

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
November 16, 2021

A. CALL TO ORDER: The meeting was called to order at 4:39 p.m. by President Buzzetta, as authorized by the State of California Executive Order N-08-21 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

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

B. PUBLIC COMMENTS ON CLOSED SESSION MATTERS: The Board welcomed members of the public and opened the meeting to public comments regarding matters identified on the Closed Session agenda. Two members of the public joined the meeting virtually at the end of the closed session.

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

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

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

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

President Buzzetta retired to closed session at 4:40 p.m. and upon returning to the regular session, moved to take a brief recess at 5:07. The meeting was reconvened to open session at 5:16 p.m.

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

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

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

Attorney Michael Laredo reported, Board was given status update, general direction was provided by the Board to Staff and Counsel and no reportable action taken.

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

Attorney Michael Laredo reported, Board reviewed materials presented, general direction was provided by the Board to the General Manager and no reportable action taken.

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

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

Staff Present for Open Session: In Person: General Manager/Secretary Drew Lander, Finance and HR Manager Barry Kelly, Executive Assistant/Stenographer Madison Koester, Water/Wastewater Superintendent Jose Rodriguez, O&M Crew Chief Dee J. Burbank.

Via Teleconference: Attorney Michael Laredo.

H. CONSENT AGENDA:

1. Approval of Minutes of the Regular Board Meeting of October 19, 2021.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of October 1, 2021 through October 31, 2021, totaling \$4,893,336.00 which includes \$303,912.24 for payments to vendors, \$302,583.65 for Payroll, \$391,231.92 paid to the City of Hollister for collection of City sewer billings (net of our fees), \$7,585.35 for customer refunds and checks returned and \$3,540,827.74 for debt payment.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10/08/2021	10-01	ADP Payroll	-507.92
10/08/2021	10-01	ADP Payroll	-69,713.13
10/08/2021	10-01	ADP Taxes	-19,178.14
10/02/2021	RET 1021-01	RETURNED ACH	-1,089.31
10/22/2021	10-02	ADP Payroll	-67,821.53
10/22/2021	10-02	ADP Taxes	-18,665.65
10/06/2021	RET 1021-02	RETURNED ACH	-155.25
10/07/2021	RET 1021-03	RETURNED ACH	-150.00
10/16/2021	RET 1021-04	RETURNED ACH	-150.00
10/15/2021	RET 1021-05	RETURNED ACH	-165.31
10/19/2021	RET 1021-06	RETURNED ACH	-194.02
10/20/2021	RET 1021-07	RETURNED ACH	-1,314.41
10/21/2021	RET 1021-08	RETURNED ACH	-2,154.15
10/22/2021	RET 1021-09	RETURNED CHECK	-179.92
10/04/2021	ACH 2077	BASIC Benefits LLC	-66.00
10/05/2021	ACH 2078	BASIC Benefits LLC	-35.00
10/14/2021	ACH 2079	BASIC Benefits LLC	-204.43
10/21/2021	ACH 2080	BASIC Benefits LLC	-105.00
10/25/2021	ACH 2081	BASIC Benefits LLC	-10.00
10/27/2021	ACH 2082	BASIC Benefits LLC	-60.66
10/27/2021	ACH 2083	CalPERS - Health Insurance	-23,093.49
10/22/2021	ACH 2084	CalPERS - Retirement	-23.08
10/12/2021	ACH 2085	CalPERS - Retirement	-8,263.05
10/12/2021	ACH 2086	CalPERS - Retirement	-7,474.89
10/12/2021	ACH 2087	CalPERS - Retirement	-23.08
10/22/2021	ACH 2088	CalPERS - Retirement	-7,583.23
10/22/2021	ACH 2089	CalPERS - Retirement	-8,485.87
10/19/2021	ACH 2090	P G & E	-58,111.88
10/06/2021	ACH 2091	CalPERS - Retirement	-2,002.83
10/06/2021	ACH 2092	CalPERS - Retirement	-208.25
10/01/2021	ACH 2093	CalPERS - Retirement	-8,267.60
10/01/2021	ACH 2094	CalPERS - Retirement	-7,520.54
10/01/2021	ACH 2095	CalPERS - Retirement	-23.08
10/15/2021	ACH 2096	ADP	-2,072.40
10/07/2021	ACH 2097	iCloud	-10,195.30
10/01/2021	ACH 2098	CalPERS - Health Insurance	-30,426.83
10/05/2021	ACH 2099	Principal	-3,526.87
10/07/2021	ACH 2100	City National Bank	-2,540,827.74
10/12/2021	ACH 2101	CalPERS- CEPPT	-500,000.00

