

**BOARD OF DIRECTORS
SAN BENITO COUNTY WATER DISTRICT
Agenda For
March 29, 2023
Regular Meeting – 5:00 p.m.
30 Mansfield Road – Hollister, California 95023**

Assistance for those with disabilities:

If you have a disability and need accommodation to participate in the meeting, please call Barbara Mauro, Board Clerk, at (831) 637-8218, 48 hours prior to meeting for assistance so the necessary arrangements can be made.

Effective at the April 27, 2022, The Board of Directors is now allowing the public to attend in person at all meetings of the San Benito County Water District Board. We will also continue to offer the meeting via Zoom as well. Regarding virtual participation, members of the public are instructed to be on mute during the proceedings and to speak only when public comment is allowed, after requesting and receiving recognition from the Board President.

ZOOM LINK

<https://us06web.zoom.us/j/81526914747?pwd=ejUwVjdITjhvYzltNFZUeGlvUXQvQT09>

Meeting ID

815 2691 4747

Passcode:

463781

Dial Only:

Dial by your location

+1 669 444 9171 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

If you plan to participate in the meeting and need assistance, please call
Barbara Mauro, Board Clerk, at (831) 637-8218, 48 hours prior to meeting.

CALL TO ORDER

- a. Pledge of Allegiance to the Flag
- b. Roll Call
- c. Speakers will be limited to 5 minutes to address the Board; rebuttal will be limited to 3 minutes; no new business agenda items will be heard after 8:00 p.m.
- d. Approval of Agenda
- e. Public Input: Members of the Public are Invited to Speak on any Matter not on the Agenda

CONSENT AGENDA:

(Consent items shall be considered as a whole and without discussion unless a particular item is removed from the consent agenda. Board member may discuss individual items or seek information from staff or legal counsel without removing the item from the Consent Agenda. A member of the public should seek recognition by the President if comment is desired. Approval of consent items shall be made by one motion.)

1. Approval of Minutes for: February 22, 2023 Regular Meeting
2. Allowance of Claims
3. Acknowledgement of Paid Claims prior to the March Board Meeting
4. On Call Contracts – Status Updates

REGULAR AGENDA

5. Groundwater Sustainability Plan Annual Report 2022
 - a. Presentation of Report
 - b. Consider Acceptance of Groundwater Sustainability Plan Annual Report 2022
6. Consider Resolution Setting Forth its Intentions Regarding Percolation of San Felipe Project Water for Water Contract Year 2023-2024
7. Consider Extending the Contract for one year (Fiscal Year 2022-2023) with McGilloway, Ray, Brown, & Kaufman for auditing services
8. Consider Approval of Revised Organization Chart and Updated Salary Schedules
9. Consider Authorizing Director Attendance at the 2023 ACWA/JPIA's Board of Directors' Meeting on May 8, 2023, Monterey, California
10. Consider General Manager/Designee and Director Attendance at the ACWA Spring Conference May 9-11, 2023 in Monterey, California
11. Committee/Agency Representative Reports:
 - a. San Luis Delta Mendota Water Authority (Tonascia/Wittry)
 - b. Finance Committee (Tonascia/Wright)
 - c. Personnel Committee (Flores/Tonascia)
 - d. City of San Juan Bautista Water Infrastructure Ad Hoc Committee (Tonascia/Flores)
12. Monthly Operations and Maintenance Report

13. General Manager's Report:
 - a) General Comments
 - b) Reach 1 Operations
 - c) Zone 3 Operations
 - d) Zone 6 Operations
 - e) San Luis Delta Mendota Water Authority Activities
 - f) Pacheco Reservoir Expansion Project
 - g) City of San Juan Bautista Water Supply Plan
14. **CLOSED SESSION:** Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6
Agency Negotiator: Steve Wittry, General Manager
Employee Organization: SEIU 521 Office and Field Employees Unit
15. **CLOSED SESSION:** Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6
Agency Negotiator: Steve Wittry, General Manager
Unrepresented Employees:
Management/Confidential/Professional Employees: Accountant, Assistant Engineer, Associate Engineer, Deputy District Engineer, Finance Manager, Human Resources/Administrative Assistant, Operations and Maintenance Manager, Senior Engineer, Supervising Accountant, Water Conservation Program Manager
16. **OPEN SESSION:**
Report any action, if any, from Closed Session
17. Adjournment

Adjournment - Unless there is a special meeting prior to that time, the next regular meeting of the Board will be Wednesday, April 26, 2023. Meetings are held at the District office, 30 Mansfield Road, Hollister, California. **LAST DAY TO FILE CLAIMS** against the District is the second Friday of each month, except in November and December. Usually meeting dates change in those months because of holidays. The Board may hold a closed session to discuss personnel matters, litigation or employee negotiations as authorized by the Ralph M. Brown Act, Evidence Code #950-962 or other appropriate State law.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 30 Mansfield Road, Hollister, California.

February 22, 2023
Regular Meeting
5:02 p.m.

The Board of Directors of the San Benito County Water District convened in regular session on Wednesday, February 22, 2023 at 5:02 p.m. at the San Benito County Water District office at 30 Mansfield Road, Hollister, California. Members present were: President Sonny Flores, Vice President Andrew Shelton and Directors Joe Tonascia, Doug Williams and Mark Wright. Also present were General Manager Steve Wittry, District Counsel Jeremy T. Liem, Manager of Administration, Finance and Business Services Joyce Machado, Associate Engineer David Macdonald, Operations and Maintenance Supervisor Michael Craig, Office Specialist III Cindy Paine, Office Specialist II Athina Frederico and Board Clerk/Office Specialist III Barbara Mauro.

CALL TO ORDER

President Flores called the meeting to order at 5:02 p.m.

- a. **Pledge of Allegiance to the Flag**
President Flores led the Pledge of Allegiance.
- b. **Roll Call**
Mrs. Mauro called roll; members present were: President Flores, Vice President Shelton and Directors Tonascia, Williams and Wright.
- c. **Speakers will be limited to 5 minutes to address the Board; rebuttal will be limited to 3 minutes; no new business agenda items will be heard after 8:00 p.m.**
- d. **Approval of Agenda**
President Flores stated he wished to table agenda item #8. Noting the removal of item number 8, a motion was made by Director Tonascia and seconded by Director Wright, the Agenda was approved by 5 affirmative votes, Flores, Shelton, Tonascia, Williams and Wright.
- e. **Public Input: Members of the Public are Invited to Speak on any Matter not on the Agenda**
Employees of San Benito County Elections office made a brief presentation to the Board regarding the Election Administration Plan. There will be 3 public workshops to review it.

CONSENT AGENDA:

1. **Approval of Minutes for: January 25, 2023 Regular Meeting**
2. **Allowance of Claims**
3. **Acknowledgement of Paid Claims prior to the February Board Meeting**
4. **On Call Contracts – Status Updates**

With a motion by Director Williams and a second by Vice President Shelton, the Consent Agenda was approved by 5 affirmative votes, Flores, Shelton, Tonascia, Williams and Wright.

REGULAR AGENDA

5. FYE 2022 Annual Comprehensive Financial Report and Audit

Mrs. Machado introduced Patricia Kaufman from McGilloway, Ray, Brown & Kaufman.

a. Presentation by McGilloway, Ray, Brown & Kaufman

Ms. Kaufman stated the report, once final, will then be submitted to the GFOA by staff. She mentioned she previously met with the Finance Committee, via Zoom, to present the draft report. Ms. Kaufman stated the audit is receiving an unmodified opinion and there was not a need for a management letter. The District did receive the Certificate of Excellence from the GFOA for the 2020 Audit. Expectations are that the District will receive the award for the 2021, but GFOA is behind in their review process.

Regarding the Net Position, Ms. Kaufman reports the receivables were up while the liabilities are down. The reduction in the liabilities is due in part to the approximate \$3 million contribution the District made to the OPEB Trust. Ms. Kaufman stated the revenues are down, \$2.8 million which was attributed to the lack of a water allocation and that the Lessalt Water Treatment Plant was not operating.

Communications with management were good, per Ms. Kaufman. Controls and policies were all in place and the District staff did a great job. No difficulties were encountered, and all work came in timely, accurately and according to schedule.

Director Tonascia thanked Ms. Kaufman and the District staff for their work on the audit.

Richard Bettencourt, a member of the audience, asked how long the process took. Ms. Kaufman stated about four weeks. Mrs. Machado added, the audit is a culmination of five to six months of District's staff time. She further thanked Mr. Wittry, District staff including the water office and accounting staff, particularly Cindy Paine and Athina Frederico for all their extra efforts on the audit.

b. Consider Acceptance and Authorize Distribution

With a motion by Director Tonascia and a second by Director Williams, the Board of Directors by 5 affirmative votes, Flores, Shelton, Tonascia, Williams and Wright, accepted the FYE 2022 Annual Comprehensive Financial Report and Audit and authorized distribution.

6. Consider Resolution Adopting the 2022 San Benito County Multi-Jurisdictional Hazard Mitigation Plan

Mr. Wittry reviewed this item for the Board. Involved in this plan was the City of Hollister, the City of San Juan Bautista, San Benito County, Sunnyslope County Water District and San Benito County Water District. The consultant who prepared this document was paid through a grant from Cal OES and FEMA. The full document is

more than 1000 pages, so it is on our website for the public to review. The Board action is approval of the resolution that adopts the 2022 San Benito County Multi—Jurisdictional Hazard Plan.

With a motion by Director Tonascia and a second by Vice President Shelton, the Board of Directors approved Resolution #2023-09, *A Resolution of the Board of Directors of the San Benito County Water District Adopting the 2022 San Benito County Multi-Jurisdictional Hazard Mitigation Plan* by 5 affirmative votes, Flores, Shelton, Tonascia, Williams and Wright.

7. **Consider Authorizing the General Manager Execute a Contract with Todd Groundwater to Prepare Specialized Design and Environmental/Permit Support Associated with the Accelerated Drought Response Project (ADRoP) (NTE \$234,400)**

Mr. Wittry stated this is the next step following the Board's approval of the HDR Contract, as this contract is for specialized work that Todd Groundwater can perform.

With a motion by Director Williams and a second by Director Wright, the Board of Directors Authorized the General Manager to Execute a Contract with Todd Groundwater to Prepare Specialized Design and Environmental/Permit Support Associated with the Accelerated Drought Response Project (ADRoP) (NTE \$234,400) by 5 affirmative votes, Flores, Shelton, Tonascia, Williams and Wright.

8. **Consider Appointing Barbara Mauro as Secretary of the Board of Directors**
(This item was tabled when the agenda was approved)

9. **Discuss and Consider Authorization to Increase Contract Purchase Order (P.O. #8037) to CSI Services by \$15,784 for Inspection Services for the Industrial Paint Project (NTE \$80,784)**

Mr. Macdonald explained the extension for this contract was mostly due to the weather, which slowed the progress of the painting contractor, this in turn, increased the cost of the inspection services. Discussion ensued about how the special paint needed for our infrastructure cannot cure in wet weather.

Director Tonascia asked why there is an increase. Mr. Wittry stated mobilization took longer and the inspection company had to be available on stand-by to accommodate the painting contractor's work. Mr. Macdonald further stated because the paint wasn't curing, due to weather, which increased the inspection work performed by CSI. Mr. Wittry stated this is specialized work and he further stated the District experienced a problem with a painting job previously. That is the reason for having inspection services.

Director Tonascia asked what the District would do if this paint were to fail. Mr. Wittry stated this project has a warranty. Mr. Wittry further stated our staff, when preparing the RFP, under-estimated the inspection time that was needed. Discussion ensued about why this came to the board three times. President Flores asked if this is the final amount needed and Mr. Macdonald stated yes, it is.

Mr. Craig added this is the end of Phase 1 and there are 3 Phases.

Director Tonascia asked why District staff didn't do the job. President Flores asked if this painting job included remediation of lead-based paint, which staff confirmed. Vice President Shelton asked if 1 employee could do this. Mr. Wittry stated no they could not.

Mr. Craig stated lead samples were taken first and at some locations, the prep done for painting caused some leaks, which the District staff had to repair.

Director Wright asked what changed from the initial bid to cause the increases. Mr. Wittry stated staff underestimated the number of hours needed for inspection and this caused the shortfall.

President Flores stated it is in the best interest of the District to finish the project.

With no further discussion, a motion was made by Vice President Shelton and seconded by Director Wright; the Board of Directors Authorized the Increased Contract Purchase Order (P.O. #8037) to CSI Services by \$15,784 for Inspection Services for the Industrial Paint Project (NTE \$80,784) by 5 affirmative votes, Flores, Shelton, Tonascia, Williams and Wright.

10. **Committee/Agency Representative Reports:**

- a. **San Luis Delta Mendota Water Authority (Tonascia/Wittry)**
As per Director Tonascia, members discussed the snowpack being good and that the Shasta/Trinity area didn't have record snowfall.
- b. **Pajaro River Watershed Flood Prevention Authority (Flores/Shelton)**
As per Director Flores, the meeting was cancelled for lack of a quorum.
- c. **Mid Pacific Water Users Conference, Reno, Nevada January 25-27, 2023 (Tonascia)**
As per Director Tonascia, there was a large turnout for the conference. While everyone was happy with the snowpack, Shasta is still low and Klamath had no snowpack. There was some discussion about better public information being made available, including telling the public it is also a regulatory drought. With more rain coming in January, they are hopeful for more water coming through the Delta.
- d. **Water Resources Association (Flores/Shelton)**
As per Director Flores, the Association held its annual business meeting and discussed continuing to work on grant funds for the turf removal program.
- e. **Finance Committee (Tonascia/Wright)**
As per Directors Tonascia and Wright, this has already been covered.
- f. **Personnel Committee (Flores/Tonascia)**
As per Directors Flores and Tonascia, the committee discussed the org chart and the open position.

g. Recycled Water Committee (Flores/Shelton)

As per Director Shelton, the committee discussed the preparations for the Site Supervisor Meeting, required as a recycled water user.

11. Monthly Operations and Maintenance Report

Mr. Craig shared several photos. The first was a photo from the Highway 156 widening project. The next two photos were of the damage to the access road at Hernandez Reservoir. Mr. Craig stated staff will need to wait for better weather to repair the culverts. The last photo was of staff cleaning the recycled water pond. This process is approximately 60% complete. Mr. Craig further reported Paicines Reservoir is at 580 AF and it can hold 3300 AF. Hernandez holds 18,000 AF and is full and still spilling.

12. General Manager's Report:

a) General Comments

Mr. Wittry reported the initial water allocation is 35% for Ag customers and 75% of historical use for M & I customers. Staff will be mailing out contracts in the next few days.

Recycled Water, Site Supervisor Training is tomorrow. The District is in the process of obtaining it's own permit (currently using the City of Hollister's) but that will likely be next year. The District will be implementing a new policy regarding following the rules and penalizing those who violate the rules. For now, there won't be a penalty, but Mr. Wittry wanted directors to be aware of the new policy, in case they receive any calls.

Director Wright asked if there was going to be any course of action this year for violations? Mr. Wittry stated no, just warnings. When the District has the new permit, Mr. Wittry stated the District will be responsible for all violations. Director Tonascia added this is a good idea. Also to be discussed at the meeting will be scheduling of the recycled water, as we have had delivery pressure issues in the past.

Director Tonascia asked what the M & I allocation was; Mr. Wittry stated it is 75% of historical use.

Director Wright asked when Sub 10 will return to operation; Mr. Wittry stated the anticipation is the end of May.

b) Reach 1 Operations

Mr. Wittry reported Bifurcation is due to be back on by March 6th, per Santa Clara Valley Water District.

c) Zone 3 Operations

Mr. Wittry reported District staff is working with ELC on a solution to have some kind of video feed from Hernandez Reservoir.

d) Zone 6 Operations

Mr. Wittry reported the construction on Highway 156 that involved our infrastructure, should be complete in late April or early May, depending on weather.

e) San Luis Delta Mendota Authority Activities

Mr. Wittry reported the discussion at the Authority had been the OM&R cost allocation. The Authority had only anticipated a 10% allocation.

f) Pacheco Reservoir Expansion Project

Mr. Wittry reported their scientific work has been delayed due to the weather.

g) City of San Juan Bautista Water Supply Plan

Mr. Wittry and Mrs. Machado met with the City of San Juan Bautista. It was a successful meeting and District staff is looking forward to receiving their comments on the draft agreements.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 6:25 p.m.

