

**MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
APRIL 18, 2017**

- A. CALL TO ORDER:** The meeting was called to order at 5:15 p.m. by President Johnson, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. ROLL CALL: Present:** President Judi Johnson; Directors; Mike Alcorn, Robert J. Rodriguez II, and Ann Ross (Director Honor Spencer was absent).
- C. PLEDGE OF ALLEGIANCE:** Finance and Human Resource Manager, Cathy Buck, led Directors, staff, and public in the Pledge of Allegiance.
- D. APPROVAL OF AGENDA:** Upon motion made by Director Rodriguez, seconded by Director Ross, and carried 4-0 (Director Spencer absent), the agenda was approved as presented.
- E. 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. There were no comments.

Staff present for Open Session: General Manager/Secretary Don Ridenhour, Attorney Heidi Quinn, Executive Assistant/Stenographer Carol Porteur, Finance and Human Resource Manager Cathy Buck, Water/Wastewater Superintendent Jim Filice, and Assistant Engineer Rob Hillebrecht.

F. CONSENT AGENDA:

1. Approval of Minutes – for the Regular Meeting of February 21, 2017 and Special Board Meeting of March 14, 2017.
2. Allowance of Claims– to ratify disbursements for the period from February 14, 2017 through April 10, 2017, totaling \$1,792,944.98 which includes \$1,092,142.93 for payments to vendors and employees, \$695,447.49 paid to the City of Hollister for amounts collected from their customer’s for City sewer billings net of our fees, and \$5,354.56 for customer refunds and deductions for customer checks returned for insufficient funds. The last check written as of April 10, 2017 was check #22987.

The list of disbursements is as follows:

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
02/15/17	ACH 0916	RETURNED ACH (Ret. ACH 02-01 thru 02-02)	-169.96
02/15/17	ACH 0917	EFTPS	-76.50
02/16/17	ACH 0918	RETURNED ACH (Ret. ACH 02-03 thru 02-05)	-633.97
02/21/17	ACH 0919	RETURNED ACH (Ret. ACH 02-06 thru 02-10)	-808.73
02/16/17	ACH 0920	RETURNED CHECK (Ret. Ck 02-02)	-109.63
02/28/17	ACH 0921	EFTPS	-24,872.50
02/28/17	ACH 0922	Employment Dev. Dept. (EDD) DE88 Pmts.	-9,314.08
03/03/17	ACH 0923	Merchant Services	-821.26
03/03/17	ACH 0924	Merchant Services	-921.95
03/07/17	ACH 0925	State Board of Equalization-Use Tax	-102.00
03/15/17	ACH 0926	EFTPS	-138.70
03/16/17	ACH 0927	RETURNED ACH (Ret. ACH 03-01 thru 03-02)	-270.33
03/17/17	ACH 0928	RETURNED ACH (Ret. ACH 03-03 thru 03-04)	-274.93
03/20/17	ACH 0929	Intuit, Inc.	-384.94

Date	Number	Name	Amount
03/21/17	ACH 0930	RETURNED CHECK (Ret. Ck 03-01)	-95.05
03/31/17	ACH 0931	EFTPS	-24,340.06
03/31/17	ACH 0932	Employment Dev. Dept. (EDD) DE88 Pmts.	-8,981.74
04/03/17	ACH 0933	Merchant Services	-867.80
04/03/17	ACH 0934	Merchant Services	-895.56
04/06/17	ACH 0935	RETURNED CHECK (Ret. Ck 04-01)	-186.76
02/15/17	DD 1857	Alcorn, Michael H.	-92.35
02/15/17	DD 1858	Johnson, Judi H.	-92.35
02/15/17	DD 1859	Rodriguez, II, Robert J.	-92.35
02/15/17	DD 1860	Spencer, Honor A.	-184.70
02/28/17	DD 1861	Alvarez, Abel	-4,735.99
02/28/17	DD 1862	Boltz, William K	-5,326.35
02/28/17	DD 1863	Brill, Kelly L.	-4,476.33
02/28/17	DD 1864	Buck, Cathy L.	-6,536.33
02/28/17	DD 1865	Castro, Kevin G.	-4,850.08
02/28/17	DD 1866	Chavez, Jr., Manuel T.	-7,104.43
02/28/17	DD 1867	Eclarin, Ernesto P.	-6,287.34
02/28/17	DD 1868	Filice, James L.	-7,010.51
02/28/17	DD 1869	Hagins, Patrick M.	-4,534.86
02/28/17	DD 1870	Hillebrecht, Robert B.	-3,829.46
02/28/17	DD 1871	Jackson, Patrick W.	-5,502.54
02/28/17	DD 1872	Malko, Kim A.	-3,190.51
02/28/17	DD 1873	Norman, III, Walter R.	-5,574.53
02/28/17	DD 1874	Padilla, David	-4,965.54
02/28/17	DD 1875	Porteur, Carol A.	-4,191.64
02/28/17	DD 1876	Quick, Troy E.	-5,090.23
02/28/17	DD 1877	Ridenhour, Donald G.	-10,152.71
02/28/17	DD 1878	Sanchez, Ricardo A.	-4,561.43
02/28/17	DD 1879	Watson, Scott A.	-6,086.59
02/28/17	DD 1880	Zavala, Anabel G.	-4,409.07
03/15/17	DD 1881	Alcorn, Michael H.	-92.35
03/15/17	DD 1882	Johnson, Judi H.	-183.70
03/15/17	DD 1883	Rodriguez, II, Robert J.	-184.70
03/15/17	DD 1884	Spencer, Honor A.	-277.05
03/31/17	DD 1885	Alvarez, Abel	-5,559.16
03/31/17	DD 1886	Boltz, William K	-5,176.02
03/31/17	DD 1887	Brill, Kelly L.	-4,445.70
03/31/17	DD 1888	Buck, Cathy L.	-6,536.33
03/31/17	DD 1889	Castro, Kevin G.	-4,625.20
03/31/17	DD 1890	Chavez, Jr., Manuel T.	-6,869.68
03/31/17	DD 1891	Eclarin, Ernesto P.	-6,120.19
03/31/17	DD 1892	Filice, James L.	-7,010.51
03/31/17	DD 1893	Hagins, Patrick M.	-5,068.38
03/31/17	DD 1894	Hillebrecht, Robert B.	-3,829.48
03/31/17	DD 1895	Jackson, Patrick W.	-5,502.54
03/31/17	DD 1896	Malko, Kim A.	-3,190.51
03/31/17	DD 1897	Norman, III, Walter R.	-4,487.31
03/31/17	DD 1898	Padilla, David	-4,965.56
03/31/17	DD 1899	Porteur, Carol A.	-4,191.63
03/31/17	DD 1900	Quick, Troy E.	-5,261.51
03/31/17	DD 1901	Ridenhour, Donald G.	-10,152.70
03/31/17	DD 1902	Sanchez, Ricardo A.	-42.82
03/31/17	DD 1903	Watson, Scott A.	-6,513.97
03/31/17	DD 1904	Zavala, Anabel G.	-4,426.39
02/21/17	22794	A-1 Services	-403.00
02/21/17	22795	AutomationDirect.com	-618.00
02/21/17	22796	Bracewell Engineering, Inc.	-126.00
02/21/17	22797	Calgon Carbon Corporation	-41,257.88
02/21/17	22798	Calif. Clean Energy LLC	-2,575.55
02/21/17	22799	City of Hollister-Finance Dept	-349,377.29

Date	Number	Name	Amount
02/21/17	22800	CM Analytical, Inc.	-2,191.25
02/21/17	22801	De Lay & Laredo	-2,100.00
02/21/17	22802	EBCO Pest Control	-55.00
02/21/17	22803	Hach Company	-424.55
02/21/17	22804	Hollister Safe & Lock Inc.	-80.11
02/21/17	22805	John Smith Road Landfill	-12.00
02/21/17	22806	Performance Agriculture	-1,098.25
02/21/17	22807	San Benito County-Environ. Health Div.	-7,288.00
02/21/17	22808	Shape Products	-150.82
02/21/17	22809	Top Health-Safety/Personal Best	-564.98
02/23/17	22810	Postmaster	-205.61
02/27/17	22811	EDITH CHAMPAGNE	-1,326.66
02/27/17	22812	BARRY J BRADY	-194.78
02/27/17	22813	CINDI KROKOWER	-71.88
02/27/17	22814	NATIONSTAR MORTGAGE LLC	-194.78
02/27/17	22815	JOSE & BRENDA RUIZ	-42.22
02/27/17	22816	MARIQUITA SOLANO & JESSICA MIRELES SOLANO	-16.98
02/27/17	22817	Porteur, Carol A.	-108.86
02/27/17	22818	Void	0.00
02/27/17	22819	Al's Septic Tank Service	-750.00
02/27/17	22820	B.W.S. Distributors, Inc.	-815.63
02/27/17	22821	Borges & Mahoney, Inc.	-2,677.39
02/27/17	22822	Brenntag Pacific, Inc.	-7,894.43
02/27/17	22823	Brigantino Irrigation	-47.63
02/27/17	22824	CM Analytical, Inc.	-4,912.50
02/27/17	22825	Corix Water Products	-808.73
02/27/17	22826	DLT Solutions Inc.	-975.03
02/27/17	22827	Edges Electrical Group, LLC	-209.12
02/27/17	22828	Hach Company	-447.08
02/27/17	22829	Hollister Auto Parts, Inc.	-671.66
02/27/17	22830	Interstate All Battery Center	-111.11
02/27/17	22831	Jobs Available, Inc.	-702.00
02/27/17	22832	Konica Minolta Premier Finance	-409.06
02/27/17	22833	Mc Master-Carr	-78.04
02/27/17	22834	Palace Business Solutions	-79.63
02/27/17	22835	Postmaster	-1,924.43
02/27/17	22836	San Benito Tire, Inc.	-20.00
02/27/17	22837	USA Blue Book	-237.54
02/27/17	22838	Verizon Wireless	-517.96
02/28/17	22839	CalPERS - Retirement	-1,036.00
02/28/17	22840	CalPERS - Retirement	-1,492.98
02/28/17	22841	Nationwide Retirements Solutions	-17,640.90
02/28/17	22842	CalPERS - Health Insurance	-18,051.07
02/28/17	22843	CalPERS - Retirement	-25,569.38
02/28/17	22844	Dearborn National Life Insurance Company	-336.00
02/28/17	22845	HealthSmart Benefit Solutions, Inc. (VSP)	-307.90
02/28/17	22846	Premier Access Insurance Co.	-3,085.67
03/01/17	22847	Razzolink.com	-132.90
03/01/17	22848	Toro Petroleum Corp.	-1,313.67
02/28/17	22849	Petty Cash	-18.93
03/06/17	22850	Quick, Troy E.	-150.00
03/06/17	22851	Chavez, Jr., Manuel T.	-150.00
03/06/17	22852	Ace Hardware (Johnson Lumber Co.)	-537.79
03/06/17	22853	All Star Ready Mix, LLC	-131.82
03/06/17	22854	AT&T	-395.86
03/06/17	22855	Ben Caputo Printing	-62.79
03/06/17	22856	Bianchi Kasavan & Pope, LLP	-20.38
03/06/17	22857	Brigantino Irrigation	-46.49
03/06/17	22858	Edges Electrical Group, LLC	-3.32
03/06/17	22859	Flomotion Systems, Inc.	-437.64

Date	Number	Name	Amount
03/06/17	22860	Hach Company	-611.04
03/06/17	22861	Mid Valley Supply	-572.29
03/06/17	22862	Mission Uniform Service	-741.26
03/06/17	22863	Palace Business Solutions	-284.74
03/06/17	22864	Performance Agriculture	-1,115.50
03/06/17	22865	San Benito County Water District	-95,260.74
03/06/17	22866	San Benito Tire, Inc.	-533.77
03/06/17	22867	Shape, Inc.	-4,689.28
03/06/17	22868	South Valley Internet, Inc.	-20.45
03/06/17	22869	Stargazer Packaging	-734.08
03/06/17	22870	Wright Bros. Welding & Sheet Metal, Inc.	-37.80
03/13/17	22871	Filice, James L.	-145.32
03/13/17	22872	AT&T	-466.01
03/13/17	22873	Atlas Copco Compressors, Inc.	-417.31
03/13/17	22874	Auto Tech Service Center, Inc.	-3,651.49
03/13/17	22875	B.W.S. Distributors, Inc.	-70.29
03/13/17	22876	Bianchi Kasavan & Pope, LLP	-705.00
03/13/17	22877	Bracewell Engineering, Inc.	-126.00
03/13/17	22878	CM Analytical, Inc.	-10,793.75
03/13/17	22879	Employee Relations, Inc.	-65.85
03/13/17	22880	Void	0.00
03/13/17	22881	Jobs Available, Inc.	-351.00
03/13/17	22882	P G & E	-13,031.92
03/13/17	22883	Postmaster	-1,191.16
03/13/17	22884	Recology San Benito County	-128.51
03/13/17	22885	San Benito County Clerk	-23,917.85
03/13/17	22886	Silke Communications, Inc.	-3,271.95
03/13/17	22887	Toro Petroleum Corp.	-681.53
03/13/17	22888	Trans Union LLC	-92.84
03/13/17	22889	U.S. Bank Corporate Payment Systems	-2,510.66
03/15/17	22890	Ross, Ann C.	-92.35
03/15/17	22891	Void	0.00
03/16/17	22892	C & N Tractors	-26,812.50
03/20/17	22893	Sanchez, Ricardo A.	-150.00
03/20/17	22894	A-1 Services	-403.00
03/20/17	22895	Ben Caputo Printing	-4,041.38
03/20/17	22896	Bianchi Kasavan & Pope, LLP	-626.23
03/20/17	22897	Calgon Carbon Corporation	-41,257.88
03/20/17	22898	City of Hollister-Finance Dept	-346,070.20
03/20/17	22899	CM Analytical, Inc.	-9,525.00
03/20/17	22900	EBCO Pest Control	-55.00
03/20/17	22901	First Trust Alarm Company	-431.00
03/20/17	22902	Flomotion Systems, Inc.	-143.63
03/20/17	22903	MBS Business Systems	-885.17
03/20/17	22904	San Benito County Water District	-137.75
03/20/17	22905	Shape, Inc.	-6,263.40
03/22/17	22906	Postmaster	-184.62
03/27/17	22907	CAMMON & TILSE ARRINGTON	-44.98
03/27/17	22908	GOODFELLOW TOP GRADE	-612.26
03/27/17	22909	JOHN HUSTON	-28.33
03/27/17	22910	SHAWN & ROBYN LANCE	-68.64
03/27/17	22911	3T Equipment Company Inc.	-260.23
03/27/17	22912	All Star Ready Mix, LLC	-43.65
03/27/17	22913	Brigantino Irrigation	-20.10
03/27/17	22914	Corix Water Products	-7,222.15
03/27/17	22915	De Lay & Laredo	-2,100.00
03/27/17	22916	Hach Company	-1,046.84
03/27/17	22917	Hollister Auto Parts, Inc.	-283.16
03/27/17	22918	Konica Minolta Premier Finance	-412.91
03/27/17	22919	Mc Master-Carr	-166.25

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
03/27/17	22920	Mid Valley Supply	-741.74
03/27/17	22921	Palace Business Solutions	-625.34
03/27/17	22922	Pentair Valves & Controls US LP	-569.22
03/27/17	22923	Postmaster	-1,925.47
03/27/17	22924	San Benito County Water District	-35,941.47
03/27/17	22925	Toro Petroleum Corp.	-1,155.23
03/27/17	22926	USA Blue Book	-40.31
03/27/17	22927	Verizon Wireless	-317.49
03/27/17	22928	Winner Chevrolet, Inc.	-38,055.15
03/27/17	22929	Wright Bros. Indust. Supply	-375.72
03/27/17	22930	Wright Bros. Welding & Sheet Metal, Inc.	-3,826.76
03/27/17	22931	San Benito County Water District	-9,108.66
03/31/17	22932	CalPERS - Retirement	-1,036.00
03/31/17	22933	CalPERS - Retirement	-1,157.84
03/31/17	22934	Nationwide Retirements Solutions	-16,154.05
03/31/17	22935	United Way of Santa Cruz	-126.00
03/31/17	22936	ACWA/JPIA	-11,755.29
03/31/17	22937	CalPERS - Health Insurance	-17,228.15
03/31/17	22938	Dearborn National Life Insurance Company	-320.00
03/31/17	22939	HealthSmart Benefit Solutions, Inc. (VSP)	-307.90
03/31/17	22940	Premier Access Insurance Co.	-3,085.67
03/31/17	22941	CalPERS - Retirement	-25,128.18
03/28/17	22942	Gavilan EAC	-110.00
03/29/17	22943	Petty Cash	-14.00
04/03/17	22944	Porteur, Carol A.	-18.62
04/03/17	22945	BARBARA & LARRY PERRY	-203.69
04/03/17	22946	Ace Hardware (Johnson Lumber Co.)	-129.79
04/03/17	22947	Animal Damage Management	-185.00
04/03/17	22948	AT&T	-665.66
04/03/17	22949	Auto Tech Service Center, Inc.	-2,060.46
04/03/17	22950	Brenntag Pacific, Inc.	-3,275.33
04/03/17	22951	Cal-Sierra Technologies, Inc.	-199.78
04/03/17	22952	CM Analytical, Inc.	-1,745.00
04/03/17	22953	Corix Water Products	-721.34
04/03/17	22954	Evoqua Water Technologies LLC (Siemens)	-4,369.86
04/03/17	22955	Hach Company	-209.08
04/03/17	22956	Hollister Auto Parts, Inc.	-49.19
04/03/17	22957	Itron, Inc.	-1,114.17
04/03/17	22958	Mc Master-Carr	-144.75
04/03/17	22959	Mission Uniform Service	-795.12
04/03/17	22960	Neopost USA, Inc.	-2,297.88
04/03/17	22961	P G & E	-14,891.73
04/03/17	22962	Palace Business Solutions	-198.53
04/03/17	22963	Postmaster	-72.00
04/03/17	22964	Power Equipment Co.	-18.34
04/03/17	22965	Razzolink.com	-132.90
04/03/17	22966	USA Blue Book	-270.41
04/10/17	22967	Jackson, Patrick W.	-247.16
04/10/17	22968	Sanchez, Ricardo A.	-300.00
04/10/17	22969	3T Equipment Company Inc.	-269.75
04/10/17	22970	Ace Hardware (Johnson Lumber Co.)	-60.88
04/10/17	22971	AT&T	-85.73
04/10/17	22972	Backflow Apparatus & Valve Co. (BAVCO)	-1,213.53
04/10/17	22973	Bianchi Kasavan & Pope, LLP	-1,800.00
04/10/17	22974	C & N Tractors	-642.97
04/10/17	22975	City National Bank	-168,881.16
04/10/17	22976	Credit Consulting Services, Inc.	-17.42
04/10/17	22977	Ferguson Enterprises, Inc.	-293.60
04/10/17	22978	Greenwood Chevrolet	-14.94
04/10/17	22979	Mc Master-Carr	-733.89

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
04/10/17	22980	Recology San Benito County	-128.51
04/10/17	22981	South Valley Internet, Inc.	-20.45
04/10/17	22982	State Water Resources Control Board-OOC	-630.00
04/10/17	22983	Trans Union LLC	-111.20
04/10/17	22984	U.S. Bank Corporate Payment Systems	-726.81
04/10/17	22985	Wright Bros. Indust. Supply	-185.45
04/10/17	22986	Wright Bros. Welding & Sheet Metal, Inc.	-3,202.44
04/10/17	22987	Toro Petroleum Corp.	-1,343.85
Total Disbursements			-1,792,944.98

Upon motion made by Director Alcorn, seconded by Director Rodriguez, and carried 4-0 (Director Spencer absent), the consent agenda was approved as presented.

G. NEW BUSINESS:

1. CONSIDER PROCLAIMING MAY 2017 AS “WATER AWARENESS

MONTH”. (Not a project under CEQA per Article 20, Section 15378): General Manager/ Secretary Ridenhour stated that for over twenty-five years, the month of May has been celebrated as water awareness month. Each year, new water awareness issues are brought forward to inform and educate California agricultural and urban water users.

This year’s Proclamation was prepared and read by Shawn Novack of the Water Resources Agency. The highlighted *Water Awareness* issues for this year are:

- ◆ California’s arid and semi-arid climate, its ambitious and evolving economy, and its continually growing population have combined to make shortages and conflicting demands the norm; and
- ◆ Climate Change could limit the state and federal governments water infrastructure due to less snow pack; and
- ◆ The health, welfare and quality of life for our community depends on a reliable, high quality water supply; and
- ◆ A diverse portfolio approach to water supply reliability that includes a balanced combination of conservation, water reuse and new supplies is critical to our region’s future; and
- ◆ Municipal agencies and governments continue to seek cost-effective and efficient systems to obtain and deliver water to meet the needs of residents, agriculture and the economy; and,
- ◆ The state, county, cities and concerned citizens make strong efforts to foster wise decisions concerning water issues and water use; and,
- ◆ Home water use and wastewater production can be significantly reduced by finding and repairing leaks, replacing inefficient toilets, washing machines, water softeners, and adopting personal water conserving practices; and,
- ◆ California will continue to experience periodic droughts and water conservation is critical not only during drought periods, **but at all times**; and,
- ◆ Landscape irrigation makes up over half of home water use - a percentage that can be significantly reduced by adjusting and monitoring irrigation systems and adopting water efficient landscaping and gardening practices; and,
- ◆ The District, along with local governments and water agencies, is working to provide residents with cost-effective means to reduce water use and the degradation of our water supply from water softener salts; and, During May 2017, the District is inviting everyone to find out ways to save water both at work and at home.

Upon motion made by Director Alcorn, seconded by Director Ross, and carried 4-0 (Director Spencer absent), the Board approved proclaiming May 2017 as Water Awareness Month.

- 2. CONSIDER ADOPTING THE REVISED EMPLOYEE HANDBOOK (PERSONNEL POLICIES AND PROCEDURES MANUAL). (Not a project under CEQA per Article 20, Section 15378):** Finance Manager Cathy Buck explained that the current “Personnel Policies and Procedures Manual” was originally adopted on November 9, 2000, and has been revised several times as new policies were adopted over time. The Policy and Procedure Committee of the Board has been working on major revisions and updates to what the District is now calling the “Employee Handbook” since April, 2015. The revisions focused on documenting existing policies and procedures that were just not covered by the prior manual, and on adding policies that cover new technologies and social media in the workplace. After the revised Employee Handbook was reviewed by the District’s Attorney Heidi Quinn, and appropriate changes implemented, all employees were provided a draft copy of the Employee Handbook. Ms. Buck stated that on March 2nd, an employee meeting was held to go over the proposed updated Handbook with all available employees.

Several Directors complimented staff on a well written and fair Employee Handbook.

Upon motion made by Director Ross, seconded by Director Rodriguez, and carried 4-0 (Director Spencer absent), the Board adopted the revised Employee Handbook.

- 3. CONSIDER AUTHORIZATION TO PURCHASE REPLACEMENT MICRO FILTERS FOR THE LESSALT WATER TREATMENT PLANT FOR AN AMOUNT NOT TO EXCEED \$13,000 (Not a project under CEQA per Article 19, Section 15301):** General Manager/Secretary Ridenhour explained that the District operates and maintains the Lessalt Water Treatment Plant under agreement with the San Benito County Water District. The District has been replacing failing micro filter cartridges at the plant to increase operations efficiency of the filter units. There are a total of 388 micro filter cartridges and occasionally individual cartridges need to be replaced. The District had 10 extra micro filter cartridges in inventory and have used those over the last few months. Additional cartridges are needed for replacements and inventory. Staff is requesting the purchase of 12 additional units for maintenance and inventory. The cost of these units will be passed on to San Benito County Water District as an operational cost and then billed back to both the City of Hollister and the District as specified in the Water Supply and Treatment Agreement.

General Manager/Secretary Ridenhour stated that all 388 micro filter cartridges were replaced by the District in 2013. These filters have an expected life of six to eight years but occasionally individual units fail and require replacement early. Staff regularly conducts testing to determine each filter’s performance and is able to perform maintenance on each unit to extend their life. Occasionally the individual unit cannot be repaired and requires replacement.

Director Ross inquired if any lead time was needed to get the replacement micro filter cartridges. Water/Wastewater Superintendent Filice responded that only 1-2 weeks lead time is needed. Director Alcorn asked if the District uses an automatic replenishment system. General Manager/Secretary Ridenhour responded that we do not, and that we have been ordering 3-4 units at a time to stay within his \$5,000 purchasing limit.

Upon motion made by Director Rodriguez, seconded by Director Alcorn, and carried 4-0 (Director Spencer absent), the Board authorized the purchase of 12 replacement micro filters for the Lessalt Water Treatment Plant for an amount not to exceed \$13,000.

- 4. CONSIDER ADOPTION OF RESOLUTION NO. 545 SUPPORTING THE ASSOCIATION OF CALIFORNIA WATER AGENCIES' POLICY STATEMENT OPPOSING THE STATE WATER BOARD'S PROPOSED PERCENTAGE UNIMPAIRED FLOW OF RIVERS APPROACH TO SETTING NEW WATER QUALITY OBJECTIVES IN THE BAY DELTA (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Ridenhour explained that the State Water Board will be considering a proposal by their staff in the coming months to improve water quality in streams and the Bay-Delta by requiring a percentage of natural stream flow be left unimpaired and flowing in the stream. This staff proposal was not publicly vetted and was not a result of collaboration among water professionals, water agencies, or based on scientific evidence the unimpaired flow will benefit the environment. The Association of California Water Agencies (ACWA) is requesting members adopt a resolution supporting their policy statement on Bay-Delta flow requirements. President Johnson and District staff sat through a webinar on March 29th that explained the ACWA policy and their reasons for requesting the resolutions of support (The Board was provided with a copy of the ACWA policy and the proposed resolution).

General Manager/Secretary Ridenhour explained that if the State Water Board adopts their staff proposal to require a percentage of unimpaired flow in streams it will effectively reduce water supplies to water agencies and property owners throughout the State. It will reduce the reliability of the Central Valley Project which is a critical surface water supply to the District and San Benito County. It will also put additional pressure on groundwater pumping throughout the State and in San Benito County. Staff agree with the ACWA policy statement and encourage the Board to adopt the resolution of support. The State Water Board needs to consider all the significant impacts and the best science available prior to adopting policies that will have such dire consequences to water supplies throughout the State, and ACWA wants to be included at the discussion table.

There was discussion amongst the Board regarding the pros and cons of supporting ACWA in opposing the State Water Board's proposed new water quality objectives in the Bay Delta. General Manager/Secretary Ridenhour reiterated that if the State Water Board adopts their staff's proposal, effectively reducing water supplies to water agencies, the cost to develop or purchase additional water supply to replace what is lost could become very expensive.

Upon motion made by Director Rodriguez, seconded by Director Alcorn, and carried 4-0 (Director Spencer absent), the Board adopted Resolution No. 545 supporting the Association of California Water Agencies' policy statement opposing the State Water Board's proposed percentage unimpaired flow of rivers approach to setting new water quality objectives in the Bay-Delta.

- 5. CONSIDER ADOPTION OF RESOLUTION NO. 546 DECLARING THE DROUGHT AND WATER SUPPLY EMERGENCY OVER AND ADOPTING NEW WATER CONSERVATION MEASURES (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Ridenhour explained that over the past five years the State of California has experienced one of the worst droughts in its history. It led to the State mandating conservation by water agencies

and adopting restrictions on landscape irrigation and the use of water outdoors. The State Water Resources Control Board adopted drought emergency regulations on March 17, 2015, after an emergency declaration by Governor Brown, and has made several modifications to these regulations since that time. On April 7, 2017, Governor Brown declared the drought over, but has retained a few conservation and water use restrictions, including those specified in the proposed District resolution that was provided to the Directors. Due to the initial water allocation of 90% for Central Valley Project (CVP) for municipal and industrial (M&I) customers, and 60% initial water allocation for agricultural (Ag) customers, staff recommends the Board declare the drought over. Sunnyslope County Water District customers responded admirably to the drought and conserved water well above State mandates (28.2% in 2015, 26.1% in 2016, and 17.7 % so far in 2017). This does not mean that water customers should not continue to conserve and use water wisely, but the time is here to declare the emergency over.

Mr. Ridenhour stated that the proposed resolution declares the drought over and incorporates the permanent water conservation measures required by the State. Staff anticipates the local water supply conditions to continue to improve with all local reservoirs being full, State and Federal reservoirs nearly full, snow pack in the Sierras are at greater than 160% of normal, and CVP allocations have increased to 100% for M&I customers and 100% for Ag customers since the staff report was written. San Benito County Water District has begun percolating CVP water into the local groundwater basin for the first time in 11 years, Lake Hernandez is full and spilling in the southern part of the County, and water will be released into the San Benito River well into the summer months that will contribute to accelerated groundwater recovery in the County. Staff is working with Water Resources Association staff and will continue to promote water conservation and encourage customers to use water wisely.

Upon motion was made by Director Alcorn, seconded by Director Ross, and carried 4-0 (Director Spencer absent), the Board adopted Resolution No. 546 declaring the drought and water supply emergency over and adopting new water conservation measures.

6. CONSIDER APPROVAL OF THE AGREEMENT FOR WATER FACILITIES AND SERVICE FOR KLAUER DEVELOPMENT (Mitigated Negative Declaration approved per CEQA by San Benito County on June 15, 2016):

Assistant Engineer Hillebrecht stated that the proposed Klauer Development is located on the north side of Santa Ana Road and will extend Gardenia Lane to Rosebud Avenue. The Development includes the creation of six new lots, ranging from 0.94 to 1.31 acres in size, along with new roadways and improvements. The development is within the District's boundary and will receive potable water and fire protection water service from Sunnyslope County Water District. The District issued a Letter of Intent to serve potable water to the development on February 18, 2016. The additional water demands have been considered and addressed in the Hollister Urban Area Water Master Plan to ensure the District has sufficient water supply to serve such development.

Mr. Hillebrecht stated that the Agreement is the District's standard agreement for water facilities and service to a new development. The District currently has the capacity and ability to serve this development with potable water, and the Agreement acknowledges the District's right to terminate the Agreement if severe drought, or other unforeseen circumstances significantly limit its capacity or ability to serve new customers.

Upon motion made by Director Rodriguez, seconded by Director Ross, and carried 4-0 (Director Spencer absent), the Board approved the Agreement for water facilities and service for the Klauer Development.

7. ACKNOWLEDGE AND AUTHORIZE THE GENERAL MANAGER'S EMERGENCY PURCHASE OF A SLUDGE PUMP FOR THE RIDGEMARK WASTEWATER TREATMENT PLANT FOR AN AMOUNT NOT TO EXCEED \$6,800 (Not a project under CEQA per Article 19, Section 15301):

General Manager/Secretary Ridenhour explained that on March 30, 2017, the sludge pump in Basin #1 of the Ridgemark Wastewater Treatment Plant failed. Staff attempted to remove the pump from the basin for repair on April 3rd, however, the top of the pump came apart making retrieval utilizing the cable and rail retrieval system impossible. The basin has been taken out of service and drained. Mark Nicholson Construction Inc. was hired to enter the confined space to retrieve the failed pump and completed this work on April 6th. The District keeps a spare pump in inventory and the spare pump has been installed with some additional safeguards added to make retrieval of the pump possible if a similar failure was to occur in the future. Nicholson Construction also made some minor repairs to air diffusers in the bottom of Basin #1 while the basin was empty and they were in the confined space. A spare pump for emergencies has been purchased and placed in inventory in case of a future failure. It is critical for the District to have a spare pump to prevent the possibility of multiple pump failures at once, shutting down the wastewater treatment plant for an extended period and jeopardizing the District's ability to continue treating the wastewater and meeting State regulations.

In accordance with District Policy #8100.1D regarding emergency expenditures, the General Manager made an emergency purchase of a spare sludge pump for \$6,800 after notifying the District Board President on April 5th, and this agenda item provides the Board of Directors the details of the emergency purchase. It is critical to keep essential spare parts such as this sludge pump in inventory in case of critical equipment failures. The District was able to operate the Ridgemark Wastewater Treatment Plant on Basin #2 while the emergency repairs were made to Basin #1. General Manager/Secretary Ridenhour stated that in the next several weeks, and after Basin #1 is back and operating effectively, staff will remove the second sludge pump from Basin #2 to make sure it is not suffering from the same corrosion issues as were experienced with the pump that failed in Basin #1.

Upon motion made by Director Ross, seconded by Director Alcorn, and carried 4-0 (Director Spencer absent), the Board acknowledged and authorized the General Manager's emergency purchase of a sludge pump for the Ridgemark Wastewater Treatment Plant for an amount not to exceed \$6,800.

H. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** General Manager/Secretary Ridenhour reported that the committee met on March 1, 2017. Updates were given on the Chromium VI Compliance Plan; on the update to the Master Plan; on the West Hills Water Treatment Plant construction; on public outreach; and it was discussed and confirmed that the City of Hollister's Water Reclamation Facility is the regional wastewater recovery facility per the Memorandum of Understanding signed by the City of Hollister, San Benito County Water District, and San Benito County. The next meeting is scheduled for May 17, 2017 at 5:00 p.m.
2. **Water/Wastewater Committee:** General Manager/Secretary Ridenhour reported that the committee met on February 28, 2017. They discussed the Hollister Urban

Area Master Plan update, the Water Supply and Treatment Agreement, and the Agreement for Operations and Maintenance (of the surface water treatment plants). Other topics included an update on the cross-town pipeline pre-design; and the construction progress of the West Hills Water Treatment Plant.

3. **Finance Committee:** No meeting held.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** No meeting held.
6. **Water Resources Association of San Benito County (WRA):** No meeting held. The next meeting is scheduled for May 4, 2017 at 4:00 p.m.
7. **Operation Summary, Statement of Income, Investment Summary, Maintenance Staff, City Intertie Meter Reading, and Groundwater Level Measurement Reports:** Finance and Human Resource Manager Cathy Buck reported that she has prepared her monthly written narrative report on the Operations Summary (thru March 31, 2017), Statement of Income (thru February 28, 2017), and Investment Summary (thru March 31, 2017).

Ms. Buck noted that since the Board did not hold a regular Board meeting last month, this report contains information relating to both February and March. She reported that the District received six and twenty water capacity fees in February and March 2017, bringing the total to one hundred five water capacity fees received this fiscal year, compared to thirty-eight and twenty-three water capacity fees received in February and March 2016, for a total of one hundred eighteen received last fiscal year.

The number of customers signed up for any of the District's various Automatic Payment services has grown to 1,797 customers in March 2017, up 30 customers compared to 302 customers over last March.

Ms. Buck stated that water sales continue to be lower than normal due to the continued conservation by customers and the rain we have received well into April.

The District's Investment Summary report reflects the total cash balance as of March 31, 2017 of \$9,454,275.94, which includes posted interest totaling \$27,779.04 (nine months interest on the CDs, and three quarters of interest on the LAIF investment that posted in July, October, and January).

Water/Wastewater Superintendent Jim Filice reported on the February and March 2017 Maintenance Staff Reports, and asked the Board if there were any questions. President Johnson asked Mr. Filice to explain #4 on the February staff report, respond to emergency due to the wind storm on February 17, 2017, power went out throughout most of the District. We had monitored stationary generators and took the 75 KW to the Oak Creek and Paullus lift stations. Mr. Filice explained that the lift stations need to continually run to keep wastewater flowing correctly, and when the power goes out, staff needs to bring generators to the sites to keep power on at the lift stations.

President Johnson ask Mr. Filice to explain #4 on the March report, respond to an emergency water main break at the end of Barnes Lane and install a repair clamp. Mr. Filice explained that the location of the break in the main was in a creek near El Camino Paraiso. Staff was able to place a clamp on the leak to repair and stop the leak. Since it crosses under a creek (which is not a good location), and there was

another main nearby that could be tied into, staff later decided to abandon this particular main and went back to install an end cap at the end of El Camino Paraiso.

In review of the Meter Reading Report for the period of January 17, 2017 to February 15, 2017, the intertie meter data indicates the City received 37.7% of Lessalt Water Treatment Plant water, while the District received 62.3%. The Meter Reading Report for the period of February 15, 2017 to March 15, 2017, the intertie meter data indicates the City received 50.8% of Lessalt Water Treatment Plant water, while the District received 49.2%. Mr. Filice stated that the intertie balance shows that the City of Hollister is paying back some water owed to the District.

Water/Wastewater Superintendent Jim Filice reported on the groundwater level report stating that the levels are beginning to come up a little.

8. **Active Tasks Update:** General Manager/Secretary Ridenhour reported that staff has conducted interviews for the Water/Wastewater Maintenance positions and have made offers to two of the candidates. Both candidates have accepted and will start work on May 1st.

Mr. Ridenhour reported that he continues to meet and coordinate with the High School and the County on the cross-town pipeline easement needs. The environmental review is nearing completion.

Staff is currently preparing for training to learn operation of the various parts of the West Hills Water Treatment Plant. Chemical quotes have been obtained, and deliveries scheduled for the supplies to operate the new plant, with completion still expected by July, 2017.

The Governance Committee is planning to meet on May 17th to review the draft Master Plan Update, prior to it being brought back to each agencies governing body for approval in June, 2017.

Staff is working with the City, and has meetings scheduled with LAFCO staff, to resolve concerns regarding City sewer service in Sunnyslope's service area. The topic is on the LAFCO's Board agenda for April 27th.

General Manager/Secretary Ridenhour stated that the San Benito Business Council has a Water Forum scheduled on April 21st at San Juan Oaks Golf Course and he will be presenting along with representatives from San Benito County Water District, the City of Hollister, and the Water Resources Association.

The ACWA Spring Conference will be held May 9th – 12th in Monterey, and a few Board members and staff are registered to attend. Mr. Ridenhour noted that Tuesday is the day that Sexual Harassment Training is offered at the conference, and that Board members should try to attend this required training.

I. BOARD and STAFF REPORTS

1. **Directors:** Director Alcorn reported that he will be out of town and will need another Director to sign accounts payable checks for the next two weeks. Director Rodriguez reported that he will not be able to attend the ACWA conference as he will be out of town on business.
2. **District Counsel:** Attorney Quinn reported that she will be attending the ACWA 2017 Spring Conference and Exhibition in Monterey, May 9th -12th. Ms. Quinn also

announced that Alex Lorca will be leaving DeLay and Laredo as he has taken a position with another firm. Ms. Quinn stated that attorney Michael Laredo will be attending a couple of the District's meetings in the near future, as he will fill in for her when she is unable to attend.

3. **Finance and Human Resource Manager:** No report.

4. **Assistant Engineer:** No report.

5. **General Manager:** No report.

J. FUTURE AGENDA ITEMS: None.

K. ADJOURNMENT: Upon motion made by Director Rodriguez, President Johnson adjourned the meeting at 7:02 p.m.

APPROVED BY THE BOARD: *s/ Judi H. Johnson*
Judi H. Johnson, President

RESPECTFULLY SUBMITTED: *s/ Donald G. Ridenhour*
Donald G. Ridenhour, Secretary