

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
October 18th, 2022

A. CALL TO ORDER: The meeting was called to order at 4:30 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 Dee Brown (DB), Director Edward Mauro (EM), Director James Parker (JP), Director Mike 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 identified in attendance present or virtually.

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 4:32 p.m. and upon returning to the regular session, moved to take a brief recess at 5:20 p.m. The meeting was reconvened to open session at 5:25 p.m.

**Director Alcorn required an individual recess from 5:25 P.M. to 5:59 P.M. due to personal matters.

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

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

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

i. A general counsel update was provided to the Board, no reportable actions taken.

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

i. General counsel was given, no reportable actions taken.

F. APPROVAL OF AGENDA: Upon a motion made to approve the agenda by Director Mauro, seconded by Director Brown, for which President Buzzetta then took a roll call vote as follows: (JP), yes; (DB), yes; (EM), yes; (JB), yes; the motion carried 4-0. 1 absence.

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

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

H. CONSENT AGENDA:

1. Approval of Minutes of the Special Facilities Tour Meeting of September 13th, 2022; Regular Board Meeting of September 13^h, 2022; and Special Closed Session Meeting of September 27th, 2022.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of September 1, 2022 through September 30, 2022, totaling \$2,098,904.90 which includes \$325,355.90 for payments to vendors, \$256,527.39 for Payroll, \$402,295.84 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$0.00 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
09/02/2022	50507	Petty Cash	\$307.00
09/06/2022	50508	Able Septic Tank Service	\$9,157.08
09/06/2022	50509	Ace Hardware (Johnson Lumber Co.)	\$277.72
09/06/2022	50510	AT&T	\$472.90
09/06/2022	50511	AT&T	\$444.80
09/06/2022	50512	AT&T	\$383.04
09/06/2022	50513	Calcon System, Inc.	\$3,094.81
09/06/2022	50514	Frisch Engineering Inc.	\$3,362.50
09/06/2022	50515	Hollister Auto Parts, Inc.	\$26.86
09/06/2022	50516	Kelly Roberts	\$100.00
09/06/2022	50517	Madison Koester	\$275.00
09/06/2022	50518	Mission Uniform Service	\$800.47
09/06/2022	50519	O'Reilly Auto Parts	\$244.63
09/06/2022	50520	Palace Business Solutions	\$29.79
09/06/2022	50521	Razzolink.com	\$76.95
09/06/2022	50522	Schaaf & Wheeler	\$9,750.00
09/06/2022	50523	TPO	\$682.50
09/06/2022	50524	True Value Hardware	\$43.69
09/06/2022	ACH 2353	Principal	\$3,279.46
09/07/2022	ACH 2354	BASIC Benefits LLC	\$40.00
09/07/2022	ACH 2355	iCloud	\$10,674.05
09/09/2022	ACH 2356	CalPERS - Retirement	\$23.08
09/09/2022	ACH 2357	CalPERS - Retirement	\$200.00
09/09/2022	ACH 2358	CalPERS - Retirement	\$240.17
09/09/2022	ACH 2359	CalPERS - Retirement	\$309.17
09/09/2022	ACH 2360	CalPERS - Retirement	\$3,997.58
09/09/2022	ACH 2361	CalPERS - Retirement	\$7,532.85
09/09/2022	ACH 2362	CalPERS - Retirement	\$7,707.30
09/12/2022	50525	ACC Business	\$1,323.29
09/12/2022	50526	Ace Hardware (Johnson Lumber Co.)	\$69.33
09/12/2022	50527	Assoc. of Calif. Water Agencies (ACWA)	\$775.00
09/12/2022	50528	Brenntag Pacific, Inc.	\$33,328.18
09/12/2022	50529	Castroville CSD	\$40.00
09/12/2022	50530	City of Hollister-Finance Dept	\$401,907.98
09/12/2022	50531	CM Analytical, Inc.	\$11,250.00
09/12/2022	50532	CWSRF Accounting Office	\$759,974.56
09/12/2022	50533	Edges Electrical Group, LLC	\$387.86

09/12/2022	50534	Fastenal Company	\$86.86
09/12/2022	50535	Grainger, Inc.	\$4,931.15
09/12/2022	50536	Hach Company	\$232.59
09/12/2022	50537	Hollister Auto Parts, Inc.	\$9.59
09/12/2022	50538	Inductive Automation	\$5,939.94
09/12/2022	50539	Mark Nicholson, Inc.	\$6,860.00
09/12/2022	50540	Mc Master-Carr	\$2,513.29
09/12/2022	50541	Meter, Valve & Control	\$18,053.08
09/12/2022	50542	Mission Uniform Service	\$283.92
09/12/2022	50543	Nationwide Retirements Solutions	\$17,031.38
09/12/2022	50544	Rain for Rent	\$6,933.52
09/12/2022	50545	Recology San Benito County	\$326.68
09/12/2022	50546	San Benito County Water District	\$442.00
09/12/2022	50547	Sharp Engineering and Construction, Inc.	\$23,262.00
09/12/2022	50548	Toro Petroleum Corp.	\$10,903.43
09/12/2022	50550	True Value Hardware	\$73.42
09/12/2022	50551	Tyler Technologies, Inc.	\$1,462.50
09/12/2022	50552	U.S. Bank Corporate Payment Systems	\$4,571.10
09/12/2022	50554	UWUA Local 820	\$807.80
09/12/2022	50555	Wright Bros. Welding & Sheet Metal, Inc.	\$350.75
09/13/2022	ACH 2363	BASIC Benefits LLC	\$277.00
09/13/2022	ACH 2364	P G & E	\$63,066.78
09/15/2022	ACH 2365	Colonial Life	\$2,174.18
09/16/2022	ACH 2366	BASIC Benefits LLC	\$50.00
09/16/2022	ACH 2367	ADP	\$2,163.80
09/19/2022	ACH 2368	BASIC Benefits LLC	\$5.00
09/19/2022	ACH 2369	BASIC Benefits LLC	\$115.00
09/20/2022	ACH 2370	BASIC Benefits LLC	\$183.69
09/22/2022	ACH 2371	BASIC Benefits LLC	\$122.00
09/23/2022	ACH 2372	BASIC Benefits LLC	\$100.00
09/27/2022	ACH 2373	BASIC Benefits LLC	\$379.76
09/29/2022	50556	A-1 Services	\$403.00
09/29/2022	50557	Abel Alvarez	\$58.75
09/29/2022	50558	Ace Hardware (Johnson Lumber Co.)	\$605.78
09/29/2022	50559	Auto Tech Service Center, Inc.	\$2,290.00
09/29/2022	50560	Bazilio Hernandez	\$163.74
09/29/2022	50561	Bracco's Towing	\$1,400.00
09/29/2022	50562	Brenntag Pacific, Inc.	\$38,787.52
09/29/2022	50563	Central Ag Supply LLC	\$71.42
09/29/2022	50564	De Lay & Laredo	\$6,296.00
09/29/2022	50565	Denise Duffy & Associates, Inc.	\$2,606.00
09/29/2022	50566	EBCO Pest Control	\$69.00
09/29/2022	50567	exceedio	\$3,334.91
09/29/2022	50568	Ferguson Enterprises, Inc.	\$87.53
09/29/2022	50569	First Trust Alarm Company	\$698.00
09/29/2022	50570	Hollister Auto Parts, Inc.	\$231.05
09/29/2022	50571	Interstate All Battery Center	\$190.09
09/29/2022	50572	John Smith Road Landfill	\$11.00
09/29/2022	50573	Konica Minolta Premier Finance	\$416.76
09/29/2022	50574	LDJ Manufacturing, Inc.	\$26,350.27
09/29/2022	50575	Mc Master-Carr	\$39.65
09/29/2022	50576	Metropolitan Compounds Inc	\$3,877.71
09/29/2022	50577	Mission Uniform Service	\$943.32
09/29/2022	50578	MuniQuip, LLC	\$2,925.16
09/29/2022	50579	O'Reilly Auto Parts	\$180.59

09/29/2022	50580	Petty Cash	\$35.00
09/29/2022	50581	Postmaster	\$2,263.91
09/29/2022	50582	Razzolink.com	\$76.95
09/29/2022	50583	RJR Recycling	\$250.00
09/29/2022	50584	San Benito County Water District	\$327,984.18
09/29/2022	50586	Schaaf & Wheeler	\$11,554.20
09/29/2022	50587	Toro Petroleum Corp.	\$4,525.43
09/29/2022	50588	Trans Union LLC	\$144.64
09/29/2022	50589	Underground Service Alert North 811	\$1,585.04
09/29/2022	50590	USA Blue Book	\$497.90
09/29/2022	50591	Verizon Wireless	\$1,102.17
09/29/2022	50593	William K Boltz	\$353.45
09/29/2022	ACH 2374	CalPERS - Retirement	\$23.08
09/29/2022	ACH 2375	CalPERS - Retirement	\$7,490.15
09/29/2022	ACH 2376	CalPERS - Retirement	\$7,645.20
09/29/2022	ACH 2377	CalPERS - Health Insurance	\$20,110.91
09/23/2022	JN00238	Net Pay	\$67,070.15
09/23/2022	JN00238	Total Tax	\$19,267.51
09/30/2022	JN00237	Net Pay	\$69,013.34
09/30/2022	JN00237	Total Tax	\$19,572.63

-\$2,098,904.90

3. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
4. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
5. Receive General Manager Monthly Status Report.
6. Approval of Resolution #581 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 upon receiving none, President Buzzetta requested a motion to approve the consent agenda. Upon a motion made by Director Brown to approve the Consent Agenda, seconded by Director Mauro, for which President Buzzetta then took a roll call vote as follows: (JP), yes; (DB), yes; (EM), yes; and (JB) yes; the motion carried 4-0. 1 absent.

I. NEW BUSINESS:

1. **Meet and congratulate Dana Sullivan (Billing/Public Relations Specialist) as the newest employee of the SSCWD. (No staff report provided)**

Dana Sullivan is the District's newest employee, she has taken the role of the Billing/Public Relations Specialist. General Manager Lander introduced Dana to the board members and asked that she introduce herself.

This item did not require a motion or approval.

- 2. Approve the Capital Expenditure and Authorize the General Manager to Purchase 400 Replacement 5/8" Diameter Water Meters and Accompanying Electronic Read Transmitters for a Total Cost not to Exceed \$156,849. (Not a project under CEQA per Article 20, Section 15378)**

General Manager Lander spoke on this matter, informing the board that every year the District requests to purchase more water meters. This item is requesting the 5/8" meters to stock up with as the District replaces these accordingly. Additionally this item is one that was budgeted for.

President Buzzetta then asked for any public comment. Upon receiving no public comment, Director Parker made a motion to Approve the Capital Expenditure and Authorize the General Manager to Purchase 400 Replacement 5/8" Diameter Water Meters and Accompanying Electronic Read Transmitters for a Total Cost not to Exceed \$156,849. This motion was seconded by Director Brown for which President Buzzetta then took a roll call vote as follows: (EM), yes; (DB), yes; (JP) yes; and (JB) yes; the motion carried 4-0. 1 absence.

- 3. ACWA 2022 Fall Conference General Session Membership Meeting, Delegate Assignment to represent SSCWD. (Not a project under CEQA per Article 20, Section 15378)**

This item was brought to the board in order to name one of the Directors as a representative of the District for the ACWA 2022 Fall Conference. This representative will vote on items on behalf of the District and maintain a professional demeanor whilst representing. Director Buzzetta commented that Director Dee Brown is the ACWA/JPIA Representative as she was appointed to be for this calendar year. Due to Director Brown not being able to attend though Director Alcorn will take her place at the fall meeting. Director Brown will still be the appointed ACWA representative and will be attending the Spring meeting.

President Buzzetta then asked for any public comment. Upon receiving no public comment, Director Parker made a motion to delegate the ACWA 2022 Fall Conference General Session Membership Meeting to Director Mike Alcorn. This motion was seconded by Director Mauro for which President Buzzetta then took a roll call vote as follows: (JP), yes; (DB), yes; (EM) yes; and (JB) yes; the motion carried 4-0. 1 absence.

J. BOARD COMMITTEE and STATUS REPORTS

- 1. Governance Committee:** (No meeting)
- 2. Water/Wastewater Committee:** (No meeting)
- 3. Finance Committee:** (No meeting)
- 4. Policy and Procedure Committee:** (No meeting)
- 5. Personnel Committee:** (Meeting October 12th) Director Mauro gave a brief overview of the meeting that was held regarding the General Manager's Annual Review. He stated they followed the same prompt as last year and should have it ready to report to the board in November.
- 6. Water Resources Association of San Benito County (WRA):** (Meeting October 6th) General Manager Lander reported that water conservation and the lawn removal program were the highlights of the meeting.

K. BOARD and STAFF REPORTS

1. **Directors:** No Report.

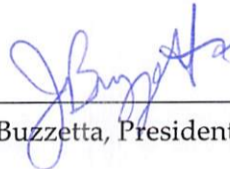
2. **District Counsel:** No Report.

3. **General Manager:** General Manager/Secretary Lander gave an update on the various projects and maintenance the district has been working on. This includes taking over inspections while Associate Engineer Robert Hillebrecht has been on family leave and taking steps towards developing a contract with the city. He also reported that the district continues to stay healthy, having no Covid transmission that have been spread through the office.

L. **FUTURE AGENDA ITEMS:** Urban Area Water Management Plan Amendment Ratification, General Manager Contract Renewal, FY 2021-2022 Audit Report, and a possible report about progress on a possible new California Reservoir Project.

M. **ADJOURNMENT:** President Buzzetta adjourned the meeting at 6:21 p.m.

APPROVED BY THE BOARD:



Jerry T. Buzzetta, President

RESPECTFULLY SUBMITTED:



Drew A. Lander, Secretary