Sonny Flores, President

Barbara L. Mauro, Board Clerk

Batch ID:	CK032923	Audit Trail Code:	PMCHK00000965
Batch Comment:	Board Claims, March 29, 2023	Posting Date:	3/29/2023

IT IS CERTIFIED THAT THE FOLLOWING IS A TRUE LIST OF CLAIMS PROPERLY
AND REGULARLY COMING BEFORE THE BOARD OF DIRECTORS OF SAID
DISTRICT ON: MARCH 29, 2023

Check #	Date	Payment Number	Vendor ID	Check Name	Amount
0057017	3/29/2023	030832	A&BFI	A & B Fire Protection & Safety Inc.	\$302.00
0057018	3/29/2023	030833	A1JAN	A-1 Services	\$524.00
0057019	3/29/2023	030834	ACTIO	Action Broadcasting Services	\$679.00
0057020	3/29/2023	030835	ALLIA	Alliance Resource Consulting	\$2,500.00
0057021	3/29/2023	030836	ATOOL	A Tool Shed	\$350.00
0057022	3/29/2023	030837	BEFOR	Before the Movie Inc	\$438.00
0057023	3/29/2023	030838	BRIGA	Brigantino Irrigation	\$90.09
0057024	3/29/2023	030839	BRYCE	Bryce Consulting Inc	\$990.00
0057025	3/29/2023	030840	CARDI	C A R Diagnostics Center	\$285.55
0057026	3/29/2023	030841	CELLU	Cellular Controlled Products	\$195.00
0057027	3/29/2023	030842	CINTA	Cintas Corporation	\$388.72
0057028	3/29/2023	030843	CMANA	CM Analytical Inc	\$180.00
0057029	3/29/2023	030844	CSISE	CSI Services Inc	\$19,536.00
0057030	3/29/2023	030845	DATAF	Dataflow Business Systems Inc	\$558.54
0057031	3/29/2023	030846	EBCO	EBCO Pest Control	\$60.00
0057032	3/29/2023	030847	ELCCO	ELC Consulting	\$12,078.04
0057033	3/29/2023	030848	G&MAU	G & M Auto Repair Inc	\$179.00
0057034	3/29/2023	030849	GRAIN	GRAINGER	\$320.61
0057035	3/29/2023	030850	GROSS	Grossmayer & Associates	\$6,181.84
0057036	3/29/2023	030851	GUTIE	Gutierrez Consultants	\$23,698.50
0057037	3/29/2023	030852	HAUTO	Hollister Auto Parts Inc	\$378.21
0057038	3/29/2023	030853	HDRENG	HDR Engineering Inc	\$13,848.33
0057039	3/29/2023	030854	JOHNS	Johnson Lumber Company	\$1,108.92
0057040	3/29/2023	030855	JOHNSPU	Johnson Pump Company	\$2,797.13
0057041	3/29/2023	030856	KRONI	Kronick Moskovitz Tiedemann & Girard	\$445.00
0057042	3/29/2023	030857	LANDS	Landscape Design by Rosemary Bridwell C	\$750.00
0057043	3/29/2023	030858	LIEBE	Liebert Cassidy Whitmore	\$674.50
0057044	3/29/2023	030859	MCGIL	McGilloway Ray Brown & Kaufman	\$6,625.00
0057045	3/29/2023	030860	MCKIN	McKinnon Lumber Inc	\$32.23
0057046	3/29/2023	030861	MISSIO	Mission Village Voice Media LLC	\$305.00
0057047	3/29/2023	030862	MONTERE	Monterey Peninsula Engineering	\$697,820.97
0057048	3/29/2023	030863	NEWSV	New SV Media Inc	\$594.00
0057049	3/29/2023	030864	PACIFICC	Pacific Crest Engineering Inc	\$4,810.00
0057050	3/29/2023	030865	PALAC	Palace Business Solutions	\$410.49
0057051	3/29/2023	030866	PIPAL	Pipal Spurzem & Liem LLP	\$1,000.00
0057052	3/29/2023	030867	PITBO	Pitney Bowes	\$89.84
0057053	3/29/2023	030868	RAFTE	Raftelis	\$2,365.43
0057054	3/29/2023	030869	ROSSI	Rossi's Tire & Auto Service	\$30.00
0057055	3/29/2023	030870	SBENG	San Benito Engineering	\$4,389.50
0057056	3/29/2023	030871	SENTR	Sentry Alarm Systems	\$120.00
0057057	3/29/2023	030872	SHRED	Shred-it	\$488.08
0057058	3/29/2023	030873	SSCWD-TP	Sunnyslope County Water District	\$355,040.04
0057059	3/29/2023	030874	TECHN	TechnoFlo Systems	\$2,407.28
0057060	3/29/2023	030875	THOMS	Thomson Rueters-West	\$458.98
0057061	3/29/2023	030876	TODDE	Todd Groundwater	\$17,557.25
0057062	3/29/2023	030877	TOROP	Toro Petroleum Corporation	\$2,646.82
0057063	3/29/2023	030878	TRUEV	True Value Hardware	\$239.87

* Voided Checks


Check #	Date	Payment Number	Vendor ID	Check Name	Amount
0057064	3/29/2023	030879	UNIFI	Unified Field Services Corporation	\$18,722.60
0057065	3/29/2023	030880	USBNK-CC	US Bank Corporation	\$4,561.33
0057066	3/29/2023	030881	WRIIN	Wright Bros Industrial Supply	\$42.15
0057067	3/29/2023	030882	ZEIAL	Alan Zeisbrich	\$6,240.00
Total Checks: 51					Checks Total: \$1,216,533.84
					=====

* Voided Checks

Check #	Date	Payment Number	Vendor ID	Check Name	Amount
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STATE OF CALIFORNIA
COUNTY OF SAN BENITO

I DO HEREBY CERTIFY, UNDER THE PENALTY OF PERJURY AT HOLLISTER, CALIFORNIA
THIS 29TH DAY OF MARCH 2023 THAT THE FOREGOING DEMANDS ENUMERATED HAVE
BEEN AUDITED; THAT THE SAME ARE ACCURATE AND JUST CLAIMS AGAINST THE DISTRICT;
AND THAT THERE ARE FUNDS AVAILABLE FOR PAYMENT.


Prepared by: Accountant


Submitted by: District Manager

APPROVED BY BOARD OF DIRECTORS ON: _____

Date

President

Payment Fund Responsibility

Page 1 of 17

Payment#	Date	Check Total	Vendor ID	Vendor Name
030832	3/23/2023	\$302.00	A&BFI	A & B Fire Protection & Safety, Inc.
Voucher:	047586	Invoice: 334310	Date: 3/15/2023	Annual Fire Extinguisher Svc.
	Allocations:	\$30.20	100-6275-0000-563-06	CS-Maint 10/5/85
	Allocations:	\$15.10	300-6275-0000-563-06	CS-Maint 10/5/85
	Allocations:	\$256.70	600-6275-0000-563-06	CS-Maint 10/5/85

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$30.20 Fund 300: \$15.10 Fund 600: \$256.70
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030833	3/23/2023	\$524.00	A1JAN	A-1 Services
Voucher:	047503	Invoice: 4770	Date: 3/1/2023	Janitorial Services
	Allocations:	\$30.60	100-6275-0000-563-06	CS-Maint 10/5/85
	Allocations:	\$15.30	300-6275-0000-563-06	CS-Maint 10/5/85
	Allocations:	\$260.10	600-6275-0000-563-06	CS-Maint 10/5/85
	Allocations:	\$21.80	100-6275-0000-563-06	CS-Maint 10/5/85
	Allocations:	\$10.90	300-6275-0000-563-06	CS-Maint 10/5/85
	Allocations:	\$185.30	600-6275-0000-563-06	CS-Maint 10/5/85

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$52.40 Fund 300: \$26.20 Fund 600: \$445.40
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030834	3/23/2023	\$679.00	ACTIO	Action Broadcasting Services
Voucher:	047585	Invoice: 70580	Date: 3/14/2023	Public Outreach Radio Ad
	Allocations:	\$679.00	803-6865-0000-562	Advertising/Public Info (PI)

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$0.00
Fund 700: \$0.00 Fund 803: \$679.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030835	3/23/2023	\$2,500.00	ALLIA	Alliance Resource Consulting
Voucher:	047523	Invoice: SBCWD-03-03	Date: 3/7/2023	Recruiting Service
	Allocations:	\$125.00	300-6240-0000-563-06	CS-Consulting GA 10/5/85
	Allocations:	\$2,125.00	600-6240-0000-563-06	CS-Consulting GA 10/5/85
	Allocations:	\$250.00	100-6240-0000-563-06	CS-Consulting GA 10/5/85

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$250.00 Fund 300: \$125.00 Fund 600: \$2,125.00
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030836	3/23/2023	\$350.00	ATOOL	A Tool Shed			
Voucher:	047492	Invoice:	1618558-7	Date:	2/22/2023	Maintenance Equipment Rental	Doc Amt: \$350.00
		Allocations:	\$350.00	600-1503-0605-125		Water Right -WWTP Storage Pond	

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$350.00
Fund 700: \$0.00 Fund 803:\$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030837	3/23/2023	\$438.00	BEFOR	Before the Movie Inc			
Voucher:	047491	Invoice:	41847	Date:	3/1/2023	On-Screen Ad	Doc Amt: \$438.00
		Allocations:	\$438.00	803-6865-0000-562		Advertising/Public Info (PI)	

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$0.00
Fund 700: \$0.00 Fund 803:\$438.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030838	3/23/2023	\$90.09	BRIGA	Brigantino Irrigation			
Voucher:	047572	Invoice:	220000024381	Date:	2/9/2023	Maintenance Supplies	Doc Amt: \$90.09
		Allocations:	\$90.09	600-6320-0000-542		Supplies-TM	

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$90.09
Fund 700: \$0.00 Fund 803:\$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030839	3/23/2023	\$990.00	BRYCE	Bryce Consulting Inc			
Voucher:	047542	Invoice:	4340	Date:	2/28/2023	General Consulting	Doc Amt: \$720.00
		Allocations:	\$36.00	300-6240-0000-563-06		CS-Consulting GA 10/5/85	
		Allocations:	\$612.00	600-6240-0000-563-06		CS-Consulting GA 10/5/85	
		Allocations:	\$72.00	100-6240-0000-563-06		CS-Consulting GA 10/5/85	

Voucher:	047543	Invoice:	4221	Date:	10/31/2023	General Consulting	Doc Amt: \$270.00
		Allocations:	\$13.50	300-6240-0000-563-06		CS-Consulting GA 10/5/85	
		Allocations:	\$229.50	600-6240-0000-563-06		CS-Consulting GA 10/5/85	
		Allocations:	\$27.00	100-6240-0000-563-06		CS-Consulting GA 10/5/85	

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$99.00 Fund 300: \$49.50 Fund 600: \$841.50
Fund 700: \$0.00 Fund 803:\$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030840	3/23/2023	\$285.55	CARDI	C A R Diagnostics Center			
Voucher:	047576	Invoice:	I029010	Date:	2/16/2023	Vehicle Maintenance #13	Doc Amt: \$285.55
		Allocations:	\$242.72	600-6460-0000-562-03		Vehicle Maintenance (10/5/85)	
		Allocations:	\$14.28	300-6460-0000-562-03		Vehicle Maintenance (10/5/85)	
		Allocations:	\$28.56	100-6460-0000-562-03		Vehicle Maintenance (10/5/85)	

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$28.56	Fund 300: \$14.28	Fund 600: \$242.72
Fund 700: \$0.00	Fund 803: \$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030841	3/23/2023	\$195.00	CELLU	Cellular Controlled Products

Voucher:	047573	Invoice:	54549	Date:	3/1/2023	SJR Gate Monitoring	Doc Amt:	\$195.00
		Allocations:	\$195.00	600-6270-0000-541	CS-Operations-TO			

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$0.00	Fund 300: \$0.00	Fund 600: \$195.00
Fund 700: \$0.00	Fund 803: \$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030842	3/23/2023	\$388.72	CINTA	Cintas Corporation

Voucher:	047462	Invoice:	4147249017	Date:	2/21/2023	Weekly Service	Doc Amt:	\$97.18
		Allocations:	\$9.72	100-6275-0000-563-06	CS-Maint 10/5/85			
		Allocations:	\$4.86	300-6275-0000-563-06	CS-Maint 10/5/85			
		Allocations:	\$82.60	600-6275-0000-563-06	CS-Maint 10/5/85			

Voucher:	047477	Invoice:	4147932402	Date:	2/28/2023	Weekly Service	Doc Amt:	\$97.18
		Allocations:	\$9.72	100-6275-0000-563-06	CS-Maint 10/5/85			
		Allocations:	\$4.86	300-6275-0000-563-06	CS-Maint 10/5/85			
		Allocations:	\$82.60	600-6275-0000-563-06	CS-Maint 10/5/85			

Voucher:	047524	Invoice:	4148665881	Date:	3/7/2023	Weekly Service	Doc Amt:	\$97.18
		Allocations:	\$9.72	100-6275-0000-563-06	CS-Maint 10/5/85			
		Allocations:	\$4.86	300-6275-0000-563-06	CS-Maint 10/5/85			
		Allocations:	\$82.60	600-6275-0000-563-06	CS-Maint 10/5/85			

Voucher:	047559	Invoice:	4149338882	Date:	3/14/2023	Weekly Service	Doc Amt:	\$97.18
		Allocations:	\$9.72	100-6275-0000-563-06	CS-Maint 10/5/85			
		Allocations:	\$4.86	300-6275-0000-563-06	CS-Maint 10/5/85			
		Allocations:	\$82.60	600-6275-0000-563-06	CS-Maint 10/5/85			

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$38.87	Fund 300: \$19.44	Fund 600: \$330.41
Fund 700: \$0.00	Fund 803: \$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030843	3/23/2023	\$180.00	CMANA	CM Analytical Inc

Voucher:	047470	Invoice:	80054	Date:	2/16/2023	Water Quality Testing	Doc Amt:	\$180.00
		Allocations:	\$180.00	600-6270-0000-541	CS-Operations-TO			

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$0.00	Fund 300: \$0.00	Fund 600: \$180.00
Fund 700: \$0.00	Fund 803: \$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030844	3/23/2023	\$19,536.00	CSISE	CSI Services Inc

Voucher:	047459	Invoice:	11844	Date:	2/3/2023	Contracted Maintenance	Doc Amt:	\$19,536.00
		Allocations:	\$19,536.00	600-6275-0939-542		CS- Maintenance-Blue Valve Paint Project		

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$0.00	Fund 300: \$0.00	Fund 600: \$19,536.00
Fund 700: \$0.00	Fund 803:\$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030845	3/23/2023	\$558.54	DATAF	Dataflow Business Systems Inc

Voucher:	047550	Invoice:	353330	Date:	3/7/2023	Copier Lease	Doc Amt:	\$558.54
		Allocations:	\$16.80	100-6450-0000-562-06		Tool & Equipment Rental GA 10/5/85		
		Allocations:	\$8.40	300-6450-0000-562-06		Tool & Equipment Rental GA 10/5/85		
		Allocations:	\$142.77	600-6450-0000-562-06		Tool & Equipment Rental GA 10/5/85		
		Allocations:	\$39.06	100-6275-0000-563-06		CS-Maint 10/5/85		
		Allocations:	\$19.53	300-6275-0000-563-06		CS-Maint 10/5/85		
		Allocations:	\$331.99	600-6275-0000-563-06		CS-Maint 10/5/85		

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$55.85	Fund 300: \$27.93	Fund 600: \$474.76
Fund 700: \$0.00	Fund 803:\$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030846	3/23/2023	\$60.00	EBCO	EBCO Pest Control

Voucher:	047471	Invoice:	18705	Date:	2/18/2023	Monthly Pest Control	Doc Amt:	\$60.00
		Allocations:	\$6.00	100-6275-0000-563-06		CS-Maint 10/5/85		
		Allocations:	\$3.00	300-6275-0000-563-06		CS-Maint 10/5/85		
		Allocations:	\$51.00	600-6275-0000-563-06		CS-Maint 10/5/85		

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$6.00	Fund 300: \$3.00	Fund 600: \$51.00
Fund 700: \$0.00	Fund 803:\$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030847	3/23/2023	\$12,078.04	ELCCO	ELC Consulting

Voucher:	047451	Invoice:	8243	Date:	1/23/2023	Contracted Maintenance	Doc Amt:	\$1,186.61
		Allocations:	\$1,186.61	600-6260-0602-531		CS Computer - Lessalt WTP		

Voucher:	047461	Invoice:	8322	Date:	2/16/2023	Office Equipment	Doc Amt:	\$1,289.15
		Allocations:	\$128.92	100-6440-0000-562-06		Office Furn/Equipment Purchase 10/5/85		
		Allocations:	\$64.46	300-6440-0000-562-06		Office Furn/Equipment Purchase 10/5/85		
		Allocations:	\$1,095.78	600-6440-0000-562-06		Office Furn/Equipment Purchase 10/5/85		

Voucher:	047475	Invoice:	8344	Date:	3/1/2023	Monthly Service Agreement	Doc Amt:	\$100.00
		Allocations:	\$100.00	803-6260-0000-563		CS - Computers		

Voucher:	047521	Invoice:	8343	Date:	3/1/2023	Monthly Service Agreement	Doc Amt:	\$1,480.00
		Allocations:	\$790.00	600-6260-0603-531		CS Computer - West Hills WTP		

Allocations: \$690.00 600-6260-0602-531 CS Computer - Lessalt WTP

Voucher: 047522 Invoice: 8342 Date: 3/1/2023 Monthly Service Agreement Doc Amt: \$6,897.00

Allocations: \$659.70 100-6260-0000-563-06 CS-Computer (10/5/85)

Allocations: \$329.85 300-6260-0000-563-06 CS-Computer (10/5/85)

Allocations: \$5,607.45 600-6260-0000-563-06 CS-Computer (10/5/85)

Allocations: \$300.00 600-6260-0000-563 CS-Computer-GA

Voucher: 047526 Invoice: 8380 Date: 3/6/2023 Office Equipment Doc Amt: \$874.00

Allocations: \$87.40 100-6440-0000-562-06 Office Furn/Equipment Purchase 10/5/85

Allocations: \$43.70 300-6440-0000-562-06 Office Furn/Equipment Purchase 10/5/85

Allocations: \$742.90 600-6440-0000-562-06 Office Furn/Equipment Purchase 10/5/85

Voucher: 047544 Invoice: 8383 Date: 3/7/2023 Operating System Upgrade Doc Amt: \$251.28

Allocations: \$25.13 100-6260-0000-563-06 CS-Computer (10/5/85)

Allocations: \$12.56 300-6260-0000-563-06 CS-Computer (10/5/85)

Allocations: \$213.59 600-6260-0000-563-06 CS-Computer (10/5/85)

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$901.14 Fund 300: \$450.57 Fund 600: \$10,626.33

Fund 700: \$0.00 Fund 803: \$100.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030848	3/23/2023	\$179.00	G&MAU	G & M Auto Repair Inc

Voucher: 047593 Invoice: 52278 Date: 3/16/2023 Vehicle Maintenance #24 Doc Amt: \$179.00

Allocations: \$179.00 600-6460-0000-562 Vehicle Maintenance-GA

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$179.00

Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030849	3/23/2023	\$320.61	GRAIN	GRAINGER

