

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
December 17, 2019

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

B. ROLL CALL: Present: Director Jerry Buzzetta, Director Judi Johnson, and Director James Parker. **Absent:** Director Mike Alcorn (arrived at 5:25 p.m.), and 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: General Manager/Secretary Drew Lander and Attorney Heidi Quinn.

D. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9(b) & 54957.6): At 4:40 p.m., Director Johnson closed the meeting to the public to discuss the following:

1. **Conference with Legal Counsel** – Anticipated Litigation, Gov. Code § 54956.9(b): – One case.

2. **Labor Negotiation** – Gov. Code §54957.6: Discussion with District Negotiators: Drew Lander, General Manager regarding: Management Staff

Director Johnson reconvened the meeting to open session at 5:20 p.m.

E. PLEDGE OF ALLEGIANCE: General Manager/Secretary Lander led Directors, staff, and public in the Pledge of Allegiance.

F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION: Attorney Heidi Quinn reported that for the first closed session item, staff provided a report, and the Board gave direction on the Anticipated Litigation, Gov. Code § 54956.9(b). No reportable action was taken. Attorney Quinn reported that discussion on the second closed session item, Labor Negotiations regarding Management Staff, was not concluded, and that a second Closed Session will be needed at the end of the regular meeting to continue the discussion.

G. APPROVAL OF AGENDA: Upon motion made by Director Parker, seconded by Director Buzzetta, and carried 3-0-2 (Directors Alcorn and Ross absent), the agenda was approved as presented.

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. Attorney Quinn formally introduced Drew Lander, the new General Manager, and then he, in turn, introduced Jose Rodriguez, the new Water/Wastewater Superintendent, as this is their first official Board meeting in their new roles for the District. No public comment was made.

Staff present for Open Session: General Manager/Secretary Drew Lander, Attorney Heidi Quinn, Executive Assistant/Stenographer Carol Porteur, Water/Wastewater Superintendent Jose Rodriguez, Finance & Human Resource Manager Cathy Buck, and Associate Engineer Rob Hillebrecht.

I. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of November 19, 2019. No comments or corrections were noted.

2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of November 13, 2019 through December 9, 2019, totaling \$1,222,927.76 , which includes \$861,427.20 for payments to vendors and employees, \$357,583.29 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$3,917.27 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1577, the last “DD” # (direct deposit-electronic employee payments) was DD #2762, and the last check written was check #27550.

Date	Number	Name	Amount
10/28/19	27401	San Benito County- Tax Collector - Voided	1,088.84
11/15/19	ACH 1560	EFTPS	-459.12
11/20/19	ACH 1561	EFTPS	-1,194.79
11/20/19	ACH 1562	Employment Dev. Dept. (EDD) DE88 Pmts.	-533.18
11/19/19	ACH 1563	RETURNED ACH (ACH Ret 11-01)	-175.22
11/19/19	ACH 1564	RETURNED ACH (ACH Ret 11-02)	-175.22
11/19/19	ACH 1565	RETURNED ACH (ACH Ret 11-03)	-131.17
11/19/19	ACH 1566	RETURNED ACH (ACH Ret 11-04)	-154.02
11/27/19	ACH 1567	CalPERS - Retirement	-1,036.00
11/27/19	ACH 1568	CalPERS - Retirement	-1,749.53
11/27/19	ACH 1569	CalPERS - Retirement	-30,885.17
11/27/19	ACH 1570	CalPERS - Health Insurance	-13,242.50
11/27/19	ACH 1571	CalPERS - Retirement	-2,360.00
11/27/19	ACH 1572	EFTPS	-29,124.92
11/27/19	ACH 1573	Employment Dev. Dept. (EDD) DE88 Pmts.	-11,444.73

