

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
October 19, 2021

A. CALL TO ORDER: The meeting was called to order at 4:33 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)).

B. PUBLIC COMMENTS ON CLOSED SESSION MATTERS: The Board welcomed members of the public and opened the meeting to public comments regarding matters identified on the Closed Session agenda. No members of the public were present in person or virtually.

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

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

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

President Buzzetta retired to closed session at 4:35 p.m. and moved to take a brief recess at 5:16. The meeting was reconvened to open session at 5:20 p.m.

D. PLEDGE OF ALLEGIANCE: Director Brown 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.

F. APPROVAL OF AGENDA: Upon a motion made to approve the agenda by Director Alcorn, seconded by Director Brown, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (DB), yes; (JP), yes, and (JB), yes; the motion carried 4-0.

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

Staff Present for Open Session: In Person: General Manager/Secretary Drew Lander, Finance and HR Manager Barry Kelly, Associate Engineer Rob Hillebrecht, Executive Assistant/Stenographer Madison Koester, Public Billing Clerk Bethany Clinkenbeard

Via Teleconference: Attorney Michael Laredo.

H. CONSENT AGENDA:

1. Approval of Minutes of the Regular Board Meeting of September 21, 2021.

2. Approval of Minutes of the Special Board Meeting of October 5, 2021.

3. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of September 1, 2021 through September 30, 2021, totaling \$2,387,709.10 which includes \$219,807.12 for payments to vendors, \$309,742.69 for Payroll, \$784,012.72 paid to the City of Hollister for collection of City sewer billings (net of our fees), \$1,456.63 for customer refunds and checks returned and \$759,974.56 for debt payment.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
9/10/21	9-01	ADP Payroll	-5141.70
9/10/21	9-01	ADP Payroll	-58810.70
9/10/21	9-01	ADP Taxes	-17628.95
9/13/21	9-01a	ADP Payroll	-7539.22
9/13/21	9-01a	ADP Taxes	-2352.06
9/21/21	RET 921-01	RETURNED ACH	-969.50
9/23/21	9-02	ADP Payroll	-2915.46
9/23/21	9-02	ADP Payroll	-66775.54
9/23/21	9-02	ADP Taxes	-17919.98
9/22/21	RET 921-02	ADP Payroll	-929.60
9/1/21	ACH9.1.21	BASIC Benefits LLC	-663.16
9/1/21	ACH9.1.21A	Merchant Services	-20.00
9/13/21	ACH9.13.21	P G & E	-58422.74
9/14/21	ACH9.14.21A	CalPERS – Retirement	-8204.16
9/14/21	ACH9.14.21B	CalPERS - Retirement	-6861.33
9/14/21	ACH9.14.21C	CalPERS – Retirement	-208.25
9/14/21	ACH9.14.21D	CalPERS - Retirement	-2002.83
9/14/21	ACH9.14.21E	CalPERS - Retirement	-400.00
9/15/21	ACH9.15.21	BASIC Benefits LLC	-86.00
9/15/21	ACH9.15.21A	CalPERS - Retirement	-8402.59
9/15/21	ACH9.15.21B	CalPERS – Retirement	-7852.01
9/15/21	ACH9.15.21C	CalPERS - Retirement	-23.08
9/17/21	ACH9.17.21	ADP	-2072.40
9/2/21	ACH9.2.21	BASIC Benefits LLC	-105.00
9/20/21	ACH9.20.21	BASIC Benefits LLC	-346.00
9/21/21	ACH9.21.21	BASIC Benefits LLC	-75.00
9/23/21	ACH9.23.21	Colonial Life	-1648.68
9/27/21	ACH9.27.21	BASIC Benefits LLC	-46.00
9/28/21	ACH9.28.21	BASIC Benefits LLC	-67.73
9/3/21	ACH9.3.21	Merchant Services	-35.00
9/30/21	ACH9.30.21	Colonial Life	-1,689.50
9/7/21	ACH9.7.21	Principal	-3,351.85
9/8/21	ACH9.8.21	iCloud	-10,420.90
9/9/21	ACH9.9.21	BASIC Benefits LLC	-200.00
9/1/21	29477	Ace Hardware (Johnson Lumber Co.)	-318.72
9/1/21	29478	ACWA/JPIA	-8,987.81
9/1/21	29479	AT&T	0.00
9/1/21	29480	Brenntag Pacific, Inc.	-21,352.46
9/1/21	29481	Brigantino Irrigation	-136.64
9/1/21	29482	City of Hollister-Finance Dept	-392,149.31
9/1/21	29483	Griswold Industries	-2,900.06
9/1/21	29484	Hach Company	-796.15
9/1/21	29485	Hollister Auto Parts, Inc.	-186.17
9/1/21	29486	Judy's Gifts & Awards	-83.35
9/1/21	29487	Maggiora Bros. Drilling, Inc.	-250.00
9/1/21	29488	Mark Nicholson, Inc.	-10640.00
9/1/21	29489	Mission Uniform Service	-298.58
9/1/21	29490	Nationwide Retirements Solutions	-7,747.81
9/1/21	29491	Petty Cash	-57.00