Voucher: 047569 Invoice: 9622936467 Date: 2/27/2023 Maintenance Supplies Doc Amt: \$259.02

Allocations: \$230.42 600-6320-0000-542 Supplies-TM

Allocations: \$28.60 600-6197-0000-565 Personal Equipment/Uniform

Voucher: 047570 Invoice: 9623030179 Date: 2/27/2023 Maintenance Supplies Doc Amt: \$18.75

Allocations: \$18.75 600-6197-0000-565 Personal Equipment/Uniform

Voucher: 047583 Invoice: 9624922184 Date: 3/1/2023 Maintenance Supplies Doc Amt: \$42.84

Allocations: \$42.84 600-6197-0000-565 Personal Equipment/Uniform

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$320.61

Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name		
030850	3/23/2023	\$6,181.84	GROSS	Grossmayer & Associates		
Voucher:	047560	Invoice:	IVC3559	Date:	3/9/2023	Microsoft Annual Support Plan
		Allocations:	\$566.38	100-6260-0000-563-06	CS-Computer (10/5/85)	Doc Amt: \$5,663.83
		Allocations:	\$283.19	300-6260-0000-563-06	CS-Computer (10/5/85)	
		Allocations:	\$4,814.26	600-6260-0000-563-06	CS-Computer (10/5/85)	
Voucher:	047564	Invoice:	IVC3555	Date:	3/8/2023	Consulting Services
		Allocations:	\$15.55	100-6260-0000-563-06	CS-Computer (10/5/85)	Doc Amt: \$155.51
		Allocations:	\$7.78	300-6260-0000-563-06	CS-Computer (10/5/85)	
		Allocations:	\$132.18	600-6260-0000-563-06	CS-Computer (10/5/85)	
Voucher:	047565	Invoice:	IVC3557	Date:	3/9/2023	Consulting Services
		Allocations:	\$21.75	100-6260-0000-563-06	CS-Computer (10/5/85)	Doc Amt: \$217.50
		Allocations:	\$10.88	300-6260-0000-563-06	CS-Computer (10/5/85)	
		Allocations:	\$184.88	600-6260-0000-563-06	CS-Computer (10/5/85)	
Voucher:	047617	Invoice:	IVC3564	Date:	3/16/2023	Consulting Services
		Allocations:	\$14.50	100-6260-0000-563-06	CS-Computer (10/5/85)	Doc Amt: \$145.00
		Allocations:	\$7.25	300-6260-0000-563-06	CS-Computer (10/5/85)	
		Allocations:	\$123.25	600-6260-0000-563-06	CS-Computer (10/5/85)	

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$618.18 Fund 300: \$309.09 Fund 600: \$5,254.56
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name		
030851	3/23/2023	\$23,698.50	GUTIE	Gutierrez Consultants		
Voucher:	047561	Invoice:	1756	Date:	3/6/2023	Consulting Services
		Allocations:	\$5,568.50	600-1351-0129-151	Future Water Supply- Alternatives	Doc Amt: \$5,568.50
Voucher:	047563	Invoice:	1755	Date:	3/6/2023	Consulting Services
		Allocations:	\$16,899.75	600-1351-0168-151	Pajaro Watershed IRWMP	Doc Amt: \$16,899.75
Voucher:	047618	Invoice:	1762	Date:	3/13/2023	Consulting Services
		Allocations:	\$518.00	600-1351-0168-151	Pajaro Watershed IRWMP	Doc Amt: \$518.00
Voucher:	047619	Invoice:	1763	Date:	3/13/2023	Consulting Services
		Allocations:	\$712.25	600-1351-0129-151	Future Water Supply- Alternatives	Doc Amt: \$712.25

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$23,698.50
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name		
030852	3/23/2023	\$378.21	HAUTO	Hollister Auto Parts Inc		
Voucher:	047504	Invoice:	921432	Date:	3/2/2023	District Supplies
		Allocations:	\$2.25	300-6320-0000-562-06	Supplies-GA 10/5/85	Doc Amt: \$44.96
		Allocations:	\$38.22	600-6320-0000-562-06	Supplies-GA 10/5/85	
		Allocations:	\$4.50	100-6320-0000-562-06	Supplies-GA 10/5/85	

Voucher: 047567 Invoice: 922204 Date: 3/9/2023 Maintenance Supplies Doc Amt: \$65.54
 Allocations: \$65.54 600-6483-0000-562 Equipment Maintenance-Small Tools

Voucher: 047568 Invoice: 922457 Date: 3/13/2023 Vehicle Supplies Doc Amt: \$201.56
 Allocations: \$201.56 600-6320-0000-562 Supplies-GA

Voucher: 047591 Invoice: 922761 Date: 3/15/2023 Maintenance Supplies Doc Amt: \$66.15
 Allocations: \$66.15 600-6320-0000-542 Supplies-TM

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$4.50 Fund 300: \$2.25 Fund 600: \$371.47
 Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030853	3/23/2023	\$13,848.33	HDRENG	HDR Engineering Inc

Voucher: 047479 Invoice: 1200503105 Date: 2/24/2023 Engineering Services Doc Amt: \$11,433.25
 Allocations: \$11,433.25 600-6291-0216-563 CS Prog-Wtr Supply Master Plan Update-District

Voucher: 047518 Invoice: 1200465111 Date: 9/28/2022 Engineering Services Doc Amt: \$2,415.08
 Allocations: \$2,415.08 600-6220-0604-541 CS Engineering - Recycled Water

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$13,848.33
 Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030854	3/23/2023	\$1,108.92	JOHNS	Johnson Lumber Company

Voucher: 047495 Invoice: 262363 Date: 2/28/2023 District Supplies Doc Amt: \$105.93
 Allocations: \$5.30 300-6320-0000-562-06 Supplies-GA 10/5/85
 Allocations: \$90.04 600-6320-0000-562-06 Supplies-GA 10/5/85
 Allocations: \$10.59 100-6320-0000-562-06 Supplies-GA 10/5/85

Voucher: 047496 Invoice: 261991 Date: 2/15/2023 District Supplies Doc Amt: \$90.40
 Allocations: \$4.52 300-6320-0000-562-06 Supplies-GA 10/5/85
 Allocations: \$76.84 600-6320-0000-562-06 Supplies-GA 10/5/85
 Allocations: \$9.04 100-6320-0000-562-06 Supplies-GA 10/5/85

Voucher: 047497 Invoice: 262185 Date: 2/22/2023 Maintenance Supplies Doc Amt: \$62.60
 Allocations: \$62.60 600-6320-0000-542 Supplies-TM

Voucher: 047498 Invoice: 262322 Date: 2/27/2023 District Supplies Doc Amt: \$115.75
 Allocations: \$115.75 600-6320-0000-542 Supplies-TM

Voucher: 047545 Invoice: 262618 Date: 3/8/2023 District Supplies Doc Amt: \$21.83
 Allocations: \$1.09 300-6320-0000-562-06 Supplies-GA 10/5/85
 Allocations: \$18.56 600-6320-0000-562-06 Supplies-GA 10/5/85
 Allocations: \$2.18 100-6320-0000-562-06 Supplies-GA 10/5/85

Voucher:	047546	Invoice:	262585	Date:	3/7/2023	Maintenance Supplies	Doc Amt:	\$163.86
		Allocations:	\$163.86		600-6330-0000-542	Tools Purchase-TM		
Voucher:	047547	Invoice:	262389	Date:	3/1/2023	Maintenance Supplies	Doc Amt:	\$56.77
		Allocations:	\$56.77		600-6320-0000-542	Supplies-TM		
Voucher:	047548	Invoice:	262447	Date:	3/2/2023	Maintenance Supplies	Doc Amt:	\$98.31
		Allocations:	\$98.31		600-6320-0000-542	Supplies-TM		
Voucher:	047566	Invoice:	262302	Date:	2/27/2023	Maintenance Supplies	Doc Amt:	\$12.02
		Allocations:	\$12.02		600-6320-0000-542	Supplies-TM		
Voucher:	047575	Invoice:	261770	Date:	2/8/2023	Maintenance Supplies	Doc Amt:	\$30.56
		Allocations:	\$30.56		600-6320-0000-541	Supplies-TO		
Voucher:	047577	Invoice:	262343	Date:	2/28/2023	Maintenance Supplies	Doc Amt:	\$16.58
		Allocations:	\$16.58		600-6320-0000-542	Supplies-TM		
Voucher:	047578	Invoice:	262649	Date:	3/9/2023	Maintenance Supplies	Doc Amt:	\$104.81
		Allocations:	\$104.81		600-6320-0000-542	Supplies-TM		
Voucher:	047587	Invoice:	262776	Date:	3/15/2023	Distict Supplies	Doc Amt:	\$128.87
		Allocations:	\$6.44		300-6320-0000-562-06	Supplies-GA 10/5/85		
		Allocations:	\$109.54		600-6320-0000-562-06	Supplies-GA 10/5/85		
		Allocations:	\$12.89		100-6320-0000-562-06	Supplies-GA 10/5/85		
Voucher:	047589	Invoice:	262759	Date:	3/15/2023	Maintenance Supplies	Doc Amt:	\$39.30
		Allocations:	\$3.93		300-6320-0000-511	Supplies-SSO		
		Allocations:	\$35.37		600-6320-0000-511	Supplies-SSO		
Voucher:	047592	Invoice:	262757	Date:	3/15/2023	Maintenance Supplies	Doc Amt:	\$42.77
		Allocations:	\$42.77		600-6320-0000-542	Supplies-TM		
Voucher:	047620	Invoice:	262880	Date:	3/20/2023	Maintenance Supplies	Doc Amt:	\$18.56
		Allocations:	\$18.56		600-1395-0942-112	SP-Union Bridge Replacement		

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$34.70	Fund 300: \$21.28	Fund 600: \$1,052.94
Fund 700: \$0.00	Fund 803: \$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030855	3/23/2023	\$2,797.13	JOHNSPU	Johnson Pump Company

Voucher:	047603	Invoice:	12110	Date:	3/15/2023	Contracted Maintenance	Doc Amt:	\$2,797.13
		Allocations:	\$2,797.13		600-1395-0942-112	SP-Union Bridge Replacement		

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$2,797.13
 Fund 700: \$0.00 Fund 803:\$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name		
030856	3/23/2023	\$445.00	KRONI	Kronick, Moskovitz, Tiedemann & Gir		
Voucher:	047628	Invoice: 306996	Date: 2/23/2023	Legal Services	Doc Amt:	\$415.00
		Allocations: \$415.00	600-6210-0000-563	CS-Legal-GA		
Voucher:	047629	Invoice: 307249	Date: 3/16/2023	Legal Services	Doc Amt:	\$30.00
		Allocations: \$3.00	100-6210-0000-563-06	CS-Legal GA 10/5/85		
		Allocations: \$1.50	300-6210-0000-563-06	CS-Legal GA 10/5/85		
		Allocations: \$25.50	600-6210-0000-563-06	CS-Legal GA 10/5/85		

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$3.00 Fund 300: \$1.50 Fund 600: \$440.50
 Fund 700: \$0.00 Fund 803:\$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name		
030857	3/23/2023	\$750.00	LANDS	Landscape Design by Rosemary Bridw		
Voucher:	047472	Invoice: 022723	Date: 2/27/2023	Landscape Plan Review	Doc Amt:	\$750.00
		Allocations: \$750.00	803-6240-0000-563	CS - General Consulting (Plan Cks/Rev)		

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$0.00
 Fund 700: \$0.00 Fund 803:\$750.00

Payment#	Date	Check Total	Vendor ID	Vendor Name		
030858	3/23/2023	\$674.50	LIEBE	Liebert Cassidy Whitmore Prof Law C		
Voucher:	047626	Invoice: 234585	Date: 1/31/2023	Legal Services	Doc Amt:	\$674.50
		Allocations: \$67.45	100-6210-0000-563-06	CS-Legal GA 10/5/85		
		Allocations: \$33.73	300-6210-0000-563-06	CS-Legal GA 10/5/85		
		Allocations: \$573.33	600-6210-0000-563-06	CS-Legal GA 10/5/85		

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$67.45 Fund 300: \$33.73 Fund 600: \$573.33
 Fund 700: \$0.00 Fund 803:\$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name		
030859	3/23/2023	\$6,625.00	MCGIL	McGilloway, Ray, Brown & Kaufman		
Voucher:	047520	Invoice: 2000040729	Date: 1/31/2023	Accounting Services	Doc Amt:	\$6,625.00
		Allocations: \$662.50	100-6230-0000-563-06	CS-Accounting 10/5/85		
		Allocations: \$331.25	300-6230-0000-563-06	CS-Accounting 10/5/85		
		Allocations: \$5,631.25	600-6230-0000-563-06	CS-Accounting 10/5/85		

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$662.50 Fund 300: \$331.25 Fund 600: \$5,631.25
 Fund 700: \$0.00 Fund 803:\$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030860	3/23/2023	\$32.23	MCKIN	McKinnon Lumber, Inc.			
Voucher:	047494	Invoice: 743610		Date: 2/28/2023	Maintenance Supplies	Doc Amt:	\$32.23
		Allocations:	\$32.23	600-6320-0000-542	Supplies-TM		

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$32.23
Fund 700: \$0.00 Fund 803:\$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030861	3/23/2023	\$305.00	MISSIO	Mission Village Voice Media LLC			
Voucher:	047540	Invoice: 182		Date: 3/10/2023	Monthly Print Ad	Doc Amt:	\$305.00
		Allocations:	\$305.00	803-6865-0000-562	Advertising/Public Info (PI)		

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$0.00
Fund 700: \$0.00 Fund 803:\$305.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030862	3/23/2023	\$697,820.97	MONTERE	Monterey Peninsula Engineering			
Voucher:	047476	Invoice: 01-16		Date: 2/14/2023	Contracted Maintenance	Doc Amt:	\$358,152.82
		Allocations:	\$358,152.82	600-1395-0927-112	Hwy 156-bypass Caltrans work		

Voucher:	047605	Invoice: 02-13		Date: 3/16/2023	Contracted Maintenance	Doc Amt:	\$339,668.15
		Allocations:	\$339,668.15	600-1395-0927-112	Hwy 156-bypass Caltrans work		

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$697,820.97
Fund 700: \$0.00 Fund 803:\$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030863	3/23/2023	\$594.00	NEWSV	New SV Media, Inc			
Voucher:	047473	Invoice: 71447		Date: 2/17/2023	Weekly Print Ad	Doc Amt:	\$123.00
		Allocations:	\$123.00	803-6865-0000-562	Advertising/Public Info (PI)		

Voucher:	047474	Invoice: 71929		Date: 2/24/2023	Weekly Print Ad	Doc Amt:	\$123.00
		Allocations:	\$123.00	803-6865-0000-562	Advertising/Public Info (PI)		

Voucher:	047514	Invoice: 72722		Date: 3/3/2023	Monthly Web Ad	Doc Amt:	\$225.00
		Allocations:	\$225.00	803-6865-0000-562	Advertising/Public Info (PI)		

Voucher:	047553	Invoice: 73178		Date: 3/10/2023	Weekly Print Ad	Doc Amt:	\$123.00
		Allocations:	\$123.00	803-6865-0000-562	Advertising/Public Info (PI)		

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$0.00
Fund 700: \$0.00 Fund 803:\$594.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030864	3/23/2023	\$4,810.00	PACIFICC	Pacific Crest Engineering Inc

Voucher: 047604	Invoice: 11911	Date: 2/28/2023	Contracted Maintenance	Doc Amt: \$4,810.00
	Allocations: \$4,810.00	600-1395-0927-112	Hwy 156-bypass Caltrans work	

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$0.00	Fund 300: \$0.00	Fund 600: \$4,810.00
Fund 700: \$0.00	Fund 803: \$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030865	3/23/2023	\$410.49	PALAC	Palace Business Solutions

Voucher: 047450	Invoice: 672465-0	Date: 2/14/2023	Office Supplies	Doc Amt: \$107.80
	Allocations: \$91.63	600-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$5.39	300-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$10.78	100-6835-0000-562-06	Office Supplies 10/5/85 GA	

Voucher: 047508	Invoice: 674236-0	Date: 3/3/2023	Office Supplies	Doc Amt: \$40.96
	Allocations: \$34.82	600-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$2.05	300-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$4.10	100-6835-0000-562-06	Office Supplies 10/5/85 GA	

Voucher: 047538	Invoice: 674993-0	Date: 3/10/2023	Office Supplies	Doc Amt: \$24.30
	Allocations: \$20.66	600-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$1.22	300-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$2.43	100-6835-0000-562-06	Office Supplies 10/5/85 GA	

Voucher: 047539	Invoice: 674759-1	Date: 3/9/2023	Office Supplies	Doc Amt: \$149.64
	Allocations: \$127.19	600-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$7.48	300-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$14.96	100-6835-0000-562-06	Office Supplies 10/5/85 GA	

Voucher: 047549	Invoice: 674759-0	Date: 3/8/2023	Office Supplies	Doc Amt: \$31.78
	Allocations: \$27.01	600-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$1.59	300-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$3.18	100-6835-0000-562-06	Office Supplies 10/5/85 GA	

Voucher: 047590	Invoice: 675224-0A	Date: 3/13/2023	Office Supplies	Doc Amt: \$56.01
	Allocations: \$47.61	600-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$2.80	300-6835-0000-562-06	Office Supplies 10/5/85 GA	
	Allocations: \$5.60	100-6835-0000-562-06	Office Supplies 10/5/85 GA	

Payment Responsibilities:

Fund 000: \$0.00	Fund 100: \$41.05	Fund 300: \$20.52	Fund 600: \$348.92
Fund 700: \$0.00	Fund 803: \$0.00		

Payment#	Date	Check Total	Vendor ID	Vendor Name
030866	3/23/2023	\$1,000.00	PIPAL	Pipal Spurzem & Liem LLP

Voucher: 047627	Invoice: 60490	Date: 3/3/2023	Legal Services	Doc Amt: \$1,000.00
	Allocations: \$86.00	100-6210-0000-563-06	CS-Legal GA 10/5/85	
	Allocations: \$43.00	300-6210-0000-563-06	CS-Legal GA 10/5/85	
	Allocations: \$731.00	600-6210-0000-563-06	CS-Legal GA 10/5/85	

Allocations: \$140.00 600-6210-0000-563 CS-Legal-GA

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$86.00 Fund 300: \$43.00 Fund 600: \$871.00
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030867	3/23/2023	\$89.84	PITBO	Pitney Bowes
Voucher:	047510	Invoice: 1022603997	Date: 2/23/2023	Office Supplies
	Allocations:	\$76.36	600-6835-0000-562-06	Office Supplies 10/5/85 GA
	Allocations:	\$4.49	300-6835-0000-562-06	Office Supplies 10/5/85 GA
	Allocations:	\$8.98	100-6835-0000-562-06	Office Supplies 10/5/85 GA
				Doc Amt: \$89.84

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$8.98 Fund 300: \$4.49 Fund 600: \$76.36
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030868	3/23/2023	\$2,365.43	RAFTE	Raftelis
Voucher:	047463	Invoice: 26916	Date: 2/16/2023	Consulting Services
	Allocations:	\$2,365.43	600-6240-0000-551	CS-General Consulting-CA
				Doc Amt: \$2,365.43

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$2,365.43
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030869	3/23/2023	\$30.00	ROSSI	Rossi's Tire & Auto Service
Voucher:	047493	Invoice: S1B65972	Date: 2/28/2023	Vehicle Maintenance #26
	Allocations:	\$27.00	600-6460-0000-562	Vehicle Maintenance-GA
	Allocations:	\$3.00	300-6460-0000-562	Vehicle Maintenance-GA
				Doc Amt: \$30.00

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$3.00 Fund 600: \$27.00
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030870	3/23/2023	\$4,389.50	SBENG	San Benito Engineering
Voucher:	047551	Invoice: 7091	Date: 3/3/2023	Engineering Services
	Allocations:	\$262.50	600-1395-0927-112	Hwy 156-bypass Caltrans work
	Allocations:	\$1,200.00	600-1395-0927-112	Hwy 156-bypass Caltrans work
				Doc Amt: \$1,462.50
Voucher:	047552	Invoice: 7090	Date: 3/3/2023	Engineering Services
	Allocations:	\$960.00	600-1395-0927-112	Hwy 156-bypass Caltrans work
	Allocations:	\$640.00	600-1395-0927-112	Hwy 156-bypass Caltrans work
				Doc Amt: \$1,600.00

Voucher: 047582 Invoice: 7096 Date: 3/13/2023 Engineering Services Doc Amt: \$687.00
 Allocations: \$687.00 600-6275-0000-542 CS-Maintenance-TM

Voucher: 047621 Invoice: 7098 Date: 3/13/2023 Engineering Services Doc Amt: \$640.00
 Allocations: \$640.00 600-1395-0927-112 Hwy 156-bypass Caltrans work

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$4,389.50
 Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030871	3/23/2023	\$120.00	SENTR	Sentry Alarm Systems

Voucher: 047616 Invoice: 2213597 Date: 3/15/2023 Quarterly Monitoring Doc Amt: \$120.00
 Allocations: \$12.00 100-6270-0000-563-06 CS-Operations GA 10/5/85
 Allocations: \$6.00 300-6270-0000-563-06 CS-Operations GA 10/5/85
 Allocations: \$102.00 600-6270-0000-563-06 CS-Operations GA 10/5/85

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$12.00 Fund 300: \$6.00 Fund 600: \$102.00
 Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030872	3/23/2023	\$488.08	SHRED	Shred-it

Voucher: 047460 Invoice: 8003322029 Date: 2/3/2023 Monthly Shredding Service Doc Amt: \$488.08
 Allocations: \$32.96 100-6270-0000-563-06 CS-Operations GA 10/5/85
 Allocations: \$16.48 300-6270-0000-563-06 CS-Operations GA 10/5/85
 Allocations: \$280.14 600-6270-0000-563-06 CS-Operations GA 10/5/85
 Allocations: \$15.85 100-6270-0000-563-06 CS-Operations GA 10/5/85
 Allocations: \$7.93 300-6270-0000-563-06 CS-Operations GA 10/5/85
 Allocations: \$134.73 600-6270-0000-563-06 CS-Operations GA 10/5/85

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$48.81 Fund 300: \$24.40 Fund 600: \$414.87
 Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030873	3/23/2023	\$355,040.04	SSCWD-TP	Sunnyslope County Water District

Voucher: 047607 Invoice: INV00005 Date: 2/28/2023 Accident- West Hills Doc Amt: \$16,695.04
 Allocations: \$16,695.04 600-1395-0943-112 SP-West Hills-Vehicle Accident

Voucher: 047608 Invoice: INV00004 Date: 2/28/2023 Plant Operations- Lessalt Doc Amt: \$64,199.00
 Allocations: \$64,199.00 600-6270-0602-531 CS-Operations - Lessalt WTP

Voucher: 047609 Invoice: INV00003 Date: 2/28/2023 Plant Operations- West Hills Doc Amt: \$145,748.00
 Allocations: \$145,748.00 600-6270-0603-531 CS-Operations - WHTP WTP

Voucher: 047610 Invoice: 2-607 Date: 2/9/2023 Plant Operations- Lessalt Doc Amt: \$64,199.00
 Allocations: \$64,199.00 600-6270-0602-531 CS-Operations - Lessalt WTP

Voucher: 047611 Invoice: 2-602 Date: 12/31/2022 Plant Operations- Lessalt Doc Amt: \$64,199.00
 Allocations: \$64,199.00 600-6270-0602-531 CS-Operations - Lessalt WTP

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$355,040.04
 Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030874	3/23/2023	\$2,407.28	TECHN	TechnoFlo Systems

Voucher: 047579 Invoice: 39071 Date: 2/28/2023 Maintenance Supplies Doc Amt: \$2,407.28
 Allocations: \$2,407.28 600-6337-0915-551 Meters and meter repair parts-CA

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$2,407.28
 Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030875	3/23/2023	\$458.98	THOMS	Thomson Reuters-West

Voucher: 047525 Invoice: 847690664 Date: 1/4/2023 Water Code Updates Doc Amt: \$458.98
 Allocations: \$45.90 100-6830-0000-562-06 Subscriptions/Publications 10/5/85
 Allocations: \$22.95 300-6830-0000-562-06 Subscriptions/Publications 10/5/85
 Allocations: \$390.13 600-6830-0000-562-06 Subscriptions/Publications 10/5/85

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$45.90 Fund 300: \$22.95 Fund 600: \$390.13
 Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030876	3/23/2023	\$17,557.25	TODDE	Todd Groundwater

Voucher: 047478 Invoice: 37657-3 223 Date: 2/8/2023 Engineering Services Doc Amt: \$4,047.50
 Allocations: \$4,047.50 600-1351-0129-151 Future Water Supply- Alternatives

Voucher: 047515 Invoice: 37653 323 Date: 3/8/2023 Engineering Services Doc Amt: \$12,227.25
 Allocations: \$12,227.25 700-6240-0160-511 CS-Annual Grwtr Report-SSO

Voucher: 047612 Invoice: 37657-1 323 Date: 3/8/2023 Engineering Services Doc Amt: \$1,282.50
 Allocations: \$1,282.50 700-1351-0221-151 GSA-Grdwtr Mgmt Plan

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$4,047.50
 Fund 700: \$13,509.75 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030877	3/23/2023	\$2,646.82	TOROP	Toro Petroleum Corporation

Voucher: 047541 Invoice: CL60946 Date: 2/28/2023 Vehicle Fuel Doc Amt: \$2,646.82
 Allocations: \$21.24 100-6465-0000-562 Vehicle Fuel-GA
 Allocations: \$96.41 300-6465-0000-562 Vehicle Fuel-GA

Allocations: \$2,267.91 600-6465-0000-562 Vehicle Fuel-GA

Allocations: \$261.26 803-6465-0000-562 Vehicle Fuel

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$21.24 Fund 300: \$96.41 Fund 600: \$2,267.91
Fund 700: \$0.00 Fund 803: \$261.26

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030878	3/23/2023	\$239.87	TRUEV	True Value Hardware			
Voucher:	047588	Invoice: A379123	Date: 3/15/2023	Maintenance Supplies	Doc Amt:	\$10.49	
	Allocations:	\$10.49	803-6320-0000-562	Supplies (PI)			
Voucher:	047613	Invoice: A375792	Date: 2/13/2023	Maintenance Supplies	Doc Amt:	\$229.38	
	Allocations:	\$229.38	600-1503-0605-125	Water Right -WWTP Storage Pond			

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$229.38
Fund 700: \$0.00 Fund 803: \$10.49

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030879	3/23/2023	\$18,722.60	UNIFI	Unified Field Services Corporation			
Voucher:	047458	Invoice: 0223643	Date: 2/28/2023	Contracted Maintenance	Doc Amt:	\$18,722.60	
	Allocations:	\$18,722.60	600-6275-0939-542	CS- Maintenance-Blue Valve Paint Project			

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$18,722.60
Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name			
030880	3/23/2023	\$4,561.33	USBK-CC	U.S. Bank Corporation			
Voucher:	047488	Invoice: 022223SN	Date: 2/22/2023	Monthly Statement	Doc Amt:	\$39.98	
	Allocations:	\$39.98	803-6865-0000-562	Advertising/Public Info (PI)			
Voucher:	047584	Invoice: 022223DM	Date: 2/22/2023	Monthly Statement	Doc Amt:	\$2,767.39	
	Allocations:	\$100.00	600-6460-0000-562	Vehicle Maintenance-GA			
	Allocations:	\$448.48	600-6460-0000-562	Vehicle Maintenance-GA			
	Allocations:	\$576.97	600-6321-0000-522	Supplies-Structure Equip-PM			
	Allocations:	\$434.08	600-6321-0000-522	Supplies-Structure Equip-PM			
	Allocations:	\$31.37	600-6320-0000-562	Supplies-GA			
	Allocations:	\$50.00	600-6820-0000-562	Dues and Fee			
	Allocations:	\$102.56	600-6330-0000-542	Tools Purchase-TM			
	Allocations:	\$1,023.93	600-6321-0000-542	Supplies-Structure Equip TDM			

Voucher: 047634 Invoice: 022223JM Date: 2/22/2023 Monthly Statement Doc Amt: \$2.83
 Allocations: \$0.28 100-6260-0000-563-06 CS-Computer (10/5/85)
 Allocations: \$0.14 300-6260-0000-563-06 CS-Computer (10/5/85)
 Allocations: \$2.41 600-6260-0000-563-06 CS-Computer (10/5/85)

Voucher: 047636 Invoice: 022223JC Date: 2/22/2023 Monthly Statement Doc Amt: \$63.95
 Allocations: \$54.36 600-6840-0000-562-06 Communication GA 10/5/85
 Allocations: \$6.40 100-6840-0000-562-06 Communication GA 10/5/85
 Allocations: \$3.20 300-6840-0000-562-06 Communication GA 10/5/85

Voucher: 047638 Invoice: 022223BM Date: 2/22/2023 Monthly Statement Doc Amt: \$1,687.18
 Allocations: \$63.12 100-6440-0000-562-06 Office Furn/Equipment Purchase 10/5/85
 Allocations: \$31.56 300-6440-0000-562-06 Office Furn/Equipment Purchase 10/5/85
 Allocations: \$536.49 600-6440-0000-562-06 Office Furn/Equipment Purchase 10/5/85

 Allocations: \$27.58 600-6835-0000-562-06 Office Supplies 10/5/85 GA
 Allocations: \$1.62 300-6835-0000-562-06 Office Supplies 10/5/85 GA
 Allocations: \$3.25 100-6835-0000-562-06 Office Supplies 10/5/85 GA

 Allocations: \$55.90 600-6845-0000-562-06 General Business Exp 10/5/85
 Allocations: \$6.58 100-6845-0000-562-06 General Business Exp 10/5/85
 Allocations: \$3.29 300-6845-0000-562-06 General Business Exp 10/5/85

 Allocations: \$233.07 600-6835-0000-562-06 Office Supplies 10/5/85 GA
 Allocations: \$13.71 300-6835-0000-562-06 Office Supplies 10/5/85 GA
 Allocations: \$27.42 100-6835-0000-562-06 Office Supplies 10/5/85 GA

 Allocations: \$295.64 600-1503-0605-125 Water Right -WWTP Storage Pond

 Allocations: \$329.77 600-6835-0000-562-06 Office Supplies 10/5/85 GA
 Allocations: \$19.40 300-6835-0000-562-06 Office Supplies 10/5/85 GA
 Allocations: \$38.80 100-6835-0000-562-06 Office Supplies 10/5/85 GA

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$145.83 Fund 300: \$72.92 Fund 600: \$4,302.60
 Fund 700: \$0.00 Fund 803: \$39.98

Payment#	Date	Check Total	Vendor ID	Vendor Name
030881	3/23/2023	\$42.15	WRIIN	Wright Bros Industrial Supply

Voucher: 047571 Invoice: 273842 Date: 3/13/2023 Maintenance Supplies Doc Amt: \$42.15
 Allocations: \$42.15 600-6197-0000-565 Personal Equipment/Uniform

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$0.00 Fund 600: \$42.15
 Fund 700: \$0.00 Fund 803: \$0.00

Payment#	Date	Check Total	Vendor ID	Vendor Name
030882	3/23/2023	\$6,240.00	ZEIAL	Alan Zeisbrich

Voucher: 047489 Invoice: 2-2023M Date: 3/1/2023 Contract Services Doc Amt: \$1,260.00
 Allocations: \$277.20 600-1503-0158-125 Reach 1 Capital Improvement Project

 Allocations: \$982.80 600-1503-0158-125 Reach 1 Capital Improvement Project

Voucher: 047490 Invoice: 2-2023P Date: 3/1/2023 Contract Services Doc Amt: \$2,100.00
 Allocations: \$462.00 600-1503-0158-125 Reach 1 Capital Improvement Project
 Allocations: \$1,638.00 600-1503-0158-125 Reach 1 Capital Improvement Project

Voucher: 047574 Invoice: 2-2023 Date: 3/1/2023 Contract Services Doc Amt: \$2,880.00
 Allocations: \$261.00 300-6270-0000-511 CS-Operations-SS0
 Allocations: \$2,349.00 600-6270-0000-541 CS-Operations-TO
 Allocations: \$135.00 600-6270-0602-531 CS-Operations - Lessalt WTP
 Allocations: \$135.00 600-6270-0603-531 CS-Operations - WHTP WTP

Payment Responsibilities:

Fund 000: \$0.00 Fund 100: \$0.00 Fund 300: \$261.00 Fund 600: \$5,979.00
 Fund 700: \$0.00 Fund 803: \$0.00

Report Totals, Payment Fund Responsibilities

Fund 000: \$0.00 Fund 100: \$3,262.17 Fund 300: \$1,984.80 Fund 600: \$1,194,599.39
 Fund 700: \$13,509.75 Fund 803: \$3,177.73

Fund 100 = District Administration

Fund 300 = Zone 3

Fund 600 = Zone 6

Fund 700 = Zone GSA

Fund 803 = Zone WRA

3,262.17 +
 1,984.80 +
 1,194,599.39 +
 13,509.75 +
 3,177.73 +
 1,216,533.84 *

**San Benito County Water District
Agenda Transmittal**

Agenda Item:

3

Meeting Date: March 29, 2023

Submitted By: Joyce Machado

Presented By: Steve Wittry

Agenda Title: Acknowledgement of Paid Claims prior to the March 2023 Board Meeting

Detailed Description: This is a notification that the checks and wire transfers listed below were issued outside the normal claims process.

Payee	Check No.	Amount	For	Issued Date	Due Date
San Benito Clerk	056971	\$95.00	Notice of completion	3/1/2023	3/1/2023
Sunnyslope County Water District	056972	\$297,273.44	-Plant Operations West Hills December 2022 & January 2023	3/1/2023	2/1/2023
			-West Hills Accident	3/1/2023	3/1/2023
City of Hollister	056980	\$174,158.03	Water Year 22/23 True Up	3/8/2023	3/10/2023
Sunnyslope County Water District	056990	\$145,844.91	Water Year 22/23 True Up	3/8/2023	3/10/2023

Financial Impact: X Yes No

Funding Source/ Recap:

Fiscal Year Budget as approved

Material Included for Information/Consideration:

Copy of check requests

Copy of payment stubs

Action Required: Resolution X Motion Review

Board Action

_____ Resolution No.____ Motion By_____ Second By_____

Ayes_____ Abstained_____

Noes_____ Absent_____

Reagendized_____ Date_____ No Action Taken_____

SAN BENITO COUNTY WATER DISTRICT
P.O. BOX 899, HOLLISTER, CA 95024-0899

056971

Vendor

Account

Date

SBCCLERK

San Benito County Clerk

3/1/2023

0056971

Net Amt.

Invoice

Date

Description

\$95.00

030123

3/1/2023

Notice of Completion

Notice of Completion

\$95.00

MEMORANDUM

TO: Joyce Machado or Steve Wittry

FROM: David Macdonald

DATE: 03/01/2023

Subject: Manual Check Request

This is a request for a manual check to be processed as listed below:

Vendor name and address (for remittance)	Amount of Request	Disposition Method: <i>Return to Requestor / Federal Express / Regular Mail</i>
SBC Clerk 440 Fifth St, Room 206 Hollister, CA 95023	\$95.00	Return to Requestor
Expense Account number(s)	600-6275-0939-542-02	
Reason for Request:	Filing the Notice of Completion for the Industrial Paint Project – Phase 1	

Supporting documentation for this request:

<input type="checkbox"/>	Is attached	<input checked="" type="checkbox"/>	Will be returned to Accounting upon receipt
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Please sign below as approval for issuance of this manual payment.