Date	Number	Name	Amount
11/27/19	ACH 1574	Pathian Administrators (VSP)	-290.92
12/03/19	ACH 1575	North American Bancard	-1,358.85
12/03/19	ACH 1576	North American Bancard	-1,346.25
12/04/19	ACH 1577	American Express	-41.17
11/15/19	DD 2737	Alcorn, Michael H.	-484.93
11/15/19	DD 2738	Buzzetta, Jerry T	-369.40
11/15/19	DD 2739	Johnson, Judi H.	-484.93
11/15/19	DD 2740	Parker, James F	-461.75
11/15/19	DD 2741	Ross, Ann C.	-484.93
11/27/19	DD 2742	Alvarez, Abel	-7,631.67
11/27/19	DD 2743	Bernal, Melissa M	-17.92
11/27/19	DD 2744	Boltz, William K	-1,782.64
11/27/19	DD 2745	Buck, Cathy L.	-6,476.73
11/27/19	DD 2746	Burbank, Jr., Dee J.	-5,597.68
11/27/19	DD 2747	Castro, Kevin G.	-6,069.01
11/27/19	DD 2748	Chavez, Jr., Manuel T.	-8,614.50
11/27/19	DD 2749	Eclarin, Ernesto P.	-8,197.34
11/27/19	DD 2750	Filice, James L.	-8,266.03
11/27/19	DD 2751	Hernandez, Bazilio	-6,569.99
11/27/19	DD 2752	Hillebrecht, Robert B.	-5,413.20
11/27/19	DD 2753	Malko, Kim A.	-4,094.20
11/27/19	DD 2754	Norman, III, Walter R.	-6,017.63
11/27/19	DD 2755	Padilla, David	-6,010.57
11/27/19	DD 2756	Porteur, Carol A.	-4,622.28
11/27/19	DD 2757	Quick, Troy E.	-7,108.80
11/27/19	DD 2758	Ridenhour, Donald G.	-11,608.48
11/27/19	DD 2759	Roberts, Kelly L.	-5,231.92
11/27/19	DD 2760	Vargas Garcia, Michael J	-4,780.99
11/27/19	DD 2761	Watson, Scott A.	-8,183.63
11/27/19	DD 2762	Zavala, Anabel G.	-4,841.43
11/13/19	27453	San Benito County-Tax Collector	-1,124.81
11/18/19	27454	BELEN M ESPINOZA	-233.94
11/18/19	27455	H & M PROPERTY MANAGEMENT	-73.92
11/18/19	27456	RUBEN & LUDIVINA RODRIGUEZ	-45.22
11/18/19	27457	BONNIE & LEONARD SANCHEZ	-194.02
11/18/19	27458	Auto Tech Service Center, Inc.	-1,580.00
11/18/19	27459	Bianchi Kasavan & Pope, LLP	-930.00
11/18/19	27460	Brenntag Pacific, Inc.	-6,530.51
11/18/19	27461	Calgon Carbon Corporation	-48,402.00
11/18/19	27462	City of Hollister-Finance Dept	-357,583.29
11/18/19	27463	CM Analytical, Inc.	-13,973.75
11/18/19	27464	Cresco Equipment Rentals & Affiliates	-184.83

Date	Number	Name	Amount
11/18/19	27465	Hollister Safe & Lock Inc.	-148.74
11/18/19	27466	John Smith Road Landfill	-1,166.70
11/18/19	27467	Pinnacle Agriculture	-736.80
11/18/19	27468	San Benito County Water District	-368.00
11/18/19	27469	Star Concrete	-1,420.25
11/18/19	27470	State Water Resources Control Board-AFRS	-9,156.00
11/19/19	27471	Buck, Cathy L.	-23.99
11/19/19	27472	Eclarin, Ernesto P.	-3,074.54
11/22/19	27473	Postmaster	-201.79
11/25/19	27474	Auto Tech Service Center, Inc.	-781.59
11/25/19	27475	Brenntag Pacific, Inc.	-7,659.06
11/25/19	27476	Calif. Dept. of Pesticide Regulation	-60.00
11/25/19	27477	Enterprise Electrical Services	-8,800.00
11/25/19	27478	Hach Company	-1,910.00
11/25/19	27479	MBS Business Systems	-92.31
11/25/19	27480	Toro Petroleum Corp.	-1,702.51
11/25/19	27481	USA Blue Book	-124.24
11/25/19	27482	Veolia Water Technologies	-53,393.01
11/27/19	27483	Nationwide Retirements Solutions	-18,335.16
11/27/19	27484	UWUA Local 820	-600.00
11/27/19	27485	Dearborn National Life Insurance Company	0.00
11/27/19	27486	Premier Access Insurance Co.	-2,981.37
11/27/19	27487	Postmaster	-2,131.61
11/27/19	27488	Dearborn National Life Insurance Company	-325.59
12/02/19	27489	JOHN ABRAHAMSON	-33.04
12/02/19	27490	BRIAN BAILEY & JESSICA ANDERSON	-141.14
12/02/19	27491	BRESS PROPERTIES	-176.70
12/02/19	27492	CORNETT INVESTMENT LLC	-254.26
12/02/19	27493	HUMBERTO DE LUNA	-124.66
12/02/19	27494	JACOB L & SHANNEL M DIPIERO	-37.44
12/02/19	27495	GRAHAM CONTRACTORS INC	-643.40
12/02/19	27496	PATRICK & DIANE MULCAHY	-150.22
12/02/19	27497	ROSA M ORTIZ	-153.36
12/02/19	27498	JAMII & STANLEY PURA	-263.07
12/02/19	27499	Ace Hardware (Johnson Lumber Co.)	-462.68
12/02/19	27500	AT&T	-608.67
12/02/19	27501	Brenntag Pacific, Inc.	-17,410.66
12/02/19	27502	Hollister Auto Parts, Inc.	-458.79
12/02/19	27503	Konica Minolta Premier Finance	-416.76
12/02/19	27504	Mid Valley Supply	-540.36
12/02/19	27505	Mission Uniform Service	-828.39
12/02/19	27506	O'Reilly Auto Parts	-79.82