9/1/21	29492	Postmaster	-2,530.02
9/1/21	29493	Primex	-952.00
9/1/21	29494	Quinn Company	-657.05
9/1/21	29495	Razzolink.com	-76.95
9/1/21	29496	True Value Hardware	-26.74
9/1/21	29497	Tyler Technologies, Inc.	-780.00
9/1/21	29498	USA Blue Book	-174.73
9/1/21	29499	UWUA Local 820	-1,107.84
9/1/21	29500	Postmaster	-41.20
9/7/21	29501	JOANNE M ALLA	-25.47
9/7/21	29502	GEORGE & MARIA CARREIRA	-118.48
9/7/21	29503	MATTHEW & KIMBERLY CONTE	-64.92
9/7/21	29504	LOURDES DEAN	-59.44
9/7/21	29505	NICHOLAS & MARILYN PIELLUSCH	-182.44
9/7/21	29506	MARIE POPDAN	-34.56
9/7/21	29507	SUSAN SUMARES	-87.15
9/7/21	29508	ELIZABETH UNDERWOOD	-52.76
9/9/21	29509	A-1 Services	-403.00
9/9/21	29510	Ace Hardware (Johnson Lumber Co.)	-117.02
9/9/21	29511	AT&T	0.00
9/9/21	29512	Backflow Apparatus & Valve Co. (BAVCO)	-113.91
9/9/21	29513	Brenntag Pacific, Inc.	-9,479.31
9/9/21	29514	Community Printers, Inc.	-1,631.90
9/9/21	29515	Hollister Landscape Supply	-146.14
9/9/21	29516	Mark Nicholson, Inc.	-10,758.00
9/9/21	29517	Mc Master-Carr	-296.14
9/9/21	29518	Recology San Benito County	-326.63
9/9/21	29519	San Benito County Water District	-312,715.38
9/9/21	29520	Star Concrete	-18.57
9/9/21	29521	Toro Petroleum Corp.	-3,123.78
9/9/21	29522	Trans Union LLC	-244.59
9/9/21	29523	Tyler Technologies, Inc.	-455.00
9/9/21	29524	U.S. Bank Corporate Payment Systems	-2,854.17
9/9/21	29525	USA Blue Book	-589.13
9/15/21	29526	Ace Hardware (Johnson Lumber Co.)	-32.91
9/15/21	29527	Anne Muraski	-12,980.00
9/15/21	29528	Auto Tech Service Center, Inc.	-100.00
9/15/21	29529	Bartel Associates, LLC	-1,400.00
9/15/21	29530	Brenntag Pacific, Inc.	-1,371.47
9/15/21	29531	Brigantino Irrigation	-342.06
9/15/21	29532	Central Ag Supply LLC	-248.87
9/15/21	29533	CWSRF Accounting Office	-759,974.56
9/15/21	29534	EBCO Pest Control	-69.00
9/15/21	29535	Employee Relations, Inc.	-52.67
9/15/21	29536	Hach Company	-695.46
9/15/21	29537	Hollister Auto Parts, Inc.	-50.67
9/15/21	29538	Hollister Landscape Supply	-7.70
9/15/21	29539	Inductive Automantion	-4,500.00
9/15/21	29540	Maggiora Bros. Drilling, Inc.	-4,195.45
9/15/21	29541	Mission Uniform Service	-740.93
9/15/21	29542	New SV Media, Inc. (was So. Valley News.)	-382.50
9/15/21	29543	O'Reilly Auto Parts	-83.81
9/15/21	29544	Palace Business Solutions	-27.74
9/15/21	29545	Pinnacle HealthCare	-155.00
9/15/21	29546	Quinn Company	-87.99
9/15/21	29547	Rain For Rent Inc	-426.70
9/15/21	29548	San Benito Tire Pros & Automotive	-768.29
9/15/21	29549	Schaaf & Wheeler	-8,882.50
9/15/21	29550	Simplot Grower Solutions	-820.80