Approved by:

Joyce Machado
Joyce Machado or Steve Wittry

3/1/2023
Date

SAN BENITO COUNTY WATER DISTRICT
P.O. BOX 899, HOLLISTER, CA 95024-0899

056972

Vendor	Account	Date		
SSCWD-TP	Sunnyslope County Water District	3/1/2023	0056972	
Invoice	Date	Description		Net Amt.
2-603	12/31/2022	Plant Operations- West Hills		\$145,748.00
2-609	1/31/2023	West Hills Accident		\$5,777.44
2-608	2/9/2023	Plant Operations- West Hills		\$145,748.00

Plant Operations- West Hills \$297,273.44

MEMORANDUM

TO: Joyce Machado or Steve Wittry

FROM: Athina Frederico

DATE: March 1, 2023

Subject: Manual Check Request

This is a request for a manual check to be processed as listed below:

Vendor name and address (for remittance)	Amount of Request	Disposition Method: <i>Return to Requestor / Federal Express / Regular Mail</i>
Sunnyslope County Water District 3570 Airline Highway Hollister, CA 95023-9702	\$297,273.44	Return to requestor
Expense Account number(s)	600-1395-0943-112-02 600-6270-0603-531-01	
Reason for Request:	This is a payment for a SSCWD West Hills Vehicle Accident expense and for the December 2022 and January 2023 West Hills O&M costs. The District has received all supporting documents from the operator and the invoices have been approved for payment.	

Supporting documentation for this request:

<input checked="" type="checkbox"/>	Is attached	<input type="checkbox"/>	Will be returned to Accounting upon receipt
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Please sign below as approval for issuance of this manual payment.

Approved by:

Joyce Machado
Joyce Machado or Steve Wittry

3/1/2023
Date

SAN BENITO COUNTY WATER DISTRICT
P.O. BOX 639, HOLLISTER, CA 95024-0899

056980

Vendor	Account	Date		
CITYHO	City of Hollister			
Invoice	Date	3/8/2023	0056980	Net Amt.
H0236	3/10/2023	Description		\$174,158.03
	WY22/23 True Up			

WY22/23 True Up

\$174,158.03

SAN BENITO COUNTY WATER DISTRICT
P.O. BOX 899, HOLLISTER, CA 95024-0899

056990

Vendor

Account

Date

SSCWD-TP

Sunnyslope County Water District

3/8/2023

0056990

Invoice

Date

Description

H0237

3/10/2023

WY22/23 True Up

Net Amt.

\$145,844.91

WY22/23 True Up

\$145,844.91



Agenda

Item

4



NOTE: NO ADDITIONAL TASK ORDERS WERE EXECUTED AS OF THIS MEETING'S REPORTING DEADLINE

**NTE Contract Amount	Task Order Amount	Contract Amount Remaining	Task Order Number	Task Order Description	Task Order Issued Date
\$ 400,000					
	\$ 30,000	\$ 370,000	1	Control System Services/Maintenance	12.06.22
	\$ 130,665	\$ 239,335	2	RTU Hardware for RTU-8,-9,-10,-11,-14,-20	12.06.22
	\$ 48,300	\$ 191,035	3	RTU - 10 PLC Programming/Installation	01.09.23
	\$ 46,492	\$ 144,543	4	RTU - 11 PLC Programming/Installation	01.09.23
\$ 400,000	\$ 255,457	\$ 144,543			

****Contract expires 9.19.25**



**Annual NTE Contract Amount	Task Order Amount	Contract Amount Remaining	Task Order Number	Task Order Description	Task Order Issued Date
\$ 250,000					
	\$ 50,000	\$ 200,000	1	Well design & siting (last phase of current grant)	12.05.22
	\$ 75,000	\$ 125,000	2	Grant Application Support-DWR & USBR	12.20.22
	\$ 10,000	\$ 115,000	3	IRWM Grant Application Support	02.21.23
\$ 250,000	\$ 135,000	\$ 115,000			

***SBCWCD Board approved 10.26.22, Contract #TODDGW-2022 OC**
****1-year term expires 11.3.23, with option of 2 additional years (total of 3 years NTE \$750,000)**

San Benito County Water District
Agenda Transmittal

Agenda Item: 5

Meeting Date: March 29, 2023

Submitted By: Steve Wittry

Presented By: Steve Wittry

Agenda Title: Groundwater Sustainability Plan Annual Report 2022

The San Benito County Water District (District or SBCWD) was formed in 1953 by a special act (District Act) of the State with responsibility and authority to manage groundwater. Section 7.6 of the District Act (Act) states that “the Board may ... require the district to annually prepare an investigation and report on conditions of the district and zones thereof”. The Act requires the condition assessment to include all of the reporting parameters as identified in Section 7.6 (a)-(j).

In 2014, the State of California passed the Sustainable Groundwater Management Act (SGMA). SGMA requires local agencies to form Groundwater Sustainability Agencies (GSAs) for the high and medium priority basins. The San Benito County Water District (District) is the Groundwater Sustainability Agency for the North San Benito Basin. Similar to the Act, SGMA requires the completion of an annual Groundwater Report.

The Annual Groundwater Report, prepared by Todd Groundwater, describes groundwater conditions in the North San Benito Basin, a subbasin of the Gilroy-Hollister Basin. Acceptance of this Annual Groundwater Report fulfills the requirements Act and SGMA.

The Annual Groundwater Report documents water sources and uses, groundwater elevations and storage, and management activities for the water year and provides recommendations to manage activities. The report also details the six Sustainable Management Criteria and their respective minimum thresholds.

SGMA requires this report to be filed annually by April 1st.

Prior Committee or Board Action: None

Financial Impact: _____ Yes X No

Material Included for Information/Consideration:
Annual Groundwater Report 2022

Recommendation: Board to Receive and Accept the Groundwater Sustainability Plan Annual Report 2022.

Action Required: _____ Resolution X Motion _____ Review

_____ Resolution No. _____ Motion By: _____ Second By: _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____



San Benito County Water District

30 Mansfield Road • P.O. Box 899 • Hollister, CA 95024-0899
Phone: (831) 637-8218 • Fax: (831) 637-7267

TO: Interested Parties

FROM: Barbara Mauro
Board Clerk

DATE: March 24, 2023

SUBJECT: Link to the San Benito County Water District's
Annual Groundwater Report 2022

Please find below, a link to the Annual Groundwater Report 2022, on our website:

<https://www.sbcwd.com/wp-content/uploads/2023/03/SGMA-Annual-Report-and-Appendices-WY22-FINAL-031623.pdf>

A handwritten signature in blue ink that reads "Barbara L. Mauro". The signature is fluid and cursive.

Barbara L. Mauro



San Benito County Water District

30 Mansfield Road • P.O. Box 899 • Hollister, CA 95024-0899
Phone: (831) 637-8218 • Fax: (831) 637-7267

TO: Board of Directors
District Counsel
Interested Parties

FROM: Barbara Mauro
Board Clerk

DATE: March 24, 2023

SUBJECT: Agenda Item #6, Resolution Setting Forth its Intentions
Regarding Percolation of San Felipe Project Water
Contract Year 2023-2024

Materials for this agenda item were not available at the time of board packet distribution.

Any materials will be distributed at the board meeting.

Thank you for kind attention.

Barbara L. Mauro

**San Benito County Water District
Agenda Transmittal**

Agenda Item:

7

Meeting Date: March 29, 2023

Submitted By: Joyce Machado

Presented By: Joyce Machado

Agenda Title: Consider Extending the Contract for one year (Fiscal Year 2022-2023)
with McGilloway, Ray, Brown, & Kaufman for auditing services

Description:

In January 2020, the District executed a contract with McGilloway, Ray, Brown & Kaufman for financial statement auditing services. The contract and the auditor's engagement letter covered fiscal years 2020, 2021, and 2022. The GFOA's best practices state the benefit an agency gains from having the same auditing firm, as both sides are familiar with the unique transactions of that entity. GFOA does recommend periodically going through the RFP process to compare auditors.

Per California Government Code section 12410.6, "a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive years." The restriction requires the District to employ a public accounting firm with a different lead audit partner after the sixth consecutive year. Within these constraints, the District has the opportunity to utilize the existing auditor for one additional year.

Prior Committee or Board Action:

Finance Committee Meeting, March 14, 2023

Financial Impact: X Yes No

Funding Source/ Recap:

Contract Services Accounting budget

Material Included for Information/Consideration:

2023 Audit Engagement Letter

Recommendation:

Approval of Contract with McGilloway, Ray, Brown & Kaufman for one year (Fiscal Year 2022-2023) and authorize General Manager to sign contract.

Action Required: _____ Resolution _____ Motion _____ Review

Board Action

_____ Resolution No. ____ Motion By _____ Second By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____



**McGilloway | Ray
Brown | Kaufman**
ACCOUNTANTS AND CONSULTANTS

2511 Garden Road
Suite A180
Monterey, CA 93940
831-373-3337
Fax 831-373-3437

379 West Market Street
Salinas, CA 93901
831-424-2737
Fax 831-424-7936

March 16, 2023

San Benito County Water District
Attn: Steve Wittry, General Manager
30 Mansfield Road
Hollister, CA 95024

GAAP Audit Engagement Letter

To the Board of Directors and Steve Wittry, General Manager,

We are pleased to confirm our understanding of the services we are to provide San Benito County Water District for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of San Benito County Water District as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement San Benito County Water District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to San Benito County Water District's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of the District's Retirement Plan's Proportionate Share of Net Pension Liability and Related Ratios
3. Schedule of the District's Pension Plan Contributions
4. Schedule of Changes in the District's Net OPEB Liability and Related Ratios

Gerald Ray, CPA | Patricia Kaufman, CPA, CGMA | Smriti Shrestha, CPA

5. Schedule of the District's OPEB Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies San Benito County Water District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of Net Position by Zone
2. Schedule of Revenues, Expenses and Changes in Net Position by Zone

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in accordance with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material

effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Audit Procedures: Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under the American Institute of Certified Public Accountants' (AICPA) professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning.

1. Improper revenue recognition due to fraud.
2. Fraud risk regarding cash collection at the District Office for water bill payments.

Audit Procedures: Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of San Benito County Water District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of San Benito County Water District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

The other services are limited to the financial statement services as previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the

supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Hiring of Employees

We have a significant investment in the training and development of our staff, and they are valued employees of McGilloway, Ray, Brown & Kaufman. If you should hire one of our shareholders, managers, or professional employees either during the audit or within one year after the completion of this engagement, you agree to pay a personnel placement fee of 100% of their annual salary to compensate McGilloway, Ray, Brown & Kaufman.

Management also has the responsibility to ensure that they have not caused McGilloway, Ray, Brown & Kaufman's independence to be impaired by hiring a former or current McGilloway, Ray, Brown & Kaufman shareholder, manager, or professional employee in a key position, as defined in the Code of Professional Conduct of the AICPA, that could cause a violation of the AICPA Code of Professional Conduct or other applicable independence rules. Any offer of employment to members of the team prior to issuance of our report may impair our independence, and may result in our inability to complete the engagement and issue a report.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will not undertake any accounting services (including but not limited to reconciliation of accounts and preparation of requested schedules) without obtaining approval through a written change order or additional engagement letter for such additional work.

The audit documentation for this engagement is the property of McGilloway, Ray, Brown & Kaufman and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of McGilloway, Ray, Brown & Kaufman personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the regulator or its designee. The regulator may intend or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Our firm subscribes to the AICPA Peer Review program, mandated by the California Board of Accountancy for all California licensed firms. As part of that program this engagement could be selected for review. If selected, we will retain the strictest confidentiality rules.

Patricia Kaufman is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees for these services will be as follows:

<u>Schedule of Fees for the Year Ended June 30,</u>	<u>2023</u>
Audit	\$ 27,500
Out of Pocket Expenses	600
Additional Services - Drafting	4,400
Report - Bound Copies (12)	300
Total:	\$ 32,800

Currently, our rates range from \$100 per hour for clerical to \$400 per hour for partners. You will receive the final audited financial statements in one bound copy as well as an electronic (PDF) version. If you would like additional bound copy versions printed for you, the charge will be \$25 per copy.

Implementation of Governmental Accounting Standards Board 96, Subscription Based Information Technology Arrangements (SBITA) is effective for governmental entities for years beginning after June 15, 2022. It is mandatory for governmental entities that prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP) to fully implement these requirements, that establishes that an SBITA could result in a right-to-use subscription asset (an intangible asset) and a corresponding subscription liability. Assistance necessary for the implementation of GASB 96 will be billed separately at our standard billing rate in effect at the time services are rendered.

The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. The fee estimate will be subject to adjustments based on unanticipated changes in the scope of our work and/or the incomplete and untimely receipt by us of the information on the client request list such as:

1. Timely responses to our inquiries
2. Timely completion and delivery of client assistance requests
3. Timely communication of all significant accounting and financial reporting matters
4. The assumption that unexpected circumstances will not be encountered during the engagement
5. Material changes in current or prior period financial reporting
6. Multiple adjustments to the financial statements
7. Accounting assistance outside the scope of the audit (e.g., researching accounting topics, assistance with other accounting matters, etc.)

These fees shall be in addition to the above quoted fee for audit services. All billings for additional audit fees or services will be billed as these services are provided at our standard billing rate in effect at the time services are rendered.

Accounts past due over 30 days are considered delinquent and will be subject to an annual finance charge of twelve percent (12%), or a monthly rate of one percent (1%). There will be a minimum finance charge of \$1.00. Payments received on account will first be credited against any delinquency charges. Further, we will cease performing services on delinquent accounts if the account becomes 60 days or more overdue and services will not be resumed until your account is paid in full. All expenses incurred to collect past due accounts, including collection fees will be added to any amount due. If we elect to terminate our

services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

If any dispute arises among the parties, they agree to try first in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its Commercial Mediation Rules. All unresolved disputes shall then be decided by final and binding arbitration in accordance with the Commercial Arbitration Rules of the AAA. Fees charged by any mediators, arbitrators, or the AAA shall be shared equally by all parties. In agreeing to arbitration, we both acknowledge that in the event of a dispute, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentation to us.

Our audit engagement ends on delivery of our audit report and prepared financial statements. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

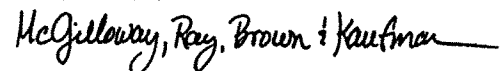
Reporting

We will issue a written report upon completion of our audit of San Benito County Water District's financial statements. Our report will be addressed to the Board of Directors of San Benito County District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We appreciate the opportunity to be of service to San Benito County Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



McGilloway, Ray, Brown & Kaufman

Response: This letter correctly sets forth the understanding of San Benito County Water District.

Management Signature: _____

Print: _____

Title: _____

Date: _____

Governance Signature: _____

Print: _____

Title: _____

Date: _____

**San Benito County Water District
Agenda Transmittal**

Agenda Item:

8

Meeting Date: March 29, 2023

Submitted By: Joyce Machado

Presented By: Joyce Machado

Agenda Title: Consider Approval of Revised Organization Chart and Updated Salary Schedules

Description:

Documents for consideration are attached.

Prior Committee or Board Action(s):

Personnel Committee Meeting, March 9, 2023

Financial Impact: X Yes No

Funding Source/ Recap:

Wages & Employee Related Expenses budget

Material Included for Information/Consideration:

Reclassification Study/Updated Salary Schedules – Finance Department

Updated Salary Schedule – Human Resources/Administrative Analyst

Job Descriptions – Accounting and Human Resources

SBCWD current Salary Schedule (effective 7/12/21)

Revised Organization Chart

Recommendation: Approval of Revised Organization Chart and Updated Salary Schedules.

Action Required: Resolution X Motion Review

Board Action

__Resolution No. _____ Motion By _____ Second By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

**SAN BENITO COUNTY WATER DISTRICT
RECLASSIFICATION STUDY/SALARY SCHEDULES
FINANCE DEPARTMENT**

Board Meeting 3.29.23

Agenda Item #8

Background:

The District requested a classification review for two positions within the Finance Department, Office Specialist III and Office Specialist II due to different duties assigned to the positions. The classification review was conducted by Bryce Consulting.

Based on the classification review, because both Finance Department positions are focused on accounting functions as opposed to general administrative support activities, the consultant found that the Office Specialist series does not reflect the work being performed by either position and does not reflect the level of financial training and education required to perform the accounting functions.

The consultant found that duties performed by Office Specialist III are professional in nature that would normally require a bachelor's degree, and that this position should be reclassified as an Accountant II. The consultant further recommended that the current Accountant classification, which is contained in the District's Management, Confidential and Professional (MCP) employee group, be split into two classifications of Accountant I and II, in order to provide the District with flexibility in hiring at either the entry or journey level and provide career growth opportunities for Finance Department staff.

The consultant further recommended that a new classification of Accounting Technician be created and that the salary be benchmarked to 10% below Accountant I. It is recommended that the Office Specialist II position to be reclassified as an Accounting Technician.

Reclassification:

Effective the pay period following approval by the District Board of Directors:

1. The position currently held in the Finance Department as Office Specialist III and currently paid at Step G (\$4,885 per month), will be reclassified as an Accountant II, and placed at Step A (\$5,637 per month). The Accountant I/II classifications would remain in the MCP employee group (see attached job description). The salary ranges (for reference only) will be as follows:

Accountant I (10% below Acct II)

STEP A: \$5,125
STEP B: \$5,330
STEP C: \$5,543
STEP D: \$5,765
STEP E: \$5,995
STEP F: \$6,235
STEP G: \$6,485
STEP H: \$6,744

Accountant II (15% below Sup. Acct)

STEP A: \$5,637
STEP B: \$5,863
STEP C: \$6,097
STEP D: \$6,341
STEP E: \$6,595
STEP F: \$6,859
STEP G: \$7,133
STEP H: \$7,418

**SAN BENITO COUNTY WATER DISTRICT
RECLASSIFICATION STUDY/SALARY SCHEDULES
FINANCE DEPARTMENT**

2. The position currently held in the Finance Department as Office Specialist II and currently paid at Step G (\$4,425 per month), will be reclassified as Accounting Technician and placed at Step A (\$4,659 per month). This new classification titled Accounting Technician to be added to the bargaining unit represented by SEIU, (see attached job description), with salary benchmarked at 10% below Accountant I. The proposed monthly salary scale is as follows:

STEP A: \$4,659

STEP B: \$4,845

STEP C: \$5,039

STEP D: \$5,241

STEP E: \$5,450

STEP F: \$5,668

STEP G: \$5,895

STEP H: \$6,131

3. The District will add an additional part time position in utilities and begin recruitment as soon as administratively feasible.

Attachments

Attachment A: Accounting Technician Job Description

Attachment B: Revised Accountant I/II Job Description

**SAN BENITO COUNTY WATER DISTRICT
SALARY SCHEDULE
HUMAN RESOURCES/ADMINISTRATIVE ANALYST**

Board Meeting 3.29.23

Agenda Item #8

Background:

The District requested a comprehensive compensation study for the Human Resources/Administrative Analyst position, conducted by Bryce Consulting. The compensation survey results were then discussed with the Personnel Committee on February 9th and March 9th, resulting in a proposed update to the salary schedule for this position that reflects a salary scale set to the current labor market.

Proposed Salary Scale:

Effective the pay period following approval by the District Board of Directors, the proposed hourly scale for the Human Resources/Administrative Analyst position is as follows:

<u>Proposed Scale</u>	<u>Current Scale</u>
STEP A: \$35.67	Step A: \$20.18
STEP B: \$37.10	Step B: \$20.98
STEP C: \$38.58	Step C: \$21.82
STEP D: \$40.13	Step D: \$22.69
STEP E: \$41.74	Step E: \$23.60
STEP F: \$43.41	Step F: \$24.54
STEP G: \$45.15	Step G: \$25.53
STEP H: \$46.96	Step H: \$26.55

San Benito County Water District

ACCOUNTANT I/II

DEFINITION

To perform a variety of professional accounting duties related to preparing the District for fiscal year-end and annual audit, preparing and monitoring the budget, performing month-end general ledger duties, and evaluating and reporting the District's financial status to management and the Board of Directors; to review fiscal records, and monitor financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing.

DISTINGUISHING CHARACTERISTICS

Accountant I:

This is the entry level class in the Accountant series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Accountant II:

This is the journey level class within the Accountant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

ESSENTIAL FUNCTIONS

- Perform bank reconciliations; identify and correct any differences; post interest, analysis fees, gains and losses and other adjustments; maintain accurate balance sheet for each District account.
- Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; calculate costs for each cost center; review and post journal entries and reconcile related revenue; analyze and review accrued/deferred assets and liabilities.
- Support the preparation of the annual budget including the development of timeline and materials and development of budget estimates; review, upload and consolidate department budgets; prepare budget presentation and binders; and ensure operating and capital budgets are placed on District's website.
- Develop budget recommendations for review including water sales, power charges, delinquency charges, well permit fees, and property tax revenue.
- Manage general ledger accounts including the preparation and posting of journal entries and reclassification of entries; prepare billing to outside agencies; maintain accurate records and supporting documents.

- Assist in the preparation of various financial reports including, but not limited to, the Board of Directors' quarterly report, investment reports, and budget to actual reports; review, reconcile journal entries; coordinate audits with external auditors and other governmental agencies.
- Examine accounting transactions to ensure accuracy; correct financial records as necessary; analyze, verify, and prepare various financial reports and statements; assist in monitoring various accounts and verify availability of funds and accurate coding and classification of revenues and expenditures; research and analyze transactions to resolve problems.
- Recommend or implement changes in accounting systems and procedures; participate in operating a variety of automated office and computerized financial information systems and test various budgetary accounting programs.
- Answer questions and provide information to the public and District departments; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB STANDARDS/SPECIFICATIONS

Accountant I

Knowledge of:

- Principles and practices of generally accepted accounting practices including generally accepted accounting principles, Governmental Accounting Standards Board standards, and grant guidelines.
- Principles and practices of analytical research.
- Customer service principles and problem resolution techniques.
- Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Ability to:

- Learn to apply accounting principles to accounting transactions and financial reports.
- Learn to use automated financial management systems.
- Learn governmental accounting principles and practices, including fund accounting. Learn applicable local, State, and Federal laws, rules and regulations, especially as related to accounting and auditing.
- Examine and verify a wide variety of financial documents and reports.
- Prepare a variety of financial statements, reports, and analyses. Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Accountant II

In addition to the qualifications for the Accountant I:

Knowledge of:

- Principles and practices of governmental accounting, auditing, and financial reporting including generally accepted accounting principles, Governmental Accounting Standards Board standards, and grant guidelines.
- Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, auditing, and grants.

Ability to:

- Independently apply accounting principles to accounting transactions and financial reports.
- Use automated office and computerized financial information systems.
- Monitor accounting activities relative to compliance with local, State, and federal requirements and professional standards.
- Assist in the review and implementation of new Governmental Accounting Standard Boards Standards.
- Understand and ensure proper use of governmental accounting principles and practices, including fund accounting.
- Review and ensure compliance with applicable local, State, and Federal laws, rules and regulations, especially as related to accounting and auditing.

TYPICAL PHYSICAL ACTIVITIES

Accountant I/II/:

- Drives a vehicle.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

ENVIRONMENTAL FACTORS

Accountant I/II:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

DESIRABLE QUALIFICATIONS

Accountant I:

Any combination of education and experience that would likely provide the necessary

knowledge and abilities is qualifying: A typical way to obtain the knowledge and abilities would be:

- A Bachelor's degree from an accredited college or university with major coursework in accounting, finance or a related field.

Accountant II:

In addition to the Desirable Qualifications for the Accountant I:

- A Bachelor's degree from an accredited college or university with major coursework in accounting, finance or a related field and two years of experience as an Accountant I with the District.

LICENSE CERTIFICATE REGISTRATION REQUIREMENT

Accountant I/II:

- Possession of a valid California Class C Driver License may be required at the time of appointment and a driving record acceptable to the District's automobile insurance provider. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Obtain and maintain defensive drivers training certification (training provided by the District).
- Obtain and maintain CPR and First Aid training certification (training provided by the District).

San Benito County Water District

ACCOUNTING TECHNICIAN

DEFINITION

To perform a variety of routine to specialized technical accounting duties involving the recording, tracking, maintaining, posting and balancing of the District's financial obligations and accounts; to function as a liaison between the Finance Department, citizens, and other District departments by answering questions and solving complicated and/or sensitive problems; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of technical accounting duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL FUNCTIONS

- Perform specialized and detailed work in the review and processing of various financial records and related materials; ensure the integrity of data and information related to area of assignment which may include cash management, and/or accounts payable/receivable.
- Analyze and track District contracts by updating contract budget to actuals and providing reports and status updates to management.
- Organize and verify required documentation and management authorization for accounts payables; determine and/or verify correct posting of account codes, cost center, account number, subaccounts, State Controller codes and department.
- Process accounts payable including data entry of invoices with required supporting schedules and statement reconciliations, processing payables reports, and printing and distributing checks upon Board of Directors approval of claims.
- Record bank deposits, wire transfers and bank transfer activity and balance cash transactions for District accounts.
- Analyze and reconcile a variety of journals, accounts, reports and records; prepare, process, and maintain accounting system records, and transactions.
- Maintain District contracts, update vendor contract budget to actual worksheets, and track purchase orders.
- Prepare outside agency invoices for use of the District's treatment plant; compile data to record and track direct costs and loan principal and interest obligations.
- Balance financial information system controls; balance and post financial transactions to ledgers and sub-ledgers and reconcile to the accounting system; and balance various other financial transactions with source documents and controls.
- Prepare, compile, tabulate and maintain data and complex documents; assist with preparing technical financial, statistical and operational reports, statements and records.
- Respond to inquiries from the public in person, by telephone, and/or in writing, regarding areas of responsibility and initiate appropriate action to resolve problems.

- Research and answer employee and District departments' inquiries regarding the status of accounts and payments, including proper transaction coding and related matters.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner, as assigned.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

JOB STANDARDS/SPECIFICATIONS

Knowledge of:

- Practices, methods, and terminology used in financial and statistical record keeping.
- Principles and practices of routine analytical research.
- Customer service principles and problem resolution techniques.
- Modern office practices and procedures, computer equipment and software applications related to financial accounting.
- Business letter writing and report preparation.

Ability to:

- Perform difficult and responsible technical work involving financial and related statistical record keeping.
- Research and compile technical and financial information.
- Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.
- Make accurate mathematical calculations.
- Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

TYPICAL PHYSICAL ACTIVITIES

- Drives a vehicle.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

ENVIRONMENTAL FACTORS

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the

sun.

- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

DESIRABLE QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying: A typical way to obtain the knowledge and abilities would be:

- An Associate's degree or 60 semester units of college level course work with coursework in accounting, finance or related field and two years of responsible administrative, clerical or customer service experience related to accounting, cash management, accounts payable, accounts receivable or finance.

LICENSE CERTIFICATE REGISTRATION REQUIREMENT

- Possession of a valid California Class C Driver License may be required at the time of appointment and a driving record acceptable to the District's automobile insurance provider. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Obtain and maintain defensive drivers training certification (training provided by the District).
- Obtain and maintain CPR and First Aid training certification (training provided by the District).



Classification Unit:	Management/Confidential/Professional
Salary Range:	M32 (FLSA: Non-Exempt)
Last Revision:	March 2023

HUMAN RESOURCES / ADMINISTRATIVE ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, to perform a variety of professional level human resource administration duties in support of District operations; employee benefit administration; record keeping and maintenance; documentation of all District policies, procedures, and practices; recruitment, classification and compensation, and employee relations; coordinates, prepares and processes personnel and payroll records including personnel action forms, new hires, separations, salary changes, unemployment claims, benefit related transactions, bi-weekly timesheets and payroll; conduct research, analysis and preparation of reports; analyst evaluations and development of spreadsheets in support of management team; and other related duties as assigned.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

- Develop and maintain District Human Resources policies and procedures.
- Develop and implement new Human Resources programs/policies/procedures/goals; analyzes and recommends strategies to improve effectiveness of operation.
- Assists in department budget preparation, analysis and administration; monitors expenditures.
- Schedules and conducts employee orientations for new hires; including preparing and processing forms for new hires; assembles new employee files.
- Coordination of benefits for employees, including explaining forms and benefit options.
- Serves as a resource for employees and managers with questions related to human resources and personnel policy.
- Assists in labor relations activities, as assigned, and provides research and reporting support to Management in the negotiations and labor relations process for all classifications of employees.
- Develop, coordinate, and manage training, safety, certification and employee development programs.

- Utilizes computer Human Resources information software system to support and conduct recruitment and selection, compensation, classification, labor relations, benefit administration, personnel actions and records, and employee development activities.
- Meets with management and committees regarding District human resource issues.
- Coordinates and manages the annual open enrollment process for employee health benefits.
- Coordinates and monitors the COBRA program.
- Coordinates and manages the District's CalPERS retirement, and deferred compensation programs.
- Processes employee transactions in the Human Resources Information System and benefit web databases.
- Maintains confidential records and responds to inquiries for the same.
- Conducts position classification studies, prepares recommendation and implementation.
- Coordinates, prepares, processes, and manages personnel and payroll records including personnel action forms, new hire paperwork, separations from service, salary changes, unemployment claims, benefit related transactions, and bi-weekly timesheets and payroll.
- Assists in the coordination of the District's personnel recruitment and selection process, including preparing job announcements, application materials, screening applications, background checks for employment candidates, scheduling and administering interviews, and establishing eligibility list.
- Maintains and updates District forms, documents, and materials needed by employees.
- Performs a variety of office support assignments including correspondence, typing, proofreading material, filing and processing information, compiling information and data for statistical and financial reports, and coding department invoices for payment.
- Performs analytical work in support of general District business.
- Assists in the development of analytical spreadsheets for management staff as needed.
- Assists in writing staff recommendations for District business.
- Assists with Audit and Budget development and preparation.
- Assists with maintenance of District Employment Webpage and employment information.
- Performs related duties as assigned.

Typical Physical Activities

- Communicates orally with District management, co-workers, subordinates, customers, contractors, vendors and the public in face-to-face, one-on-one and group settings.
- Regularly uses a telephone for communications.
- Uses standard office equipment such as computer, printer, copier and FAX machine.
- Sits at a desk or work station for extended time periods; intermittently twists to reach materials and equipment surrounding desk or work station.
- Hearing and vision within normal ranges.
- Lifts or carries weight of ten pounds or less.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public personnel administration, including employee health and welfare benefit administration.
- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment systems.
- Equal employment opportunity and affirmative action requirements and guidelines.
- Recruitment and selection techniques, methods, and procedures.
- Compensation and salary administration.
- Personnel policy development and implementation.
- Computer systems and software applications related to personnel and benefit administration.
- Correct English usage, spelling, grammar, punctuation, and vocabulary.
- Strong customer service techniques and skills.
- Conflict resolution and problem solving techniques and skills.

Ability to:

- Plan, organize, and assist with the development of District personnel and benefit system.
- Recommend and implement personnel policies and systems.
- Provide advice and counseling on the District personnel system and policies.
- Organize data, maintain records, and prepare reports.
- Use computer systems and software packages related to personnel and benefits administration.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Maintain a high level of confidentiality and understanding for need of protection of highly confidential employee and District information.

Desirable Experience and Education

Any combination of education and experience that has led to the acquisition of the knowledge, skills and the abilities as indicated below. Typical ways of acquiring the knowledge, skills and abilities are:

Experience:

- Increasingly responsible experience in personnel system development and administration, including experience with recruitment and selection, position classification, compensation development, equal employment opportunity, benefit administration, and labor negotiations. Experience in a local government or special district public sector preferred.
- Knowledge and experience using Microsoft Office Suite, with Intermediate Excel skills.

Education:

- Completion of a bachelor's degree from an accredited college or university in business administration, human resources management, or closely related field.

OR

- Completion of an Associates degree from an accredited community college in business administration, human resource management, or closely related field, and four years of relevant work experience.

WORKING CONDITIONS**Environmental Conditions**

Office environment; exposure to computer screens

Physical Conditions

Essential functions may require maintaining physical condition necessary for moderate or light lifting, walking, standing, or sitting for prolonged periods of time; extensive use of computer keyboard, visual acuity for reading documents, correspondence and computer screens, operating office equipment.

SPECIAL REQUIREMENTS

1. Possession of a valid California Driver's License, Class C, as issued by the State of California Department of Motor Vehicles; and a driving record acceptable to the District's auto insurance provider.
2. Obtain and maintain defensive drivers training certification (training provided by the District).
3. Obtain and maintain CPR and First Aid training certification (training provided by the District).

Approved: _____
General Manager Date

San Benito County Water District

Field and Office Effective 7/12/21

Classification	Rate Type	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Board Clerk/Office Specialist III	monthly	4,179	4,346	4,520	4,701	4,889	5,084	5,288	5,499
Customer Account Specialist I	monthly	3,497	3,637	3,782	3,933	4,091	4,254	4,425	4,602
Customer Account Specialist II	monthly	3,861	4,015	4,176	4,343	4,517	4,697	4,885	5,080
Customer Account Specialist III	monthly	4,179	4,346	4,520	4,701	4,889	5,084	5,288	5,499
Electronic/Electrical Technician	monthly	5,406	5,622	5,847	6,081	6,324	6,577	6,840	7,114
Engineer (unlicensed)	monthly	5,300	5,512	5,732	5,962	6,200	6,448	6,706	6,974
Engineering Technician	monthly	4,614	4,799	4,990	5,190	5,398	5,614	5,838	6,072
Maintenance Trainee	monthly	2,984	3,104	3,228	3,357	3,491	3,631	3,776	3,927
Maintenance I	monthly	3,556	3,699	3,845	3,999	4,160	4,326	4,499	4,679
Maintenance II	monthly	3,962	4,121	4,286	4,458	4,636	4,821	5,015	5,214
Maintenance III	monthly	4,435	4,612	4,797	4,989	5,188	5,396	5,611	5,836
Operations & Maintenance Supervisor	monthly	5,196	5,404	5,620	5,845	6,079	6,322	6,575	6,838
Office Specialist I	monthly	3,231	3,360	3,494	3,634	3,779	3,930	4,088	4,251
Office Specialist II	monthly	3,497	3,637	3,782	3,933	4,091	4,254	4,425	4,602
Office Specialist III	monthly	3,861	4,015	4,176	4,343	4,517	4,697	4,885	5,080
Water Distribution/Maint. I	monthly	4,179	4,346	4,520	4,701	4,889	5,084	5,288	5,499
Water Distribution/Maint. II	monthly	4,614	4,799	4,990	5,190	5,398	5,614	5,838	6,072
Water Distribution/Maint. III	monthly	5,094	5,298	5,510	5,730	5,959	6,198	6,446	6,704
Water Programmer III	monthly	4,179	4,346	4,520	4,701	4,889	5,084	5,288	5,499
Water Resources Technician I	monthly	4,266	4,437	4,615	4,799	4,989	5,191	5,403	5,616
Water Resources Technician II	monthly	4,683	4,870	5,065	5,267	5,478	5,697	5,925	6,161
Adopted by the Board on 6/16/21									

Management/Confidential/Professional Effective 7/12/21

Classification	Rate Type	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Accountant	monthly	5,112	5,316	5,529	5,750	5,980	6,219	6,468	6,726
Deputy District Engineer	monthly	10,222	10,631	11,057	11,499	11,959	12,437	12,935	13,452
*Assistant Engineer (Engineer I)	monthly	5,644	5,869	6,104	6,348	6,602	6,866	7,141	7,426
*Associate Engineer (Engineer II)	monthly	6,231	6,480	6,739	7,009	7,289	7,581	7,884	8,199
*Senior Engineer (Engineer III)	monthly	8,554	8,896	9,252	9,622	10,007	10,407	10,823	11,256
Finance Manager	monthly	7,300	7,593	7,896	8,212	8,541	8,882	9,237	9,607
Operations & Maintenance Manager	monthly	7,747	8,057	8,380	8,715	9,063	9,426	9,803	10,195
Supervising Accountant	monthly	6,483	6,742	7,012	7,292	7,584	7,887	8,203	8,531
Water Conservation Program Manager	monthly	5,872	6,106	6,351	6,605	6,869	7,144	7,429	7,727
Human Resources/Admin Analyst	monthly	3,497	3,637	3,782	3,933	4,091	4,254	4,425	4,602
*Professional Engineer Series									
Adopted by the Board on 5/26/21									

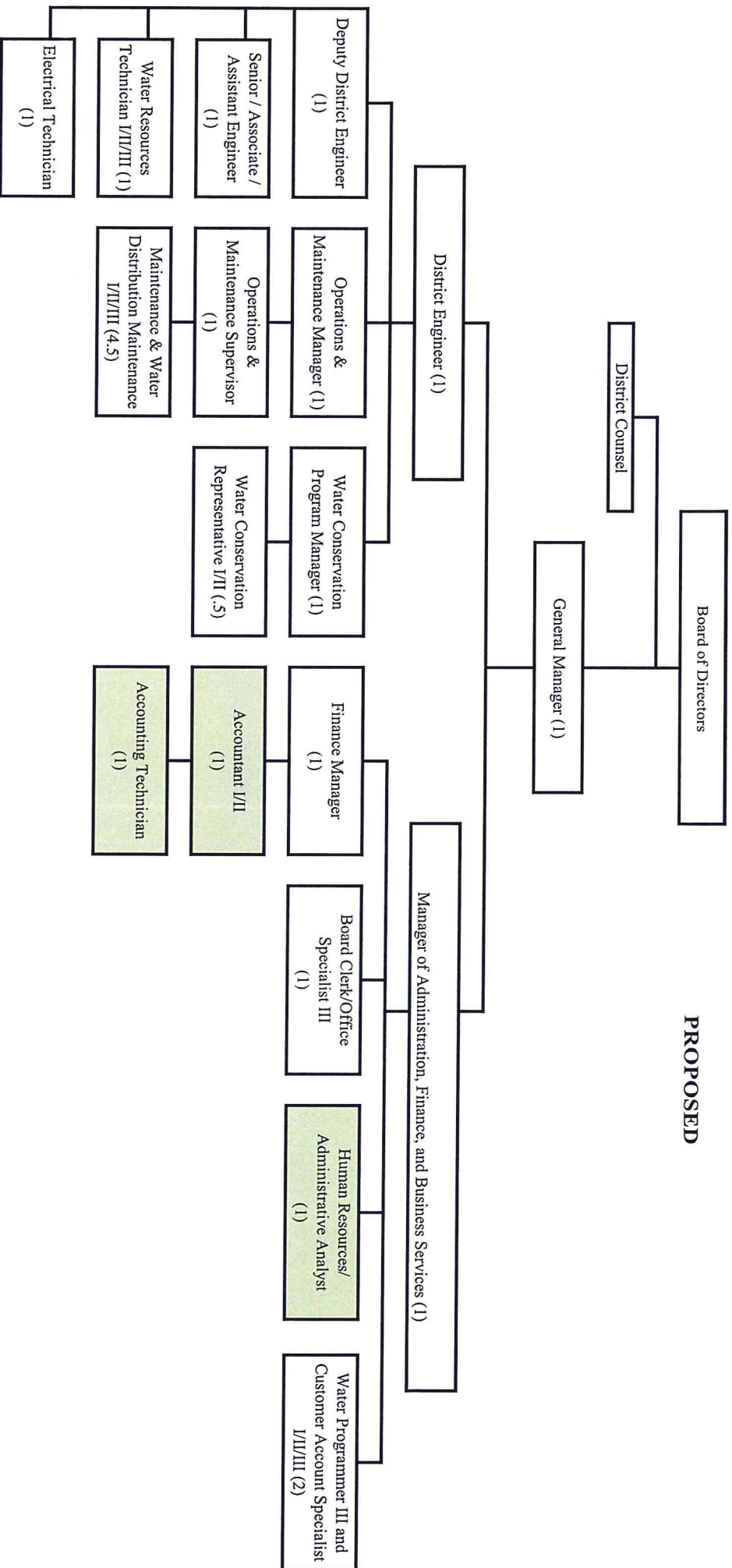
Executive Management

Classification	Rate Type			Effective				
Mgr, Admin, Fin & Business Services	bi-weekly	6,538		03/31/22				
Assistant General Manager	bi-weekly	8,462		07/18/22				
District Manager	bi-weekly	10,231		11/18/20				
Adopted by the Board on 3/30/22								

Longevity Pay: Employees hired by the District before January 1, 2013 who have more than five (5) years of continuous District service, shall receive longevity pay in the amount of eight percent (8%).

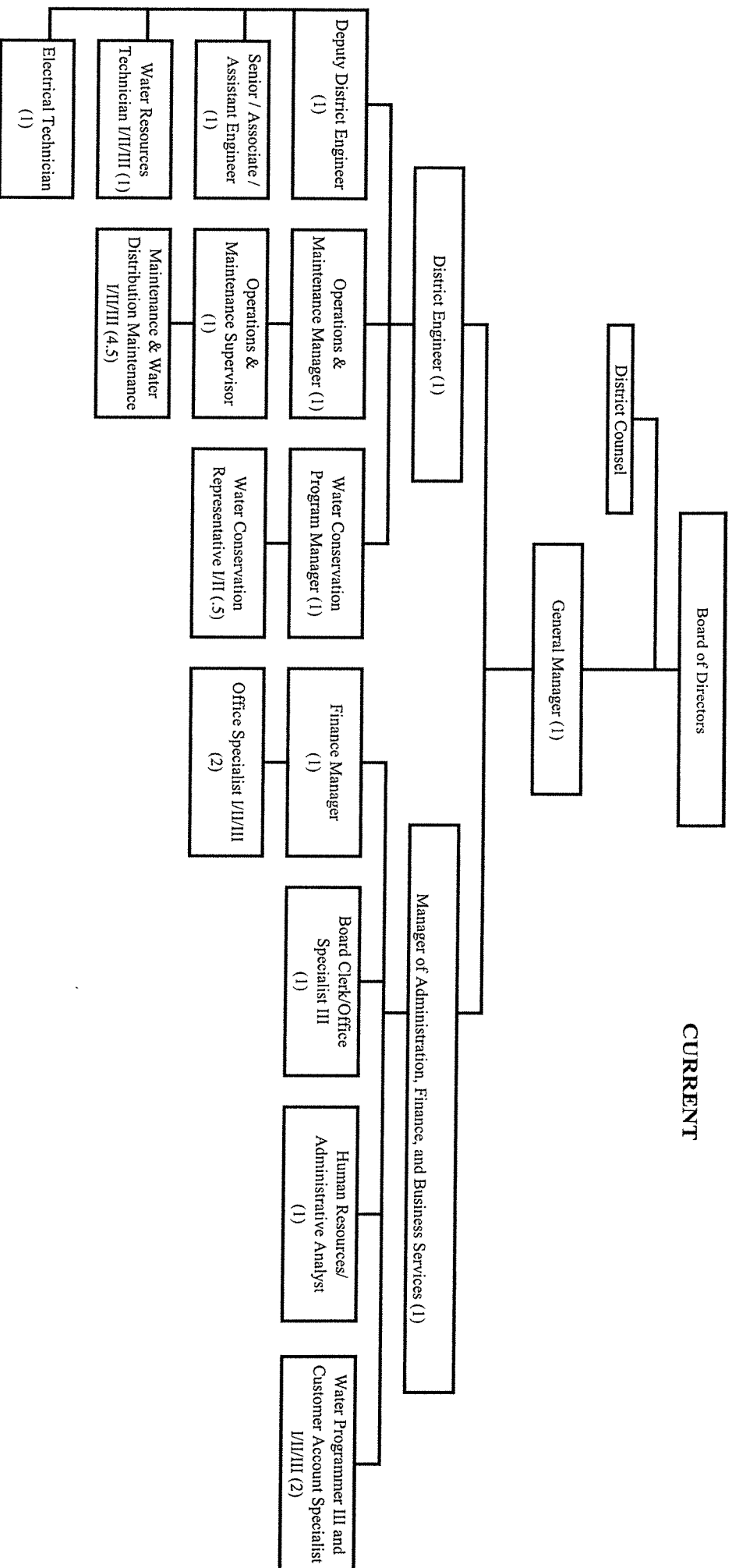
San Benito County Water District Organization Chart 3.29.23 Board Meeting

PROPOSED



San Benito County Water District Organization Chart 3.29.23 Board Meeting

CURRENT





Agenda

Item

9

★ Agenda items marked with this symbol will be recorded and available for on-demand access after the live event.

Note: Tuesday Committee meetings will not be recorded or available on-demand.

ACWA JPIA - MONDAY, MAY 8

8:30 - 10:00 AM

- ACWA JPIA Program

10:15 - 11:15 AM

- ACWA JPIA Executive Committee

11:30 - 12:30 PM

- ACWA JPIA Pre-Board Meeting Lunch

1:00 - 5:00 PM

- ACWA JPIA Board of Directors / Town Hall

TUESDAY, MAY 9

7:00 AM - 6:00 PM

- Registration

8:00 AM - 9:45 AM

- Agriculture Committee

8:30 AM - Noon

- ACWA JPIA Seminars

10:00 - 11:45 AM

- Groundwater Committee
- Energy Committee

11:00 AM - Noon

- Outreach Task Force

Noon - 2:00 PM

- Committee Lunch Break

1:00 - 2:45 PM

- Finance Committee
- Water Management Committee
- Water Quality Committee

1:00 - 3:00 PM

- ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

3:00 - 4:45 PM

- Legal Affairs Committee
- Communications Committee
- Federal Affairs Committee
- Local Government Committee
- Membership Committee

5:00 - 6:30 PM

- Welcome Reception in the Exhibit Hall

WEDNESDAY, MAY 10

7:30 AM - 5 PM

- Registration

8:00 - 9:45 AM

- Opening Breakfast *(Ticket Required)* ★

8:30 AM - 6:00 PM

- Connect in the Exhibit Hall

10:15 - 11:30 AM

- Attorney Program ★
- Finance Program ★
- Region Forum ★
- Statewide Forum ★
- Water Industry Trends Program ★

11:30 AM - 1:30 PM

- Connect in the Exhibit Hall
- Networking Lunch *(Ticket Required)*

1:45 - 3:00 PM

- Attorney / Finance Program ★
- Communications Committee Program ★
- Finance Program ★
- Federal Forum ★
- Statewide Forum ★
- Roundtable Talk

3:15 - 4:45 PM

- Regions 1-10 Membership Meetings

5:00 - 6:00 PM

- ACWA Reception in the Exhibit Hall

6:00 - 7:00 PM

- CalDesal Hosted Mixer
- Jacobs Hosted Mixer

6:00 - 7:15 PM

- Joint Women in Water / ACWA Foundation Hosted Reception

THURSDAY, MAY 11

7:30 AM - Noon

- Registration

8:00 AM - 9:30 AM

- Exhibitor Demonstrations
- Networking Continental Breakfast in the Exhibit Hall *(Ticket Required)*

8:30 - 10:00 AM

- Media Training

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- Finance Program ★
- Region Forum ★
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Noon - 1:45 PM

- General Luncheon *(Ticket Required)* ★

2:00 - 3:30 PM

- Innovation Forum ★
- Region Forum ★
- Water Industry Trends Program ★
- Roundtable Talk

3:30 - 4:30 PM

- Closing Reception

Last modified: March 21, 2023

Registration required to attend any part of ACWA's Spring Conference & Expo, including Tuesday, May 9 complimentary committee meetings. See www.acwa.com for health & safety attendance requirements.

QUESTIONS?

Email us at events@acwa.com

Registration Cancellation Deadline: April 21, 2023, 4:30 p.m. (PT)

All conference programs are subject to change without notice.



Agenda

Item

10

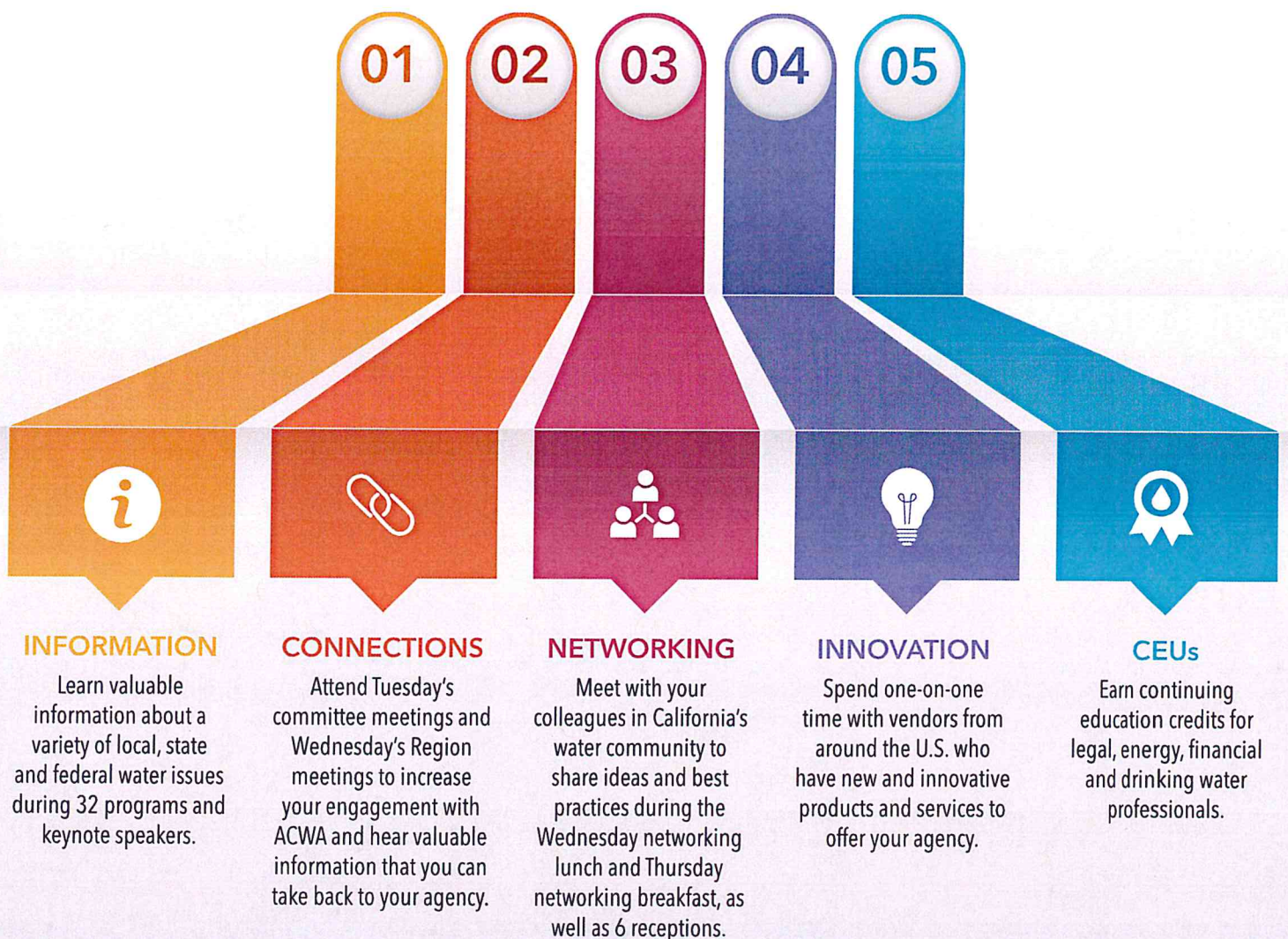


ACWA

CONFERENCE & EXPO

MAY 9 - 11 • MONTEREY

TOP 5 BENEFITS TO ATTENDING AN ACWA CONFERENCE



CONFERENCE HIGHLIGHTS



Visit ACWA's Exhibit Hall and learn what products & services our exhibitors have to offer as well as enjoy networking opportunities like the networking lunch, receptions and exhibit hall activities.

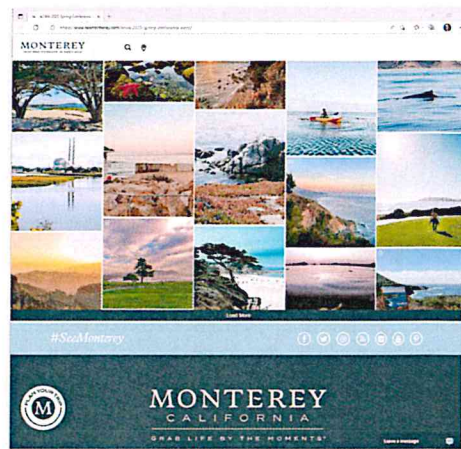
JOIN ACWA IN MONTEREY!

The ACWA 2023 Spring Conference & Expo is set to take place May 9 – 11 at the Monterey Conference Center and surrounding hotels. Visitors from all over the world have come to appreciate Monterey County's natural beauty, historical sites, and mild climate. Explore this distinctive and diverse region. Experience the world-renowned attractions and enjoy the many wonderful restaurants and scenic diversions found throughout the county.

