



**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT**

4843 S. Church Street
Pico Rivera, California, 90660

6:00 P.M. Wednesday, January 20, 2021

AGENDA

Pursuant to the provisions of Executive Order N-25-20 Issued by Governor Gavin Newsom on March 12, 2020, any Board member and any member of the public who desires to participate in the open session items of this meeting may do so by accessing the Zoom link below to join by webcam or teleconference without otherwise complying with the Brown Act's teleconference requirements.

Any member of the public wishing to make any comments to the Board may do so through that Zoom link. The meeting Chair will acknowledge such individual(s) at the appropriate time in the meeting prior to making his or her comment. All members of the public will be disconnected from the Zoom link immediately before the Board of Directors adjourns into Closed Session.

<https://zoom.us/j/9521779948?pwd=dGNxcXh3YitEc2NlVVdrUzVvNm4rZz09>

Meeting ID: 952 177 9948

Passcode: 421745

Join by Telephone: +1 669 900 6833

1. **ROLL CALL.**
2. **PLEDGE OF ALLEGIENCE.**
3. **INVOCATION.**

4. **TIME RESERVED FOR PUBLIC COMMENTS.**

*Members of the public shall be allowed three minutes to address the Board on any matter on the agenda and/or within the jurisdiction of the District, which is not on the Agenda. All comments should be addressed to the presiding officer of the meeting. Additional public comments shall be allowed when a listed agenda item is being considered, but such comments made at that time must be confined to the subject that is being discussed at the time such comments are made. Members of the public are asked to state their name for the record. Due to all Board Meetings being run as Zoom Meetings all participants will be placed on mute at the start of the meeting and when the meeting is open for public comment the participant will be asked to raise their hand through the button on the video conference screen if participating by video conference or by pressing *9 on their phone if participating by teleconference.*

5. **ADOPTION OF AGENDA.**

6. **PRESENTATION.**

- A. Receive Update from AKM Consulting Engineers on Work to Prepare Bid Specifications to Purchase PFAS Treatment Systems.

7. **APPROVAL OF CONSENT CALENDAR.**

(All matters on the Consent Calendar are to be approved on one motion, unless a Board Member requests a separate action on a specific item).

- A. Consider the December Financial Statement.

8. **ACTION/DISCUSSION ITEMS.**

- A. Consider Further Extension of the Mainline in Rosemead Boulevard as Part of the Beverly & Rosemead Boulevards Intersection Improvement Project.
Recommended Action – to be considered at the Board Meeting.
- B. Discuss the Implementation of a New Capacity Charge.

9. **REPORTS.**

- A. General Manager.
- B. Legal Counsel.

10. **INFORMATIONAL ITEMS.**

- A. Production & Water Level Report.
- B. Monthly Activity Report.
- C. Reservoir Conditions – December 8, 2020 and January 13, 2021.

11. **DIRECTOR'S REQUEST OF FUTURE AGENDA ITEMS.**

12. **BOARD MEMBER COMMENTS.**

- A. Report on Meetings Attended/Comments.

13. **ADJOURNMENT.**

AGENDA POSTED ON: January 14, 2021

Next regularly scheduled meeting: February 3, 2021

NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in any Board meeting, please contact the District office at (562) 692-3756 at least 48 hours prior to a Board meeting to inform the District of your needs and to determine if accommodation is feasible.

Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the District office, located at 4843 S. Church Street, Pico Rivera, California.

PRESENTATION

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

6:00 P.M. Wednesday, January 20, 2021

AGENDA

6. PRESENTATION.

- A. Receive Update from AKM Consulting Engineers on Work to Prepare Bid Specifications to Purchase PFAS Treatment Systems.

STAFF REPORT

To: Honorable Board of Directors

From: Mark Grajeda, General Manager

Meeting Date: January 20, 2021

Subject: Presentation Item 6A – Receive Update from AKM Consulting Engineers on Work to Prepare Bid Specifications to Purchase PFAS Treatment Systems

SUMMARY

I have asked AKM Consulting to provide the Board with an update of their work to provide the District with construction plans and bidding specifications to bid out work to build new PFAS Treatment Systems for the District. At the on January 20th AKM will be providing and oral report, however I have also asked them for documents to handout to the Board which I hope to receive this week. As soon as I receive their information, I will send it out to the Board.

CONSENT ITEMS

**REGULAR MEETING OF THE BOARD OF DIRECTORS
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7. APPROVAL OF CONSENT CALENDAR.

(All matters on the Consent Calendar are to be approved on one motion, unless a Board Member requests a separate action on a specific item).

A. Consider the December Financial Statement.

PICO WATER DISTRICT

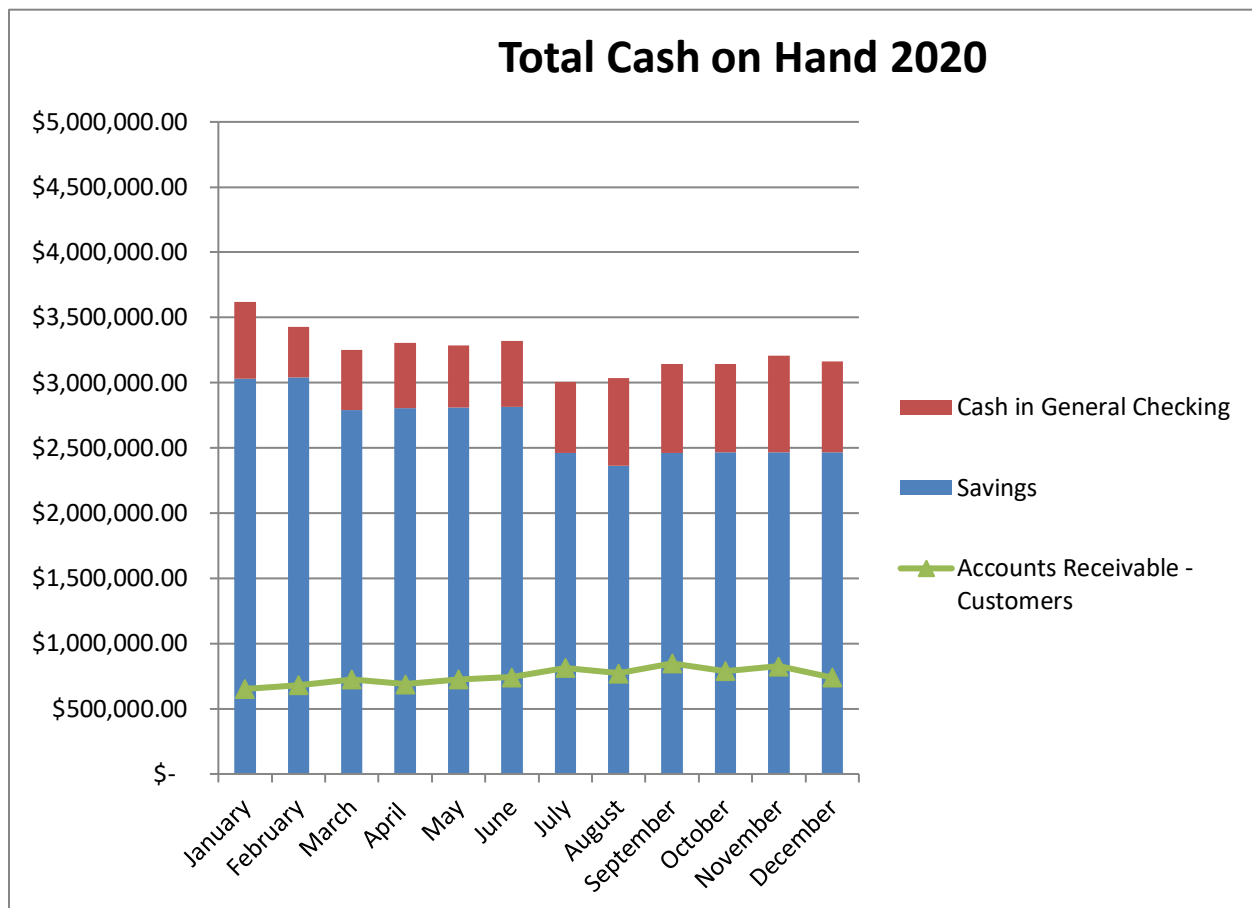
FINANCIAL STATEMENT SUMMARY

The December 2020 Financial Statement reflects that the District has \$2,157,293 deposited in the Local Area Investment Fund; \$311,564 invested with Cantella & Co., Inc. \$1,603,731 on deposit as Restricted Cash with Fiscal Agent (IBank loan); \$169,653 on deposit as Restricted Cash in the Infrastructure Account for the IBank loan payments; and has \$694,260 deposited in our General, Business, and Payroll accounts.

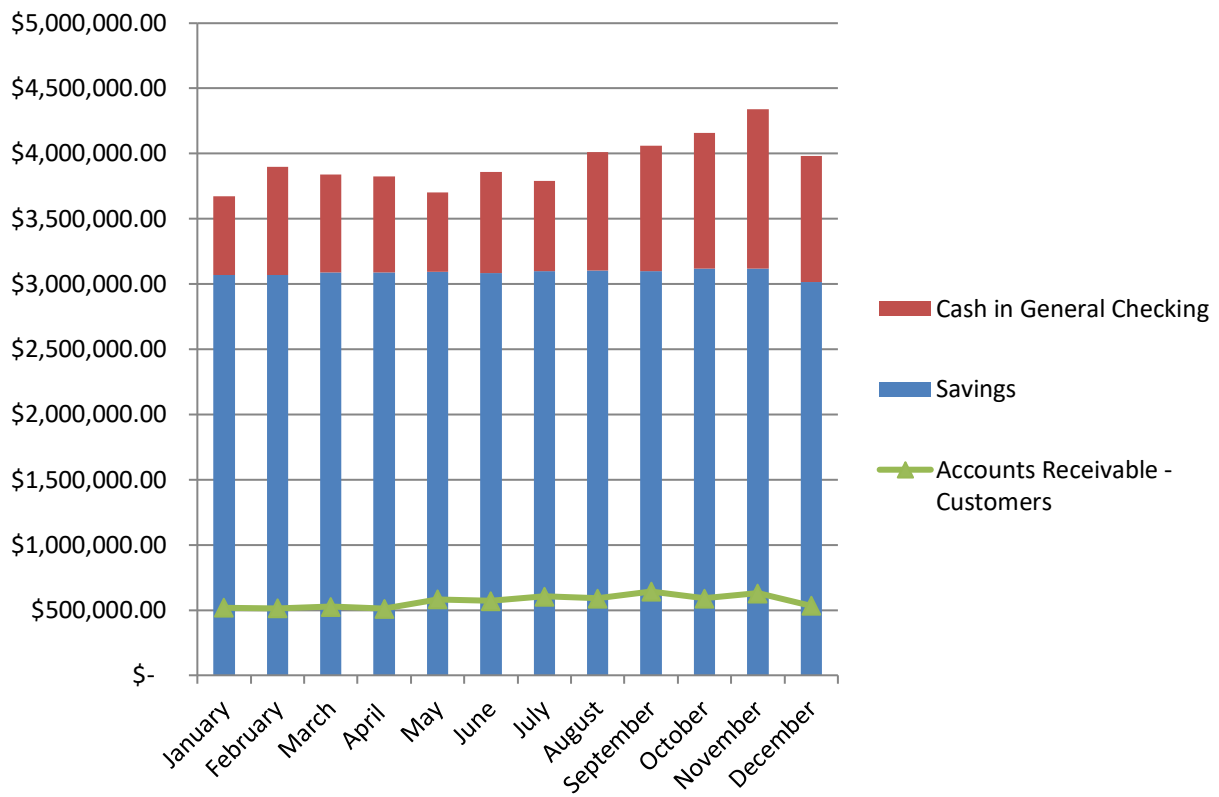
The Financial Statement also reflects that we collected \$300,211 in Total Operating Revenues, and that we incurred \$358,306 in Total Operating Expenses, which left us with a Net Loss for the month of December of \$(76,460) before contributed capital and depreciation (Net Income also includes non-operating income and non-operating expense).

The District's year-to-date Net Income is \$498,390 before contributed capital and depreciation, and has spent year-to-date a total of \$1,317,705 on Capital Improvement Projects.

Included herein are two graphs. The first graph is the Financial History for 2020 indicating Total Cash on Hand in Banks, the amount of total savings that is included in Cash on Hand and the amount of Accounts Receivable from our customers. The second graph illustrates the same information for 2019. These graphs are a visual aid to view trends in our Financial History.



Total Cash on Hand 2019





Pico Water District

Financial Statements

Balance Sheet (Unaudited)

	December 2020
1 ASSETS	
2 Cash and Investments	
3 Cash on Hand in Banks	\$ 694,260
4 LAIF Investment	2,157,293
5 Cantella CDs	311,564
6 Total Cash and Investments	<u>3,163,117</u>
7 Cash and Investments - Restricted	
8 Restricted Cash with Fiscal Agent [IBank]	1,603,731
9 Restricted Cash - Infrastructure Acct [IBank]	169,653
10 Total Cash and Investments - Restricted	<u>1,773,384</u>
11 Other Current Assets	
12 Accounts Receivable-Customers-Net	739,205
13 Accounts Receivable-Other	54,286
14 Inventory-Materials and Supplies	72,944
15 Prepaid Expenses	31,333
16 Total Other Current Assets	<u>897,768</u>
17 Fixed Assets	
18 Utility Plant	27,303,639
19 Less: Accumulated Depreciation	(11,712,613)
20 Fixed Assets Total	<u>15,591,026</u>
21 Deferred Outflows of Resources (DOR)	310,346
22 TOTAL ASSETS & DOR	<u><u>\$ 21,735,641</u></u>
23 LIABILITIES	
24 Current Liabilities	
25 Accounts Payable	\$ 569,800
26 Accrued Interest	102,522
27 Refundable Deposits	470,006
28 Security Deposit - Rental House	2,250
29 Total Current Liabilities	<u>1,144,578</u>
30 Long-Term Liabilities	
31 Note Payable - IBank	6,691,719
32 OPEB Liability	1,030,747
33 Net Pension Liability	431,937
34 Total Long-Term Liabilities	<u>8,154,402</u>
35 TOTAL LIABILITIES	<u>9,298,981</u>
36 FUND BALANCE	
37 Retained Earnings	12,134,183
38 TOTAL FUND BALANCE	<u>12,134,183</u>
39 Deferred Inflows of Resources (DIR)	302,477
40 TOTAL LIABILITIES, FUND BALANCE & DIR	<u><u>\$ 21,735,641</u></u>



Pico Water District

Financial Statements

Profit & Loss (Unaudited)

	December 2020	YTD 2020	Budget 2020	YTD Budget 100%
1 OPERATING REVENUES				
2 WS 1 - Potable Water Charges	\$ 151,235	\$ 2,106,535	\$ 1,847,500	114%
3 WS 2 - Recycled Water Charges	7,613	103,485	46,000	225%
4 MS 1 - Meter Charges	93,788	1,227,415	1,220,700	101%
5 MS 2 - Multi Unit Charges	9,150	109,795	109,000	101%
6 MS 3 - Fire Protection Charges	4,870	59,833	55,000	109%
7 Infrastructure Surcharge [RESTRICTED]	31,256	416,045	410,000	101%
8 <u>Misc. Charges</u>				
9 Water Other-Hydrant Surcharge/Setup	-	440	500	88%
10 Application Charges	250	3,850	5,500	70%
11 Reconnection Charges	75	1,640	6,000	27%
12 NSF Check Charges	15	480	525	91%
13 Late Fee Charges	-	9,168	45,000	20%
14 Damage/Lock Charges	-	-	200	0%
15 Testing-Mtr/Flow/Sample Charges	-	1,500	500	300%
16 Backflow Program	1,958	23,391	22,000	106%
17 Water Rights Income	-	90,000	144,000	63%
18 TOTAL OPERATING REVENUES	300,211	4,153,577	3,912,425	106%
19 OPERATING EXPENSE				
20 Source of Supply	96,728	1,187,789	999,470	119%
21 Pumping	55,836	469,807	447,640	105%
22 Water Treatment	5,524	106,170	106,100	100%
23 Transmission & Distribution	17,208	192,788	198,300	97%
24 Customer Accounts	21,740	192,624	213,370	90%
25 General & Administrative	161,270	1,272,317	1,376,520	92%
26 COVID-19 Salaries	-	87,276	-	0%
27 COVID-19 Miscellaneous	-	4,126	-	0%
28 TOTAL OPERATING EXPENSE	358,306	3,512,896	3,341,400	105%
29 OPERATING INCOME (LOSS)	(58,095)	640,680	571,025	112%
30 NON-OPERATING INCOME				
31 Interest - LAIF & Infrastructure Acct	3	26,250	55,000	48%
32 Investment Income	2,682	9,076	9,000	101%
33 Unrealized Gain / (Loss)	(573)	1,402	-	0%
34 Other Income	-	35,361	2,000	1768%
35 House Rental Income	1,700	20,400	20,400	100%
36 TOTAL NON-OPERATING INCOME	3,812	92,489	86,400	107%
37 NON-OPERATING EXPENSE				
38 Interest Expense / (Income)	20,504	214,437	251,645	85%
39 Annual Loan Fee Expense	1,673	20,342	20,533	99%
40 Other Non-Operating Expense	-	-	100	0%
41 Rental House Expense	-	-	2,500	0%
42 TOTAL NON-OPERATING EXPENSE	22,177	234,779	274,778	85%
43 NET INCOME / (LOSS) BEFORE CAPITAL CONTR. & DEPR.	(76,460)	498,390	382,647	130%
44 Contributed Capital	-	-	-	0%
45 Depreciation	(43,750)	(525,000)	(525,000)	100%
46 NET INCOME / (LOSS)	\$ (120,210)	\$ (26,610)	\$ (142,353)	

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



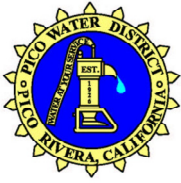
Pico Water District

Financial Statements

Operating Expense Detail (Unaudited)

	December 2020	YTD 2020	Budget 2020	YTD Budget 100%
1 OPERATING EXPENSE				
2 SOURCE OF SUPPLY				
3 Salaries & Wages	\$ 8,539	\$ 79,469	\$ 69,870	114%
4 Recycled Water	3,267	44,413	45,600	97%
5 Ground Water Replenishment	84,922	1,063,908	884,000	120%
6 TOTAL SOURCE OF SUPPLY	96,728	1,187,789	999,470	119%
7 PUMPING				
8 Salaries & Wages	20,832	181,556	180,240	101%
9 Maintenance	6,126	61,432	32,000	192%
10 Fuel or Power	28,879	226,819	235,400	96%
11 TOTAL PUMPING	55,836	469,807	447,640	105%
12 WATER TREATMENT				
13 Salaries & Wages	326	5,331	4,100	130%
14 Maintenance	-	14,993	22,000	68%
15 Water Treatment Regulations	5,198	85,846	80,000	107%
16 TOTAL WATER TREATMENT	5,524	106,170	106,100	100%
17 TRANSMISSION & DISTRIBUTION				
18 Salaries & Wages	11,172	93,189	107,100	87%
19 Maintenance	4,281	83,991	71,000	118%
20 Vehicle Maintenance	1,755	15,608	20,200	77%
21 TOTAL TRANSMISSION & DISTRIBUTION	17,208	192,788	198,300	97%
22 CUSTOMER ACCOUNTS				
23 Meter Reading Labor	2,686	21,172	24,480	86%
24 Billing/Customer Service Salaries & Wages	11,957	109,492	137,190	80%
25 Supplies	7,098	61,959	51,700	120%
26 TOTAL CUSTOMER ACCOUNTS	21,740	192,624	213,370	90%
27 GENERAL & ADMINISTRATIVE				
28 Salaries	19,782	191,873	233,860	82%
29 Directors Compensation	3,900	33,345	33,000	101%
30 Travel & Meetings (Board)	375	2,871	21,200	14%
31 Travel & Meetings (Staff)	-	69	2,500	3%
32 Board Room Expenses	192	1,601	1,500	107%
33 Office Supplies	1,475	12,971	13,000	100%
34 Office Utilities	1,414	21,246	23,000	92%
35 <u>Professional Services</u>				
36 Accounting	1,744	47,895	45,000	106%
37 Computer	460	5,253	3,000	175%
38 Engineering	450	10,398	4,500	231%
39 Legal	5,972	38,090	55,000	69%
40 Miscellaneous	122	1,715	3,500	49%
41 PWAG - Emergency Services Coordinator	964	11,278	12,000	94%
42 Tyler Technologies Licensing and Support	1,051	13,158	13,250	99%
43 Nobel Systems - GIS Program	1,350	16,200	16,500	98%
44 Insurance	23,261	290,276	303,410	96%
45 Payroll Taxes	10,230	73,197	68,210	107%
46 Pension	20,696	175,985	152,460	115%
47 OPEB Expense	7,500	90,000	90,000	100%
48 Maintenance	3,516	28,044	20,400	137%
49 Dues & Meetings	1,609	16,821	15,000	112%

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Pico Water District

Financial Statements

Operating Expense Detail (Unaudited)

		December 2020	YTD 2020	Budget 2020	YTD Budget 100%
50	Noticing	2,090	15,850	8,500	186%
51	Education Expense	182	901	3,000	30%
52	Conservation Expense	5,790	29,083	25,000	116%
53	Grant Program	-	-	15,000	0%
54	Other Operating Expenses	-	-	1,200	0%
55	CBMWD Retail Meter Charge	-	8,093	10,800	75%
56	Election Expense	-	-	40,000	0%
57	Vacation/Holiday/Other Payroll	47,146	136,105	142,730	95%
58	TOTAL GENERAL & ADMINISTRATIVE	161,270	1,272,317	1,376,520	92%
59	TOTAL OPERATING EXPENSE	\$ 358,306	\$ 3,421,495	\$ 3,341,400	102%

Pico Water District
2020 Work In Progress (CIP)

10-000-1890	2020 CIP Budget	December	YTD Total
I Buildings/Land			
1 No plans.	0	0.00	0.00
Sub-total	0	0.00	
II Office Equipment Purchase			
1 Two (2) New Office Computers	2,500	0.00	3,138.87
2 Two (2) UPS Battery Backup for Servers	4,000		2,027.50
2 One (1) Field Ipad	1,000	0.00	0.00
Sub-total	7,500	0.00	5,166.37
III Field Equipment Purchase			
No Planned Purchases	0	0.00	0.00
Sub-total	0	0.00	0.00
IV Replacement Programs			
A. Hydrants			
1 Repairs	8,000	0.00	0.00
Sub-total	8,000	0.00	0.00
B. Meters - proposal to change out all remaining manual read meters			
1 2020 Budget - 2054 meters		3,955.46	71,772.13
Sub-total	0	3,955.46	71,772.13
C. Service Lines			
1 Repairs	15,000	0.00	0.00
Sub-total	15,000	0.00	0.00
D. Main Lines			
1 Repairs	35,000	0.00	0.00
Sub-total	35,000	0.00	0.00
C. Valves			
1 Repairs	8,000		0.00
Sub-total	8,000		0.00
V Consulting Services			
1 Water Master Plan Upgrade	150,000		165.31
2 Long Term Architectural Services Planning	50,000		0.00
3 New Development Charge/Fee			27,614.50
4 PFAS/PFOA Treatment			36,050.50
Sub-total	200,000		63,830.31
VI Well Rehabilitation & Equipment Upgrade			
1 Purchase New Diesel Generator	200,000		183,101.50
2 Abandon/Destroy Well 6 & Pump Bldg	35,000		0.00
3 Recondition Standby 40HP/150HP Motors	25,000		0.00
Fencing Reservoir		1,570.00	8,119.00 Note 8
Destruction Well 2/Well 9			65,266.05 Note 1
Destruction Well 5/Well 8			15,963.33 Note 2
Replace Booster 1 - Reservoir			31,583.02 Note 7
Sub-total	260,000	1,570.00	304,032.90
Total	533,500	5,525.46	439,635.34
City of Pico Rivera Hotspots Project		21,840.00	30,450.00 Note 3
Well 2 - 4852 Lot Split			4,000.00 Note 6
VII IBank Projects			
1 New Well 11	125,000	470.52	686,983.69
2 Union/Walnut/Olympic	1,170,460	0.00	0.00
3 Layman	310,187	0.00	11,800.03
Whittier Blvd.			157,366.80 Note 4
Durfee Avenue			-17,697.25 Note 5
IBank CIP Sub-total	1,605,647	470.52	838,453.27
Grand Total	2,139,147	27,835.98	1,317,704.98

Note 1 Destruction Well 2/Well 9 2019 Project
Note 2 Destruction Well 5/Well 8 2019 Project
Note 3 City of Pico Hotspots Program (ongoing)
Note 4 Whittier Blvd. 2019 Project
Note 5 Durfee Avenue 2019 Project
Note 6 Well 2 - 4852 Church Street Lot Split
Note 7 Replace Booster Pump - Reservoir
Note 8 Fencing Reservoir

ACTION ITEMS

**REGULAR MEETING OF THE BOARD OF DIRECTORS
PICO WATER DISTRICT
4843 S. Church Street
Pico Rivera, California, 90660**

6:00 P.M. Wednesday, January 20, 2021

AGENDA

7. ACTION/DISCUSSION ITEMS.

- A. Consider Further Extension of the Mainline in Rosemead Boulevard as Part of the Beverly & Rosemead Boulevards Intersection Improvement Project.
Recommended Action – to be considered at the Board Meeting.

STAFF REPORT

To: Honorable Board of Directors

From: Mark Grajeda, General Manager

Meeting Date: January 20, 2021

Subject: Action/Discussion Item 7A – Consider Further Extension of the Mainline in Rosemead Boulevard as Part of the Beverly & Rosemead Boulevards Intersection Improvement Project

RECOMMENDATION

To be considered at the Board Meeting.

FISCAL IMPACT

No information provided at time of Agenda posting.

SUMMARY

Due to the City of Pico Rivera's plan to widen Beverly Boulevard at the intersection of Beverly and Rosemead Boulevard(s), sections of Rosemead Boulevard and resurface a significant portion of Beverly Boulevard, District staff recommended to the Board that the District replace all District mainlines and service laterals within the City's planned project area. The reasons for the Board approving this major capital improvement project were to - remove water lines that were installed over forty years ago, remove and replace asbestos lines that would now be exposed to new traffic loads and would be much closer to the road than before and which would be extremely vulnerable to ruptures once the city had completed their planned work.

Also, the work planned by the city would make working on these older water main facilities much more difficult and expensive, as the city would be replacing traffic lanes currently paved with asphalt with thicker concrete pads. Kabbara Engineering was hired to provide the District with construction plans to replace all needed water mains in the city's work area and J De Sigio Construction was hired as the pipeline contractor to install the new mainlines and service laterals. Once J De Sigio Construction started their work in the street on December 3, 2020, the work has been moving along very well and is scheduled to be completed in early February 2021.

In reviewing the work planned in Rosemead Boulevard south of Norms Restaurant, staff is requesting that the Board consider extending the line to Aram Street and possibly run a new cross section of pipe from the east side of Rosemead Boulevard to the west side of Rosemead Boulevard. Reasons for requesting this additional work are the following:

The city has informed the District that it plans to repave Rosemead Blvd;
The city has informed the District that it plans to build a new development off Arma Street;
The District's contractor is currently working in the area and had provided the District with a very competitive pipeline rate for the approved work;

Funding for this project is coming from the balance of funds remaining with the California Infrastructure and Economic Development Bank about 1.6 million dollars, and the project that has been approved to date is 1.2 million dollars. At the time of the agenda posting staff had not received an estimated cost for the additional work from J. De Sigio. Staff is hoping to receive that estimate no later than Tuesday January 19, 2021, which as soon as staff receives and reviews will then send out to all Board Members for consideration.



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AGENDA

7. ACTION/DISCUSSION ITEMS.

- B. Discuss the Implementation of a New Capacity Charge.

STAFF REPORT

To: Honorable Board of Directors

From: Mark Grajeda, General Manager

Meeting Date: January 20, 2021

Subject: Action/Discussion Item 7B – Discuss the Implementation of a New Capacity Charge

DISCUSSION

In an effort to recover costs from developers and builders wishing to utilize the District's facilities staff is recommending that the Board consider approving a new Capacity Charge which would be charged along with any other new construction fees for the building and connection to the District's water system. The District was established in 1926 and has water lines that were installed before 1926. In some areas of the District the distribution lines are very old and undersized, consisting of one, two and four-inch diameter mains. The 2008 Water System Master Plan recommended that the District look to spending close to twenty million dollars to replace - all undersized mains, all cast iron mains, drill two new wells, and add additional water storage to the distribution system. Along with seeking loans and grants from lending institutions, the Board could also consider building funds for capital improvement projects by charging a capacity charge or fee.