10/20/2021	ACH 2102	CalPERS- CEPPT	-500,000.00
10/05/2021	29603	Ace Hardware (Johnson Lumber Co.)	-25.76
10/05/2021	29604	AT&T	-1,099.70
10/05/2021	29605	CM Analytical, Inc.	-13,372.50
10/05/2021	29606	E.H. Wachs Co.	-123.09
10/05/2021	29607	Edges Electrical Group, LLC	-219.70
10/05/2021	29608	exceedio	-3,108.37
10/05/2021	29609	Hollister Auto Parts, Inc.	-23.77
10/05/2021	29610	Independent Business Forms, Inc.	-945.22
10/05/2021	29611	Mission Uniform Service	-323.70
10/05/2021	29612	Nationwide Retirements Solutions	-8,585.55
10/05/2021	29613	O'Reilly Auto Parts	-107.06
10/05/2021	29614	Palace Business Solutions	-644.81
10/05/2021	29615	RJR Recycling	-1,000.00
10/05/2021	29616	San Benito County Water District	-311,089.02
10/05/2021	29617	Sharp Engineering and Construction, Inc.	-7,325.00
10/05/2021	29618	Simplot Grower Solutions	-4,089.46
10/05/2021	29619	Staples Advantage	-187.84
10/05/2021	29620	Star Concrete	-1,241.08
10/05/2021	29621	Toro Petroleum Corp.	-2,392.18
10/05/2021	29622	U.S. Bank Corporate Payment Systems	-4,729.69
10/05/2021	29623	USA Blue Book	-190.18
10/05/2021	29624	UWUA Local 820	-738.56
10/05/2021	29625	UWUA Local 820	-830.88
10/12/2021	29626	Ace Hardware (Johnson Lumber Co.)	-35.36
10/12/2021	29627	ACWA/JPIA	-770.00
10/12/2021	29628	AT&T	-1,456.54
10/12/2021	29629	Brenntag Pacific, Inc.	-22,544.47
10/12/2021	29630	City of Hollister-Finance Dept	0.00
10/12/2021	29631	Don Chapin Co. Inc., The	-140.00
10/12/2021	29632	EBCO Pest Control	-69.00
10/12/2021	29633	Hach Company	-987.90
10/12/2021	29634	Iconix Waterworks (US) Inc.	-162.89
10/12/2021	29635	Mc Master-Carr	-70.64
10/12/2021	29636	Mission Uniform Service	-381.26
10/12/2021	29637	Nationwide Retirements Solutions	-8,635.55
10/12/2021	29638	New SV Media, Inc. (was So. Valley News.)	-257.20
10/12/2021	29639	Nobel Systems	-1,900.00
10/12/2021	29640	O'Reilly Auto Parts	-9.82
10/12/2021	29641	Postal Graphics	-13.46
10/12/2021	29642	Recology San Benito County	-313.19
10/12/2021	29643	San Benito County Water District-Pumping	-36,106.08
10/12/2021	29644	Schaaf & Wheeler	-10,570.00
10/12/2021	29645	Simplot Grower Solutions	-851.04
10/12/2021	29646	Star Concrete	-396.58
10/12/2021	29647	Traffic and Parking Control Co., Inc	0.00
10/12/2021	29648	Trans Union LLC	-208.40
10/12/2021	29649	USA Blue Book	-2,922.96
10/19/2021	29650	A-1 Services	-403.00
10/19/2021	29651	Ace Hardware (Johnson Lumber Co.)	-267.85
10/19/2021	29652	Analytical Technology, Inc.	-255.50
10/19/2021	29653	Auto Tech Service Center, Inc.	-120.00
10/19/2021	29654	Brenntag Pacific, Inc.	-27,022.17
10/19/2021	29655	Central Ag Supply LLC	-603.71
10/19/2021	29656	City of Hollister-Finance Dept	-391,231.92
10/19/2021	29657	De Lay & Laredo	-3,651.50
10/19/2021	29658	Green Line	-2,295.00
10/19/2021	29659	Greenwood Chevrolet	-915.95

10/19/2021	29660	Mission Uniform Service	-325.56
10/19/2021	29661	TechnoFlo Systems	-43.02
10/19/2021	29662	Toro Petroleum Corp.	-2,239.57
10/19/2021	29663	USA Blue Book	-678.96
10/25/2021	29664	TIMOTHY & KATHRYN DUDGEON	-83.53
10/25/2021	29665	MARK FOSHEE	-25.05
10/25/2021	29666	RENE & SANDRA GARCIA	-16.29
10/25/2021	29667	DIANA & KEVIN HERBST	-248.53
10/25/2021	29668	MANZO CONSTRUCTION INC,	-546.34
10/25/2021	29669	JOHN & MARI MORIN	-151.72
10/25/2021	29670	RAMIRO JIMENEZ & VIRIDIANA PAVON	-42.05
10/25/2021	29671	SMITH DENISON CONSTRUCTION CO.	-580.10
10/25/2021	29672	RICHARD W SPALDING	-51.53
10/25/2021	29673	G DEHARO & G TREVINO	-29.07
10/25/2021	29674	SHEILA L ZART	-258.77
10/21/2021	29676	Alvarez, Abel	-250.00
10/25/2021	29677	Bartel Associates, LLC	-2,600.00
10/25/2021	29678	Brenntag Pacific, Inc.	-21,009.84
10/25/2021	29679	C & N Tractors	-1,958.47
10/25/2021	29680	Calcon System, Inc.	-852.50
10/25/2021	29681	Central Ag Supply LLC	-79.82
10/25/2021	29682	Don Chapin Co. Inc., The	-70.00
10/25/2021	29683	exceedio	-3,157.05
10/25/2021	29684	Hach Company	-227.40
10/25/2021	29685	Konica Minolta Premier Finance	-416.76
10/25/2021	29686	Nationwide Retirements Solutions	-8,635.55
10/25/2021	29687	O'Reilly Auto Parts	-56.83
10/25/2021	29688	Palace Business Solutions	-190.48
10/25/2021	29689	State Water Resources Control Board-DWOCF	-60.00
10/25/2021	29690	TechnoFlo Systems	-43.02
10/25/2021	29691	Tyler Technologies, Inc.	-5,971.50
10/25/2021	29692	USA Blue Book	-29.12
10/25/2021	29693	UWUA Local 820	-830.88
10/25/2021	29694	Hernandez, Bazilio	-21.79
10/27/2021	29695	Perez Bribiesca, Diego	-91.00
10/27/2021	29696	ACC Business	-1,324.60
10/27/2021	29697	Ace Hardware (Johnson Lumber Co.)	-22.91
10/27/2021	29698	AT&T	-476.00
10/27/2021	29699	Badger Meter, Inc.	-3,991.68
10/27/2021	29700	Brenntag Pacific, Inc.	-2,305.10
10/27/2021	29701	Brigantino Irrigation	-54.63
10/27/2021	29702	Calif. Special Districts Association	-5,080.42
10/27/2021	29703	Central Ag Supply LLC	-108.23
10/27/2021	29704	Judy's Gifts & Awards	-11.37
10/27/2021	29705	Mission Uniform Service	-361.12
10/27/2021	29706	O'Reilly Auto Parts	-48.35
10/27/2021	29707	Petty Cash	-64.99
10/27/2021	29708	Postmaster	-2,203.91
10/27/2021	29709	Sharp Engineering and Construction, Inc.	-46,770.27
10/27/2021	29710	Verizon Wireless	-539.22
10/28/2021	29711	Postmaster	-89.20

-4,893,336.00

3. Receive Associate Engineer Monthly Status Report: Item removed from Consent agenda and Associate Engineer was excused from preparation of report this month due to absence.

4. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. Receive General Manager Monthly Status Report.
7. Approval of Resolution #563 of the Board of Directors of the Sunnyslope County Water District – Hollister, California Proclaiming a Local Emergency, Ratifying the State of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days in Accord with the Ralph M. Brown Act (Not a Project under CEQA per Article 20, Section 15378).

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

I. NEW BUSINESS:

1. **Authorize the General Manager to Purchase a PipeHunter Jetter Trailer from Municipal Maintenance Equipment Inc. for a Cost Not to Exceed \$75,000 and to surplus and auction the 1999 O’Brian 700 Series Water Jetter. (Not a project as defined by the California Environmental Quality Act per Article 20, Section 15378)**

General Manager Lander provided a summary of the steps taken to receive three different quotes on the piece of machinery to ensure we were getting the best deal. O&M Crew Chief Burbank spoke on the matter explaining why this new machine was being requested and went over the benefits of this machine identified for purchase. Board questions involved use of the machine and how often it is utilized. Director Buzzetta asked for any public comment. Upon receiving no public comment, Director Alcorn made a motion to authorize General Manager Lander to purchase a PipeHunter Jetter Trailer from Municipal Maintenance Equipment Inc. for a cost not to exceed \$75,000 and to surplus and auction the 1999 O’Brian 700 Series Water Jetter when staff is ready. This motion was seconded by Director Mauro for which President Buzzetta then took a roll call vote as follows: (DB), yes; (EM), yes; (JP) yes; (MA), yes; and (JB) yes ; the motion carried 5-0.

2. **Authorize the General Manager to Purchase the Temetra Network Solution from Meter, Valve & Control for a Cost Not to Exceed \$30,000 and Replace the Outdated Meter Reading Software. (Not a project as defined by the California Environmental Quality Act per Article 20, Section 15378)**

General Manager Drew Lander spoke on the matter on behalf of Associate Engineer Robert Hillebrecht. He stated that the current software was getting more costly year after year and this new purchase would be more cost and time effective. It’s operating costs are less and the technology is required for the future planning to accomplish meter reading that don’t require staff to drive around throughout the District. Director Buzzetta then asked for any public comment, to which public comment was made from an individual attending via teleconference. Elias Salinas asked if this program was selected because of cost or desire to work with this particular company. To which General Manager Lander

answered that the proper steps were taken to research the best option and this company was chosen due to both cost effectiveness and the desire to stay with Itron for the meter reading technology. After receiving a single public comment, Director Parker made a motion to authorize General Manager Lander to Purchase the Temetra Network Solution from Meter, Valve & Control for a Cost Not to Exceed \$30,000 and Replace the Outdated Meter Reading Software. This motion was seconded by Director Brown for which President Buzzetta then took a roll call vote as follows: (DB), yes; (EM), yes; (JP) yes; (MA), yes; and (JB) yes ; the motion carried 5-0.

3. Take Appropriate Action to Update Signature Cards for the District's Heritage Bank of Commerce Bank Accounts. (Not a project as defined by the California Environmental Quality Act per Article 20, Section 15378)

General Manager Lander requested that the signature cards be updated for Heritage Bank of Commerce so that the change in staff and board members is up to date. This change will allow for the new board members and the new Finance and HR Manager Barry Kelly to be able to sign checks. President Buzzetta asked if there was any public comment on the matter. After receiving no public comment, Director Brown made a motion to authorize the item as written. This motion was seconded by Director Mauro for which President Buzzetta then took a roll call vote as follows: (DB), yes; (EM), yes; (JP) yes; (MA), yes; and (JB) yes ; the motion carried 5-0.

4. Receive Update on the Fairview Corners Development and the Gavilan College Campus Project and Provide the General Manager with Direction Regarding Sewer Service Request by Dividend Homes Inc.

General manager Lander spoke on the matter explaining the purpose of this agenda item is to seek Board direction on potentially providing the proposed Gavilan College extension and adjacent subdivision with sewer services. The properties are in the SSCWD boundaries but sewer service from the District was not the logical choice. If it pleased the Board, he is willing to further pursue looking into plans for helping with this project, otherwise General Manager Lander will not dedicate District time and resources. The Board and General Manager discussed the different options for the school and what would be best. All Board members agreed that sewer service provided by the City of Hollister would be the best route, but that Sunnyslope could possibly be a backup plan if that weren't to happen. Director Buzzetta then opened the matter up for public discussion, to which two members of the public requested to speak on the matter. The first speaker Mrs. Elia Salinas stated her opinion that this issue was a political game and pleaded that Sunnyslope help the planned campus as it was voted on by the public several years ago and it can not fall apart now. The second speaker Irma Gonzalez, a Gavilan college board trustee, discussed the tough position that Gavilan is in budget wise and thanked Sunnyslope for their desire to help the college. Directors and General Manager did not want to comment on political matters and without making a motion, concluded jointly that the Board was in agreement that Gavilan project should move forward, and the developer needs to exhaust all administrative procedure with the City to receive sewer service. The President gave the General Manager direction to bring this item back to the Board for regular updates. Attorney Michael Laredo advised that board action is not required at this time to make a motion, but that General Manager has gotten the input he needs in the matter. Sunnyslope will hope that Gavilan is able to be successful with annexation, but if this is not the case then Sunnyslope will consider all options for ensuring the success of the College extension.

5. Consider Approval and Authorize the President to Sign an Agreement for Water and Sewer Facilities and Service for the Vista del Calabria Development

General Manager Lander spoke on the matter that has been discussed in recent board meetings to provide sewer service for the new Vista Del Calabria development. He pointed out that the developer is required to construct a new sewer pumpstation to replace an existing pumpstation and to construct a potable water booster station to take water from the crosstown pipeline directly into the Ridgemark water system. The importance of these infrastructure items was discussed by the Board and General Manager. Director Buzzetta commented he was still not in favor of a single year warranty on development projects and he would not support the agreement without a longer warranty period. At this point Director Buzzetta asked if there was any public comment on the matter, to which there wasn't. Then Director Alcorn made a motion to authorize the item as written. This motion was seconded by Director Mauro for which President Buzzetta then took a roll call vote as follows: (DB), yes; (EM), yes; (JP) yes; (MA), yes; and (JB) no; the motion carried 4-1.

6. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** (Next meeting January 12th, 2022, time TBD)
2. **Water/Wastewater Committee:** – (Meeting held November 2, Updates provided on exiting development progress and updates given regarding approved development agreements).
3. **Finance Committee:** No meeting held.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** No meeting held.
6. **Water Resources Association of San Benito County (WRA):** (No meeting, Next meeting – December 2nd, 2021 @ 4:00 PM

3. BOARD and STAFF REPORTS

- a. **Directors:** No Report.
 - b. **District Counsel:** Michael Laredo had no oral report to be presented.
 - c. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 activities, reporting that the office remains closed as the variants still circulate in the community. Lander informed the Board that the glass partition is taking longer than anticipated, may be possible to get the glass by late December but there is no guarantee. Late fees are being charged and defaults are lessening, leans are being utilized as well. Director Alcorn inquired about the district hosting a holiday event for the staff last meeting, it was addressed this meeting that we will have a lunch set for December 17th welcome to all board members as well.
4. **FUTURE AGENDA ITEMS:** Reserve policy update to be addressed in special December 7th meeting, Investment Policy Adoption meeting to also be addressed in Special December 7th meeting. General Manager review coming up December 21st 2021. Additional items brought up include the desire for a rate study on connection fees from the Board.
5. **ADJOURNMENT:** President Buzzetta adjourned the meeting at 6:44 p.m.

APPROVED BY THE BOARD:

Jerry T. Buzzetta, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary