gallons | 102,845,512 | 95,248,076 | 99,825,088 | - | - | - | - | - | - | - | - | - | 297,918,676 |
| WATER SOURCE | | | | | | | | | | | | | |
| Well #2 (Southside Road) | 10,544,000 | 12,361,000 | 19,177,000 | - | - | - | - | - | - | - | - | - | 42,082,000 |
| Well #5 (Ray Cir/Enterprise) | 14,533,890 | 10,483,431 | 16,023,334 | - | - | - | - | - | - | - | - | - | 40,840,655 |
| Well #6 (Enterprise Rd) | 4,076,405 | 3,904,000 | 4,848,000 | - | - | - | - | - | - | - | - | - | 12,828,405 |
| Well #8 (61/62 Southside Road) | 3,927,000 | 3,904,000 | 18,985,000 | - | - | - | - | - | - | - | - | - | 26,816,000 |
| Well #11 (Southside Road) | 19,160,000 | 18,974,000 | 25,362,000 | - | - | - | - | - | - | - | - | - | 63,496,000 |
| Net Well Intertie (Supplied to COH) | (14,885,900) | (13,279,900) | (13,370,600) | - | - | - | - | - | - | - | - | - | (41,536,400) |
| TOTAL from Wells | 37,790,465 | 37,887,279 | 62,604,371 | - | - | - | - | - | - | - | - | - | 138,282,115 |
| Lessait W.T.P. 1 (High Zone) | 29,412,000 | 30,725,000 | 22,092,000 | - | - | - | - | - | - | - | - | - | 82,229,000 |
| Lessait W.T.P. 1 (Middle Zone) | 13,662,000 | 10,997,000 | 11,938,000 | - | - | - | - | - | - | - | - | - | 36,597,000 |
| West Hills W.T.P. (@ Well #1) | 4,750,000 | 4,750,000 | 4,750,000 | - | - | - | - | - | - | - | - | - | 14,250,000 |
| West Hills W.T.P. (@ Well #2) | 27,770,000 | 20,834,000 | 15,270,000 | - | - | - | - | - | - | - | - | - | 63,874,000 |
| West Hills W.T.P. (@ COH #1) | 12,400,000 | 8,413,000 | 11,260,000 | - | - | - | - | - | - | - | - | - | 32,073,000 |
| West Hills W.T.P. (@ COH #2) | 18,464,000 | 17,850,000 | 21,018,000 | - | - | - | - | - | - | - | - | - | 57,332,000 |
| West Hills W.T.P. (@ COH #5) | 18,304,000 | 16,256,000 | 17,593,000 | - | - | - | - | - | - | - | - | - | 52,153,000 |
| TOTAL Surface Water (Plant Production) | 136,464,000 | 114,691,000 | 104,438,000 | - | - | - | - | - | - | - | - | - | 355,593,000 |
| Plant Production Used by Hollister | 64,123,215 | 54,542,351 | 59,195,018 | - | - | - | - | - | - | - | - | - | 177,860,584 |
| SSCWD % of Plant Production | 53.01% | 52.44% | 43.33% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 49.98% |
| Estimated Water Gain(Loss) | (7,285,738) | (2,787,852) | (8,022,655) | - | - | - | - | - | - | - | - | - | (18,095,855) |
| Percent Difference | -4.18% | -1.83% | -4.86% | - | - | - | - | - | - | - | - | - | -3.66% |
| Water Consumption Per Customer | 13425 | 12994 | 12961 | 1368 | 1377 | 1429 | 1412 | 1460 | 1412 | 1406 | 1390 | 1368 | 12927 |
| Blend - % Surface | 63.26% | 60.22% | 37.29% | 1368 | 1377 | 1429 | 1412 | 1460 | 1412 | 1406 | 1390 | 1368 | 53.59% |
| Chemical, Carbon, Water PAF | 1317 | 1323 | 1358 | 1368 | 1377 | 1429 | 1412 | 1460 | 1412 | 1406 | 1390 | 1368 | 1385 |
| Blend Budget Impact | \$8,975 | \$518 | \$49,418 | \$518 | \$518 | \$518 | \$518 | \$518 | \$518 | \$518 | \$518 | \$518 | \$39,925 |
| Cost of Water Produced (Per Acre Foot) | 3,029 | 3,085 | 3,094 | 3,079 | 5,914 | 5,203 | 6,346 | 5,300 | 3,902 | 3,262 | 2,719 | 2,772 | 3,068 |
| Prior YTD Cost | 2,755 | 3,303 | 4,383 | 3,979 | 5,914 | 5,203 | 6,346 | 5,300 | 3,902 | 3,262 | 2,719 | 2,772 | 3,864 |

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

FY25 Metered Water

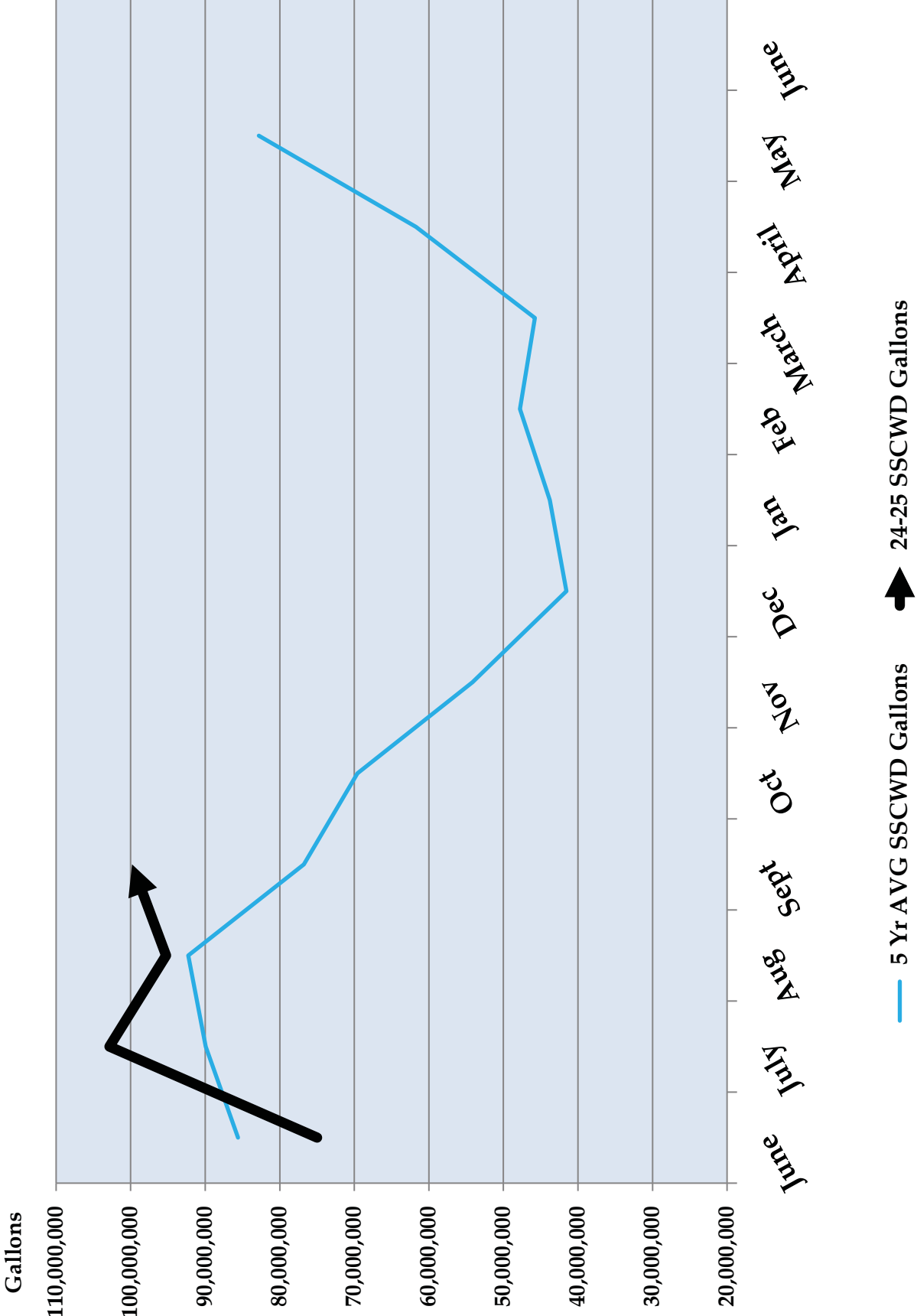
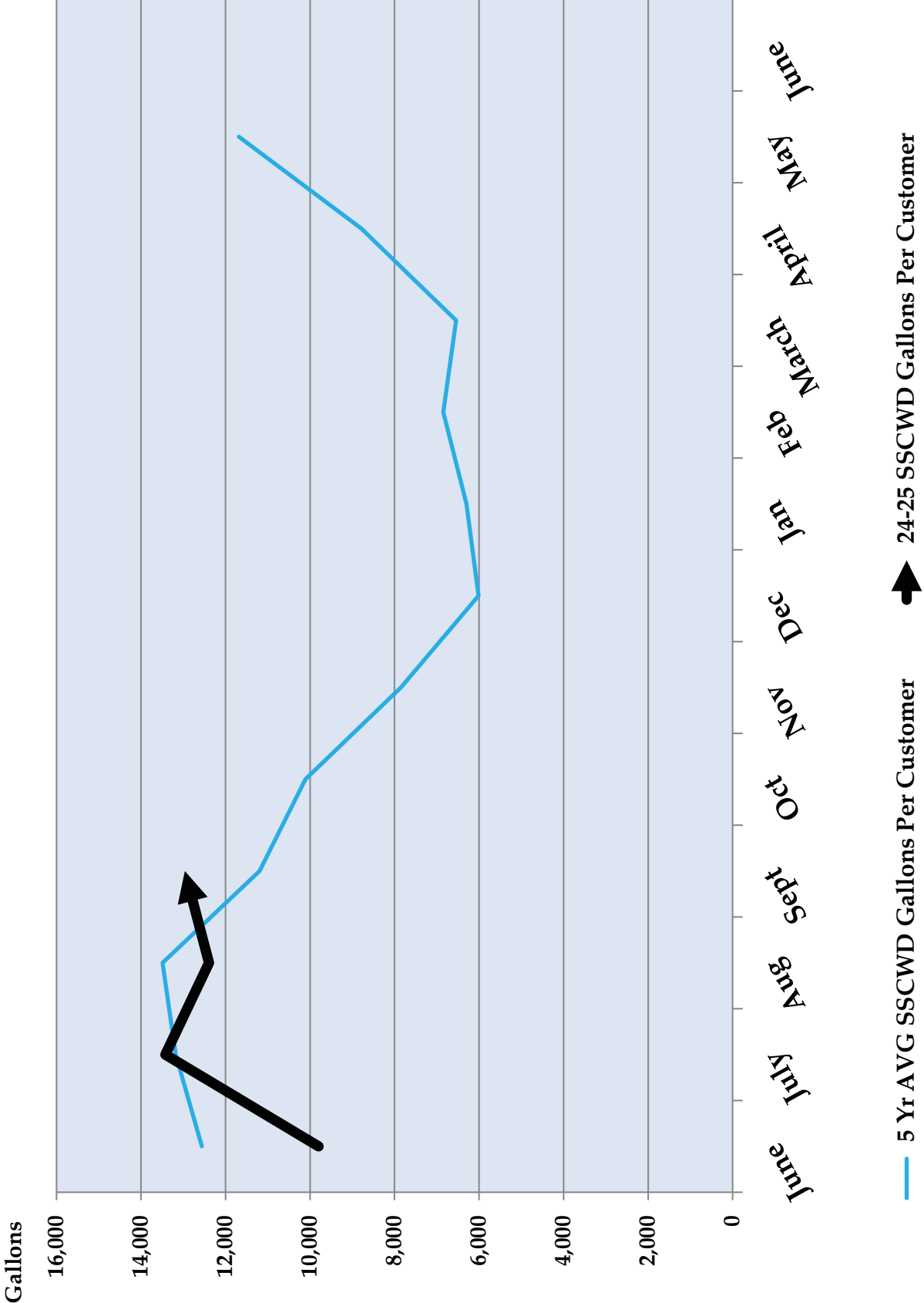


Chart Includes: Only Water Metered to SSCWD Customers,
Chart Does Not Include: COH Inerties Wholesale Water Flow

FY25 Metered Water Per Customer



Sunnyslope County Water District

STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2025 (This Year)
UN-AUDITED 10/15/2024

| *** WATER *** | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Variance Over/ (Under) Prior Month | YEAR- TO-DATE | PRIOR YEAR-TO- DATE | PROJECTED 24/25 ACTUAL | FY 24/25 BUDGET |
|--|--------------------|--------------------|--------------------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|--------------------|---------------------------|------------------------------|---------------------|
| | | | | | | | | | | | | | | | | | | | |
| OPERATING REVENUES | | | | | | | | | | | | | | | | | | | |
| Water Sales | 685,129 | 861,222 | 797,577 | 956,302 | | | | | | | | | | | 158,725 | 2,615,101 | 2,211,706 | 8,698,679 | 8,000,000 |
| Contracted Services | 274,271 | 288,403 | 398,000 | 421,018 | | | | | | | | | | | 23,018 | 1,107,420 | 961,965 | 3,494,300 | 3,494,300 |
| Installation Fees | 12,150 | 6,480 | 810 | 405 | | | | | | | | | | | (405) | 7,695 | 6,075 | 30,780 | 23,800 |
| Late Fees | 4,351 | 5,580 | 5,994 | 5,326 | | | | | | | | | | | (668) | 16,899 | 22,491 | 67,596 | |
| Other Revenue | 29,833 | 29,084 | 16,047 | 68,699 | | | | | | | | | | | 52,652 | 113,810 | 40,466 | 485,238 | 191,050 |
| TOTAL OPERATING REVENUES | 1,005,734 | 1,490,748 | 1,218,427 | 1,451,750 | | | | | | | | | | | 233,223 | 3,860,925 | 3,242,703 | 12,746,593 | 11,709,150 |
| OPERATING EXPENSES | | | | | | | | | | | | | | | | | | | |
| Salaries and Benefits | (174,484) | (19,146) | (276,791) | (302,924) | | | | | | | | | | | (6,133) | (898,861) | (723,947) | (3,557,190) | (3,061,005) |
| Operating Expenses | (827,724) | (925,173) | (1,022,846) | (1,065,836) | | | | | | | | | | | (42,990) | (5,013,853) | (2,769,953) | (12,104,432) | (10,225,236) |
| TOTAL OPERATING EXPENSES | (1,002,208) | (1,244,319) | (1,299,637) | (1,368,760) | | | | | | | | | | | (69,713) | (5,912,716) | (3,492,903) | (15,661,622) | (13,286,241) |
| NET OPERATING INCOME | (6,474) | (53,571) | (81,210) | 82,990 | | | | | | | | | | | 164,200 | (51,791) | (250,199) | (2,915,033) | (1,577,091) |
| NON OPERATING INCOME & EXPENSES | | | | | | | | | | | | | | | | | | | |
| Capacity Fees | 420,750 | 225,600 | 282,200 | 14,100 | | | | | | | | | | | (14,100) | 267,900 | 209,250 | 267,900 | - |
| Donated Asset | | | | | | | | | | | | | | | 0 | - | - | - | - |
| Miscellaneous Income (Farm Labor Camp) | | | | | | | | | | | | | | | - | - | - | - | - |
| Adjust LAIF Investment to Fair Value | 22,975 | 44,635 | 2,6144 | 29,580 | | | | | | | | | | | - | - | - | - | - |
| Interest Income | 274,891 | (92,817) | 323,266 | 11,850 | | | | | | | | | | | 3,436 | 100,359 | 76,868 | 401,436 | 600,000 |
| Allocated from C & A (Interest & Sale of Assets) | | | | | | | | | | | | | | | (311,416) | 242,299 | 85,144 | 227,500 | 227,500 |
| Other Non-Operational | | | | | | | | | | | | | | | 0 | - | - | - | - |
| TOTAL NON OPERATING INCOME & EXPENSES | 718,616 | 177,418 | 377,610 | 55,530 | | | | | | | | | | | (322,080) | 610,558 | 371,262 | 896,836 | 827,500 |
| NET WATER INCOME (LOSS) | 712,142 | 123,847 | 296,400 | 138,520 | | | | | | | | | | | (157,880) | 558,767 | 121,063 | (2,018,197) | (749,591) |
| NET WATER INCOME (LOSS) Adjusted for | (6,474) | (53,571) | (81,210) | 82,990 | | | | | | | | | | | 164,200 | (51,791) | (250,199) | (2,915,033) | (1,577,091) |
| <i>Non Budgeted Items</i> | | | | | | | | | | | | | | | | | | | |

Sunnyslope County Water District

STATEMENT OF INCOME
FOR THE FISCAL YEAR ENDING JUNE 30, 2025 (This Year)
UN-AUDITED 10/15/2024

| *** WASTEWATER *** | Jun-24 | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Variance Over/ (Under) Prior Month | YEAR- TO-DATE | PRIOR YEAR-TO- DATE | PROJECTED ACTUAL | FY 24/25 BUDGET |
|--|------------------|------------------|------------------|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|------------------|---------------------------|---------------------|--------------------|
| | | | | | | | | | | | | | | | | | | | |
| OPERATING REVENUES | | | | | | | | | | | | | | | | | | | |
| Sewer Sales | 168,937 | 156,235 | 164,512 | 166,938 | | | | | | | | | | | 2,425 | 487,685 | 491,143 | 2,031,282 | 2,100,000 |
| Contracted Services | 86,490 | 74,297 | 39,810 | 19,904 | | | | | | | | | | | (19,906) | 134,012 | 97,783 | 710,000 | 710,000 |
| Installation Fees | - | - | - | - | | | | | | | | | | | 0 | - | 125 | - | - |
| Late Fees | 1,154 | 1,212 | 966 | 896 | | | | | | | | | | | (70) | 3,074 | 3,716 | 12,294 | 60,450 |
| Other Revenue | 3,578 | 2,514 | 2,536 | 1,676 | | | | | | | | | | | (860) | 6,225 | 9,608 | 26,901 | 60,450 |
| TOTAL OPERATING REVENUES | 260,159 | 234,258 | 207,824 | 189,414 | | | | | | | | | | | (18,411) | 631,496 | 602,374 | 2,780,477 | 2,870,450 |
| OPERATING EXPENSES | | | | | | | | | | | | | | | | | | | |
| Salaries and Benefits | (35,645) | (56,584) | (65,018) | (42,806) | | | | | | | | | | | 2,212 | (124,408) | (175,369) | (830,658) | (712,059) |
| Operating Expenses | (170,712) | (144,260) | (220,430) | (79,404) | | | | | | | | | | | 41,026 | (344,094) | (325,705) | (1,532,311) | (1,597,949) |
| TOTAL OPERATING EXPENSES | (206,357) | (180,844) | (185,448) | (122,210) | | | | | | | | | | | 43,238 | (468,502) | (505,074) | (1,862,967) | (2,310,008) |
| NET OPERATING INCOME | 53,801 | 53,413 | 42,376 | 67,203 | | | | | | | | | | | 24,827 | 162,993 | 97,301 | 817,510 | 560,442 |
| NON OPERATING INCOME & EXPENSES | | | | | | | | | | | | | | | | | | | |
| Capacity Fees | | | | | | | | | | | | | | | 0 | - | 124,625 | - | - |
| Donated Asset | | | | | | | | | | | | | | | 0 | - | - | - | - |
| Miscellaneous Income | | | | | | | | | | | | | | | 0 | - | - | - | - |
| Adjust LAF Investment to Fair Value | | | | | | | | | | | | | | | 0 | - | - | - | - |
| Interest Income | 21,406 | 8,945 | 5,231 | 6,009 | | | | | | | | | | | 779 | 20,185 | 13,902 | 80,741 | 125,000 |
| Allocated from G & A (Interest & Sale of Assets) | 47,647 | (16,165) | 56,300 | 1,278 | | | | | | | | | | | (55,023) | 41,413 | 94,931 | 97,500 | 97,500 |
| Other Non-Operational | | | | | | | | | | | | | | | (0) | 0 | - | 2 | - |
| TOTAL NON OPERATING INCOME & EXPENSES | 69,053 | (7,220) | 61,531 | 7,287 | | | | | | | | | | | (54,244) | 61,599 | 233,458 | 178,243 | 222,500 |
| NET WASTEWATER INCOME (LOSS) | 122,854 | 46,194 | 103,908 | 74,491 | | | | | | | | | | | (29,417) | 224,592 | 330,759 | 995,753 | 782,942 |
| Adjusted for Non Budgeted Items | | | | | | | | | | | | | | | | | | | |
| | \$ 53,801 | \$ 53,413 | \$ 42,377 | \$ 67,203 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (29,417) | \$ 162,994 | \$ 97,301 | \$ 817,512 | \$ 560,442 |
| *** WATER & WASTEWATER *** | | | | | | | | | | | | | | | | | | | |
| | 834,996 | 170,040 | 400,308 | 213,011 | | | | | | | | | | | (187,297) | 783,359 | 451,822 | (1,022,444) | 33,351 |
| *** COMBINED INCOME (LOSS) WATER & WASTEWATER *** | | | | | | | | | | | | | | | | | | | |
| | \$ 47,328 | \$ (158) | \$ (58,834) | \$ 150,193 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 189,027 | \$ 111,202 | \$ (152,899) | \$ (2,097,521) | \$ (1,016,649) |
| WASTEWATER Adjusted for Non - Budgeted Items | | | | | | | | | | | | | | | | | | | |

Sunnyslope County Water District
Investment Summary
2024 / 2025 (This Year)

| BANK ACCOUNT | INTEREST RATE | JULY 2024 | AUGUST 2024 | SEPTEMBER 2024 | OCTOBER 2024 | NOVEMBER 2024 | DECEMBER 2024 | JANUARY 2025 | FEBRUARY 2025 | MARCH 2025 | APRIL 2025 | MAY 2025 | JUNE 2025 | JUNE 2024 |
|---------------------------------------|------------------|------------|-------------|----------------|--------------|---------------|---------------|--------------|---------------|------------|------------|----------|-----------|------------|
| <u>Heritage Bank of Commerce</u> | | | | | | | | | | | | | | |
| CHECKING ACCOUNT | 0 | 2,388,015 | 2,421,090 | 1,978,892 | | | | | | | | | | |
| Operating - General Fund | | 2,388,015 | 2,421,090 | 1,978,892 | | | | | | | | | | 2,298,809 |
| CHECKING SUBTOTAL | | | | | | | | | | | | | | 2,298,809 |
| MONEY MARKET ACCT (MMA) | 0.75% | 91,403 | 91,460 | 91,518 | | | | | | | | | | 91,341 |
| Invested - General Fund | | 91,403 | 91,460 | 91,518 | | | | | | | | | | 91,341 |
| MMA SUBTOTAL | | | | | | | | | | | | | | 91,341 |
| <u>L. A. I. F.</u> | | | | | | | | | | | | | | |
| (Local Agency Investment Fund) | As of: Aug 2024 | | | | | | | | | | | | | |
| General Fund | 4.57% | -4,011,546 | -4,011,546 | -4,011,546 | | | | | | | | | | -4,011,546 |
| Water Connect. Fee | 3.48% | 0 | 0 | 0 | | | | | | | | | | |
| Sewer Connect. Fee | 3.48% | 0 | 0 | 0 | | | | | | | | | | |
| SRF Loan Reserve | 3.48% | 831,239 | 831,239 | 831,239 | | | | | | | | | | 831,240 |
| Board Designated Reserves | 3.48% | 5,460,770 | 5,460,770 | 5,460,770 | | | | | | | | | | 5,460,770 |
| L.A.I.F. SUBTOTAL | | 2,280,463 | 2,280,463 | 2,280,463 | | | | | | | | | | 2,280,463 |
| <u>CEPPT</u> | | | | | | | | | | | | | | |
| (CA Employee Pension Plan Trust) | | | | | | | | | | | | | | |
| Employee Pension Reserve | 0 | 899,643 | 958,186 | 958,186 | | | | | | | | | | 1,000,000 |
| CEPPT SUBTOTAL | | 899,643 | 958,186 | 958,186 | | | | | | | | | | 1,000,000 |
| <u>MBS Securities</u> | | | | | | | | | | | | | | |
| (CD Brokerage - Water Capacity Funds) | | | | | | | | | | | | | | |
| Water Connect. Fee | 4.00% | 11,937,405 | 12,102,222 | 12,031,825 | | | | | | | | | | 12,741,436 |
| Sewer Connect. Fee | 4.00% | 2,658,666 | 2,438,357 | 2,444,065 | | | | | | | | | | 2,424,120 |
| Board Designated Reserves | 4.00% | 2,164,775 | 2,173,483 | 2,182,571 | | | | | | | | | | 2,279,379 |
| General Fund | 4.00% | 2,941,809 | 3,031,432 | 3,133,248 | | | | | | | | | | 1,639,058 |
| MBS SUBTOTAL | | 19,702,655 | 19,745,494 | 19,791,709 | | | | | | | | | | 19,083,993 |
| GRAND TOTAL | | 25,362,180 | 25,496,692 | 25,100,768 | | | | | | | | | | 24,754,607 |
| * TOTAL INTEREST RECORDED | YTD Total | 70,721 | 42,895 | 46,216 | | | | | | | | | | 73,549 |

Sunnyslope County Water District

Reserve Summary

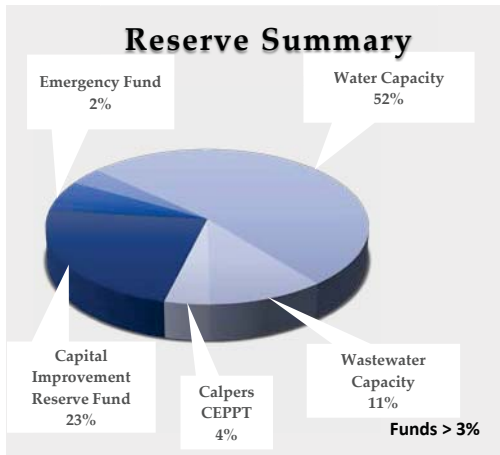
As of September 30, 2024

(Policy #8600)

| | <u>9/30/2024</u> | <u>Increase</u> | <u>Decrease</u> | <u>6/30/2024</u> | <u>6/30/2023</u> | <u>Change</u> |
|---|----------------------|-------------------|---------------------|----------------------|----------------------|---------------------|
| 1 Capital Improvement Reserve Fund | \$ 5,250,194 | \$ 17,618 | | \$ 5,232,576 | \$ 5,772,624 | \$ (540,048) |
| 2 Rate Stabilization Fund | 125,000 | | 125,000 | 250,000 | 250,000 | \$ - |
| 3 Drought Contingency Reserve | 250,000 | | 250,000 | 500,000 | 500,000 | - |
| 4 Emergency Fund | 500,000 | | 500,000 | 1,000,000 | 1,000,000 | - |
| 5 Vehicle Replacement Fund | 253,930 | 12,000 | | 241,930 | 398,132 | (156,202) |
| 6 Office and Misc. Equipment Replacement Fund | 389,217 | | | 389,217 | 420,864 | (31,647) |
| Board Designated Reserves | 6,768,341 | 29,618 | 875,000 | 7,613,723 | 8,341,620 | (727,897) |
| 7 CSWRCB Loan | 831,239 | | | 831,239 | 774,889 | 56,350 |
| 8 Water Capacity | 12,045,925 | 367,305 | 312,872 | 11,991,492 | 11,259,801 | 731,691 |
| 9 Wastewater Capacity | 2,444,064 | 19,944 | | 2,424,120 | 1,357,257 | 1,066,863 |
| 10 Calpers CEPPT | 958,186 | 58,543 | | 899,643 | 899,643 | - |
| Legally Restricted Reserves | 16,279,414 | 445,792 | 312,872 | 16,146,495 | 14,291,590 | 1,854,905 |
| TOTAL | \$ 23,047,755 | \$ 475,410 | \$ 1,187,872 | \$ 23,760,218 | \$ 22,633,210 | \$ 1,127,008 |
| Unreserved Cash | \$2,053,013 | | | | | |
| Percentage of Total Capital Assets | 40.62% | | | | | |

Detailed Transactions:

| | | |
|------------------------------|-------------------|---------------------|
| Depr. Expense | \$ 8,000 | |
| Interest | \$ 136,967 | |
| Debt Amortization | | 296,168 |
| Water Capacity Fees | 267,900 | |
| Sewer Capacity Fees | - | |
| Fixed asset Additions | - | 16,704 |
| Reserve Changes BOD 6/23 | | 875,000 |
| Transfers | | - |
| Fair Market Value & Misc Adj | 58,543 | - |
| | \$ 471,410 | \$ 1,187,872 |



| Board Approved Disbursement Analysis | | | | | |
|--------------------------------------|-------------------------|------------------------|------------|----------|---------|
| Date: | Description: | Vendor | Resolution | # Actual | |
| 2/21/2023 | Rate Study | Raftelis | 110,502 | | 81,061 |
| 4/23/2024 | Best Road Initiative | Wallace Group | 3,050,000 | | 280,483 |
| 2/28/2023 | Solar Project - Lessalt | Eva Green Power | 39,131 | | 3,958 |
| 6/20/2023 | Temetra | Meter Valve & Contro | 412,000 | | 380,587 |
| 8/15/2023 | Demographics | LGDR | 40,000 | | 0 |
| 1/23/2024 | Rotary Blower | Atlas Copco, Sharpe, B | 130,000 | | 42,736 |
| 2/27/2024 | FY 2024 Audit | McGilloway | 27,000 | | 4,050 |
| 2/27/2024 | SB County GIS | San Benito County - Ai | 21,082 | | 19,643 |
| 4/23/2024 | Election | San Benito County - Ai | 50,000 | | |
| 7/23/2024 | Itron Meters | Pace Supply | 84,000 | | |
| 9/24/2024 | Randy Circle | QA Constructors Inc | 57,200 | | |

Staff Report

Agenda Item: H – 5a.

DATE: October 16, 2024 (October 22, 2024, 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.

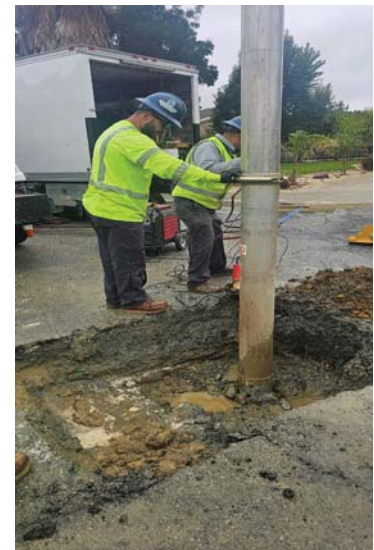
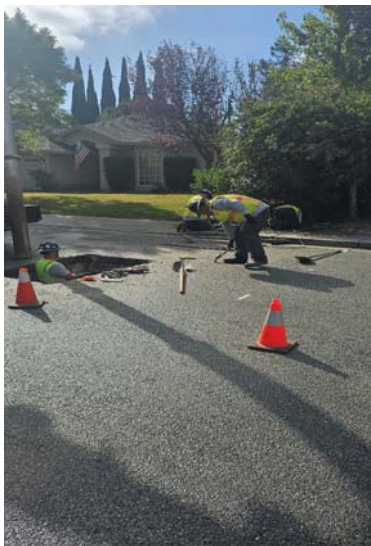
Narrative

1. All three water reports were completed and submitted on time by September 10, 2024.
2. In the month of September, Westhills WTP produced a total of 57.913 million gallons while Lessalt WTP produced 24.00 million gallons. The total acre foot produced in September 2024 was 233.37-ac-ft with a balance of 1,439.78-acft at the end of the 2024-2025 year.
3. San Benito County Water District (SBCWD) switched water sources on September 11 from San Luis Reservoir (SLR) to San Justo Reservoir (SJR) which has elevated levels of Manganese and creates some operational challenges for the treatment plant. To prevent water quality issues, SSCWD shut the water treatment off at the Lessalt plant until a better water source could be met.
4. Lessalt WTP completed a Granular Activated Carbon (GAC) exchange in September just before the source change occurred. The October and possibly November GAC exchanges will be skipped due to the water treatment plant being offline.
5. The source change also affected treatment at Westhills WTP. The plant is better equipped to handle more extreme water qualities challenges, but operational challenges were experienced, and staff diligently worked to resolve them. One control factor was to lower plant production flow setpoint to allow for longer detention times and better treatment of the source water.
6. The San Benito Foods (SBF) tomato processing concluded its season on September 24, 2024. With the end of the production season, staff quickly began shutdown procedures related to putting equipment into long term standby, washing down basins and submitting season totals to SBF management.
7. Both Lessalt WTP and Westhills WTP's continue to utilize the Computer Maintenance Management System (CMMS) to better manage treatment facilities equipment and document preventative maintenance activities. A total of 229 Work Orders were completed by Sunnyslope Staff between the two facilities, an increase of 43 work orders.

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

Water (6) September 2024

1. Repaired leaking water service line at 920 Toro Plaza.
2. Repaired leaking water service line at 41 Holiday Drive.
3. Replaced leaking water service at 1521 Las Brisas Drive.
4. Completed Hazard Assessment checklist for district facilities.
5. Completed RCAC Training for water distribution and backflow prevention.
6. Sharp Engineering cleaned and inspected rain gutters at office and cleaned solar panels.



| | |
|-------------------------|--|
| Project Location | : 920 Toro Plaza |
| Project | : Service line repair |
| Department | : Water Department |
| | |
| Description | : September had a total of three (3) service line repairs within a two (2) week period. Each service line presented different challenges due to depth of service line, size of service line and ground conditions. Staff resolved each issue in timely manner and minimized service interruption. |

LESSALT Water Treatment Plant (8)

1. As part of the CIP, New turbidity analyzers replaced older model analyzers that are no longer supported by HACH. The New TU5 series analyzers are more accurate and require less operator involvement. A total of five (5) were installed. JM Electrical installed all five (5) of the New TU5 and SC4500 analyzers replacing the old style 1720E and sc200 analyzers.
2. Jimmy from Calcon worked on SCADA signal for the New TU5 and SC4500 turbidity analyzers. Signal was verified from and to the units confirming that signal strength is accurate and reliable.
3. As part of the installation HACH is required to calibrate and certify both TU5 and SC4500 analyzers, which was completed in late September. The O&M manual was updated with all required documentation and certification and sent to DDW for approval.
4. Replaced Lab Hach LDO probe sensor and Cal Cap I-Button.
5. Wright Brothers welded new bonnie ring on GAC #3 for Air Relief Vent. All three (3) GAC units now have new bonnie rings to prevent leaking from the pressurized units. Over time the weld eroded and began leaking causing small amounts of water to leak out.
6. Continued to clear weeds around facility.
7. GAC exchange for filter #2 was done before plant shutdown early in the month.
8. Sharp Engineering cleaned and inspected rain gutters and windows.



| | |
|-------------------------|---|
| Project Location | : Lessalt Water Treatment Plant |
| Project | : Granular Activated Carbon (GAC) leaking air vent |
| Department | : Water Department |
| Description | : Over time the water source deteriorated components of the GAC units causing erosion and subsequently a pin hole causing water to leak out. The faulty bonnie ring was removed, and a new one was welded on, sanded down, primed painted and put back into service. |

West Hills Water Treatment Plant (7)

1. Staff encountered several chemical delivery issues throughout the month. Sodium Permanganate was not being properly delivered into the plant causing other process control issues. Staff rebuilt the injector and several check valves, installed a new Y-strainer, and replaced all tubing.
2. It was discovered that the Sodium Permanganate tank had developed a significant amount of settled sludge from years use. Liquid chemical was transferred to a secondary tote and that tote was plumbed to be used and keep plant in operation. A plan is being developed to remove and clean sludge from the bottom of the tank.
3. Replaced clear well feed pump. The pump continuously sends water to our analyzer unit for chlorine readings and comply with DDW regulations of 24-hour monitoring.
4. Total Organic Carbon (TOC) analyzer maintenance cleaned all fitting and flushed lines.
5. Removed sludge from drying bed #2.
6. Changed two spray nozzles and adjusted flow on PAC bowl.
7. Josh from Violaia performed maintenance on TOC analyzer.



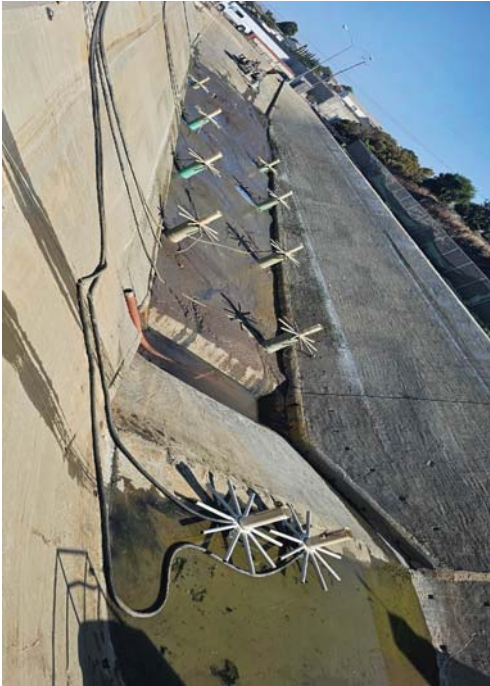
| | |
|-------------------------|--|
| Project Location | : Westhills Water Treatment Plant |
| Project | : Permanganate Sludge clogging delivery line |
| Department | : Water Department |
| Description | : Permanganate sludge build up was being sucked into the line clogging several components of the delivery system. Subsequently, the whole delivery system, check-valves and injectors were replaced or rebuilt. |

Wastewater (1)

- 1. RJR hauled sludge from SBR drying beds to John Smith Landfill.

Industrial Plant (2)

- 1. Took plant offline and began to clean equipment.
- 2. Continued cutting, clearing, and spraying weeds around ponds.



| | |
|-------------------------|---|
| Project Location | : Industrial Wastewater Treatment Plant |
| Project | : Basin cleaning |
| Department | : Water Department |
| Description | : Once Powder Activate Carbon has been spent it is wasted to drying beds where it is further dewatered so it can be hauled off to the landfill for disposal. |

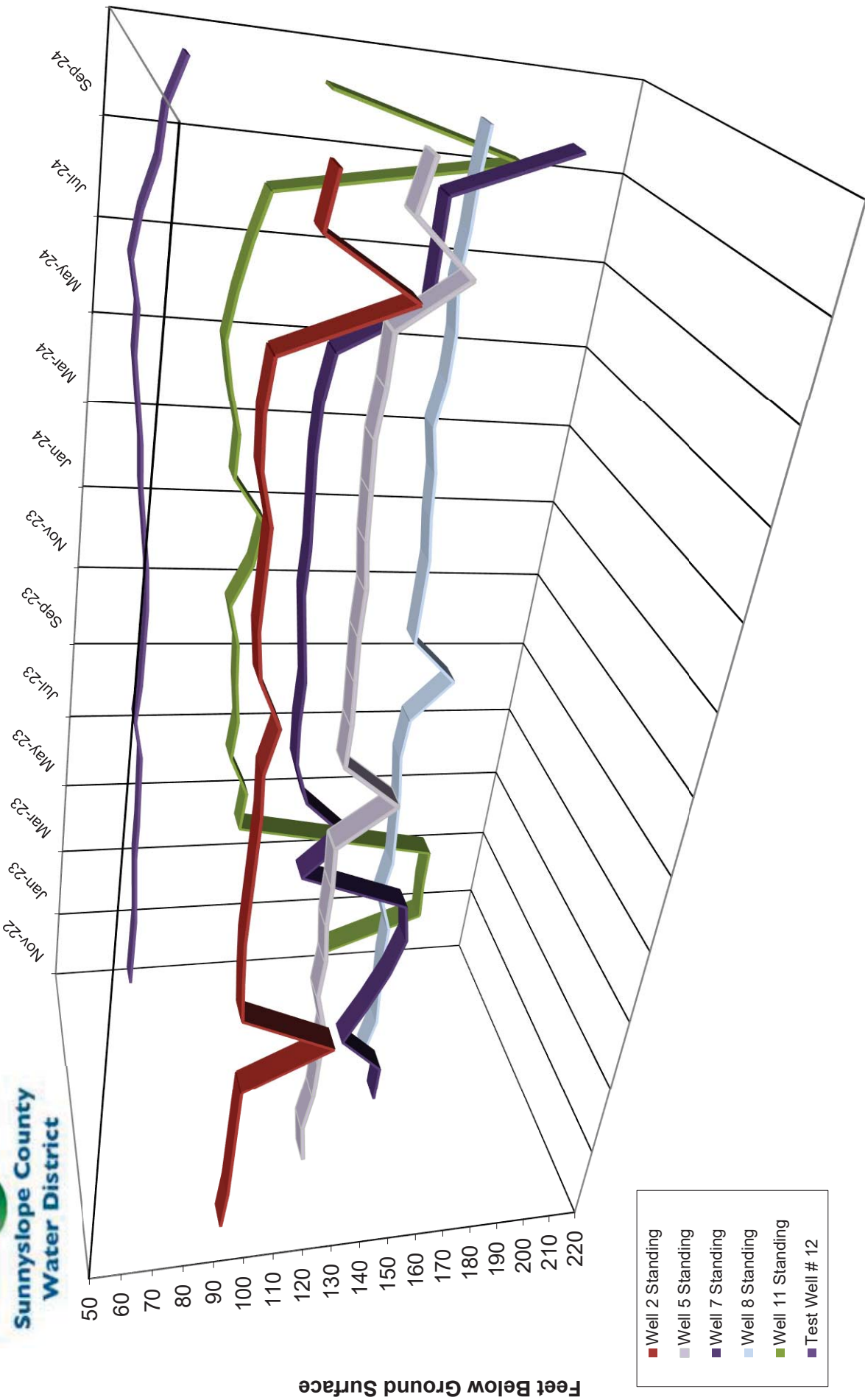
| Completed This Month | Job Descriptions | Completed YTD 2024 – 2025 July 1 to June 30 | Completed 2023 – 2024 July 1 to June 30 | Completed 2022 – 2023 July 1 to June 30 | Completed 2021 – 2022 July 1 to June 30 |
|----------------------|---|---|---|---|---|
| 453 | Work Orders | 1385 | 4338 | 2480 | 2520 |
| 2 | Temporary Manual Read Water Meters Installed in New Construction Accounts | 22 | 171 | 287 | 292 |
| 0 | Radio Read Meters & ERTs Installed in New Construction Accounts | 1 | 5 | 3 | 1 |
| 77 | Total: Manual Read Meters Replaced with Radio Read Meters & ERT's, including Radio Meters Installed in New Construction Accounts | 121 (Total = 7534) | 216 | 268 | 300 |
| 12 | Existing Radio Read Meters & ERTs Replaced with New Radio Read Meters & ERTs | 26 | 180 | 247 | 309 |
| 0 | Valves Exercised (Approx. 2674 in SSCWD System 3/2021) | 16 | 299 | 528 | 487 |
| 0 | Fire Hydrants Flushed (Approx. 938 in SSCWD System 3/2021) | 20 | 466 | 537 | 342 |
| 12 | Meters on Repair List | 27 | 209 | 250 | 335 |
| 7 | Emergency Calls | 32 | 138 | 158 | 161 |
| 179 | Locates on our Water/Sewer Lines | 532 | 1722 | 1512 | 1816 |
| 0 | Sewer Inspections | 0 | 0 | 0 | 0 |
| 9 | Shutoff Notices | 15 | 23 | 0 | 0 |
| 1 | Water Services Replaced | 4 (Total = 967) | 17 | 15 | 39 |

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

Depth to Standing Water Level Below Ground Surface



Month/Year



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

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



Hollister/Sunnyslope Intertie Water Balance

| Report Date: October 1, 2024 | | to | | September 16, 2024 | |
|--|---|---------------------|---------------------------|------------------------------------|--------------------|
| Current Consumption Period: August 14, 2024 | | to | | September 16, 2024 | |
| 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 | 4,597,818 | | | |
| Sunset & Memorial Water Total Flow | 9,272,000 | 1,367,700 | 0 | | 0 |
| Sunnyslope & Memorial Water Total Flow | 7,038,000 | 1,105,200 | 100 | | 0 |
| Hillcrest and Memorial Water Total Flow | 7,000 | 0 | 1,000 | | 700 |
| Santa Ana & La Baig Water Total Flow | 1,054,700 | 2,253,300 | 0 | | 0 |
| Intertie Sub-Total Water Flow | 17,371,700 | 9,324,018 | 1,100 | | 700 |
| <i>Total Combined Surface and Ground Water Intertie Flow</i> | 26,695,718 | | 1,800 | | |
| City of Hollister Well 2 Surface Water Total Flow (West Hills) | | 11,260,000 | | | |
| City of Hollister Well 4 Surface Water Total Flow (West Hills) | | 21,018,000 | | | |
| City of Hollister Well 5 Surface Water Total Flow (West Hills) | | 17,593,000 | | | |
| Sunnyslope Well 2 Surface Water Total Flow (West Hills) | | | | 5,267,000 | |
| Sunnyslope Well 11 Surface Water Total Flow (West Hills) | | | | 15,270,000 | |
| Sunnyslope Surface Water Total Flow (LESSALT) | | | | 34,030,000 | |
| Surface Water Flow Sub-Totals | | 49,871,000 | | 54,567,000 | |
| Ground Water and Surface Water Flow Totals | 17,371,700 | 59,195,018 | 1,100 | | 54,567,700 |
| Current Period: | COH half of Surface Water Flow to Distribution (LESSALT & WH) | | 52,219,000 | | |
| | Net Ground/Surface Water Balance Owed to SSCWD (to COH) | 17,370,600 | 6,975,318 | | |
| | Beginning Water Balance Owed to SSCWD (to COH) | 808,392,400 | -364,335,736 | | |
| | Gallons Billed to COH thru Report Date September 1, 2024 | 0 | | Informational Last Month Net Total | 444,056,664 |
| | Sub-total Ending Water Balance Owed to SSCWD (to COH) | 825,763,000 | -357,360,418 | Net Sub Total | 468,402,582 |
| | Half of Total Gallons LESSALT Discharge to City of Hollister Wastewater Treatment Plant during the current consumption period | | | 1,263,000 | |
| | Exchange Factor; Half of the total gallons discharged to COH WWTP from LESSALT multiplied by a factor of 4 | | | | 5,052,000.00 |
| | Ending Water Balance Owed to SSCWD (to COH) | 820,711,000 | -357,360,418 | Net Total | 463,350,582 |

| | | | | | |
|----------|---|------------|--------------|--------------|--------------|
| Current: | LESSALT WTP Total Flow to Distribution | 34,030,000 | | | |
| | Percent of LESSALT Surface Water Received | COH | 27.4% | SSCWD | 72.6% |
| Current: | COH half of LESSALT Total Flow to Distribution | 17,015,000 | | | |
| | Intertie Net Surface Water Total Flow to COH | 9,323,318 | | | |
| | Intertie Net Ground Water Total Flow to COH | 17,370,600 | | | |
| Current: | West Hills WTP Total Flow to Distribution | 70,408,000 | | | |
| | Percent of Surface Water Received | COH | 70.8% | SSCWD | 29.2% |
| Current: | COH half of West Hills WTP Total Flow to Distribution | 35,204,000 | | | |
| | West Hills WTP Surface Water Total Flow to COH | 49,871,000 | | | |

| From April 1, 2024 to Present | | | | | |
|-------------------------------|--|-------------|--------------------|--------------|--------------------|
| YTD | LESSALT WTP Total Flow to Distribution | 227,997,000 | | | |
| | West Hills WTP Total Flow to Distribution | 489,106,000 | | | |
| | Surface WTPs Total Flow to Distribution | 717,103,000 | | | |
| | Total YTD Surface Flow to COH/SSCWD | COH | 339,014,628 | SSCWD | 378,088,372 |
| | Percent of Surface Water Received | COH | 47.3% | SSCWD | 52.7% |

Staff Report

Agenda Item: **H – 6**

DATE: October 16, 2024 (October 22, 2024 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.

SUBJECT: General Manager Monthly Status Report

ACTIVE TASKS:

1. **Best Road Mutual Water Company (BRMWC) System Consolidation** – To-date the BRMWC consolidation project has invoiced \$141,551.35 toward the grant awarded by the Department of Water Resources. Present estimates do put the project on time and within budget. Bidding for the needed improvements is expected before the end of 2024 with the intent of beginning construction in Spring 2025.
2. **San Bentio County Mega Grant** – The “Out of Zone” water supply agreement was not ready for Board review this month but we will press for November. A coordination meeting was held October 15th with all stake holders present. This project continues to move forward. A representative from the Department of Water Resources advised that the tertiary grant application (in addition to the mega grant and the Best Road grant) submitted to acquire additional funding to assist the customers of Tres Pinos and Stonegate with matching funding is under scrutiny by the State due to budget shortfalls. Not receiving this funding will increase the expense attributed to the Tres Pinos community but will not impact Sunnyslope.
3. **Response to City of Hollister Concerns** – Last month GM notified the Board of City staff concerns regarding the sewer service agreement between, the City and Sunnyslope, citing that sewer connection fees had not yet been paid for the houses in the Cielo Vista neighborhood and further inspection was needed at the connection point with the city. A meeting with City representatives was held and concerns of litigation have been alleviated. Sunnyslope will proceed with a notice to be recoded on every lot in Cielo Vista identifying Sunnyslope as the sewer provider and noting the waiver to contest annexation into the city at some future time.
4. **Vehicle Electrification Grant** – The Monterey Bay Air Resources District voted and approved awarding Sunnyslope \$200,000 in grant funding to purchase heavy duty,

electrical work vehicles. This is a significant award for the district because without the grant the pricing for electrical vehicles exceeded gas powered vehicles by 40%. In 2023 the district purchased a heavy-duty diesel work truck with a bed mounted crane for \$120,000. A comparable electric truck has been priced at \$200,000. With accompanying Federal grand incentives, the district may qualify for up to an additional \$60,000 per vehicle in grant funding. Staff will be working with an electrical vehicle supplier to identify 2 work trucks for board approval to replace existing fleet vehicles.

Staff Report

Agenda Item: **I-1**

DATE: October 16, 2024 (October 22, 2024 Meeting)

TO: Board of Directors

FROM: Drew Lander, General Manager
Dee J Burbank, Operations and Maintenance Crew Chief

SUBJECT: Authorize the General Manager to Proceed with Well #8 Rehabilitation for a Total Cost Not to Exceed \$75,000 (CEQA Categorically Exempt 15301 (d)).

RECOMMENDATION:

Authorize the General Manager to complete the rehabilitation of Well #8 at a total cost not to exceed \$75,500.00.

BACKGROUND:

On Monday September 30th staff noticed irregular operation of the Well #8 pump station during routine weekly maintenance and servicing. Investigation by operations and engineering staff determined the problem to be in the well pump check valve at the base of the pump standpipe. Failure to repair the pump in a timely manner will result in damage to the well casing and piping. Staff discovered the water hammer occurring at the well early on, and prior to any damage to pipes or equipment. Well #8 is an important water source for customers of the Ridgemark pressure zone and the future Fox Hill pressure zone. Rehabilitation of the well as estimated will fully return this well to operation and it will give the District a new operation baseline where the district should be able to depend on this asset another 20-30 years of operation.

Rehabilitation of this wellhead has been an anticipated “unscheduled” activity that has been planned for, due to its age. The existing pump and equipment were installed in 1993 and has been in operation since that time with good performance. Well pumps are expected to last 20 years under regular operation. At this time, it is important to upgrade Well #8 with a pump that can be operated by a variable frequency drive (VFD). Purchase of a VFD is planned in the near future when the Fox Hill pressure zone is connected to the distribution system.

Quotes have been solicited from local well drilling companies and Maggiora Bros. Drilling, Inc. was the responsive bid. Maggiora has continued to provide excellent service to the district at

competitive pricing. Staff also recommend replacement of the flow meter at this location. We have been provided with a quote for services at \$64,480 which was less than the engineering estimate of \$70,200.

Staff also recommend that replacement of the flow meter at this location is also desired, at a cost less than \$10,500. This was added to the quote estimate to arrive at the funding request for this project.

FINANCIAL IMPACT:

A total project cost Not to Exceed \$75,500.00 is requested to rehabilitate the well and return it to service. Funds for the repairs will be allocated from District Water System Capital Improvement Reserves.

ENVIRONMENTAL IMPACT:

The proposed work is to repair an existing asset and will not result in greater impacts to the environment. The proposed action is Categorically Exempt 15301 (d) (State CEQA Guidelines) and therefore CEQA is not applicable.

ATTACHMENTS:

Maggior Bros Drilling, Inc. Well #8 quote.

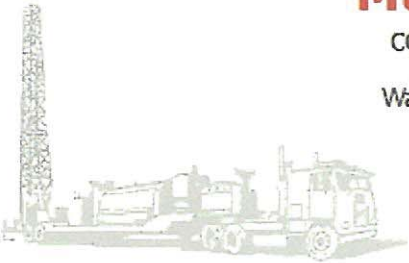
Maggiara Bros Drilling, Inc.

CORPORATE OFFICE
595 Airport Blvd
Watsonville, CA 95076
(831) 724-1338

BRANCH OFFICE
2001 Shelton Drive
Hollister, CA 95023
(831) 637-8228

(800) 728-1480

STATE CONTRACTORS LICENSE #249957



Attention: DEE J BURBANK

Date:

Quote No.: 105386

Rev No.: 0

Billing Address:

SUNNYSLOPE COUNTY WATER
Attn: DEE J BURBANK
3570 AIRLINE HWY
HOLLISTER, CA 95023

Phone: (831) 637-4670

Fax:

Email: madison@sunnyslopewater.org

Job Address:

SUNNYSLOPE COUNTY WATER
RIDGEMARK ESTATES SUBDIVISION
WELL #8
HOLLISTER, CA 95023
Job Attention: DEE J

Phone: (408) 396-2320

Fax:

Email:

A. The following is the complete specifications and costs of the pump installation/repair project. QUANTITIES are ESTIMATED and the final price will be adjusted at the time of invoicing to reflect the ACTUAL amounts of materials utilized. Customer would normally bring electrical and piping to project site otherwise this can be supplied on a time and material basis. PG&E power to the property will have to be arranged by the Customer.

B. General description of work requested
PER CUSTOMER REQUEST, NEW EQUIPMENT TO MATCH OLD EQUIPMENT PULL AND REINSTALL. TAX AND FREIGHT WILL BE CALCULATED IN FINAL INVOICE.

| DESCRIPTION | QTY | UOM | UNIT PRICE | ITEM TOTAL |
|--|-----|-----|------------|------------|
| FW10LC 3 STAGE SUBMERSIBLE PUMP END | 1 | | 6,158.00 | 6,158.00 |
| 150 HP FRANKLIN SUBMERSIBLE MOTOR | 1 | | 25,195.00 | 25,195.00 |
| 6" VFD RATED CHECK VALVE | 2 | | 1,461.00 | 2,922.00 |
| 6" BLACK T&C NPT DROP PIPE | 336 | | 25.00 | 8,400.00 |
| 3/0 WIRE | 360 | | 33.00 | 11,880.00 |
| THIS IS THE CURRENT PRICING FOR WIRE IF NEEDED | | | | |
| VIDEO WELL | 1 | 1 | 1,200.00 | 1,200.00 |
| LABOR TO PULL AND REINSTALL | 1 | | 7,800.00 | 7,800.00 |
| MISC. electrical fittings | 1 | 1 | 550.00 | 550.00 |
| BANDING/ECT FOR LARGE WIRE | 1 | | 375.00 | 375.00 |

| | |
|-------------------------|--------------------|
| Total Labor: | 1,200.00 |
| Total Materials: | 63,280.00 |
| Total: | <u>\$64,480.00</u> |

50% Deposit due PRIOR to SCHEDULING of job. BALANCE DUE UPON COMPLETION.
Proposal is valid 1 month from date above

I HAVE READ AND UNDERSTAND THESE TERMS. My signature indicates my ACCEPTANCE & AUTHORIZATION for work to begin.

DJ Burbank

Authorized Salesperson

Date

Customer Acceptance

Date

Staff Report

Agenda Item: I – 2

DATE: October 10, 2024 (October 22, 2024 Meeting)

TO: Board of Directors

FROM: Drew Lander, General Manager; Deej Burbank, Crew Chief

SUBJECT: Authorize the General Manager to approve Change Order #1 of the Temetra Passive Data Colleciton Network Solution from Meter, Valve & Control for a Cost Not to Exceed \$18,731. (Categorically exempt from CEQA under Article 19, Section 15301 b) and d), and Article 19, Section 15302 c))

RECOMMENDATION:

Staff recommends the Board authorize the General Manager to approve change order #1 of the Temetra Passive Data Collection Network, increasing the contract by \$18,731 for a total contract amount of \$430,731. This project is Categorically exempt from CEQA under Article 19, Section 15301 b) and d), and Article 19, Section 15302 c).

BACKGROUND:

The Board approved a contract in June 2023 to complete the installation of radio read antennas in the district. This project is nearly complete, and the change order requested relates to unforeseen conditions in the field that required the district to install some antennas in different locations. Over 90% of the project is installed and programing will occur this month to complete the system. Overall staff believe that the contractor has managed installation costs well.

FISCAL IMPACT:

This change order will increase the current \$412,000 contract by 4.5%.

ENVIRONMENTAL IMPACT:

The proposed action is categorically exempt from CEQA under Article 19, Section 15301 b) and d), and Article 19, Section 15302 c). Installation of all antennas will occur at existing facilities, they are not intrusive, they do not increase operating capacity and the proposed equipment is consistent with common use frequency transmission which accepts outside radio interference and does not require mitigation.

ATTACHMENTS:

1. Meter, Valve & Control Installation change order #1



Meter, Valve & Control

**ITRON CHOICE CONNECT FIXED NETWORK SYSTEM
ON-PREMISE IMPLEMENTATION AND NETWORK
DEVICE INSTALLATION**

METER VALVE & CONTROL

SUNNYSLOPE COUNTY WATER DISTRICT

HOLLISTER, CA

CHANGE ORDER 01

Change Order Form

Client Name: Sunnyslope County Water District

Statement of Work Title: ITRON CHOICE CONNECT FIXED NETWORK SYSTEM On-Premise implementation and Network Device Installation

SOW Effective Date: 08/24/2023

Change Order # 01

Send Pricing Quotation/Summary to Client? Yes No

Has Change Order been signed? Yes No

Project Description:

Meter, Valve & Control, in conjunction with Itron, is providing Choice Connect Fixed Network Software and related Implementation Services for one (1) On-Premise Production environment ("System"). The System is built to support approximately 8,000 water Endpoints in Hollister, CA as specified in the Network Design.

Purpose:

The purpose of this Change Order is to confirm Project Scope changes and discussions between Meter Valve & Control/Itron and Sunnyslope County Water District as outlined here. This document formally records decisions made including associated impacts recognized as they relate to this Scope of Work and/or Professional Services level of effort provided by Meter Valve & Control. In summary, this Change Order documents the updated type and location of Installation Services based on adjustments made in Final Enhanced Network Design. The cost of the related installations is in accordance with the Enhanced Network Design approved by Sunnyslope County Water District on February 26th, 2024.

SUMMARY OF CHANGES:

1) Installation Services

a. Section M.3 Installation Services is hereby updated for installation Services for (4) four CCUs and (7) seven Repeaters. The update includes changes made in the Enhanced Network Design as approved on Feb 26, 2024.

b. The two Tables below are of the original Installation Services (per SOW), and the modified Installation Services based on Final Enhanced Network Design. Increased Quantities and/or Pricing to QTY, \$ per Unit, or Total \$ is reflected in the second Table in red lettering. Reduced Quantities and/or Pricing is reflected in the second Table in green lettering. If the Task or Milestone (Installation Location & Type) changed, the changes are reflected in the second Table with in yellow highlighted letters.

M.3. Installation Services (Per Signed Statement of Work)

| # | Task or Milestone | QTY | \$ per Unit | Total \$ |
|----|--|-----|--------------|--------------------|
| 1. | Mobilization and Site Walk – Invoiced upon completion of initial site walk. | 1 | \$3,755.00 | \$3,755.00 |
| 2. | Install CCU direct on a new 55' Class 4 wood planted pole - price includes purchase/delivery/installation of pole and Itron Equipment | 1 | \$8,760.00 | \$8,760.00 |
| 3. | Install CCU direct on a UTILITY owned water tank | 1 | \$9,470.00 | \$9,470.00 |
| 4. | Install CCU direct on a 3 rd party owned utility pole | 2 | \$4,210.00 | \$8,420.00 |
| 5. | Install Repeater direct on a third party owned utility pole | 6 | \$4,210.00 | \$25,260.00 |
| 6. | Install Repeater direct on a new 40' Class 4 wood planted pole – price includes purchase/delivery/installation of pole and ITRON Equipment | 1 | \$9,475.00 | \$9,475.00 |
| | | | Total | \$61,897.00 |

M.3. Installation Services (Revised per Enhanced Network Design)

| # | Task or Milestone | QTY | \$ per Unit | Total \$ |
|---|--|-----|--------------|--------------------|
| 1 | Mobilization and Site Walk – invoiced upon completion of initial site walk. | 1 | \$3,755.00 | \$3,755.00 |
| 2 | Install (1) CCU & (1) Repeater direct on a new 55' Class 4 wood planted pole - price includes purchase/delivery/installation of pole and Itron Equipment | 2 | \$8,760.00 | \$17,520.00 |
| 3 | Install CCU direct on a UTILITY owned water tank | 2 | \$12,213.00 | \$24,426.00 |
| 4 | Install CCU direct on a 3 rd party owned utility pole | 1 | \$4,210.00 | \$4,210.00 |
| 5 | Install Repeater direct on a third party owned utility pole | 5 | \$4,210.00 | \$21,050.00 |
| 6 | Install Repeater direct on 50' Lattice Tower | 1 | \$9,667.00 | \$9,667.00 |
| | | | Total | \$80,628.00 |

2) Legacy Itron Endpoint Capability in Fixed Network System

a. Clarification of handling of legacy endpoints and total count of endpoints included in the Network Design due to lower transmit power and incompatibility with network mode architecture. During the Project Meter Valve & Control discovered that approximately 40% of Sunnyslope Water District's 7567 endpoints are not 100Ws. They are a combination of 40Ws (1293), 50Ws (978), and 60Ws (786) legacy endpoints, all of which have a lower transmit power than a 100W water endpoint. Itron's 'Enhanced Network Design' assumes that all the endpoints are 100Ws operating in network mode.

Schedule Impact: None.

Risk Impact: At project completion, Meter, Valve & Control anticipates that some 40/50/60W endpoints will not be heard over the network due to this lower transmission. Those that will be heard by the network will be available in Daily Reading Packets (DRE Files), with no Hourly Interval data available.

Summary Impact: The Enhanced Network Design network coverage only applies to the 100W endpoints installed at the Sunnyslope County Water District that are operating in network mode.

The expectation is that we the Sales Channel Partner will support the Customer with replacement of legacy endpoints post project completion.

3) Project Completion Date Extension and Terms

a. The project completion date will be changed to October 11th, from the original project completion date of May 28th, 2024, to accommodate the installation of two network devices on new wood poles and three network devices on streetlights.

If the device installations are delayed beyond the new project completion date, additional Fees will apply as described in Section M.2 Services Invoicing Schedule (per Statement of Work).

“If for reasons outside of Meter Valve & Control’s control the Project extends beyond the estimated duration outlined in Section C.1 (Project Summary), a Project support fee to provide continued Project support will be charged to the Project equivalent to eight (8) hours a week invoiced at a standard Program Management rate; additional travel will be billed as actuals. Should the Project extend beyond Q1 2024, all remaining milestones and installations are subject to an inflation increase in accordance with standard CPI.”

After October 11th, a fee for continued Project support will be charged to the Project equivalent to eight (8) hours a week invoiced at a standard Program Management rate; additional travel will be billed as actuals. The Program Management rate is \$2,800 per week, \$11,200 per month. The following list below are outstanding project related Tasks or Milestones to complete project requirements.

- Customer will obtain PGE permitting for the 3 streetlight locations in Hollister, CA for installation sites R_5, R_6 and R_7.

Schedule Impact: The project completion date will be extended from May 28, 2024, to October 11th, 2024, to complete the work for the five devices installations. This represents a four-month extension to the original 8-month duration as referred to in paragraph 4 in section C.1 Project Summary in the Statement of Work.

Risk Impact:

- a. Customer must obtain PGE permitting for the three streetlight installation locations by for sites R_5, R_6 and R_7, or additional Fees will apply to extend the Project and attempt to re-design the Network or the Project will be closed out as complete without the identified Network Devices and related sites. If it is expected that PG&E permitting will not be granted prior to October 11th, Meter Valve & Control is able to separate these installations onto a separate Project. The Sub-Contractor, HST Group, would still be part of the installation if so.

Summary of Impacts - Effort/ \$:

The Installations Services for this Project increased from \$61,897.00 to \$80,628.00, which is a difference of \$18,731.00.

Beginning the week of October 14th, a fee for continued Project support will be charged to the Project equivalent to eight (8) hours a week invoiced at a standard Program Management rate; additional travel will be billed as actuals. The Program Management rate is \$2,800 per week, \$11,200 per month.

Order Processing:

Upon review and approval of these changes by Sunnyslope County Water District, Meter Valve & Control will submit for processing and Invoice for Task or Milestone already completed, and remaining will be Invoiced upon completion of Service.

Agreement:

Sunnyslope County Water District

By _____

Name _____

Title _____

Date _____

Meter, Valve & Control, Inc. W.B.E.

By _____

Name _____

Title _____

Date _____

Staff Report

Agenda Item: I-3

DATE: October 1, 2024 (October 22, 2024 Meeting)

TO: Board of Directors

FROM: Michael D. Laredo, District Counsel

SUBJECT: PUBLIC HEARING: Consider First Reading Of Ordinance No. 83 Adopting An Administrative Remedies Procedures For Challenges To Fees, Charges, And Assessments. (CEQA Non-Project, Article 20, Section 15378)

RECOMMENDATION:

Staff recommends the Board approve the first reading of Ordinance No. 83, adopting an administrative remedies procedures for challenges to Fees, Charges, and Assessments.

BACKGROUND:

A recent Court of Appeal decision was published which threatens a wave of new lawsuits challenging California water rates. That case, *Coziahr v. Otay Water District*, decided a great many open issues in Proposition 218 litigation, holding there must be data of “actual costs” to support rate-making rather than reasonable projections of costs and expenses, rates must be more than “reasonable” but must instead be supported by “relevant, verifiable data to support ... analysis” of costs.

The *Otay* case has created some difficult hurdles for California public water suppliers. The decision criticized the agency’s allocation of its costs to the fixed and variable portion of rates — something previously understood to be left to rate-makers’ discretion. The lengthy ruling also critiques the District’s reliance on the American Water Works Association’s M-1 Manual on ratemaking — the most widely cited authority in this field. Nearly every water rate uses one or more of the approaches rejected by the Court and the case has greatly increased the risk of litigation against all water districts.

As to litigation procedure, it allows discovery and expert evidence in such cases rather than requiring litigation on the agency’s record, concluded that refunds are allowed rather than just a prospective order to change rates (and pay attorney fees), and allowing only very limited appellate review of trial court reasoning.

As a response to this, the California Legislature enacted AB 2257, signed into law on September 25th, authorizes local agencies to establish a duty to exhaust issues in agency ratemaking hearings before suit under Proposition 218 and limit litigation to the administrative record.

The attached ordinance, if adopted, would implement the procedures and protections outlined in AB 2257 by requiring challengers of district rates to participate in District ratemaking hearings and identify their legal theories so the District can consider them and adjust its rates or make a record as to why adjustment is not necessary.

FISCAL IMPACT:

None.

ENVIRONMENTAL IMPACT:

Exempt from CEQA because:

- (i) Not a CEQA defined project per Article 20, Section 15378.
- (ii) Not a project within the meaning of Public Resources Code, section 21065 as it has no potential to alter the physical environment; and
- (iii) Pursuant to CEQA Guidelines section 15061(b)(3), the so-called “common sense” exemption, for this same reason.

ATTACHMENTS:

Ordinance No. 83

SUNNYSLOPE COUNTY WATER DISTRICT

ORDINANCE NO. 83

AN ORDINANCE OF THE SUNNYSLOPE COUNTY WATER DISTRICT ADOPTING AN ADMINISTRATIVE REMEDIES PROCEDURE FOR CHALLENGES TO FEES, CHARGES, AND ASSESSMENTS

BE IT ORDAINED by the Board of Directors of
the Sunnyslope County Water District
as follows:

Section 1. **AUTHORITY.** This Ordinance is authorized by the District's statutory authority to adopt fees and charges for its services, to impose assessments on real property, and to establish rules and regulations governing such fees, charges, and assessments, Government Code section 53759.1, and other applicable law.

Section 2. Exhaustion of Administrative Remedies for Challenges to Fees, Charges, and Assessments on Real Property

A. **Scope.** The duty to exhaust administrative remedies imposed by this section extends to:

- a. any fee or charge subject to articles XIII C or XIII D of the California Constitution,
- b. any assessment on real property levied by the District, and
- c. the methodology used to develop and levy such a fee, charge, or assessment.

B. "Hearing" as used in this section means the hearing referenced in paragraph 4 of subsection D of this Ordinance.

C. **Duty to Exhaust Issues.** No person may bring a judicial action or proceeding alleging noncompliance with the California Constitution or other applicable law for any new, increased, or extended fee, charge, or assessment levied by the District, unless that person submitted to the Secretary of the Board a timely, written objection to that fee, charge, or assessment specifying the grounds for alleging noncompliance. The issues raised in any such action or proceeding shall be limited to those raised in such an objection unless a court finds the issue could not have been raised in such an objection by those exercising reasonable diligence.

D. **Procedures.** The District shall:

(1) Make available to the public any proposed fee, charge, or assessment to which this section is to apply no less than 45 days before the deadline for a ratepayer or assessed property owner to submit an objection pursuant to paragraph 4 of this subsection D.

(2) Post on its internet website a written basis for the fee, charge, or assessment, such as a cost of service analysis or an engineer's report, and include a link to the internet website in the written notice of the Hearing, including, but not limited to, a notice pursuant to subdivision (c) of Section 4 or paragraph (1) of subdivision (a) of Section 6 of Article XIII D of the California Constitution.

(3) Mail the written basis described in paragraph 2 of this subsection D to a ratepayer or property owner on request.

(4) Provide at least 45 days for a ratepayer or assessed property owner to review the proposed fee or assessment and to timely submit to the Secretary of the Board a

written objection to that fee, charge, or assessment that specifies the grounds for alleging noncompliance. Any objection shall be submitted before the end of the public comment portion of a Hearing on the rate, charge or assessment.

(5) Include in a written notice of the Hearing, a statement in bold-faced type of 12 points or larger that:

(A) All written objections must be submitted to the Secretary of the Board by the end of public comment period at the Hearing and that a failure to timely object in writing bars any right to challenge that fee, charge, or assessment in court and that any such action will be limited to issues identified in such objections.

(B) All substantive and procedural requirements for submitting an objection to the proposed fee, charge, or assessment such as those specified for a property-related fee under California Constitution, article XIII D, section 6(a) or for an assessment on real property under California Constitution, article XIII D, section 4(e).

E. Board Consideration; District Responses. Before or during the Hearing, the Board of Directors shall consider and the District shall respond in writing to, any timely written objections. The Board may adjourn the Hearing to another date if necessary to respond to comments received after the agenda is posted for the meeting at which the Hearing occurs. The District's responses shall explain the substantive basis for retaining or altering the proposed fee, charge, or assessment in response to written objections, including any reasons to reject requested amendments.

F. Board Determinations. The Board of Directors, in exercising its legislative discretion, shall determine whether:

(1) The written objections and the District's response warrant clarifications to the proposed fee, charge, or assessment.

(2) To reduce the proposed fee, charge or assessment.

(3) To further review the proposed fee, charge, or assessment before determining whether clarification or reduction is needed.

(4) To proceed with the Hearing, to continue it, or to abandon the proposal.

SECTION 3. CEQA FINDINGS. The Board of Directors finds that adoption of this Ordinance is exempt from CEQA because: (i) it is not a project within the meaning of Public Resources Code, section 21065 because it has no potential to alter the physical environment; (ii) and pursuant to CEQA Guidelines section 15061(b)(3), the so-called "common sense" exemption, for this same reason.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance or its application to any person or circumstance is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons and circumstances. The Board of Directors declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof despite the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared to be severable.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its adoption pursuant to Water Code section 31027.

SECTION 6. PUBLICATION. The Secretary of the Board of Directors shall give publish notice of this Ordinance as required by Water Code section 30127.

On motion of Director _____, seconded by Director _____, the foregoing Ordinance is ADOPTED, SIGNED, and APPROVED this _____, 2024, by the following roll call of the Board:

AYES:

NAYS:

ABSENT:

SUNNYSLOPE COUNTY WATER DISTRICT

Signed: _____
*Ed Mauro, President
Board of Directors*

(S E A L)

ATTEST:

*Drew A. Lander, General Manager / Secretary of the
Board of Directors,
SUNNYSLOPE COUNTY WATER DISTRICT*

Staff Report

Agenda Item: I-4

DATE: October 17, 2024 (October 22, 2024 Meeting)

TO: Board of Directors

FROM: General Manager, Drew A. Lander P.E.

SUBJECT: PUBLIC HEARING: Consider First Reading Of Ordinance No. 84 Adopting And Amending Policy #7020 To Increase The Board Of Directors Compensation For Attendance At Meetings And For Service Rendered By Request Of The Board. (CEQA Non-Project, Article 20, Section 15378)

RECOMMENDATION:

The Employee & Personnel Committee recommends the Board of Directors consider adoption of Ordinance No. 84 amending Policy #7020 to increase the Board of Directors compensation for attendance at meetings and for service rendered by request of the Board.

BACKGROUND:

The District Board of Directors are currently compensated for their services to the District pursuant to Policy #7020, which references California Water Code Section 30507 and is \$200 per day for each days attendance at meetings of the Board, \$150 for meetings of Committees to which Board members are appointed, and for each days service rendered as a Director by request of the Board, not exceeding \$950 per member in any calendar month. The current compensation was last amended on April 20, 2019 increasing from \$100 per day to \$200 per day. California Water Code Sections 20200 through 20207 allow for Board compensation to be adjusted by ordinance and for an amount not to exceed 5% per calendar year since the date of the last adjustment. Also, no ordinance may authorize compensation for more than 10 days in any calendar month.

At the Board Meeting on September 17th, 2024 the Board discussed Board compensation and provided direction to staff to review this item with the Employee and Personnel Committee and bring a recommendation back to the Board for consideration. The attached Ordinance No. 84 for consideration reflects the recommendation provided by the Committee. Ordinance No. 84 modifies the Board's compensation and allows for up to \$250 per day for each day's attendance at meetings of the Board, \$187.50 for attendance at meetings of Committees to which they are appointed, \$187.50 for each day's service rendered as a Director by request of the Board, and \$125 per month for check signing duties not exceeding a total of \$2,500 in any calendar month.