9/15/21	29551	Traffic and Parking Control Co., Inc	-1,149.00
9/15/21	29552	Tyler Technologies, Inc.	-4,680.00
9/15/21	29553	Wright Bros. Indust. Supply	-109.51
9/15/21	29554	Nationwide Retirements Solutions	-7,842.96
9/20/21	29555	RAFAEL OROZCO & MARIA ALVARENGA	-218.91
9/20/21	29556	JOSHUA & JACOB AN	-57.53
9/20/21	29557	SUSANA RAMIREZ & RICARDO BATRES	-12.47
9/20/21	29558	GEORGE & MARIA CARREIRA	-238.22
9/20/21	29559	KRAIG KLAUER	-87.27
9/20/21	29560	AMY & STANLEY MIZOTA	-76.30
9/20/21	29561	GILBERT MORALES	0.00
9/20/21	29562	MARIE POPDAN	-38.88
9/20/21	29563	ELIZABETH PULCHEON	-101.83
9/22/21	29564	Ace Hardware (Johnson Lumber Co.)	-201.55
9/22/21	29565	Brenntag Pacific, Inc.	-20,187.63
9/22/21	29566	Calcon System, Inc.	-6,234.70
9/22/21	29567	CM Analytical, Inc.	-20,173.75
9/22/21	29568	De Lay & Laredo	-2,591.50
9/22/21	29569	First Trust Alarm Company	-698.00
9/22/21	29570	Hollister Auto Parts, Inc.	-20.81
9/22/21	29571	Independent Business Forms, Inc.	-2,057.16
9/22/21	29572	Interstate All Battery Center	-514.63
9/22/21	29573	Mission Uniform Service	-322.20
9/22/21	29574	MuniQuip, LLC	-327.09
9/22/21	29575	Palace Business Solutions	-9.41
9/22/21	29576	Star Concrete	-403.13
9/22/21	29577	Toro Petroleum Corp.	-2,754.78
9/22/21	29578	USA Blue Book	-502.40
9/23/21	29579	Brenntag Pacific, Inc.	-15,945.37
9/23/21	29580	Fastenal Company	-54.73
9/23/21	29581	Grainger, Inc.	-677.14
9/23/21	29582	Konica Minolta Premier Finance	-416.76
9/30/21	29583	ACC Business	-1,324.60
9/30/21	29584	Ace Hardware (Johnson Lumber Co.)	-52.74
9/30/21	29585	AT&T	-464.43
9/30/21	29586	Brenntag Pacific, Inc.	-3,447.07
9/30/21	29587	C & N Tractors	-1,185.24
9/30/21	29588	City of Hollister-Finance Dept	-391,863.41
9/30/21	29589	CWEA Membership- TCP	-192.00
9/30/21	29590	E.H. Wachs Co.	-108.25
9/30/21	29591	Greenwood Chevrolet	-392.55
9/30/21	29592	Mc Master-Carr	-583.48
9/30/21	29593	Mission Uniform Service	-636.74
9/30/21	29594	Palace Business Solutions	-328.45
9/30/21	29595	Petty Cash	-302.82
9/30/21	29596	Postmaster	-2,231.76
9/30/21	29597	Quinn Company	-143.94
9/30/21	29598	Ryan Herco Flow Solutions	-1,073.85
9/30/21	29599	San Benito Tire Pros & Automotive	-1,069.45
9/30/21	29600	Tyler Technologies, Inc.	-3932.50
9/30/21	29601	USA Blue Book	-368.18
9/30/21	29602	Verizon Wireless	-569.54
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			-2,387,709.10
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4. Receive Associate Engineer Monthly Status Report.
5. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
6. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
7. Receive General Manager Monthly Status Report.

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 Parker to approve the Consent Agenda, seconded by Director Alcorn, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (DB), yes; (JP), yes; and (JB) yes; the motion carried 4-0.

I. NEW BUSINESS:

1. **Interview Board Member Applicants, Consider Appointment, and Conduct a Swearing-In Ceremony of a New Board Member to Fill a Vacancy on the Board of Directors.** General Manager Lander provided a summary of the steps taken to advertise the position throughout the district. President Buzzetta directed the interview allowing all Board members to ask organized questions of the sole applicant in attendance; Edward Mauro, who submitted a complete application. After the interview was conducted the applicant was excused while the Board deliberated. After deliberation concluded, Director Buzzetta asked for any public comment. Upon receiving no public comment, Director Parker made a motion to appoint Edward Mauro to complete the remaining term of office vacated by Judi Johnson. This motion was seconded by Director Brown for which President Buzzetta then took a roll call vote as follows: (MA), yes; (DB), yes; (JP) yes; and (JB) yes ; the motion carried 4-0.

The applicant was asked to return to the Board room and Edward Mauro was appointed on October 20th, 2021 by President Buzzetta to the Board of Directors for a term expiring November 30th, 2022. General Manager, Drew Lander administered the oath of office and Edward Mauro was seated as a Director of the Board.

2. **Take Appropriate Action to Update Signature Cards for the District's Heritage Bank of Commerce Bank Accounts.**

General Manager Drew Lander requested this item be tabled until the November meeting, no report was given. President Buzzetta asked for public comment and upon receiving none agreed to table this item until the November Board meeting.

3. **Receive Oral Report and Explanation of the Intertie Water Summary Report Prepared by the Water/Wastewater Superintendent.**

President Buzzetta requested that the Intertie Water Summary Report be explained in depth as to create a better understanding for the directors. Associate Engineer Robert Hillebrecht presented the report and went through line by line what each item consisted of. During this report the directors asks clarifying questions. After the thorough explanation the directors felt they had a better understanding of the report and President Buzzetta thanked Mr. Hillebrecht for the presentation and continued with the meeting.

3. **BOARD COMMITTEE and STATUS REPORTS**

1. **Governance Committee:** Meeting held October 6th. Director Parker gave a brief report of the meeting, it was focused on the San Juan Bautista inclusion and May 2022 update to Master Plan was discussed.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** No meeting held.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** Meeting held September 17th to discuss health care costs. General Manager Drew Lander was asked to comment on the CalPERS changes for 2022 by President Buzzetta.
6. **Water Resources Association of San Benito County (WRA):** Meeting held October 7th. Director Parker gave an update of the topics that were discussed at this meeting; advertisements for water conservation are being displayed throughout the city and without a good winter it seems as though our water allocations will be close to zero again this coming year.

4. **BOARD and STAFF REPORTS**

- a. **Directors:** Director Brown commented on the ACWA conference coming up and advised that she will not be attending in person, she has opted to virtually attend.
 - 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 barrier is taking longer than anticipated, but he plans to open the office end of this month if the office is able to get the barrier installed. Late fees are being charged and there are less defaults, leans are being utilized as well. Director Alcorn inquired about the district hosting a holiday event for the staff due to Covid wearing down and things starting to become more manageable.
5. **FUTURE AGENDA ITEMS:** Reserve policy is being worked on and will come to the Board when complete. Request for operational updates on the plants from General Manager Lander and Water/Wastewater Superintendent Rodriguez, look into possible Covid grants that may be available to the district, update on standard operation procedures, signature cards, and board member pictures to be updated.
6. **ADJOURNMENT:** President Buzzetta adjourned the meeting at 6:54 p.m.

APPROVED BY THE BOARD:

Jerry T. Buzzetta, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary