

**MINUTES**  
**Special Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**February 27<sup>th</sup>, 2024**

**A. CALL TO ORDER:** The meeting was called to order at 4:30 p.m. by President Mauro, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

**ROLL CALL: Present in Person:** President Edward Mauro (EM), Vice President James Parker (JP), Director Dee Brown (DB), Director Jerry Buzzetta (JB), Director Michael 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 comments were received.

**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)**

*General Manager*

President Mauro retired to closed session at 4:31 p.m. and upon returning to the regular session, moved to take a brief recess at 5:10 p.m. The meeting was reconvened to open session at 5:16 p.m.

**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. February 16, 2024, Special Meeting – Employee & Personnel Committee Public Employee Performance Review (§ 54957) – Title: General Manager**

General discussion, action item brought to the full board in agenda Item I3.

**2. February 22, 2024, Special Meeting - Employee & Personnel Committee Public Employee Performance Review (§ 54957) – Title: General Manager**

General discussion, action item brought to the full board in agenda Item I3.

**3. February 27, 2024, Special Meeting – Conference with Legal Counsel – Pending Litigation (§ 54956.9):**

*County of San Benito vs. SSCWD, San Benito County Superior Court Case No. CU-20-00068-*  
Discussed settlement terms of the case and it is not considered closed.

**F. APPROVAL OF AGENDA:** Director Buzzetta requests that Item I2 be pulled from the agenda for further committee discussion. President Mauro requested a motion to approve the agenda. Director Brown motioned to approve the agenda with Director Buzzetta's request, seconded

by Director Alcorn, for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA), yes; (JP), yes; and (EM), 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.

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

**H. CONSENT AGENDA:**

1. Approval of Minutes of the Special Board Meeting of January 23<sup>rd</sup>, 2024.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of January 1, 2024 through January 31, 2024, totaling \$1,113,926.72 which includes \$395,437.74 for payments to vendors, \$276,607.41 for Payroll, \$440,492.28 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$1,389.29 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
01/03/2024	52056	Ace Hardware (Johnson Lumber Co.)	\$22.48
01/03/2024	52057	Advanced Chemical Transport Inc	\$4,215.75
01/03/2024	52058	AT&T	\$768.87
01/03/2024	52059	Brenntag Pacific, Inc.	\$18,622.35
01/03/2024	52060	Brigantino Irrigation	\$9.11
01/03/2024	52061	Calgon Carbon Corporation	\$71,697.79
01/03/2024	52062	Central Ag Supply LLC	\$778.97
01/03/2024	52063	Corbin Willits Systems, Inc. (MOM's)	\$150.00
01/03/2024	52064	De Lay & Laredo	\$11,495.50
01/03/2024	52065	Engineering News-Record (ENR)	\$149.99
01/03/2024	52066	exceedio	\$1,836.00
01/03/2024	52067	Green Valley Farm Supply, Inc	\$505.74
01/03/2024	52068	J & J Air Conditioning	\$2,970.00
01/03/2024	52069	Mc Gilloway, Ray, Brown & Kaufman	\$11,260.00
01/03/2024	52070	Mission Uniform Service	\$525.67
01/03/2024	52071	Plangrid, Inc.	\$990.00
01/03/2024	52072	Razzolink.com	\$76.95
01/03/2024	52073	State Water Resources Control Board-DWOCF	\$60.00
01/03/2024	52074	Sterling Administration Health	\$1,150.00
01/03/2024	52075	USA Blue Book	\$3,272.10
01/03/2024	52076	UWUA Local 820	\$1,177.08
01/03/2024	52077	Verizon Wireless	\$534.16
01/03/2024	52078	Wallace Group	\$3,398.75
01/03/2024	52079	STEVEN H BULGER	\$19.10
01/03/2024	52080	DAISY M VAZQUEZ & EDGAR ZUNIGA	\$229.57
01/03/2024	ACH2768	P G & E	\$24,493.82
01/04/2024	52081	Reading Truck	\$4,458.54
01/05/2024	ACH2769	Sterling Administration Health	\$100.00
01/05/2024	ACH2770	Principal	\$3,243.72
01/08/2024	ACH2771	iCloud	\$12,643.85
01/09/2024	52082	ACC Business	\$1,323.29
01/09/2024	52083	Ace Hardware (Johnson Lumber Co.)	\$289.07
01/09/2024	52084	Brenntag Pacific, Inc.	\$3,313.35

01/09/2024	52085	Carlton's Fire Extinguisher Sales & Serv	\$377.08
01/09/2024	52086	City of Hollister-Finance Dept	\$440,492.28
01/09/2024	52087	CM Analytical, Inc.	\$9,372.50
01/09/2024	52088	Hach Company	\$52.67
01/09/2024	52089	J M Electric	\$584.50
01/09/2024	52090	Manuel Chavez	\$151.54
01/09/2024	52091	Mission Uniform Service	\$492.21
01/09/2024	52092	Ryan Herco Flow Solutions	\$268.45
01/09/2024	52093	San Benito County Water District-Pumping	\$22,054.31
01/09/2024	52094	San Benito Engineering & Surveying Inc.	\$4,000.00
01/09/2024	52095	Simplot Grower Solutions	\$1,182.50
01/09/2024	52096	State Water Resources Control Brd-WWOPCP	\$170.00
01/09/2024	52097	Toro Petroleum Corp.	\$2,242.26
01/09/2024	52098	U.S. Bank Corporate Payment Systems	\$4,059.49
01/09/2024	52100	USA Blue Book	\$229.46
01/09/2024	52101	VEOLIA WTS Analytical Instruments, Inc.	\$1,114.98
01/09/2024	52102	Zoom Video Communications, Inc.	\$549.90
01/09/2024	52103	PROPERTIES 152 LLC,	\$7.67
01/09/2024	52104	JULIETTE RUBIO & LUIS RUIZ	\$56.86
01/12/2024	ACH2772	ADP	\$2,221.35
01/12/2024	ACH2773	Colonial Life	\$2,440.26
01/12/2024	JN00540	Net Pay	\$72,586.67
01/12/2024	JN00540	Total Tax	\$18,631.78
01/15/2024	52105	exceedio	\$9,597.45
01/17/2024	52106	Ace Hardware (Johnson Lumber Co.)	\$209.71
01/17/2024	52107	ACWA/JPIA	\$13,450.71
01/17/2024	52108	Auto Tech Service Center, Inc.	\$240.00
01/17/2024	52109	Bazilio Hernandez	\$32.73
01/17/2024	52110	Brenntag Pacific, Inc.	\$46,614.62
01/17/2024	52111	Buckles-Smith	\$1,301.44
01/17/2024	52112	Calcon System, Inc.	\$1,070.00
01/17/2024	52113	Central Ag Supply LLC	\$199.17
01/17/2024	52114	De Lay & Laredo	\$7,600.00
01/17/2024	52115	EBCO Pest Control	\$75.00
01/17/2024	52116	Frisch Engineering Inc.	\$1,295.00
01/17/2024	52117	Grainger, Inc.	\$99.53
01/17/2024	52118	Hach Company	\$1,414.35
01/17/2024	52119	LBF Enterprises	\$2,391.82
01/17/2024	52120	Meter, Valve & Control	\$1,132.57
01/17/2024	52121	Mission Uniform Service	\$948.67
01/17/2024	52122	O'Reilly Auto Parts	\$31.64
01/17/2024	52123	R&S Erection of Monterey Bay, Inc.	\$614.00
01/17/2024	52124	Recology San Benito County	\$342.91
01/17/2024	52125	San Benito County-Environ. Health Div.	\$8,110.00
01/17/2024	52126	San Benito Tire Pros & Automotive	\$164.46
01/17/2024	52127	SBC Business Council, Inc.	\$1,250.00
01/17/2024	52128	Toro Petroleum Corp.	\$563.41
01/17/2024	52129	Trans Union LLC	\$206.69
01/17/2024	52130	USA Blue Book	\$672.02
01/17/2024	ACH2774	Sterling Administration Health	\$13.40

01/17/2024	ACH2775	CalPERS - Retirement	\$23.08
01/17/2024	ACH2776	CalPERS - Retirement	\$8,001.38
01/17/2024	ACH2777	CalPERS - Retirement	\$8,793.48
01/17/2024	ACH2778	Nationwide Retirements Solutions	\$8,919.77
01/18/2024	52131	LEO ST JOHN	\$88.72
01/18/2024	52132	NICHOLE & GREGORY NEWTON	\$44.86
01/18/2024	52133	ORLANDO GARZA	\$167.33
01/18/2024	52134	JENNIFER HOSKINS	\$6.78
01/22/2024	ACH2779	Sterling Administration Health	\$32.54
01/23/2024	52135	A-1 Services	\$403.00
01/23/2024	52136	Ace Hardware (Johnson Lumber Co.)	\$91.89
01/23/2024	52138	Assoc. of Calif. Water Agencies (ACWA)	\$21,670.00
01/23/2024	52139	Auto Tech Service Center, Inc.	\$120.00
01/23/2024	52140	Brenntag Pacific, Inc.	\$19,727.24
01/23/2024	52141	Brigantino Irrigation	\$59.63
01/23/2024	52142	Corbin Willits Systems, Inc. (MOM's)	\$150.00
01/23/2024	52143	Edges Electrical Group, LLC	\$219.79
01/23/2024	52144	Enterprise Electrical Services	\$947.18
01/23/2024	52145	exceedio	\$4,085.54
01/23/2024	52146	Ferguson Enterprises, Inc.	\$104.66
01/23/2024	52147	Iconix Waterworks (US) Inc.	\$817.63
01/23/2024	52148	Mission Uniform Service	\$478.58
01/23/2024	52149	O'Reilly Auto Parts	\$47.98
01/23/2024	52150	San Benito Tire Pros & Automotive	\$25.00
01/23/2024	52151	Star Concrete	\$334.85
01/23/2024	52152	State Water Resources Control Brd-WWOPCP	\$110.00
01/23/2024	52153	Toro Petroleum Corp.	\$1,970.93
01/23/2024	52154	Transene Company Inc (Shape Products)	\$157.57
01/23/2024	52155	Unified Truck Services	\$600.00
01/23/2024	52156	OLGA TORRES	\$125.00
01/23/2024	52157	TRINCHERO CONSTRUCTION CO INC,	\$643.40
01/25/2024	ACH2780	CalPERS - Retirement	\$23.08
01/25/2024	ACH2781	CalPERS - Retirement	\$7,860.88
01/25/2024	ACH2782	CalPERS - Retirement	\$8,782.29
01/25/2024	ACH2783	CalPERS - Health Insurance	\$29,115.91
01/25/2024	JN00541	Net Pay	\$67,835.59
01/25/2024	JN00541	Total Tax	\$17,684.64
01/26/2024	ACH2784	Sterling Administration Health	\$7.08
01/26/2024	ACH2785	Sterling Administration Health	\$39.38
01/26/2024	ACH2786	Nationwide Retirements Solutions	\$8,919.77
01/29/2024	52158	Ace Hardware (Johnson Lumber Co.)	\$809.52
01/29/2024	52159	Brenntag Pacific, Inc.	\$10,014.06
01/29/2024	52160	Brigantino Irrigation	\$33.70
01/29/2024	52161	DKF Solutions Group, LLC	\$1,875.00
01/29/2024	52162	Extreme Air, Inc.	\$360.00
01/29/2024	52163	Filmtec Corporation	\$3,684.11
01/29/2024	52164	Grainger, Inc.	\$299.74
01/29/2024	52165	Hollister True Value	\$41.49
01/29/2024	52166	Manuel Chavez	\$68.91
01/29/2024	52167	San Benito Tire Pros & Automotive	\$669.06

01/29/2024	52168	State Water Resources Control Board-DWOCF	\$90.00
01/29/2024	52169	USA Blue Book	\$1,633.55
01/29/2024	52170	Verizon Wireless	\$459.33
01/29/2024	52171	Wallace Group	\$5,788.23
01/29/2024	ACH2787	Sterling Administration Health	\$102.00

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**-\$1,113,926.72**

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3. Receive Associate Engineer Monthly Status Report. (January Report Not Available)

Director Buzzetta requests items H 4-6 be taken from the consent agenda and be brought to New Business for discussion. President Mauro asked for public comment and upon receiving none, President Mauro requested a motion to approve the consent agenda. Upon a motion made by Director Parker to approve the Consent Agenda with Director Buzzetta's requests, seconded by Director Brown, for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA), yes; (JP), yes; and (EM) yes; the motion carried 5-0.

#### I. NEW BUSINESS:

1. **Authorize The General Manager To Contract For Professional Services Extending Audit Services With McGilloway-Ray-Brown-Kaufman Accountants And Consultants (MRBK) For One Year Not To Exceed \$27,000. (Not A Project Under CEQA Per Article 20, Section 15378)**

Finance and HR Manager Barry Kelly spoke on the item, informing the board that the district has used the same auditors the last three years. Due to auditing requirements our current auditor, Patricia Kaufman, will have to switch out after this year, so it's favorable to the district to extend the current contract for her remaining year.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Parker made a motion to authorize the General Manager to contract for professional services extending audit services with McGilloway-Ray-Brown-Kaufman Accountants and Consultants (MRBK) for one year not to exceed \$27,000. This motion was seconded by Director Buzzetta for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

2. **General Manager's Contract Item #3.2 Performance Reviews, Incentive Pay in the amount of \$8200.**

General Manager Lander informed the board that the Employee and Personnel Committee met on this item twice in February to discuss this item and came to this recommendation based off Section 3.2 of the General Manager's contract that allows the board to authorize an incentive pay upon completion of a favorable annual review. Director Buzzetta suggests that in future reviews the General Manager include goals of the district for the year. In response General Manager Lander suggests a special strategic planning meeting that includes a tour of some of the projects the district is working on.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Alcorn made a motion

to authorize the General Manager's contract item #3.2 Performance Reviews, Incentive Pay in the amount of \$8200. This motion was seconded by Director Parker for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

**3. Authorize The General Manager To Continue To Participate With Shared Contractual GIS Services Through San Benito County For A Cost Not To Exceed \$21,082. (Not A Project Under CEQA Per Article 20, Section 15378)**

General Manager Lander spoke on this item, informing the board that the district has taken part of this shared contractual GIS services for the last 8 years and it has been vital in maintaining our maps. Typically this is an expense that is within the General Manager's signing authority, but due to San Benito County Water District deciding not to participate and budgeting for additional labor hours this has more than doubled the typical yearly cost. General Manager Lander expresses the need for this item though, especially with the current absence of an Associate Engineer. Director Buzzetta questioned whether the participating agencies would receive a credit if San Benito County did decide to participate this year, to which General Manager Lander confirmed they should in that event.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to approve the item. Director Alcorn made a motion to authorize the General Manager to continue to participate with shared contractual GIS services through San Benito County for a cost not to exceed \$21,082. This motion was seconded by Director Brown for which President Mauro then took a roll call vote as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

**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.**

Director Buzzetta requested this item be pulled from the consent agenda for discussion, he began the discussion referring to page 14, the Finance and Human Resources Manager's Operations summary. Director Buzzetta brought attention to our overdue O&M receivables, stating his concern that the district is having to carry such large overdue balances. General Manager Lander commented that there was a lot of back and forth that was delaying the payment, but after various meetings with San Benito Foods and San Benito County we should hopefully stop seeing that delay in payment. Mr. Lander also discussed the possibility of instilling a net 30 with a 2% late fee to overdue accounts to ensure that these payments are being made in a timely manner.