A capacity charge is based on the cost to replace all District assets needed to operate the water system. Bartle Wells Associates have evaluated and reviewed the District assets and created a Capacity Charge Study based on that data. At the meeting on January 20th Mr. Erik Helgeson will go over with the Board his report, why the charge will be helpful to the District and options the Board can consider.

At the time of the posting of the agenda I did not have all supporting documents from Mr. Helgeson and should be able to send out on Tuesday January 19, 2021.

INFORMATIONAL ITEMS

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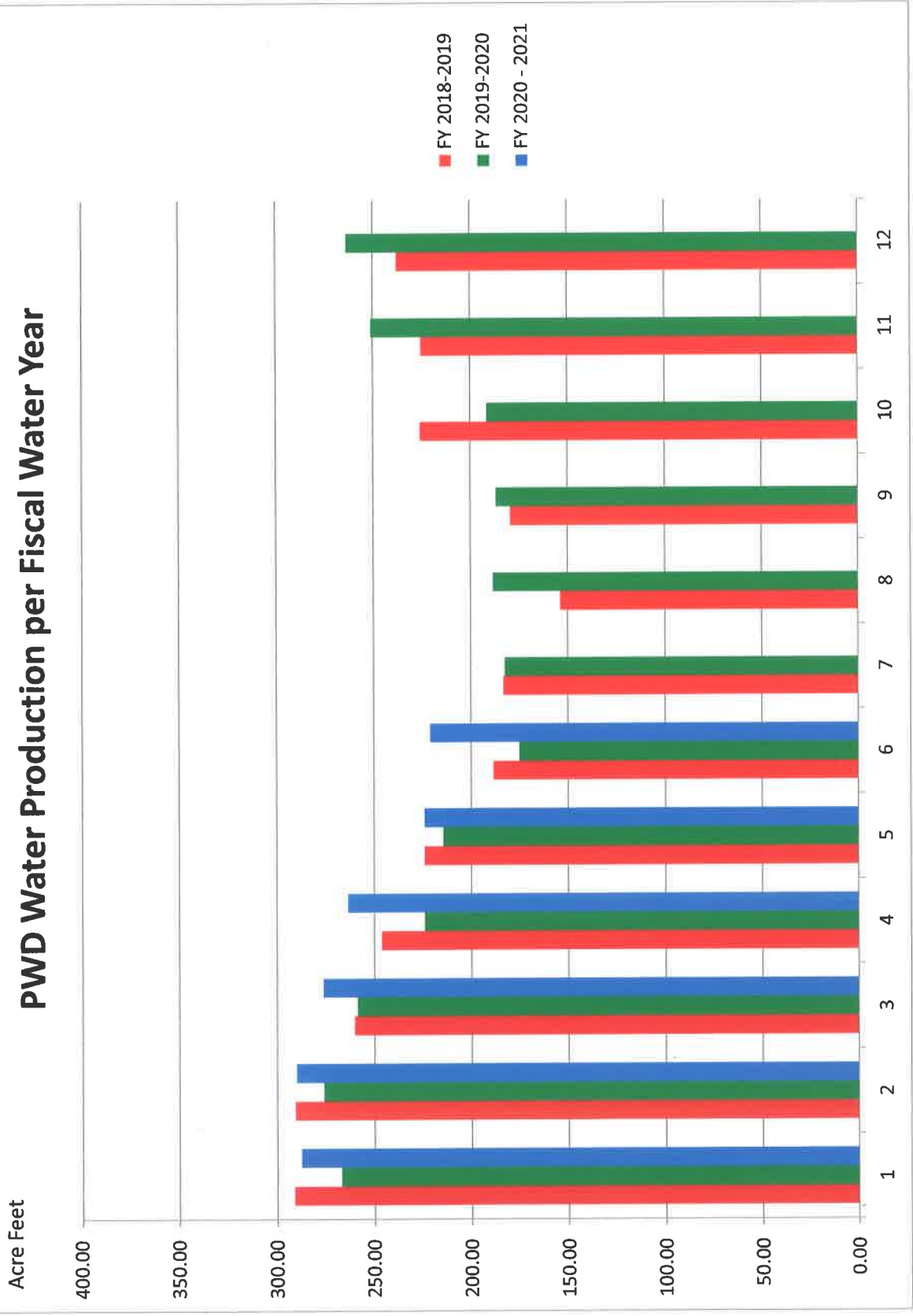
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AGENDA

10. INFORMATIONAL ITEMS.

- A. Production & Water Level Report.
- B. Monthly Activity Report.
- C. Reservoir Conditions – December 8, 2020 and January 13, 2021.

PWD Water Production per Fiscal Water Year



WATER LEVELS REPORT

Water Levels for December 2020

Listed below are the water levels for the two key monitoring wells used by the Water Replenishment District of Southern California (WRD), and the District's active wells.

WRD is charged with monitoring the water levels in both the Central Basin and West Coast Basin, and with making sure both basins are replenished annually. As a means of monitoring the levels in both basins WRD measures the depth of water in two specific wells, 1601T located in between the San Gabriel River and the Rio Hondo spreading grounds, and the second Carson #1 located in the City of Carson. WRD compares the levels of these two wells month to month, and year to year as a means of gaging the reliability of both basins (levels listed are in feet below surface). As this report is specific to the Central Basin, we are only showing the Central Basin Monitoring Well results below.

	December 2020	December 2019
Central Basin 1601T	92.8	91.5

Listed below are the static and pumping levels (in feet below surface) for the District's five active wells, and pump settings (depth).

	December 2020		December 2019		
	<u>Static</u>	<u>Pumping</u>	<u>Static</u>	<u>Pumping</u>	<u>Pump depth</u>
Well #4	63	129	83	145	150
Well #5	95	104	100	136	242
Well #8	92	113	92	102	243
Well #10	56	79	74	92	182
Well #11	103	112	NA	NA	182

NOTE:

Annual Activity Report

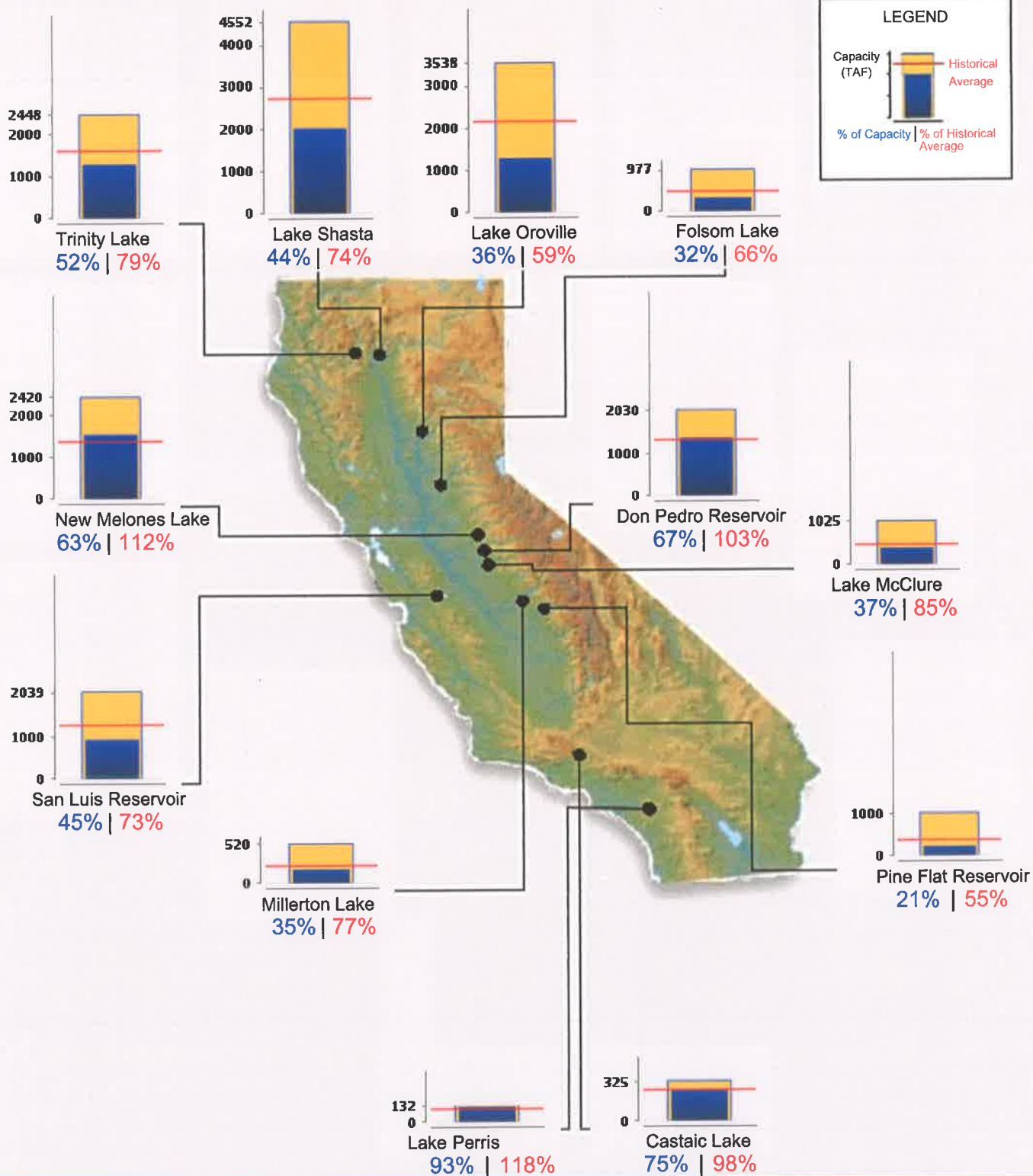
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Reservoir Conditions

Ending At Midnight - December 8, 2020

CURRENT RESERVOIR CONDITIONS





Reservoir Conditions

Ending At Midnight - January 13, 2021

CURRENT RESERVOIR CONDITIONS

