

MINUTES
Special Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
December 13th, 2022

A. CALL TO ORDER: The meeting was called to order at 5:16 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. PLEDGE OF ALLEGIANCE: Attorney Michael Laredo led those in attendance in the Pledge of Allegiance.

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

D. 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.

E. CONSENT AGENDA:

1. Approval of Minutes of the Regular Board Meeting of November 15th, 2022.

2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of November 1, 2022 through November 30, 2022, totaling \$1,657,616.84 which includes \$447,046.68 for payments to vendors, \$275,382.84 for Payroll, \$374,929.02 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>
11/01/2022	ACH 2406	BASIC Benefits LLC	\$220.00
11/03/2022	50685	A Tool Shed	\$968.80
11/03/2022	50686	Ace Hardware (Johnson Lumber Co.)	\$249.06
11/03/2022	50687	AT&T	\$1,000.00
11/03/2022	50688	Carlton's Fire Extinguisher Sales & Serv	\$347.72
11/03/2022	50689	Central Ag Supply LLC	\$857.60
11/03/2022	50690	Edges Electrical Group, LLC	\$239.99
11/03/2022	50691	Grainger, Inc.	\$403.33
11/03/2022	50692	Mc Kinnon Lumber Co., Inc.	\$31.38
11/03/2022	50693	Meter, Valve & Control	\$3,012.81
11/03/2022	50694	Mission Uniform Service	\$332.73
11/03/2022	50695	MNS Engineers, Inc.	\$6,543.81

11/03/2022	50696	O'Reilly Auto Parts	\$19.63
11/03/2022	50697	San Benito County Water District	\$212,688.18
11/03/2022	50698	San Benito County Water District-Pumping	\$21,509.30
11/03/2022	50699	San Benito Tire Pros & Automotive	\$25.00
11/03/2022	50700	Tyler Technologies, Inc.	\$1,450.00
11/03/2022	50701	USA Blue Book	\$4,222.99
11/04/2022	ACH 2407	BASIC Benefits LLC	\$100.11
11/04/2022	JN00287	Net Pay	\$74,913.75
11/04/2022	JN00287	Total Tax	\$21,794.51
11/07/2022	ACH 2408	BASIC Benefits LLC	\$207.00
11/07/2022	ACH 2409	BASIC Benefits LLC	\$230.00
11/07/2022	ACH 2410	Principal	\$3,439.41
11/08/2022	50702	AT&T	\$946.00
11/08/2022	50703	AT&T	\$741.86
11/08/2022	50704	Backflow Apparatus & Valve Co. (BAVCO)	\$509.54
11/08/2022	50705	Brenntag Pacific, Inc.	\$78,964.50
11/08/2022	50706	Central Ag Supply LLC	\$155.86
11/08/2022	50707	City of Hollister-Finance Dept	\$374,929.02
11/08/2022	50708	Employee Relations, Inc.	\$13.15
11/08/2022	50709	Hach Company	\$1,090.73
11/08/2022	50710	Iconix Waterworks (US) Inc.	\$896.65
11/08/2022	50711	Meter, Valve & Control	\$23,844.78
11/08/2022	50712	Rain for Rent	\$2,419.26
11/08/2022	50713	Recology San Benito County	\$326.68
11/08/2022	50714	Staples Advantage	\$351.36
11/08/2022	50715	Toro Petroleum Corp.	\$3,274.96
11/08/2022	50716	Troy Quick	\$240.06
11/08/2022	50717	U.S. Bank Corporate Payment Systems	\$4,852.32
11/08/2022	50719	USA Blue Book	\$912.20
11/08/2022	50720	Watersmart Software, Inc.	\$6,000.00
11/08/2022	ACH 2411	Colonial Life	\$4,278.22
11/08/2022	ACH 2412	iCloud	\$10,172.55
11/09/2022	ACH 2413	CalPERS - Retirement	\$23.08
11/09/2022	ACH 2414	CalPERS - Retirement	\$240.17
11/09/2022	ACH 2415	CalPERS - Retirement	\$3,997.58
11/09/2022	ACH 2416	CalPERS - Retirement	\$7,022.50
11/09/2022	ACH 2417	CalPERS - Retirement	\$7,063.12
11/10/2022	ACH 2418	BASIC Benefits LLC	\$170.71
11/10/2022	ACH 2419	Nationwide Retirements Solutions	\$8,691.75
11/14/2022	ACH 2420	BASIC Benefits LLC	\$218.95
11/14/2022	ACH 2421	ADP	\$2,141.26
11/15/2022	ACH 2422	BASIC Benefits LLC	\$35.00
11/15/2022	ACH 2423	P G & E	\$80,586.40
11/17/2022	50724	Ace Hardware (Johnson Lumber Co.)	\$401.66
11/17/2022	50725	Brenntag Pacific, Inc.	\$50,770.00
11/17/2022	50726	Bryan Mailey Electric, Inc	\$4,925.02
11/17/2022	50727	De Lay & Laredo	\$2,777.00
11/17/2022	50728	Don Chapin Co. Inc., The	\$140.00
11/17/2022	50729	EBCO Pest Control	\$69.00
11/17/2022	50730	Edges Electrical Group, LLC	\$23.57
11/17/2022	50731	exceedio	\$7,874.99
11/17/2022	50732	Green Line	\$19,656.00
11/17/2022	50733	J M Electric	\$1,482.00
11/17/2022	50734	John Smith Road Landfill	\$33.00
11/17/2022	50735	Mark Nicholson, Inc.	\$2,877.57

11/17/2022	50736	Mid Valley Supply	\$227.07
11/17/2022	50737	Mission Uniform Service	\$703.64
11/17/2022	50738	Monterey Signs, Inc.	\$628.19
11/17/2022	50739	San Benito County Water District	\$326,060.82
11/17/2022	50741	Shape, Inc.	\$1,908.86
11/17/2022	50742	Star Concrete	\$2,455.72
11/17/2022	50743	Trans Union LLC	\$219.10
11/17/2022	50744	True Value Hardware	\$46.58
11/17/2022	50745	Wallace Group	\$436.75
11/17/2022	50746	Wright Bros. Welding & Sheet Metal, Inc.	\$17.56
11/17/2022	JN00288	Net Pay	\$72,886.65
11/17/2022	JN00288	Total Tax	\$21,500.96
11/21/2022	50747	Platt Electric Supply	\$8,419.08
11/21/2022	ACH 2424	CalPERS - Retirement	\$23.08
11/21/2022	ACH 2425	BASIC Benefits LLC	\$83.00
11/21/2022	ACH 2426	CalPERS - Retirement	\$7,612.58
11/21/2022	ACH 2427	CalPERS - Retirement	\$6,963.70
11/21/2022	ACH 2428	Nationwide Retirements Solutions	\$8,928.02
11/21/2022	ACH 2429	CalPERS - Health Insurance	\$22,578.50
11/22/2022	ACH 2430	BASIC Benefits LLC	\$194.38
11/23/2022	50748	A-1 Services	\$403.00
11/23/2022	50749	Award Homes, Inc.	\$27,979.04
11/23/2022	50750	Bartel Associates, LLC	\$3,075.00
11/23/2022	50751	Bracco's Towing	\$731.25
11/23/2022	50752	Brenntag Pacific, Inc.	\$23,681.90
11/23/2022	50753	Central Ag Supply LLC	\$957.37
11/23/2022	50754	CM Analytical, Inc.	\$20,742.50
11/23/2022	50755	Denise Duffy & Associates, Inc.	\$2,606.00
11/23/2022	50756	exceedio	\$3,194.51
11/23/2022	50757	Iconix Waterworks (US) Inc.	\$5,961.92
11/23/2022	50758	Konica Minolta Premier Finance	\$416.76
11/23/2022	50759	LDJ Manufacturing, Inc.	\$124.16
11/23/2022	50760	Luis M. Vasquez-Herrera	\$196.64
11/23/2022	50761	Mid Valley Supply	\$83.27
11/23/2022	50762	Mission Uniform Service	\$370.91
11/23/2022	50763	Simplot Grower Solutions	\$1,824.68
11/23/2022	50764	Toro Petroleum Corp.	\$3,450.63
11/23/2022	50766	Tyler Technologies, Inc.	\$6,394.05
11/23/2022	50767	USA Blue Book	\$2,501.75
11/23/2022	50768	Wright Bros. Indust. Supply	\$35.27
11/29/2022	ACH 2431	BASIC Benefits LLC	\$44.85

-\$1,657,616.84

3. Receive Associate Engineer Monthly Status Report.
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.

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 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; (DB), yes; (EM) yes; and (JB) yes; the motion carried 5-0.

F. NEW BUSINESS:

- 1. Conduct a Swearing-In Ceremony for Newly Elected Board Members Mike Alcorn, Dorothy (Dee) Brown, and Edward Mauro, to Fulfill Terms of Service from December 2022 to November 2026. (Not a project under CEQA per Article 20, Section 15378)**

All three board members ran unopposed in the General Election on November 8th, 2022, and shall be reelected as board members for another term. General Manager and Board Secretary Lander conducted the Swearing-in Ceremony for all three directors who were then reelected to the office of Board Member for a four-year term.

No further action was required.

- 2. SBCWD Take Appropriate Action to Elect a President and Vice-President of the Board of Directors, and Preseident to Assign Director Duties to Standing District Committees for 2023. (Not a project under CEQA per Article 20, Section 15378)**

General Manager/Secretary Lander restated the annual Board procedure to take nominations to elect one of the five Board of Directors to serve as the President of the Board and a second Director to serve as the Vice President of the Board for a one year term. The newly elected President of the Board then assigns Directors to serve on the four standing committees, the Water Resources Agency, the Association of California Water Agency Joint Powers Insurance Authority, and to perform check signing responsibilities on behalf of the District. Director Jerry Buzzetta served as President and Director Dee Brown has served as Vice President for 2022.

Director Parker nominated Director Brown as President, and Director Brown accepted the nomination. No other nominations were put forward. The motion was seconded by Director Buzzetta who then took a roll call vote as follows: (MA), yes; (JP), yes; (EM) yes; (JB) yes; and (DB) yes; the motion carried 5-0.

President Brown assumed the role as President by switching seats with former President Buzzetta to lead the meeting and proceeded with conducting the remainder of the meeting.

Director Alcorn nominated Director Mauro for Vice-President; Director Mauro accepted the nomination. No other nominations were put forward. The motion was seconded by Director Parker and President Brown then took a roll call vote as follows: (MA), yes; (JP), yes; (JB) yes; (EM) yes; and (DB) yes; the motion carried 5-0.

President Brown asked for input from the Board Members as to which committees they would like to participate on and then assigned Directors to the following:

- Finance Committee – Mike Alcorn & Ed Mauro (Alternate – Jerry Buzzetta)
- Water/Wastewater Committee – Jerry Buzzetta & Jim Parker (Alternate – Ed Mauro)
- Employee & Personnel Committee – Ed Mauro & Dee Brown (Alternate –Mike Alcorn)

- Policy and Procedures Committee – Jim Parker & Jerry Buzzetta (Alternate – Dee Brown)
 - Water Resources Agency – Mike Alcorn (Alternate – Jim Parker)
 - ACWA/JPIA Board Representative – Dee Brown (Alternate – Mike Alcorn)
 - District Check Signing Responsibility for 2023 –
 - First quarter – Jim Parker;
 - Second quarter – Mike Alcorn;
 - Third quarter – Ed Mauro
 - Fourth quarter – Jerry Buzzetta
3. **Board Will Review The 2023 Calendar And Modify The Meeting Schedule For The Coming Year As Needed Beginning With Regularly Schedule Board Meetings To Be Scheduled On The 3rd Tuesday Of The Month. Board Will Approve By Motion All Changes To The Calendar. (Not A Project Under CEQA Per Article 20, Section 15378)**

General Manager Lander brought this item to the board to review the regular board meeting dates for 2023 so that the District may publish them to the public. Director Buzzetta suggested moving the November meeting and December meeting up a week instead, to which the board agreed would be favorable.

President Brown then asked for any public comment. Upon receiving no public comment, Director Mauro made a motion to Approve the 2023 Board Meeting Calendar with the changes suggested by Director Buzzetta; November meeting moved to November 14th and December's meeting moved to December 12th, 2023. This motion was seconded by Director Parker for which President Brown then took a roll call vote as follows: (EM), yes; (JB), yes; (JP) yes; (MA) yes; and (DB) yes; the motion carried 5-0.

4. **Authorize The Board President To Sign A Resolution Of Recognition Honoring Anabel Zavala For 21 Years Of Employment With The Sunnyslope County Water District And Wishing Her Well In Retirement. (Not A Project Under CEQA Per Article 20, Section 15378)**

This item was brought to the board to recognize the almost 22 years of service Anabel Zavala had put into the district. Although she was not in attendance General Manager Lander read the resolution to the board and wished Anabel her best in her recent retirement. Lander also praised Anabel for her excellent work through the years, especially her ability in serving the District's Spanish speaking customers. All the directors also wished Anabel well in her retirement.

