

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
September 15, 2020

A. CALL TO ORDER: The meeting was called to order at 4:30 p.m. by President Parker, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

B. ROLL CALL: Present In Person: Vice President Jerry Buzzetta, and Director Mike Alcorn, Director Judi Johnson, and President James Parker. **Present Via Teleconference:** Director Ann Ross.

C. PUBLIC COMMENT ON CLOSED SESSION MATTERS: Members of the public may address the Board on the item or items listed on the Closed Session agenda, with a time limit of 3 minutes per speaker. No public comment was made.

Staff Present for Closed Session: In Person: General Manager/Secretary Drew Lander, and **Via Teleconference:** Attorney Heidi Quinn.

D. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9): At 4:32 p.m., President Parker closed the meeting to the public to discuss the following:

1. **Conference with Legal Counsel** – Existing Litigation, Gov. Code § 54956.9: – County of San Benito vs. SSCWD, San Benito County Superior Court Case No. CU-20-00068.

President Parker reconvened the meeting to open session at 5:15 p.m.

E. PLEDGE OF ALLEGIANCE: Director Buzzetta led Directors and staff in the Pledge of Allegiance.

F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION: Attorney Heidi Quinn reported on the Existing Litigation, Gov. Code § 54956.9, stating this is a case with the County of San Benito vs. Sunnyslope County Water District, case # CU-20-00068, a status report was given and there was no reportable action taken.

G. APPROVAL OF AGENDA: Upon a motion made by Director Johnson, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Director Alcorn (MA), yes; Director Buzzetta (JB), yes; Director Johnson (JJ), yes; Director Ross (AR), yes; and President Parker (JP), yes; the motion carried 5-0.

H. 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 public comment was made.

Staff Present for Open Session: In Person: General Manager/Secretary Drew Lander, Executive Assistant/Stenographer Carol Porteur, Water/Wastewater Superintendent Jose Rodriguez, Finance & Human Resource Manager Travis Foster, and Associate Engineer Rob Hillebrecht. **Via Teleconference:** Attorney Heidi Quinn.

I. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of August 18, 2020.

2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of August 11, 2020 through September 8, 2020, totaling \$ 2,028,661.19 which includes \$ 1,478,067.49 for payments to vendors, \$ 170,294.40 for Payroll – employee and director, \$ 361,595.70 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$ 18,703.60 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH # 1807, and the last check written was check # 28371.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
08/18/20	ACH 1783	RETURNED ACH	-179.92
08/19/20	ACH 1784	RETURNED ACH	-179.92
08/14/20	ACH 1785	EFTPS and Employment Dev. Dept. (EDD) DE88 Pmts.	-18,160.92
08/14/20	ACH 1786	Employee/Director Payroll	-67,057.64
08/13/20	ACH 1787	CalPERS - Health Insurance	-17,869.56
08/19/20	ACH 1788	RETURNED ACH	-167.42
08/19/20	ACH 1789	RETURNED ACH	-137.51
08/19/20	ACH 1790	RETURNED ACH	-146.14
08/21/20	ACH 1791	CalPERS - Retirement	-9,671.40
08/21/20	ACH 1792	CalPERS - Retirement	-6,173.30
08/28/20	ACH 1793	EFTPS and Employment Dev. Dept. (EDD) DE88 Pmts.	-18,564.78
08/28/20	ACH 1794	Employee Payroll	-66,511.06
08/31/20	ACH 1795	CalPERS - Health Insurance	-17,850.92
08/31/20	ACH 1796	CalPERS - Retirement	-686.08
08/31/20	ACH 1797	CalPERS - Retirement	-194.58
08/31/20	ACH 1798	CalPERS - Retirement	-700.00
09/01/20	ACH 1799	Nationwide Life Insurance	-215.67
09/01/20	ACH 1800	North American Bancard	-1,007.03
09/01/20	ACH1801	CalPERS - Retirement	-9,745.89
09/01/20	ACH 1802	CalPERS - Retirement	-6,173.30
09/03/20	ACH 1803	North American Bancard	-1,708.45
09/01/20	ACH 1804	Pathian Administrators (VSP)	-344.91
09/07/20	ACH 1805	American Express	-37.92
09/07/20	ACH 1806	CalPERS - Retirement	-4,940.69
09/07/20	ACH 1807	CalPERS - Retirement	-7,893.52
08/17/20	28268	Roberts, Kelly L.	-100.00
08/17/20	28269	AT&T	-267.73
08/17/20	28270	Auto Tech Service Center, Inc.	-79.00
08/17/20	28271	Brenntag Pacific, Inc.	-16,138.22
08/17/20	28272	Central Ag Supply LLC	-669.63
08/17/20	28273	Corbin Willits Systems, Inc. (MOM's)	-8,393.58
08/17/20	28274	CWEA Membership- TCP	-924.00
08/17/20	28275	CWSRF Accounting Office	-759,974.56
08/17/20	28276	EBCO Pest Control	-60.00
08/17/20	28277	Edges Electrical Group, LLC	-395.40
08/17/20	28278	Fastenal Company	-8.61
08/17/20	28279	Hach Company	-1,773.12
08/17/20	28280	Hollister Paint Co.	-73.42
08/17/20	28281	J M Electric	-725.00
08/17/20	28282	P G & E	-27,731.09
08/17/20	28283	Palace Business Solutions	-12.26
08/17/20	28284	Recology San Benito County	-286.86
08/17/20	28285	San Benito County Water District	-464.00
08/17/20	28286	San Benito Tire Pros & Automotive	-115.35
08/17/20	28287	SBC Chamber of Commerce	-245.00
08/17/20	28288	Sharp Engineering and Construction, Inc.	-9,943.38
08/17/20	28289	Toro Petroleum Corp.	-1,506.59