Date	Number	Name	Amount
12/02/19	27507	P G & E	-7,610.77
12/02/19	27508	Palace Business Solutions	-367.90
12/02/19	27509	San Benito Tire Pros & Automotive	-249.12
12/02/19	27510	Star Concrete	-181.36
12/02/19	27511	USA Blue Book	-1,209.63
12/02/19	27512	Verizon Wireless	-361.36
12/09/19	27513	Padilla, David	-144.78
12/09/19	27514	Bernal, Melissa M	-37.35
12/09/19	27515	Malko, Kim A.	-27.60
12/09/19	27516	Roberts, Kelly L.	-69.82
12/09/19	27517	Zavala, Anabel G.	-29.77
12/09/19	27518	Watson, Scott A.	-185.28
12/09/19	27519	Ace Hardware (Johnson Lumber Co.)	-9.82
12/09/19	27520	AT&T	-609.11
12/09/19	27521	B.S.K. Analytical Laboratories, Inc.	-225.00
12/09/19	27522	Bracewell Engineering, Inc.	-196.00
12/09/19	27523	Brenntag Pacific, Inc.	-16,383.62
12/09/19	27524	Brigantino Irrigation	-54.57
12/09/19	27525	Calgon Carbon Corporation	-48,402.00
12/09/19	27526	Central Ag Supply LLC	-117.88
12/09/19	27527	Employee Relations, Inc.	-165.35
12/09/19	27528	Hach Company	-659.99
12/09/19	27529	Hopkins Technical Products Inc.	-77.12
12/09/19	27530	Iconix Waterworks (US) Inc.	-1,332.17
12/09/19	27531	John Smith Road Landfill	-702.11
12/09/19	27532	Mc Master-Carr	-817.12
12/09/19	27533	P G & E	-22,143.53
12/09/19	27534	Postal Graphics	-14.52
12/09/19	27535	Postmaster	-106.00
12/09/19	27536	Razzolink.com	-76.95
12/09/19	27537	San Benito County-Mosq Abate. Program	-126.23
12/09/19	27538	San Benito County Water District	-322,805.87
12/09/19	27539	South Valley Internet, Inc.	-20.45
12/09/19	27540	Toro Petroleum Corp.	-1,250.35
12/09/19	27541	Transene Company Inc (Shape Products)	-159.29
12/09/19	27542	U.S. Bank Corporate Payment Systems	-2,371.25
12/09/19	27543	JOHN ABRAHAMSON	-23.75
12/09/19	27544	JOSEPH & MARY ANDRADE	-75.06
12/09/19	27545	HUMBERTO DE LUNA	-124.66
12/09/19	27546	GERARDO SALINAS & MARIA FIGUEROA	-58.28
12/09/19	27547	JUAN E HERNANDEZ	-100.01
12/09/19	27548	ALENA & MICHAL HOPPNER	-204.64

Date	Number	Name	Amount
12/09/19	27549	ANTHONY & ANN MARIE MOAG	-33.92
12/09/19	27550	JAMII & STANLEY PURA	-136.93
			\$ -1,222,927.76

Director Mike Alcorn arrived at 5:26 p.m.

Director Johnson commented that she would like the District to continue purchasing new maintenance vehicles per District policy after noticing check #27458 in the amount of \$1,580.00 for the repairs to a 2002 GMC maintenance truck.

Upon motion made by Director Parker, seconded by Director Buzzetta, and carried 4-0-1, (Director Ross absent) the Consent Agenda was approved as presented.

J. NEW BUSINESS:

1. TAKE APPROPRIATE ACTION TO ELECT A PRESIDENT AND VICE-PRESIDENT OF THE BOARD OF DIRECTORS, AND PRESIDENT TO ASSIGN DIRECTOR DUTIES TO STANDING DISTRICT COMMITTEES FOR 2020.

(Not a project under CEQA per Article 20, Section 15378): General Manager/Secretary Lander explained that the Board of Directors annually elects 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 the ensuing year. The 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 Mike Alcorn served as President and Director Ann Ross served as Vice President for 2019.

Director Johnson nominated Director Parker for President. Director Parker accepted the nomination. The motion was seconded by Director Buzzetta, and was carried 4-0-1 (Director Ross absent).

Director Johnson then nominated Director Buzzetta for Vice-President. Director Buzzetta accepted the nomination. The motion was seconded by Director Parker, and was carried 4-0-1 (Director Ross absent).

President Parker assumed his role as President by switching seats with former President Alcorn, and took over conducting the remainder of the meeting.

President Parker assigned Directors to the following committees or as agency representatives:

- Finance Committee – Mike Alcorn & Judi Johnson (Alternate – Ann Ross)
- Water/Wastewater Committee – Ann Ross & Jim Parker (Alternate – Jerry Buzzetta)
- Employee & Personnel Committee – Jerry Buzzetta & Judi Johnson (Alternate –Mike Alcorn)
- Policy and Procedures Committee – Jim Parker & Jerry Buzzetta (Alternate – Judi Johnson)
- Water Resources Agency – Judi Johnson (Alternate – Jim Parker)
- ACWA/JPIA Board Representative – Mike Alcorn (Alternate – Judi Johnson)
- District Check Signing Responsibility for 2020 –
 - First quarter – Jim Parker;
 - Second quarter – Jerry Buzzetta;
 - Third quarter – Mike Alcorn
 - Fourth quarter – Judi Johnson

Upon motion made by Director Johnson, seconded by Director Buzzetta, and carried 4-0-1 (Director Ross absent), President Parker’s assignments of Directors to the Standing District Committees and Agency Representatives for 2020 were ratified by the Board.

2. **TAKE APPROPRIATE ACTION TO UPDATE SIGNATURE CARD FOR THE DISTRICT’S HERITAGE BANK OF COMMERCE CHECKING ACCOUNT. (Not a project under CEQA per Article20, Section 15378):** Finance and Human Resource Manager Cathy Buck explained that due to the retirement of Don Ridenhour on December 5, 2019, and the hiring of Drew Lander as the new General Manager, on December 9, 2019, an update to the District’s bank signature card is needed. Before Heritage Bank of Commerce can accept any account signatory card changes to District accounts, the Board needs to take formal action and document their approval.

The following actions are requested:

Update Signers List – Approve removal of outgoing General Manager/Secretary Donald G. Ridenhour as authorized signer, and add newly hired General Manager/Secretary Drew A. Lander as authorized signer on the District’s signature card for all Heritage Bank of Commerce accounts.

Approve Resolution - The Board is requested to review and approve the attached “Resolution of Lodge, Association, or Other Similar Organization”. The resolution indicates the updated authorized signers list to be:

- A. Drew A. Lander (Both Powers “A” & “B” Granted),
- B. Cathy L. Buck (Both Powers “A” & “B” Granted),

- C. Michael H. Alcorn (Powers “A” Granted),
- D. Judi H. Johnson (Powers “A” Granted),
- E. Ann C. Ross (Powers “A” Granted),
- F. James F. Parker (Powers “A” Granted), and
- G. Jerry Buzzetta (Powers “A” Granted).

Upon motion made by Director Johnson, seconded by Director Buzzetta, and carried 4-0-1 (Director Ross absent), the Board authorized updating signature cards for the District’s Heritage Bank of Commerce bank accounts.

K. 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:** No meeting.
6. **Water Resources Association of San Benito County (WRA):** Director Parker provided a written report to Directors, and orally reported that a meeting was held on December 5th. The items discussed were the San Benito Arts Council – Water Education through Environmental Literacy Program (ELP) at the Hollister Unified School District and San Juan-Aromas School District; a reminder to turn off sprinklers during the winter months; and the low flow toilet program. The next meeting is scheduled for February 6, 2020 at 4:00 p.m.
7. **Operation Summary, Statement of Income, Investment Summary, Maintenance, City Meter Reading, and Groundwater Level Measurement Reports:** Finance and Human Resource Manager Cathy Buck prepared her monthly written narrative report on the Operation Summary (thru November 30, 2019), Statement of Income (thru October 31, 2019), and Investment Summary (thru November 30, 2019). Ms. Buck asked if the Directors had any questions, which there were none.

The District’s Investment Summary report reflects the total cash balance as of November 30, 2019 of \$10,632,284.21, which includes posted interest totaling \$76,024.20 (five months interest on the Money Market account, and interest on the LAIF investment that posted in July and October).

Water/Wastewater Superintendent Jose Rodriguez reported on the November 30, 2019 Maintenance Staff Report, and asked the Board if there were any questions. Director Johnson asked a couple of questions to which Mr. Rodriguez responded.

In reviewing of the Meter Reading Report for the period of October 16, 2019 to November 13, 2019, the intertie meter data indicates the City received 14.9% of Lessalt Water Treatment Plant water, while the District received 85.1%, and the City received 69.0% of the West Hills Water Treatment Plant water, while the District received 31.0%.

L. BOARD and STAFF REPORTS

1. **Directors:** Director Johnson reported that she recently visited China for two weeks and was privileged to see many lakes and waterways. One special interest was the Grand Canal in Eastern China which extends north from Hangzhou to Tianjin. Second special interest was, while checking into the hotel in Hangzhou, she became aware of “The 7th West Lake International Water Conference 2019”, which she was able to get an invitation to attend. Director Johnson stated that this conference is somewhat similar to the Association of California Water Agencies (ACWA), which District board members have attended. Director Johnson has prepared a more detailed written report of her water findings for members of the Board.
2. **District Counsel:** No report.
3. **Finance and Human Resource Manager:** Cathy Buck asked the Board to come prepared to take a group picture for the District’s website next meeting, provided all Board members will be in attendance. She also suggested that the newest Board members consider preparing a bio write-up for the District’s website.
4. **Associate Engineer:** No report.
5. **General Manager:** General Manager/Secretary Lander reported that he has been touring the District with Associate Engineer Hillebrecht and getting to know staff in his first week with the District. Mr. Lander also reported that due to an issue with South Valley Internet, the District has been having problems with email and our customer payment website. He has been working with our IT consultant, Jeff Dahm, and the District will be switching hosts for the web service and migrating District email service to a Microsoft Exchange server.

M. FUTURE AGENDA ITEMS: Updates to the Employee Handbook; amendments to the current Purchasing Policy; review and possible update of the Reserve Policy; and potential buyout of the Solar Power Purchase Agreement.

N. CLOSED SESSION CONTINUED (PURSUANT TO Government Code Section 54957):
At 6:07 p.m., President Parker adjourned the regular meeting to the public to continue the Closed Session discussion of **Labor Negotiations** – Gov. Code §54957.6, regarding Management Staff.

President Parker reconvened the meeting to open session at 6:55 p.m.

O. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION: Attorney Heidi Quinn reported that no action was taken, and the Board has directed the General Manager to meet with the Personnel Committee to discuss future steps and return to the full Board with recommendations.

P. ADJOURNMENT: President Parker adjourned the meeting at 7:05 p.m.

APPROVED BY THE BOARD: *s/ James F. Parker*
James F. Parker, President

RESPECTFULLY SUBMITTED: *s/ Drew A. Lander*
Drew A. Lander, Secretary