Director Buzzetta continued his discussion referring to page 15, Statement of Income vs Budget, and page 17, Operating Income by Segment, to emphasize the financial impact running both water treatment plants at full capacity is having. Directors had back and forth discussion on blend percentages and how we can provide the best quality water at the best possible cost to our customers.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to receive and accept the item. Director Brown made a motion to receive and accept the Finance Manager Monthly Status Reports, seconded by Director Buzzetta. President Mauro then took a roll call as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

**5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.**

Director Buzzetta also requested to pull this item out of the consent agenda to bring to new business for discussion, questioning Water/Wastewater Superintendent Jose Rodriguez about a couple of his reports pertaining to GAC exchange and work orders. Mr. Rodriguez explained how often the GAC exchanges have to occur, anywhere from 8-9 a year, and explains the jump in the amount of work orders pertains to all the new housing developments.

Director Buzzetta then questions where the district is at with their water loss investigations, to which General Manager Lander informs him that it does seem like we'll need to replace some flow meters that are out of calibration. In addition to the flow meters, the district has also purchased district zip ties to install to any water sources available to developers. If a broken zip tie is found the developers will be charged \$1,000 per occurrence.

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to receive and accept the item. Director Parker made a motion to receive and accept the Superintendent Monthly Status Reports, seconded by Director Alcorn. President Mauro then took a roll call as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

**6. Receive General Manager Monthly Status Report**

This item was discussed in item I5 and required no further discussion

President Mauro then asked for any public comment. Upon receiving no public comment, President Mauro requested a motion to receive and accept the item. Director Alcorn made a motion to receive and accept the General Manager Monthly Status Report, seconded by Director Parker. President Mauro then took a roll call as follows: (DB), yes; (JB), yes; (MA) yes; (JP) yes; and (EM), yes; the motion carried 5-0.

**J. BOARD COMMITTEE and STATUS REPORTS**

1. **Governance Committee:** (No meeting)
2. **Water/Wastewater Committee:** (Meeting held Feb. 16, No action taken.)
3. **Finance Committee:** (Meeting held Feb. 16, No action taken.)
4. **Policy and Procedure Committee:** (No meeting)
5. **Personnel Committee:** (Meeting held Feb 16, No action taken.) (Meeting held Feb 22, Recommendation presented for Board Consideration.)
6. **Water Resources Association of San Benito County (WRA):** (Meeting held Feb. 8, Annual Business Meeting)

**K. BOARD and STAFF REPORTS**

1. **Directors:** Directors Brown, Buzzetta, Alcorn and Mauro all reported attending the Sexual Harassment Prevention training that took place February 14<sup>th</sup> at 9:30 AM and Ethics & Brown Act training on February 21<sup>st</sup> at 9:30 AM. Directors Buzzetta, Alcorn and Mauro also reported attending the 2023 ACWA Fall Conference in November 2023 in Indian Wells, CA.
2. **District Counsel:** No Report.

3. **General Manager:** GM Lander reported that the district recently was awarded Small Collection System of the Year at the CWEA Monterey Bay Section 70<sup>th</sup> Annual Awards Banquet, which qualifies the district to compete for this award at the state level. Mr. Lander additionally reported that the district is still seeking an engineer and plans to repost the job openings in the coming weeks to fill the role.

L. **FUTURE AGENDA ITEMS:** Rate Model Review and Acceptance, Resolution to move the Regular Meeting date to the 4<sup>th</sup> Tuesday of the Month, Willow Landing Development Agreement, Fairview Corners Development Agreement, Gavilan College Development Agreement, Resolution to make the Governance Committee a Standalone Committee, District Tour and Strategic Planning Meeting

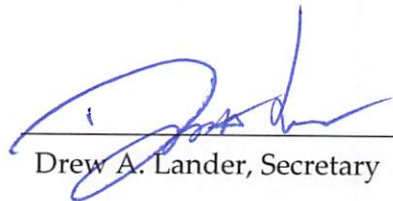
M. **ADJOURNMENT:** President Mauro adjourned the meeting at 6:44 p.m.

APPROVED BY THE BOARD:



Edward J. Mauro, President

RESPECTFULLY SUBMITTED:



Drew A. Lander, Secretary