Also attached is current Policy #7020 for reference.

A Public Notice regarding the proposed Ordinance will be printed in a local newspaper following the adoption of this ordinance as required by Government Code Section 53000.

FISCAL IMPACT:

The financial impact of adjusting the Board of Directors' compensation as written in the proposed ordinance will result in an approximate increase in costs to the District of \$7,000 per year. The actual impact could be higher or lower depending on the number of meetings held each month and other services performed by each Board Member.

ENVIRONMENTAL IMPACT:

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

ATTACHMENT: Existing Policy #7020

Ordinance No. 84 amending Policy 7020

Sunnyslope County Water District Board Compensation Policy

7020: Board Compensation

7020.1 Members of the Board of Directors shall receive compensation¹, a “Director’s Fee,” for each day’s attendance at meetings of the Board, Committees, and other duties rendered as a Director by request of the Board. The compensation amounts are as follows:

- A. \$200 for each day’s service attending Board Meetings.
- B. \$150 for each day’s service attending Committee Meetings and other duties rendered by request of the Board.
- C. \$100 per month for weekly check signing duties.
- D. Monthly compensation shall not exceed \$950 per month.
- E. Compensation will be paid monthly based on an approved Expense Report, submitted on a monthly basis, and should include a detailed listing the meetings attended in that month.
- F. Any business related expenses incurred in the performance of his/her duties for items or services appropriately related to District business and for expenses while traveling on approved District business should also be included on the monthly Expense Report submitted. See policy § 8150 Expense Reimbursement for more detail.

| | | |
|------------------|--------------------------|-----------------------|
| Policy Approved: | <u>August 11, 2011</u> | |
| Policy Amended: | <u>May 13, 2013</u> | |
| Policy Amended: | <u>April 9, 2014</u> | |
| Policy Amended: | <u>October 21, 2014</u> | |
| Policy Amended: | <u>February 19, 2019</u> | <u>April 20, 2019</u> |
| | Date | Effective Date |

¹ As established in accordance with California Water Code § 20200 through 20207 for County Water Districts, and Government Code § 6066, and as adopted by District Ordinance No. 81 by the Sunnyslope County Water District Board of Directors and recorded in the minutes dated February 19, 2019.

SUNNYSLOPE COUNTY WATER DISTRICT

ORDINANCE NO. 84

AN ORDINANCE OF SUNNYSLOPE COUNTY WATER DISTRICT AMENDING POLICY 7020 TO INCREASE THE BOARD OF DIRECTOR COMPENSATION FOR ATTENDANCE AT MEETINGS AND FOR SERVICES RENDERED AS A DIRECTOR BY REQUEST OF THE BOARD

BE IT ORDAINED by the Board of Directors of
Sunnyslope County Water District
as follows:

FINDINGS

Findings. The Sunnyslope County Water District (SSCWD) Board of Directors determines that each fact referenced in this section to be true and correct.

- A. Authority. This ordinance is enacted pursuant to Sections 20200 through 20207 of the California Water Code and Section 53000 of the Government Code.
- B. Adoption of this ordinance is not a project as defined by the California Environmental Quality Act per Article 20, Section 15378(b)(5) of the CEQA Guidelines as it is not a Project and is an organizational or administrative activity of a government agency that will not result in direct or indirect physical changes in the environment.
- C. SSCWD is as a California Special District, formed pursuant to the California County Water District Act, §30000 et seq. in December of 1954. Under its principal enabling act, SSCWD Board of Directors are allowed to be compensated for their efforts pertaining to SSCWD business.
- D. The Board of Directors (Board) last amended the compensation of the Board on April 20, 2019.
- E. In April 2025, 5 years would have elapsed since the most recent amendment to Board member compensation.
- F. The Water Code confers upon the Board the discretion to increase Board member compensation by five percent for each calendar year since the previous compensation adjustment.
- G. Reimbursement for expenses of Board members is subject to Sections 53232.2 and 53232.3 of the Government Code.

NOW THEREFORE be it ordained as follows:

Section 1. The foregoing findings are adopted by the Board of Directors as though set forth fully herein.

Section 2. **Purpose of Ordinance.** This Ordinance, in conformance with the California Water Code, amends and increases the compensation of the Board of Directors not exceeding a total of \$2,000 in any calendar month.

Section 3. **Policy Amended.** SSCWD Policy 7020 is amended to read in full as follows:

7020: Board Compensation

7020.1 *Members of the Board of Directors shall receive compensation, a “Director’s Fee,” for each day’s attendance at meetings of the Board, Committees, and other duties rendered as a Director by request of the Board. The compensation amounts are as follows:*

- A. \$250 for each day’s service attending Board Meetings.*
- B. \$187.50 for each day’s service attending Committee Meetings and other duties rendered by request of the Board.*
- C. \$125 per monthly for weekly check signing duties.*
- D. Monthly compensation shall not exceed \$2,500 per month.*
- E. Compensation will be paid monthly based on an approved Expense Report, submitted on a monthly basis, and should include a detailed listing of the meetings attended in that month.*
- F. Any business-related expenses incurred in the performance of his/her duties for items or services appropriately related to District business for expenses while travelling on approved District business should also be included on the monthly Expense Report submitted. See Policy § 8150 Expense Reimbursement for more detail.*

Section 4. Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, or superseded by some other provision of law, such provisions shall be severed from and shall not affect the validity of the remaining provisions of this ordinance. The Board hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any other part thereof be unconstitutional or invalid, or superseded by some other provision of law. The parts of this ordinance, which are not unconstitutional, invalid, or superseded shall remain in full force and effect and shall be enforced according to their terms.

Section 5. Interpretation. Words and Phrases used in this ordinance shall be read conjunctively with and shall have the same meaning as in prior SSCWD ordinances and the SSCWD Code, unless specifically changed by this ordinance or unless the context requires some other construction. If there is any inconsistency between this ordinance and prior provisions, this ordinance shall control.

Section 6. Effective Date. This ordinance shall take effect January 1, 2025, or sixty (60) days from the date of passage, whichever is greater.

Section 7. Publication and Posting. Within 10 days after adoption, the SSCWD shall publish, in a newspaper published in San Benito County and circulated within the SSCWD, either a summary or the full text of this ordinance and shall post in the SSCWD office a certified copy of the full text of this ordinance as adopted along with the names of those directors voting for and against adoption.

On motion of Director _____, seconded by Director _____, the foregoing Ordinance is enacted and shall take effect on **January 1, 2025**, by the following roll call of the Board:

AYES:

NAYS:

ABSENT:

By _____
Edward J. Mauro, President

ATTEST:

Drew A. Lander, Secretary

CERTIFICATE OF SECRETARY

The undersigned hereby certifies that the foregoing Ordinance was adopted and approved by the Board of Directors at their regular meeting on _____, 2024.

Drew A. Lander, Secretary

Staff Report

Agenda Item: I – 5

DATE: October 16, 2023 (October 22, 2024 Meeting)

TO: Board of Directors

FROM: General Manager, Drew Lander P.E.
Presentation by: SBCWD General Manager, Jeff Cattaneo P.E. and HDR Inc.
Consultant, Holly Kennedy P.E.

SUBJECT: Accept The San Benito Urban Areas Water Supply And Treatment Master Plan Update, Previously Referred To As The Water Supply Master Plan Update, As A Water Supply Plan Update Of The Hollister Urban Area Water & Wastewater Master Plan Prepared On Behalf Of The San Benito County Water District, City Of Hollister, Sunnyslope County Water District And San Juan Bautista

RECOMMENDATION:

Staff recommends the Board make and approve a motion to accept the San Benito Urban Areas Water Supply And Treatment Master Plan Update as the master plan for planning water projects, prepared on behalf of the San Benito County Water District (SBCWD), City of Hollister (City) , and Sunnyslope County Water District (SSCWD) and San Juan Bautista (SJB).

A Governance Committee Recommendation was not available prior to the distribution of the Oct. 22 meeting agenda.

BACKGROUND:

In December of 2023 the Board received a presentation from SBCWD regarding the adoption of the San Benito Urban Areas Water Supply and Treatment Master Plan by SBCWD. At that time the Board did not make a motion to accept the document until some outstanding board member concerns were addressed. Since that time the return of Jeff Cattaneo to SBCWD has helped to resolve many of these concerns. This presentation provides the board with an additional opportunity to discuss local water planning and to obtain additional information to consider.

With Board acceptance of this master plan, staff will continue to meet with the Governance Committee members to negotiate the needed amendments to the Water Supply and Treatment Agreement which governs Zone 6 water delivery to SSCWD and City customers. Draft terms developed by SBCWD have been included with this staff report to help provide directions to resolve outstanding concerns. Additional clarity is needed, but these conditions provide an

important step to address concerns with the Water Supply and Treatment Agreement between participating agencies.

The Hollister Urban Area Water and Wastewater Master Plan (Master Plan) was completed in 2008 and updated in 2017. The Master Plan, along with this update, provides a long-term vision for water management actions and infrastructure improvements to improve water quality and reliability in the Hollister area. The Master Plan also identified the need for the region to begin preliminary work towards the development of additional long-term water supplies to serve the region in times of drought. Since 2008 and 2017 several projects identified in prior master plans have been completed. The original Master Plan contemplated an update being necessary regularly and in 2017 the update identified future projects to meet water demand and quality objectives. Projects which were agreed to by all participants were funded. These projects included Westhills Treatment Plant, the Lessalt plant upgrade, and the Crosstown Pipeline. This document again identifies additional projects with estimated costs and a schedule for recommended facilities.

The consulting engineering firm HDR Inc. prepared this update as well as prior documents. At previous updates, accepting the Master Plan did not commit Sunnyslope to any of the projects suggested in the plan except for those items specifically identified to be funded. Presently SBCWD has billed a Resiliency Charge not identified in the current Agreement. This originally was \$100, and then increased to \$175 the per acre foot cost of raw water treated at the water plants. This expense has been identified by SBCWD to fund the ADRoP project (discussed below) and an additional connection fee collected by SBCWD has been proposed to fund the B.F. Sisk Dam Raise (discussed below). These charges must be amended and defined in our water supply agreement.

There are several projects identified and alternatives considered to achieve the water supply reliability goals. Two highly ranked alternatives identified are the Aquifer Storage and Recovery Project and the B.F. Sisk Dam Raise & Reservoir Expansion project. There were several grant opportunities that became available in 2022. Efforts were pushed forward to maximize attractiveness of the higher priority alternatives such as the Aquifer Storage and Recovery (ASR) project. The project was not significantly altered; however, phasing was introduced to allow the completion of work within the expected short grant delivery windows. Phase 1 of the ASR project has been termed the Accelerated Drought Response Project (ADRoP) and consists of upgrades to the West Hills Water Treatment Plant, conveyance pipelines and the installation of 5 water injection and recovery wells near Fallon Road in north Hollister. This project has received \$20 million in water project grants thus far, and SBCWD will continue to pursue additional Federal funding in the near future.

The B.F. Sisk Dam Raise & Reservoir Expansion project is a joint effort between various water agencies and the US Bureau of Reclamation. This project would achieve additional surface water storage at San Luis Reservoir. Other potential projects, such as the North Area Groundwater plan and the Pacheco Reservoir Project show potential and may be considered in future Master Plan updates.

On October 9, 2024, the Governance Committee received an updated presentation regarding the San Benito Urban Areas Water Supply And Treatment Master Plan Update. At that time the interim GM of SBCWD presented several amendments he proposed to update the Water Supply and Treatment Agreement which governs the partnership between participating agencies. This has been one of the most important issues discussed before the SSCWD board over the past year. Without the amendment of the Water Supply and Treatment Agreement the board has demonstrated an unwillingness to accept additional project costs. Last year at this same time the previous GM at SBCWD provided no recommendation that each agency take the Master Plan Update back to their respective agency for acceptance and he expressed no willingness to update the Water Supply and Treatment Agreement. The steps being taken at this time are welcome changes to restore confidence between agencies.

FISCAL IMPACT:

Accepting the Master Plan Update supports the SBCWD actions to continue financing through a water resiliency charge on raw water delivered, but SBCWD has already adopted additional water rates that are anticipated to fund the ADRoP. The cost of the ADRoP fee is anticipated to cost SSCWD \$350,000 this year (\$175 per acre-foot X 2000 acre-feet of treated water distributed to SSCWD) which is to fund ADRoP project needs. In total the estimated cost of the ADRoP project is estimated to be \$10M for Sunnyslope over a 30-year cost recovery window. The cost of the Master Plan Update has been funded in parts by each of the participating agencies.

ENVIRONMENTAL IMPACT:

The proposed action is statutorily exempt from the California Environmental Quality Act as defined by Article 18, Section 15262 of the CEQA Guidelines. Project specific environmental review will be required if projects identified in the Master Plan are pursued and construction is funded in future years.

ATTACHMENTS: Draft Terms Sheet - Water Supply And Treatment Agreement.

DRAFT
TERMS SHEET
FOR FINANCING OF ADROP AND
THE ADDITION OF SAN JUAN BAUTISTA TO THE
HOLLISTER URBAN AREA
WATER SUPPLY AND TREATMENT AGREEMENT
(10/2024)

This Term Sheet summarizes the principal terms and conditions for San Benito County Water District (SBCWD) to add the City of San Juan Bautista (SJB) as a partner to the Hollister Urban Area Water Supply and Treatment Agreement, and to further a project to provide water supply reliability during drought years.

This Term Sheet shall be non-binding and is conditioned on the completion of negotiations for the 2nd amended Water Supply and Treatment Agreement (Agreement), legal review, and associated documentation that is satisfactory to all parties.

San Juan Bautista

- SJB will purchase XX percent of the treatment capacity of the combined Lessalt and West Hills treatment plants.
- SJB will pay for XX percent of the capacity for Tranches 1-3 on the same terms and schedule as City of Hollister (COH) and Sunnyslope County Water District (SSCWD).
- SJB's repayment schedule will be accelerated to match the final repayment dates of COH and SSCWD.
- SJB will pay the relative percentage of the treatment capacity purchased into the to date total of the Capital Replacement Reserve.
- COH and SSCWD will receive a credit to their respective repayment balances of Tranches 1-3 based on the amount of treatment capacity SJB purchases.
- SBCWD will recalculate the amortization schedules for Tranches 1-3 for COH and SSCWD such that the final repayment dates remain the same with adjusted annual payments.
- SBCWD will suspend collections for the Capital Replacement Reserve for COH and SSCWD until the amount credited to COH and SSCWD from SJB's purchase of treatment capacity is depleted.
- Fixed costs for operation of Lessalt and West Hills will be allocated to COH, SSCWD, and SJB based on their respective treatment capacity.

- Variable costs of treatment for Lessalt and West Hills will be aggregated and charged to COH, SSCWD, and SJB based on the amount of finished water delivered to each party.
- All other provisions of the Water Supply and Treatment Agreement will remain in place with the addition of SJB as an equal party.
- SBCWD will contribute to SJB a non-reimbursable amount to the purchase of treatment capacity equal to the amount SBCWD contributed to COH and SSCWD based on the amount of treatment capacity purchased.

ADRoP

Financing

- SBCWD has received \$20,000,000 in grant funding for the construction of the ADRoP project.
- At SBCWD's option SBCWD will either seek bond sales or pay from undesignated reserves for the remainder of the construction costs.
- If bonds are issued SBCWD will only charge M&I water for the principal portion of the bond payments for the remaining capital costs of construction. SBCWD will pay the interest portion.
- Payments for the remaining capital costs of construction either through bonds issuance or from District reserves will be through a "reliability fee" for all M&I water sold on a per acre foot basis until the debt is retired. This will include District customers outside of the Urban Area as they will also benefit from the ADRoP project.

Operation

- Wet year water will be treated and injected into the aquifer for later recovery during dry and critically dry years.
- Recovery may occur over multiple years depending on conditions and the amount of water previously stored.
- SBCWD will pay for the raw water cost and hold the variable cost of treatment for all water injected and stored until such water is recovered and delivered to the District customers.
- All water recovered will be aggregated with all other M&I water supplies for the given year of recovery such that regardless of which customer received the water all beneficiaries of the increased water supply will pay.

- SBCWD acknowledges that COH wells and conveyance facilities will be needed to convey water to the ADRoP well field. SBCWD will work with COH to develop an equitable solution to the use of COH facilities.
- SBCWD also acknowledges that water delivered to the ADRoP well field will be mixed with groundwater as it moves through the COH system. However, when recovered, it is expected that water delivered will be similar in quality as treated water from Lessalt or West Hills that is mixed with groundwater before delivery to the ultimate consumer.

Staff Report

Agenda Item: I – 6

DATE: October 18, 2024 (October 22, 2024 Meeting)

TO: Board of Directors

FROM: Drew Lander, General Manager

SUBJECT: Consider Approval Of Revised Job Descriptions For Management Level Employees And Authorize The General Manager To Create A New Management Position To Be Titled “Assistant Finance Manager” And Approve The Compensation Range Adjustments For All District Management Staff Including One Additional Holiday And Also Equitably Apply The Health Care Benefits Defined In The 2024 Union MOU To All Management Team Staff.

RECOMMENDATION:

The Personnel Committee recommends that the Board make a motion and approve the following:

- 1) Authorize the job description revisions for the “Finance & Human Resources Manager”, and the “Executive Assistant – Confidential” management positions as presented;
- 2) Authorize the General Manager to create a new management position titled “Assistant Finance Manager” and the job description as presented;
- 3) Adopt the Organizational Chart approving the 7 Management Team positions as illustrated;
- 4) Approve the revised compensation package for district Management Team staff as presented, including the salary scale adjustments, the addition of Martin Luther King Jr. Day as an additional management holiday; and conformance with the defined Health care compensation benefits in the executed 2024 Union MOU.

BACKGROUND:

The Personnel Committee met on October 8th to review the job descriptions for management staff and discuss information regarding market value compensation for all management team positions. The Personnel Committee also heard reasons for the proposed job description modifications and the GM described the opportunities to develop succession plans for internal employees to increase in roles of responsibility and receive additional career training. SSCWD has many excellent and dedicated staff who will benefit significantly by expanding career paths within the District. The creation of the Assistant Finance Manager will provide an internal candidate the opportunity to receive hands on training for the next 12 to 18 months under the direction of the Finance & Human Resources Manager prior to his retirement.

With the approval of the proposed organization chart there are several pay scales that will need to be adjusted for parity among other agencies commensurate with the additional responsibilities. Management Team employees have not received a cost-of-living adjustment (COLA) since 2019. Over the same period the Union contract has adjusted salary scales by 24%. The Management Team compensation has most recently been negotiated directly with the GM based on market conditions, increased responsibilities and district needs. The only salary adjustments made over the past 5 years for management have coincided directly with additional skills, certifications, responsibilities or training achieved by management.

The salary scales proposed at this time adjust management scales within the range of the 77th percentile. This means that for the work descriptions proposed 77% of similar agencies are paying at or below the salary scales presented. It is important for the district to maintain management continuity. Current management have continued to pursue relevant training and knowledge, making them efficient, which is a strong investment for the community. The proposed salary adjustments are competitive for managers in this area, but they may require additional adjustment in the future depending on demand.

Lastly, it is important to maintain similar application of health care benefits and holidays for all staff. The Union negotiated the additional holiday of Martin Luther King Jr. Day because many schools also are out that day, and the Board directed changes to the health care benefits which need to be applied to all staff equally.

FISCAL IMPACT:

The fiscal impact of the proposed adjustment is approximately \$101,500 annually due to the creation of a new staff position. In the coming 12 to 18 months the district will be losing the Finance & Human Resources Manager to permanent retirement, which will drop this financial impact to a level at or below the current salary budget. This expense could easily be exacerbated by the expense of re-hiring an external candidate, but an internal candidate is the recommended solution. There will be other incidental costs based on the salary increases but other anticipated retirements will help reduce budget pressures. The health care changes will help reduce the district's long term liabilities and the additional Holiday is an expense but workloads will be adjusted for by management staff.

ENVIRONMENTAL IMPACT:

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

ATTACHMENTS:

- 1) Job Description – Finance & Human Resources Manager
- 2) Job Description – Assistant Finance Manager (NEW)
- 3) Job Description – Executive Assistant – Confidential
- 4) Draft - Organizational Chart
- 5) Draft - Management Team Salary Steps



Finance & Human Resources Manager Job Description

DEFINITION

Under general direction of the General Manager, performs a variety of complex, technical, administrative and clerical activities to support all District Accounting, Financial, and Human Resources Divisions; oversees all aspects of Utility Billing; account payable, bookkeeping, auditing procedures, budget development and control; recruitment, selection, classification, training, employee relations, payroll and benefit programs; prepares, processes and maintains confidential employee records and data; provides technical advice and support to District Staff/General Manager; may serve as Acting General Manager when assigned; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Finance/Human Resources Manager reports to the General Manager. Incumbents follow general state government guidelines and government accounting standards, exercising independence in resolving problems and/or developing ~~recommendation~~ recommendations ~~on~~ potential solutions. Exercise direct supervision of professional, technical, accounting, and clerical staff.

ESSENTIAL JOB DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

General

Plan, organize, coordinate and perform the following District complex and difficult accounting, financial and human resources duties, including ~~LESSALT Water Treatment Agency performance of~~ accounting and financial duties required to comply with all public accounting requirements of local, state and federal regulations and those required by interagency agreements:

- ◆ Budget preparation, control, billing activities, and proper expenditures.
- ◆ Accounts receivable and payables, expenditures coding, and invoice audit.
- ◆ Prepares document preparation for periodic financial reports, statements, adjusts journal and ledger entries, reconciles all records, and maintains files.
- ◆ Provides cash management, makes bank transfers and deposits, and cash receipts.
- ◆ Coordinates annual independent audit and maintains financial and internal control procedures.
- ◆ Participates in treasury function, liaison with banks and negotiations for placement or transfer of District funds for proper investment portfolio review and approval of investment decisions.

FINANCE AND HUMAN RESOURCES MANAGER. Job Description

- ◆ Reviews employee time sheets, prepares employee payroll, files all required tax forms and deposits, assuring compliance with district rules and regulations and federal and state laws.
- ◆ Prepares annual salary and compensation surveys as needed.
- ◆ Directs the selection, evaluation, and training and development of district staff.
- ◆ Prepares a variety of correspondence and reports.
- ◆ Administers the District insurance and risk management functions.
- ◆ Monitors contracts and agreements with outside service providers and vendors to ensure compliance for maximum benefit and cost-effectiveness to District.
- ◆ Employer-employee relations for employee files, assures proper employee health and welfare programs and benefit payments; maintains all forms/records necessary to comply with any and all federal, state, and local regulations.
- ◆ Maintains District files and records per Record Retention Policy.
- ◆ Maintains and answers questions concerning personnel policies and procedures.
- ◆ Prepares orientation for new employees and exit interviews for departing employees.
- ◆ Responds to difficult or sensitive complaints and requests for information from public and District staff.
- ◆ Attends, represents, and makes presentations at Board of Directors, interagency, commissions, community and professional meetings, and conferences as required.
- ~~◆ Serves along with Water Superintendent upon request or absence of the District Manager~~
- ◆ Performs related duties as assigned.

KNOWLEDGE OF

- ◆ Government principles, practices, and procedure methods of government accounting, auditing, budgeting, and financial analysis.
- ◆ Administrative principles and practices, including goal setting and program development.
- ◆ Principles and practices of public personnel administration and risk management.
- ◆ Applicable state and federal laws and regulations.
- ◆ Computer applications related to the work.
- ◆ Standard office practices, procedures, methods and equipment including computers, printers, calculators, copiers, and FAX machines.

ABILITY TO

- ◆ Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the District.
- ◆ Plan, organize, supervise, review and evaluate the work of assigned staff and provide for their training and professional development, and work review and evaluations.
- ◆ Plan, organize, and review work of assigned staff to meet schedule and deadlines.
- ◆ Handle multiple concurrent projects and manage priorities and tasks.

- ◆ Interpret, apply and explain complex federal, state and local laws, codes, regulations and ordinances.
- ◆ Apply and administer principles and practices of public personnel administration, risk management and contract administration.
- ◆ Apply, analyze and adapt established methods to a variety of financial transactions and problems.
- ◆ Develop budgets and administer expenditures and purchases.
- ◆ Prepare, examine, and verify financial documents, statements, reports, analyses, and maintain ledgers and journals and reconcile bank statements
- ◆ Prepare complete, clear, concise reports and communicate clearly and concisely: both orally and in writing
- ◆ Represent the District in meeting with governmental and regulatory agencies and public
- ◆ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

QUALIFICATIONS:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- ◆ Six (6) years of progressive responsibility in any combination of accounting, budget, or personnel administration and human resources management.
- ◆ Responsibility involving planning, organization, implementation and supervision of varied administrative work programs.
- ◆ At least three (3) years at management level.
- ◆ Graduation from high school and equivalent to completion of four (4) years of college with major coursework in accounting, finance, economics, business or public administration or ~~fields~~ related fields related to the work.
- ◆ Valid California Drivers License and driving record acceptable to the District and insurance carrier.
- ◆ Work in a standard office environment where the employees regularly required prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending squatting and stooping in performance of daily activities. Requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Hearing and speech to communicate in person, before groups and over the telephone are essential.
- ◆ Must have ability to occasionally lift and/or move up to 25 pounds.
- ◆ Have the ability to operate a motor vehicle to travel to different sites and locations and to attend meetings.
- ◆ Ability to work effectively with fellow employees and the general public.

Approved: September 8, 1994

Revised: December 19, 2000

 November 11, 2004

Draft Revision October 19, 2024



Assistant Finance Manager Job Description (NEW)

DEFINITION

Under general direction of the Finance & Human Resources Manager, performs a variety of complex, technical, administrative and clerical activities to support all District Accounting, Financial, and Human Resources Divisions; oversees all aspects of Utility Billing; account payable, bookkeeping, auditing procedures, budget development and control; recruitment, selection, classification, training, employee relations, payroll and benefit programs; prepares, processes and maintains confidential employee records and data.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Finance/Human Resources Manager reports to the or to the General Manager when the Finance Manager is unavailable. Incumbents follow general state government guidelines and government accounting standards, exercising independence in resolving problems and/or developing recommendations on potential solutions. Exercise-Position does not have direct supervisory responsibilities ~~vision~~ of professional, technical, accounting, and clerical staff however direction may be given to train, observe, assist or schedule other staff on tasks relating to financial responsibilities, duties and policies.

ESSENTIAL JOB DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

General

Under the direct supervision of the Finance & Human Resources Manager the Assistant Finance Manager will Pplan, organize, coordinate and perform sometimes complex and difficult accounting, and financial ~~and human resources~~ duties, including performance of accounting and financial duties required to comply with all public accounting requirements of local, state and federal regulations and those required by interagency agreements:

- ◆ Budget preparation, control, billing activities, and proper expenditures.
- ◆ Accounts receivable and payables, expenditures coding, and invoice audit.
- ◆ Prepares document preparation for periodic financial reports, statements, adjusts journal and ledger entries, reconciles all records, and maintains files.
- ◆ Provides cash management, makes bank transfers and deposits, and cash receipts.

ASSISTANT FINANCE MANAGER, Job Description

- ◆ Coordinates annual independent audit and maintains financial and internal control procedures.
- ◆ Participates in treasury function, liaison with banks and negotiations for placement or transfer of District funds for proper investment portfolio review and approval of investment decisions.
- ◆ Reviews employee time sheets, prepares employee payroll, files all required tax forms and deposits, assuring compliance with district rules and regulations and federal and state laws.
- ◆ Prepares a variety of correspondence and reports.
- ◆ Administers the District insurance and risk management functions.
- ◆ Monitors contracts and agreements with outside service providers and vendors to ensure compliance for maximum benefit and cost-effectiveness to District.
- ◆ Employer-employee relations for employee files, assures proper employee health and welfare programs and benefit payments; maintains all forms/records necessary to comply with any and all federal, state, and local regulations.
- ◆ Maintains District files and records per Record Retention Policy.
- ◆ Maintains and answers questions concerning personnel policies and procedures.
- ◆
- ◆ Responds to difficult or sensitive complaints and requests for information from public and District staff.
- ◆ Attends, represents, and makes presentations at Board of Directors, interagency, commissions, community and professional meetings, and conferences as directed.
- ◆ Performs related duties as assigned.

KNOWLEDGE OF

- ◆ Government principles, practices, and procedure methods of government accounting, auditing, budgeting, and financial analysis.
- ◆ Administrative principles and practices, including goal setting and program development.
- ◆ Principles and practices of public personnel administration and risk management.
- ◆ Applicable state and federal laws and regulations.
- ◆ Computer applications related to the work.
- ◆ Standard office practices, procedures, methods and equipment including computers, printers, calculators, copiers, and FAX machines.

ABILITY TO

- ◆ Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the District.
- ◆ Plan, organize, supervise, review and evaluate the work of assigned staff and provide for their training and professional development, and work review and evaluations.
- ◆ Plan, organize, and review work of assigned staff to meet schedule and deadlines.
- ◆ Handle multiple concurrent projects and manage priorities and tasks.

ASSISTANT FINANCE MANAGER, Job Description

- ◆ Interpret, apply and explain complex federal, state and local laws, codes, regulations and ordinances.
- ◆ Apply and administer principles and practices of public personnel administration, risk management and contract administration.
- ◆ Apply, analyze and adapt established methods to a variety of financial transactions and problems.
- ◆ Develop budgets and administer expenditures and purchases.
- ◆ Prepare, examine, and verify financial documents, statements, reports, analyses, and maintain ledgers and journals and reconcile bank statements.
- ◆ Prepare complete, clear, concise reports and communicate clearly and concisely: both orally and in writing.
- ◆ Represent the District in meeting with governmental and regulatory agencies and public.
- ◆ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

QUALIFICATIONS:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- ◆ Minimum of two (2) years of progressive responsibility in any combination of accounting, budget, or personnel administration.
- ◆ Responsibility involving planning, organization, implementation and supervision of varied administrative work programs.
- ◆ At least three (3) years of professional experience handling financial transactions and office administration.
- ◆ Graduation from high school and equivalent to completion of two (2) years of college with major coursework in accounting, finance, economics, business or public administration or fields related to the work.
- ◆ Valid California Drivers License and driving record acceptable to the District and insurance carrier.
- ◆ Work in a standard office environment where the employees regularly required prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending squatting and stooping in performance of daily activities. Requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Hearing and speech to communicate in person, before groups and over the telephone are essential.
- ◆ Must have ability to occasionally lift and/or move up to 25 pounds.
- ◆ Have the ability to operate a motor vehicle to travel to different sites and locations and to attend meetings.
- ◆ Ability to work effectively with fellow employees and the general public.

| [ASSISTANT FINANCE MANAGER, Job Description](#)

| Approved: [DRAFT October 19, 2024](#)

Revised:



Executive Assistant–Confidential Job Description

DEFINITION

Under general direction from the General Manager, provides varied confidential secretarial and office administrative support services to the General Manager and the District's management team, relieving them of a variety of administrative details; performs difficult and complex office support work; maintains official District documents and records; and performs related work as required. Under general supervision from the Finance & Human Resource Manager, ~~assist with human resource administration and~~ performs technical accounting work in the areas of payroll, accounts payable, banking and cash management, fixed asset recordkeeping, spreadsheet maintenance, and other financial transaction processing; administers human resource responsibilities as directed and in the absence of the Finance & Human Resources Manager.

DISTINGUISHING CHARACTERISTICS

This position is responsible for providing direct support to the General Manager, the Board of Directors, and the District's management team on District wide issues. Assignments from the General Manager and management team may be quite varied in scope and include tasks such as data gathering, analysis, and writing projects as well as confidential secretarial and office administrative support tasks. This ~~positions~~position's role regarding the Board of Directors focuses on supporting the Board Secretary in posting Board meeting notices, meeting agenda preparation, and minute preparation.

ESSENTIAL JOB DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- ◆ Performs routine and special projects as assigned; conducts research and assembles results and/or summarizes information and data collected; contacts other organizations to obtain information; analyzes statistical, operational or other information, and then prepares reports and recommendations based thereon; conducts various internal and external surveys; gathers and organizes a variety of information and materials for the District's management team.
- ◆ Assists the secretary of the Board of Directors; prepares, assembles and distributes agenda material; posts required legal meeting notices; attends Board meetings, takes open meeting notes, transcribes minutes for review and issuance; follows-up on Board actions and notifies appropriate parties; prepares monthly expense reports for the Board of Directors and inputs them into ~~QuickBooks~~district financial tracking software for payment.

EXECUTIVE ASSISTANT – CONFIDENTIAL. Job Description

- ◆ Establishes and maintains a variety of administrative files, including legal documents, archival materials, resolutions, ordinances, minutes, agreements, deeds, annexations, District projects, subdivisions, consultant reports, and personnel files. Establishes and oversees maintenance of complex filing and recording keeping systems; classifies files and locates a variety of materials according to established filing systems; sets up new files and removes outdated materials in files as necessary and in accordance with District record retention policies.
- ◆ Provides confidential administrative assistance to the General Manager and the District's management team; transcribes, composes, and types a variety of confidential correspondence, reports, memos, minutes, forms, specifications, and other related material from rough drafts, corrected copy, verbal instructions, or voice-recording equipment, then organizes and sets up material to produce finished format. Proofreads letters, reports, records, and other items for accuracy, completeness, arithmetical accuracy, and compliance with established standards.
- ◆ Arranges committee and staff meetings at the request of General Manager. Attends staff meetings and may be assigned to serve on staff committees to develop recommendations and solutions for a variety of issues.
- ◆ Assists District, Board, and Staff with conference and training registrations, booking of travel, and overnight accommodations. Gets maps and/or prints directions for any trips by vehicle.
- ◆ Maintains a tickler system to track and schedule a variety of periodic routine reports, staff training, membership renewals, Board actions, etc. to assure that the District is compliant with regulatory requirements and meets deadlines.
- ◆ Performs confidential personnel activities as assigned; update and maintain templates for employee timesheets in computer spreadsheets; maintains confidential employee insurance and benefits, worker's compensation and safety, payroll and personnel records and files.
- ◆ Assists in researching and assembling information for classification and compensation studies; conducts and responds to salary and benefit surveys.
- ◆ Schedule new employee orientations, including assembly of orientation materials and paperwork. Coordinates dispersal of information to applicants regarding job opening, application process, acts as primary administrator of the applicant tracking system.
- ◆ Process monthly payroll in QuickBooks using district payroll process in accordance with District procedures and develops expert level skills in the operation of payroll software. This includes inputting timesheets, updating sick & vacation accrual records, preparing payroll disbursements and related supporting schedules, running monthly payroll reports, reconciling and posting payroll journal entry, transmitting direct deposit transactions to the bank, and preparing quarterly and annual payroll tax returns.
- ◆ Process accounts payable in QuickBooks using district financial tracking software in accordance with District procedures. This includes reviewing invoices for approval and matching to receiving documents, coding to appropriate account, entering into the accounting system for payment, and filing paid invoices.
- ◆ Other accounting duties as assigned, which may include preparing monthly bank account reconciliations on certain accounts, entering new assets into the Fixed Assets accounting system, maintaining and updating certain spreadsheets, assisting with annual budget preparation, assisting with preparation of annual audit work papers.

EXECUTIVE ASSISTANT – CONFIDENTIAL. Job Description

- ◆ Organizes own work, sets priorities and assures necessary deadlines are met and when needed, enlists the assistance of other District staff to ensure effective completion of the work.
- ◆ Maintains calendar for scheduled use of Board Room and Conference Room.
- ◆ Order office supplies and other related materials.
- ◆ Gathers information to be posted to the District's web site, ~~and updates reviews~~ the District web site on a regular basis for accurate information and by communicating with the Public Relations Specialist to correct outdated information ~~webmaster~~.
- ◆ Drives a motor vehicle to various District facilities, government agencies, and other locations to pick-up and deliver correspondences, documents, materials, and supplies.
- ◆ Perform other duties as assigned.

KNOWLEDGE OF

- ◆ Generally accepted accounting principles and practices; governmental and utility accounting; auditing procedures; cash management techniques; payroll administration including pertinent laws governing wage and hour calculations, tax deductions, and related issues.
- ◆ Accepted concepts of public and community relations, including techniques for providing good customer service.
- ◆ Organization and management principles and practices, with administrative analysis techniques and basic statistics.
- ◆ Applicable federal, state, and local laws and regulations governing water district operations.
- ◆ Modern office methods, equipment, and procedures; computers and software used in office and administrative support work; maintenance of files and information retrieval systems; correct English usage, grammar and punctuation; basic mathematics.

ABILITY TO

- ◆ Typing skills of 55 words per minute.
- ◆ Proficient use of a 10-key calculator.
- ◆ Reading and writing skills to effectively compose correspondence, assemble routine administrative reports, and edit the work of others.
- ◆ Organizational skills to effectively develop and coordinate office systems, to arrange meetings and itineraries, and to work under pressure to meet deadlines.
- ◆ Operate a personal computer to efficiently utilize a variety of software applications, including all Microsoft Office applications, and the internet, as well as specialty software such as: QuickBooks Tyler® Incode-10, Streamline, ADP, and others as required, ~~and the internet~~; operate other office equipment including: typewriter, copy machines, fax machines, and other specialized office equipment. Perform routine service of office machines.

DEMONSTRATED ABILITY TO

- ◆ Apply accounting and financial transaction processing techniques accurately.

- ◆ Make arithmetic calculations (add, subtract, multiply, divide, and calculate percentages) with speed and accuracy.
- ◆ Operate the District’s automated accounting software, personal computers and printers with sufficient speed and agility to produce error-free output within timelines.
- ◆ Take and transcribe notes and minutes of meetings using shorthand or speed writing at a sufficient rate to meet job demands.
- ◆ Compile and analyze accurate data and prepare clear and concise reports and recommendations.
- ◆ Organize, coordinate, and prioritize a variety of assignments with varying deadlines and work effectively under pressure with frequent interruptions.
- ◆ Function effectively in an administrative support capacity.
- ◆ Establish and maintain effective working relationships with district staff and public.
- ◆ Communicate effectively, both orally and in writing.
- ◆ Work independently and as a team member.
- ◆ Make sound decisions within established guidelines.
- ◆ Maintain strict confidentiality and respect for privacy.

QUALIFICATIONS:

- ◆ Any combination of education and experience, which would likely provide the necessary knowledge and abilities listed above.
- ~~◆ High School graduation or tested equivalent.~~
- ◆ Five years increasingly responsible experience performing a variety of office and administrative work and records management, and must include at least two years of direct experience in accounting related work.
- ◆ Successful completion of two years of college-level course work in accounting, office administration, human resources, secretarial science, finance, or a directly related field.
- ◆ Experience may be substituted by completion of a four-year degree from an accredited college or university in accounting, office administration, human resources, secretarial science, finance, or a directly related field.

Working Conditions & Physical Requirements

- ◆ Sit at a desk for long periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use of telephone and computer keyboard on a daily basis; occasionally lift and carry items weighting up to 20 pounds.

Other Requirements

- ◆ Must be willing to attend Board meetings outside of regular work hours.
- ◆ Possess and maintain a valid California Notary Public Commission (plus, but not necessary).

| EXECUTIVE ASSISTANT – CONFIDENTIAL. Job Description

- ◆ Must have a current and valid California driver's license and good driving record acceptable to and approval by District's Insurance Company.

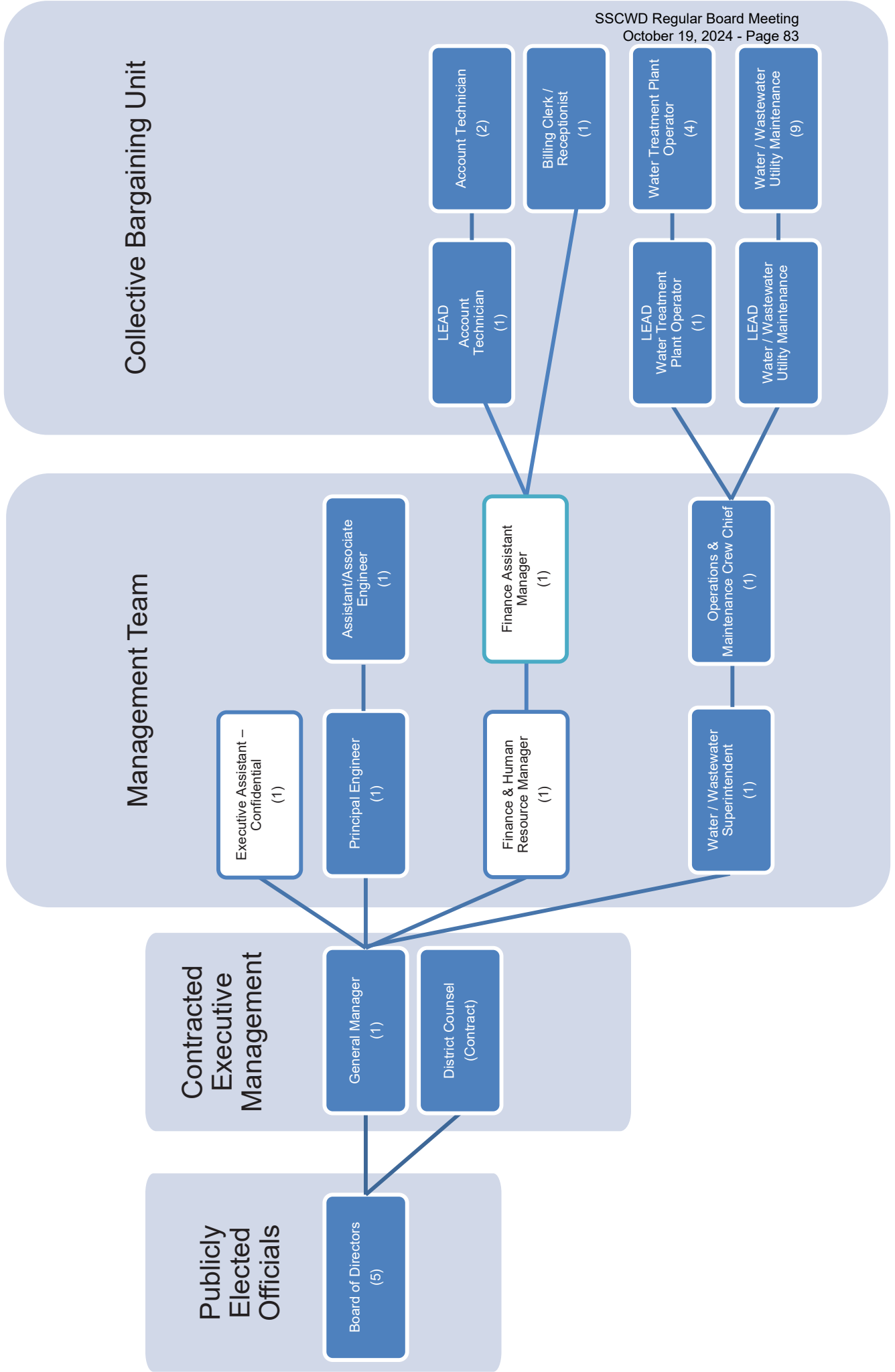
Adopted: February 8, 2007

Revised: November 13, 2008

| DRAFT October 19, 2024

Sunnyslope County Water District

Organization Chart – Proposed 2024



Sunnyslope County Water District

Organization Chart – w/new position

- **Board of Directors (5)** (Term Begins – Expires)
 - Ed Mauro, President (12/22 – 11/26)
 - Jim Parker, Vice President (12/22 – 11/24)
 - Mike Alcorn (12/22 – 11/26)
 - Jerry Buzzetta (12/20 – 11/24)
 - Dee Brown (12/20 – 11/26)
- **District Counsel (De Lay & Laredo)**
 - David Laredo, Esq.
 - Michael Laredo, Esq.
- **General Manager**
 - Drew A. Lander, P.E.
- **Executive Assistant-Confidential**
 - Madison Koester
- **Finance & Human Resource Manager**
 - Barry Kelly
 - Assistant Finance Manager
 - (NEW)
- **Account Technicians (2)**
 - Kelly L. Roberts
 - Melissa Bernal
 - Dana Sullivan
- **Billing Clerk/Public Relations Specialist**
 - Valeria Garcia
- **Principal Engineer**
 - Robert (Rob) B. Hillebrecht, P.E.
 - Assistant Engineer
 - Alvin Do, EIT
- **Water / Wastewater Superintendent**
 - Jose J. Rodriguez
- **Operations & Maintenance Crew Chief**
 - Dee J. Burbank
- **Lead Water Treatment Plant Operator**
 - Manuel (Manny) T. Chavez, Jr.
- **Water Treatment Plant Operator (3)**
 - William (Billy) K. Boltz
 - Troy E. Quick
 - Scott A. Watson
- **Lead Water / Wastewater Utility Maintenance**
 - Vacant
- **Water / Wastewater Utility Maintenance (8)**
 - Abel Alvarez
 - Diego Perez Bribiesca
 - Kevin G. Castro
 - Adan Cervantes, Jr.
 - Bazilio (Bas) Hernandez
 - David (Dave) Padilla
 - Michael (Mike) Vargas Garcia
 - Luis Vasquez
 - Jacob Machado