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
08/17/20	28290	Trans Union LLC	-137.60
08/17/20	28291	U.S. Bank Corporate Payment Systems	-9,819.16
08/17/20	28292	Underground Service Alert North 811	-1,335.02
08/17/20	28293	WM. A. Barron Co.	-600.00
08/17/20	28294	Nationwide Retirements Solutions	-18,422.55
08/24/20	28295	Vargas Garcia, Michael J	-240.34
08/24/20	28296	A-1 Services	-403.00
08/24/20	28297	B.S.K. Associates	-2,576.00
08/24/20	28298	Bianchi Kasavan & Pope, LLP	-544.50
08/24/20	28299	Brenntag Pacific, Inc.	-21,361.12
08/24/20	28300	De Lay & Laredo	-4,446.50
08/24/20	28301	Fastenal Company	-31.19
08/24/20	28302	Hach Company	-2,774.93
08/24/20	28303	Hopkins Technical Products Inc.	-114.67
08/24/20	28304	Mc Master-Carr	-154.41
08/24/20	28305	Pinnacle Agriculture	-726.28
08/24/20	28306	RJR Recycling	-1,750.00
08/24/20	28307	State Water Resources Control Board-DWOCF	-90.00
08/24/20	28308	SUEZ WTS Analytical Instruments, Inc.	-1,528.46
08/24/20	28309	Toro Petroleum Corp.	-1,736.10
08/24/20	28310	USA Blue Book	-336.90
08/24/20	28311	Wright Bros. Indust. Supply	-28.14
08/24/20	28312	San Benito County Water District	-323,808.31
08/31/20	28313	RAUL ALVAREZ	-299.12
08/31/20	28314	MARY JANE BROMAN	-142.57
08/31/20	28315	KRAIG KLIEWER	-145.52
08/31/20	28316	JOHN H KUNZ	-89.51
08/31/20	28317	MARTIN G RICHMAN	-232.40
08/31/20	28318	PHILLIP E & JULIA E THIBODEAU	-124.83
08/31/20	28319	ANDERSON HOMES	-10,341.84
08/31/20	28320	ANDERSON HOMES	-6,516.90
08/31/20	28321	Ace Hardware (Johnson Lumber Co.)	-305.78
08/31/20	28322	AT&T	-767.99
08/31/20	28323	Auto Tech Service Center, Inc.	-539.00
08/31/20	28324	B.S.K. Associates	-2,400.00
08/31/20	28325	Brenntag Pacific, Inc.	-13,692.81
08/31/20	28326	Calcon System, Inc.	-2,462.50
08/31/20	28327	CM Analytical, Inc.	-11,115.00
08/31/20	28328	CWEA Membership- TCP	-96.00
08/31/20	28329	Edges Electrical Group, LLC	-86.83
08/31/20	28330	ERA Safety Solutions LLC	-99.59
08/31/20	28331	Fastenal Company	-49.64
08/31/20	28332	Hollister Auto Parts, Inc.	-55.79
08/31/20	28333	Iconix Waterworks (US) Inc.	-901.03
08/31/20	28334	Konica Minolta Premier Finance	-416.76
08/31/20	28335	MBS Business Systems	-839.10
08/31/20	28336	Mc Master-Carr	-238.08
08/31/20	28337	Nationwide Retirements Solutions	-18,422.55
08/31/20	28338	O'Reilly Auto Parts	-123.12
08/31/20	28339	OnTrac	-24.76
08/31/20	28340	Postmaster	-2,204.18
08/31/20	28341	Underground Service Alert North 811	-872.98
08/31/20	28342	Verizon Wireless	-229.79
08/31/20	28343	Wright Bros. Welding & Sheet Metal, Inc.	-65.70
08/31/20	28344	Void	0.00
08/31/20	28345	Premier Access Insurance Co.	-3,450.23