ACWA conferences are the premier destination for water industry professionals to learn and connect. Program offerings include statewide issue forums, roundtable talks, and region discussions along with sessions covering a wide range of topics including water management, innovation, public communication, affordable drinking water, energy, finance, federal forum, and more! **Register to join us today!**

VISIT THE MONTEREY SITE FOR CONFERENCE ATTENDEES!

<https://www.seemonterey.com/acwa-2023-spring-conference-expo/>



IMPORTANT INFORMATION



Recorded Programs

Designated conference programs will be recorded and made available for on-demand access after the conference.



Group Savings

Buy five full conference registrations, receive one free! Perfect time to introduce new staff to the California water community.



Tuesday Committee Meetings

Registration is required to attend any part of ACWA's Spring Conference & Expo, including the complimentary Tuesday, May 9 committee meetings.



Health & Safety

Visit acwa.com/events for registration and health & safety information.

TIME TO MIX & MINGLE!

After spending the day learning, join these opportunities to mix, mingle and connect with friends and colleagues of the water industry.

ACWA Welcome Reception

Tuesday, May 9 | 5:00 PM – 6:30 PM

Kick off the conference and greet your colleagues in the Exhibit Hall.

ACWA Wednesday Evening Reception

Wednesday, May 10 | 5:00 PM – 6:00 PM

Join ACWA in the Exhibit Hall for this hosted reception.

CalDesal Hosted Mixer

Wednesday, May 10 | 6:00 PM – 7:00 PM

Join CalDesal for a hosted mixer. All ACWA conference attendees are welcome.

Jacobs Hosted Mixer

Wednesday, May 10 | 6:00 PM – 7:00 PM

Join Jacobs for a hosted mixer. All ACWA conference attendees are welcome.

Joint Women in Water / ACWA Foundation Reception

Wednesday, May 10 | 6:00 PM – 7:15 PM

Unwind after the education-filled day and connect with your friends and other water leaders.

CONFERENCE PROGRAMS

State Water Resources Control Board Drinking Water Contact Hours may be available for qualifying programs.

ATTORNEY PROGRAM

Wednesday, May 10 | 10:15 AM

Can We? Should We? What to Know About Design-Build, Progressive Design-Build, and Public-Private Partnership for Water Infrastructure

Design-bid-build is the industry standard, but can other approaches be a better fit for your next project? This panel, designed for attorneys and senior decision makers, will explain the difference between the traditional approach to contracting for construction and the newer alternatives, including approaches authorized by the Legislature in 2023. The panel will include an attorney, an owner, and an engineer/owner's advisor who will also share lessons learned on recent design-build and progressive design-build projects, drawing on experience successfully implementing large-scale complex design-build infrastructure projects throughout the state. Our presenters will share recent experiences, creative approaches, and potential pitfalls that will help you optimize your project, or decide whether design-build or another alternative approach is right for your agency.



This program been approved by the State Bar of California for attorneys to receive general MCLE credits.

COMMUNICATIONS COMMITTEE PROGRAM

Wednesday, May 10 | 1:45 PM

Reporter's Notebook: An Insider's Guide to Working with News Media

Want to know how to work with reporters in 2023? We're going right to the source. A panel of working TV and print journalists from across California will go off the record, sharing valuable first-hand perspective on the state of media relations, how to cut through the noise and – most importantly – get your stories told.

JOINT ATTORNEY / STATEWIDE ISSUE

Thursday, May 11 | 10:15 AM

First Kill All The Lawyers? Varying Perspectives on Water-Right Modernization

Joint Attorney & Statewide Issue Program - The panel will involve presentation and discussion of perspectives on how to make the water-right system function better in light of what we've learned during the droughts of the last ten years.



This program been approved by the State Bar of California for attorneys to receive general MCLE credits.

JOINT ATTORNEY / FINANCE PROGRAM

CPAs may receive continuing education credit by attending this program.

Wednesday, May 10 | 1:45 PM

Public Finance 101: Opportunities and Considerations for Financing Infrastructure

Providing clean and safe water requires constant infrastructure improvements and capital projects. This panel will explore opportunities and legal pitfalls and considerations when considering public finance opportunities for financing capital needs including bonds, certificates of participation, State and Federal programs including the Water Infrastructure Finance and Innovation Act (WIFIA) and the Drinking Water State Revolving Fund (DWSRF), and other financing mechanisms.



This program been approved by the State Bar of California for attorneys to receive general MCLE credits. CPAs may also receive continuing education credit by attending this program.

INNOVATION PROGRAM

Thursday, May 11 | 2:00 PM

Excellence in Innovation: Water Agencies Driving California Into the Future

Water agencies throughout the state continue to implement groundbreaking and unique programs, projects and technologies that bring new solutions to the industry. Hear from agencies as they share their best-in-class innovations and discuss the resources utilized, results achieved and replicability for other agencies.

WATER INDUSTRY TRENDS

Wednesday, May 10 | 10:15 AM

Fleet Electrification: Navigating New California Requirements for Public Water Agencies

The panel will provide an opportunity for water agencies to hear how the latest transportation electrification regulations affect them, and steps they can take to navigate making best decisions for their fleets and compliance.



This program may count as 1.0 hour towards the Certified Energy Manager (CEM) continuing education credit.

Thursday, May 11 | 2:00 PM

The Business Proposition for Diversity Equity & Inclusion (DEI): What It Means in Dollars and Sense

Everyone is talking about DEI, but some are doing more than others and it's paying off. Join this session and hear from leaders and experts about why implementing DEI to business operations is critical in this new world and the cost of falling behind.

For updated information: [ACWA.COM/EVENTS](https://www.acwa.com/events)

ACWA REGION MEMBERSHIP MEETINGS

MAY 10, 2023

Meetings will include:

Region activity updates

Committee updates

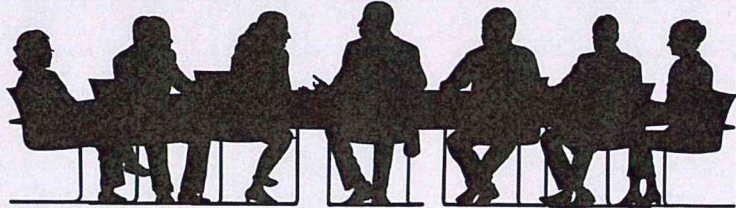
Statewide priorities
update by ACWA
leadership

Suggestion opportunities
for regional activities and
regional/statewide topics
for the coming year

**ALL MEMBERS
WELCOME!**



ROUND TABLE DISCUSSIONS



ACWA is bringing back our newest opportunity to connect and learn – **Round Table Discussions!**

Join your colleagues in one of these topic-specific round tables to interact and exchange ideas.

Wednesday, May 10 | 1:45 PM

Removing Barriers to Groundwater Recharge

As California's climate and hydrology continue to change, capturing flood water during high flow events will become increasingly vital to maintaining reliable water supply during dry years. Join this roundtable discussion as we explore how to overcome the legal, regulatory, and logistical barriers to groundwater recharge in California.

Thursday, May 11 | 10:15 AM

How to Talk About Drought and Climate Change After a Wet Winter

Messaging matters and the industry is re-evaluating how to communicate with customers about periods of extreme drought vs long-term climate resilience. After a wet winter, how have the words, tone and key messages used to convey information to the public changed? Join this Communications Committee-hosted round table conversation to share what messaging has worked for your agency and how your message has evolved since last summer.

Thursday, May 11 | 2:00 PM

Empowering Executive Leadership

ISSUE FORUMS

State Water Resources Control Board Drinking Water Contact Hours may be available for qualifying programs.

REGION ISSUE FORUMS

Wednesday, May 10 | 10:15 AM

Wildfire Preparedness: Lessons Learned & Investments Made to Mitigate Future Risk

Presented by Region 2

This program will examine recovery efforts made by the town of Paradise since the 2018 Camp Fire and highlight both the lessons learned and investments made by the City of Paradise and Paradise Irrigation District to mitigate future fire risk.

Thursday, May 11 | 10:15 AM

Creating Win-Win Situations to Expedite Permitting Through Collaboration

Presented by Region 9

East Valley Water District and San Bernardino Valley Municipal Water District share how they have expedited permitting and regulatory approvals to save both time and money on important local water supply projects. Through early and open communication with regulatory agencies, a regional habitat conservation plan, and stakeholder partnering, these agencies are creating win-win situations for water agencies and the many regulatory agencies with often conflicting requirements. The East Valley Water District's Sterling Natural Resource Center, an 8 mgd water recycling facility for local groundwater recharge, will be highlighted as a permit streamlining success story with broad support from the community and regulatory agencies.

Thursday, May 11 | 2:00 PM

Weather Whiplash: Flood Solutions for Climate Extremes

Presented by Region 5

As California's coastal regions recover from a series of atmospheric river events that – amid extended severe drought – brought record rains and floods, this program will explore the effects of and planning for "weather whiplash." Panelists will discuss the impacts of recent flooding in the Bay Area and Central Coast, long-term flood solutions, and other climate adaptation strategies.

NEW THIS CONFERENCE!

Thursday, May 11 | 8:30 AM

Media Training

Whether you're the spokesperson at your agency or rarely get in front of the camera, knowing how to convey accurate and relevant information to news media is critical. This training will cover best practices ranging from interview preparation and message development to interview tactics to help lead to a positive experience.

STATEWIDE ISSUE FORUMS

Wednesday, May 10 | 10:15 AM

Show Me the Money

Investment in California's water system to address aging infrastructure, adapt to climate change and protect water quality is needed now. This panel will explore recent historic state and federal investments, how funding is getting to water agencies, and what additional funding is needed.

Wednesday, May 10 | 1:45 PM

Advancing Conveyance

Adapting to climate change requires comprehensive solutions to maintain and diversify water supplies. Repairing and modernizing conveyance across California is fundamental to moving collected and stored water, connecting suppliers with different supply sources, transferring water, recharging groundwater and storing water for multiple purposes for long-term resilience. This panel will explore diverse conveyance efforts throughout the State and the associated benefits, challenges and lessons learned.

FEDERAL ISSUE FORUM

Wednesday, May 10 | 1:45 PM

Panelists from various federal agencies that focus on California water priorities will discuss such topics as Bipartisan Infrastructure Law implementation, drought and disaster preparedness and response.

**Check the ACWA website
for updated conference
information.**

WWW.ACWA.COM

★ Agenda items marked with this symbol will be recorded and available for on-demand access after the live event.

Note: Tuesday Committee meetings will not be recorded or available on-demand.

ACWA JPIA - MONDAY, MAY 8

8:30 – 10:00 AM

- ACWA JPIA Program

10:15 – 11:15 AM

- ACWA JPIA Executive Committee

11:30 – 12:30 PM

- ACWA JPIA Pre-Board Meeting Lunch

1:00 – 5:00 PM

- ACWA JPIA Board of Directors / Town Hall

TUESDAY, MAY 9

7:00 AM – 6:00 PM

- Registration

8:00 AM – 9:45 AM

- Agriculture Committee

8:30 AM – Noon

- ACWA JPIA Seminars

10:00 – 11:45 AM

- Groundwater Committee
- Energy Committee

11:00 AM – Noon

- Outreach Task Force

Noon – 2:00 PM

- Committee Lunch Break

1:00 – 2:45 PM

- Finance Committee
- Water Management Committee
- Water Quality Committee

1:00 – 3:00 PM

- ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)

3:00 – 4:45 PM

- Legal Affairs Committee
- Communications Committee
- Federal Affairs Committee
- Local Government Committee
- Membership Committee

5:00 – 6:30 PM

- Welcome Reception in the Exhibit Hall

WEDNESDAY, MAY 10

7:30 AM – 5 PM

- Registration

8:00 – 9:45 AM

- Opening Breakfast *(Ticket Required)* ★

8:30 AM – 6:00 PM

- Connect in the Exhibit Hall

10:15 – 11:30 AM

- Attorney Program ★
- Finance Program ★
- Region Forum ★
- Statewide Forum ★
- Water Industry Trends Program ★

11:30 AM – 1:30 PM

- Connect in the Exhibit Hall
- Networking Lunch *(Ticket Required)*

1:45 – 3:00 PM

- Attorney / Finance Program ★
- Communications Committee Program ★
- Finance Program ★
- Federal Forum ★
- Statewide Forum ★
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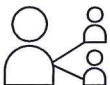
All conference programs are subject to change without notice.

REGISTRATION, MEALS AND HOTEL INFORMATION SHEET



REGISTER ONLINE

Register online by **April 21, 2023** at www.acwa.com to take advantage of the advance pricing.



REGISTER ON SOMEONE'S BEHALF

Select from a list of people affiliated with your company in your account. If the registrant is not listed, you will need to create a Portal profile for the registrant through the ACWA website before registering.

GROUP SAVINGS! Register 5 individuals from the same organization, receive a 6th registration free!
(Subject to [terms and conditions](#).) Contact Teresa Taylor at TeresaT@acwa.com for more information before registering.

REGISTRATION OPTIONS <i>Advantage pricing applies to ACWA public agency members, associates & affiliates. Standard pricing applies to non-members of ACWA.</i>	ADVANCE DEADLINE: 4/21/23		ONSITE	
	ADVANTAGE	STANDARD	ADVANTAGE	STANDARD
Full Conference Registration & Meals Package Includes access to all conference programs, meal functions, Exhibit Hall and access to On-demand designated conference recordings after the live conference.	\$815	N/A	N/A	N/A
Full Conference Registration Only (meals sold separately) On-demand designated conference recordings NOT included but may be purchased separately.	\$650	\$975	\$680	\$1005
Tuesday Committee Meetings Only (complimentary - must register to attend)	\$0	\$0	\$0	\$0
One-Day Conference Registration (meals sold separately) Wednesday, May 10: Includes access to Welcome Reception in the Exhibit Hall on Tuesday night, access to the Exhibit Hall and all conference programs on Wednesday only. Thursday, May 11: Includes access to the Exhibit Hall, all conference programs and the Closing Reception on Thursday only.	\$390	\$585	\$420	\$615
Guest Conference Registration (meals sold separately) Guest registration is not available to anyone with a professional reason to attend.	\$75	\$75	\$75	\$75
PRE-ORDER: On-Demand Designated Conference Recordings Only Includes on-demand access to all designated recorded sessions after the live conference.	\$230	\$345	\$230	\$345
MEAL FUNCTIONS	ADVANCE		ONSITE	
Wednesday Opening Breakfast - May 10	\$50		\$55	
Wednesday Networking Luncheon - May 10	\$55		\$60	
Thursday Continental Breakfast in Exhibit Hall - May 11	\$40		\$45	
Thursday Luncheon - May 11	\$55		\$60	

HOTEL INFORMATION

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rate. **Conference special rate is available February 10 - April 3**, based on availability.

HOTEL & ROOM RATES

Portola Hotel & Spa \$249 per night*

Monterey Marriott \$279 per night*

Hotel Pacific \$259 per night*

Hotel Abrego \$289 per night*

*Hotel rates are subject to applicable state, local taxes & fees

HEALTH & SAFETY

Please check [ACWA's conference page HERE](#) for current health & safety mandates.

IMPORTANT DATES

The conference hotel room block opens on February 10, 2023.

Deadline for group rate is April 3, 2023

For those **registering for conference prior to February 10**, information on how to reserve your hotel room will be provided via e-mail on February 10.

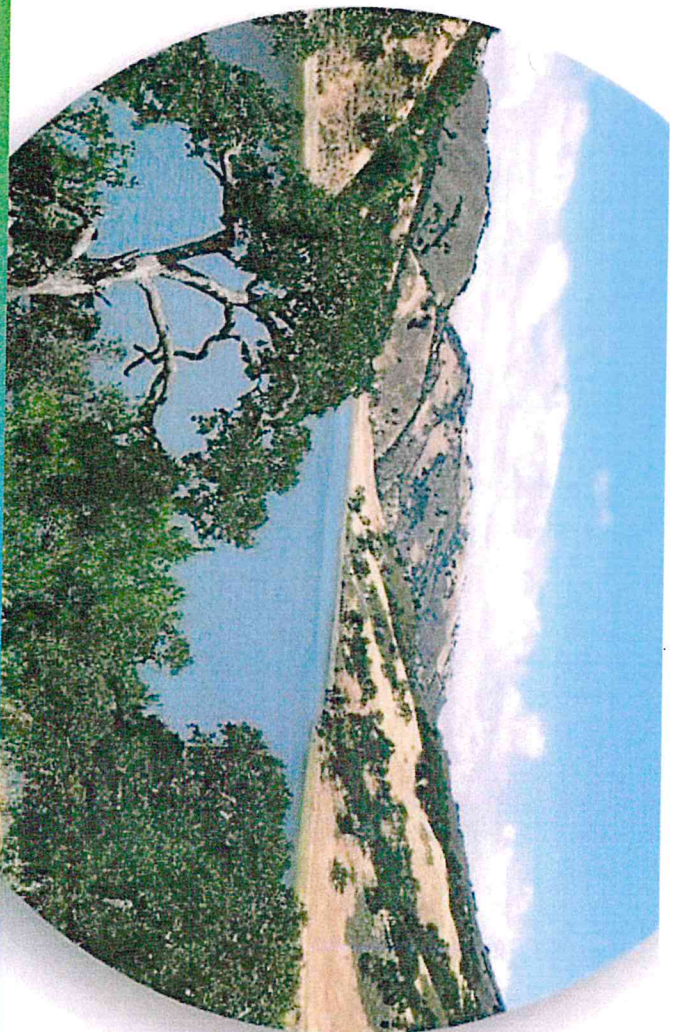
For those registering for conference from **February 10 to April 3**, your **confirmation e-mail** will include the information on how to reserve your hotel room and an opportunity to receive a conference special hotel rate.



Agenda

Item

13 (f)



Pacheco Reservoir Expansion Project

Interagency Workshop
March 14, 2023



How the Project will be Operated