President Brown then asked for any public comment. Upon receiving no public comment, Director Parker made a motion to Authorize the Board President To Sign A Resolution Of Recognition Honoring Anabel Zavala For 21 Years Of Employment With The Sunnyslope County Water District And Wishing Her Well In Retirement. This motion was seconded by Director Buzzetta for which President Brown then took roll call vote as follows: (MA) yes; (JP) yes; (EM) yes; (JB) yes; and (DB) yes; the motion carried 5-0.

5. **Receive Audit Report/Presentation By Patricia Kaufman, CPA/Partner, With McGilloway, Ray, Brown & Kaufman On June 30, 2022 Audit. (Not A Project Under CEQA Per Article 20, Section 15378)**

General Manager Lander introduced Matt Pressey, Audit Manager with McGilloway, Ray, Brown & Kaufman, to give the board a report/presentation regarding the District's June 30, 2022 audit and the resulting audited financial statements and Governance letter.

Mr. Pressey shared a prepared power point presentation and noted that no irregularities were identified in the audit process.

Mr. Pressey summarized his presentation stating that there were no difficulties encountered in performing the audit; there were no disagreements with Management; there were no Management consultations with other independent accountants; and the timing of the audit went according to schedule and encountered no delays.

Directors were provided an opportunity to ask questions and President Brown then asked for any public comment. Receiving none, President Brown proceeded with the agenda. No motion or vote required.

6. **Approve And Authorize The General Manger To Execute A Contract Amendment For Professional Services With Raftelis Financial Consultants For The Development Of Water And Sewer Rates As Needed To Include The Best Road Mutual Water Company Into The District For An Amount Not To Exceed \$8,000. (Not A Project Under CEQA Per Article 20, Section 15378).**

General Manager Lander spoke on this item stating that Best Road Mutual has received a grant for connection after utilizing the Wallace Group's services to submit for grants. Now that Best Road has received this grant to be able to connect to Sunnyslope, Mr. Lander is proposing the District amend a current contract with Raftelis to include calculating rates for Best Road Mutual. When the item was open for question and comment Director Alcorn inquired whether the grant had a time restriction. To which General Manager Lander confirmed it is a 2-year grant.

President Brown then asked for any public comment. Upon receiving no public comment, Director Alcorn made a motion to Approve and Authorize The General Manger To Execute A Contract Amendment as written. (Not A Project Under CEQA Per Article 20, Section 15378). This motion was seconded by Director Buzzetta for which President Brown then took roll call vote as follows: (EM) yes; (JB) yes; (JP) yes; (MA) yes; and (DB) yes; the motion carried 5-0.

G. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** (No meeting)
2. **Water/Wastewater Committee:** (No meeting)
3. **Finance Committee:** (Meeting Held December 7th) The FY 21-22 Audit was discussed as already covered in item F5.
4. **Policy and Procedure Committee:** (No meeting)
5. **Personnel Committee:** (No meeting)
6. **Water Resources Association of San Benito County (WRA):** (Meeting Held December 1st) Director Parker reported on this meeting, informing the board that the Turf removal program was coming along well; 120,000 sq. ft. of turf has been removed thus far.

H. BOARD and STAFF REPORTS

1. **Directors:** Director Michael Alcorn attended the 2022 Fall ACWA Conference in Indian Wells, CA November 29th-December 1st, 2022. Director Alcorn gave a report on the conference and all the topics that were discussed. These topics included how to increase

rates without pushback, modification of water rights, storing ground water and climate change.

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

3. **General Manager:** General Manager/Secretary Lander gave an update on the Mark's drive Sewer project, reporting that it's nearly complete. He also reported on the accident that happened at West Hills last month, stating that things are looking better and it's possible West Hills can be running in 6 months. Mr. Lander also reported that the office is still doing well battling Covid, maintaining no office transmission.

I. **FUTURE AGENDA ITEMS:** Urban Area Water Management Plan Amendment Ratification and Budget Update with Investment Report.

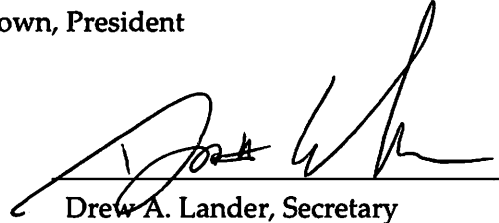
J. **ADJOURNMENT:** President Brown adjourned the meeting at 6:52 p.m.

APPROVED BY THE BOARD:



Dorothy J. L. Brown, President

RESPECTFULLY SUBMITTED:



Drew A. Lander, Secretary