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
09/01/20	28346	Razzolink.com	-76.95
09/02/20	28347	UWUA Local 820	-1,569.44
09/07/20	28348	Quick, Troy E.	-243.26
09/08/20	28349	Ace Hardware (Johnson Lumber Co.)	-136.12
09/08/20	28350	AT&T	-416.63
09/08/20	28351	Brenntag Pacific, Inc.	-51,195.97
09/08/20	28352	Central Ag Supply LLC	-712.93
09/08/20	28353	City of Hollister-Finance Dept	-361,595.70
09/08/20	28354	ERA Safety Solutions LLC	-573.56
09/08/20	28355	Extreme Air, Inc.	-812.12
09/08/20	28356	Filmtec Corporation	-985.08
09/08/20	28357	Hach Company	-2,909.68
09/08/20	28358	Iconix Waterworks (US) Inc.	-1,503.30
09/08/20	28359	J L Wingert Co.	-1,770.91
09/08/20	28360	Mission Uniform Service	-1,355.74
09/08/20	28361	O'Reilly Auto Parts	-23.96
09/08/20	28362	P G & E	-34,246.15
09/08/20	28363	Palace Business Solutions	-939.18
09/08/20	28364	Postmaster	-69.00
09/08/20	28365	Ryan Herco Flow Solutions	-574.14
09/08/20	28366	Toro Petroleum Corp.	-1,753.26
09/08/20	28367	U.S. Bank Corporate Payment Systems	-1,970.09
09/08/20	28368	Brenntag Pacific, Inc.	-6,216.80
09/08/20	28369	Void	0.00
09/08/20	28370	Recology San Benito County	-286.86
09/08/20	28371	AT&T	-201.95
			\$ <u><u>-2,028,661.19</u></u>

3. Associate Engineer Monthly Status Report.
4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, and d. Investment Summary.
5. W/WW Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

Upon a motion made by Director Johnson to approve the Consent Agenda as presented, seconded by Director Alcorn, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

J. NEW BUSINESS: No new business items presented.

K. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** No meeting held.

4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** General Manager/Secretary Lander reported that a meeting was held on August 26, 2020 to review and discuss the Employee Satisfaction Survey prepared by CSI HR Group. Mr. Lander stated that once the results are in he will present them to the Board.

On September 10, 2020 a meeting was held to discuss the Keenan & Associates (K&A) benefits proposal. General Manager/Secretary Lander reported that Keenan & Associates are seeking to improve employee benefits for less cost than the District is currently paying. The District is not charged for this service as K&A are the third party service provider.

6. **Water Resources Association of San Benito County (WRA):** No meeting held, next meeting is scheduled for October 1, 2020.

L. BOARD and STAFF REPORTS

1. **Directors:** Director Johnson expressed her appreciation to staff for the layout changes in their reports provided to the Board, as they are easier to follow and understand. Director Johnson also commented on Water/Wastewater Superintendent Rodriguez's instruction to maintenance staff on the proper well disinfection procedures.

Director Buzzetta commented on the stream of negative comments posted to a local social media platform regarding the District recently. Director Buzzetta also thanked Director Alcorn for his positive input on the post.

2. **District Counsel:** No report
3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 situation stating that the office remains closed and that staff and immediate family members have remained healthy. Masks and sanitizer is still being provided for office and maintenance staff.

The District continues to have the same 3 past due customers since April with a total of 300 customers late for the month of August. In total there are 434 late customers, but currently the District has seen an increase of customers trying to get caught up on their balance due. Director Alcorn asked if there is a projected dollar amount for fees that will be written off, and General Manager/Secretary Lander responded that at this point there is about \$47,000 of uncollected late fees. Mr. Lander stated that staff is working on a type of program to assist the customers with bringing their accounts current.

The State has given direction that water shut-offs will not be allowed until the emergency order is lifted.

General Manager/Secretary Lander reported that Todd Groundwater has circulated the draft of the Sustainability Plan for the Technical Advisory Committee, and is currently under review. One of the significant points being that the Hollister Groundwater appears to have been well managed since the 1970's, and is working well with no additional management recommended.

The Ground Water levels are rising which not only demonstrates good management, but also provides a buffer for the basin for future water needs. The District is no longer

dependent on ground water as a drinking source, as the District has wells as a secondary source.

General Manager/Secretary Lander reported to the Board that he is currently working on a color newsletter which will be produced, printed and distributed to our customers for a cost of approximately \$10,000. The topics he is planning to cover are: COVID 19 updates on water and wastewater safety; Board member update, governance priorities, and a reminder that the Board members are elected and we have an election coming up in November; reducing costs and waste; information on the new website, new billing platform, new water smart account accesses, new smart meter information; water conservation; water treatment plant operations; new employees; new equipment; and to have a graph comparing the cost of water to other utilities and expenses.

M. FUTURE AGENDA ITEMS: None.

N. ADJOURNMENT: President Parker adjourned the meeting at 5:48 p.m.

APPROVED BY THE BOARD:

James F. Parker, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary