

**MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
February 20, 2018**

- A. CALL TO ORDER:** The meeting was called to order at 4:30 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; Robert J. Rodriguez II, Ann Ross; and Honor Spencer. **Absent:** Director Mike Alcorn (arrived at 4:45 p.m., during closed session, Agenda item D.)
- 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.
- D. CLOSED SESSION (PURSUANT TO Government Code Section 54957.6):** At 4:31 p.m. President Johnson closed the meeting to the public so the Board could discuss the General Manager's Performance Review. President Johnson reconvened the meeting to open session at 5:15 p.m. Director Alcorn is now present.
- E. PLEDGE OF ALLEGIANCE:** President Johnson led Directors, staff, and public in the Pledge of Allegiance.
- F. REPORT IN OPEN SESSION ACTION TAKE IN CLOSED SESSION:** Attorney Heidi Quinn reported that the Board discussed General Manager Ridenhour's performance and no reportable action was taken.
- G. APPROVAL OF AGENDA:** Upon motion made by Director Alcorn, seconded by Director Ross, and carried 5-0, 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. 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.
- I. CONSENT AGENDA:**

1. Approval of Minutes – for the Regular Meeting of December 19, 2017, and for the Special Board Meeting of February 8, 2018.

2. Allowance of Claims – to ratify disbursements for the period from December 12, 2017 through February 12, 2018, totaling \$2,550,767.23, which includes \$1,826,724.76 for payments to vendors and employees, \$716,075.28 paid to the City of Hollister for amounts collected from their customer’s for City sewer billings net of our fees, and \$7,967.19 for customer refunds and deductions for customer checks returned for insufficient funds. The last check written was check number 25427:

Date	Number	Name	Amount
12/15/17	ACH 1063	EFTPS	-92.80
12/12/17	ACH 1064	RETURNED CHECK (Ret Ck 12-01)	-152.34
12/14/17	ACH 1065	RETURNED CHECK (Ret Ck 12-02)	-82.52
12/19/17	ACH 1066	RETURNED ACH (Ret ACH 12-01)	-193.88
12/19/17	ACH 1067	RETURNED ACH (Ret ACH 12-02)	-148.74
12/19/17	ACH 1068	RETURNED ACH (Ret ACH 12-03)	-152.83
12/19/17	ACH 1069	RETURNED ACH (Ret ACH 12-04)	-165.10
12/19/17	ACH 1070	RETURNED ACH (Ret ACH 12-05)	-258.39
12/29/17	ACH 1071	CalPERS - Retirement	-1,036.00
12/29/17	ACH 1072	CalPERS - Retirement	-1,968.39
12/29/17	ACH 1073	CalPERS - Retirement	-26,409.86
12/29/17	ACH 1074	CalPERS - Health Insurance	-13,329.75
12/29/17	ACH 1075	EFTPS	-28,634.36
12/29/17	ACH 1076	Employment Dev. Dept. (EDD) DE88 Pmts.	-10,269.92
12/22/17	ACH 1077	RETURNED CHECK (Ret Ck 12-03)	-146.00
12/22/17	ACH 1078	RETURNED CHECK (Ret Ck 12-04)	-156.92
01/03/18	ACH 1079	Merchant Services	-1,833.65
01/05/18	ACH 1080	CA State Board of Equalization	-445.00
01/10/18	ACH 1081	RETURNED CHECK (Ret Ck 01-01)	-150.90
01/12/18	ACH 1082	EFTPS	-91.80
01/17/18	ACH 1083	RETURNED ACH (Ret ACH 01-01)	-156.92
01/17/18	ACH 1084	RETURNED ACH (Ret ACH 01-02)	-156.92
01/17/18	ACH 1085	RETURNED ACH (Ret ACH 01-03)	-180.30
01/17/18	ACH 1086	RETURNED CHECK (Ret Ck 01-02)	-353.59
01/18/18	ACH 1087	RETURNED ACH (Ret ACH 01-04)	-209.83
01/18/18	ACH 1088	RETURNED ACH (Ret ACH 01-05)	-178.51
01/18/18	ACH 1089	RETURNED ACH (Ret ACH 01-06)	-136.37
01/18/18	ACH 1090	RETURNED ACH (Ret ACH 01-07)	-176.47
01/18/18	ACH 1091	RETURNED ACH (Ret ACH 01-08)	-258.39
01/18/18	ACH 1092	RETURNED ACH (Ret ACH 01-09)	-137.15
01/18/18	ACH 1093	RETURNED ACH (Ret ACH 01-10)	-139.13
01/18/18	ACH 1094	RETURNED ACH (Ret ACH 01-11)	-130.85
01/19/18	ACH 1095	RETURNED CHECK (Ret Ck 01-03)	-157.00

Date	Number	Name	Amount
01/19/18	ACH 1096	RETURNED CHECK (Ret Ck 01-04)	-200.61
01/24/18	ACH 1097	RETURNED CHECK (Ret Ck 01-05)	-173.61
01/31/18	ACH 1098	EFTPS	-27,651.56
01/31/18	ACH 1099	Employment Dev. Dept. (EDD) DE88 Pmts.	-10,345.50
01/31/18	ACH 1100	CalPERS - Retirement	-1,036.00
01/31/18	ACH 1101	CalPERS - Retirement	-1,857.54
01/31/18	ACH 1102	CalPERS - Retirement	-26,643.17
01/31/18	ACH 1103	CalPERS - Health Insurance	-14,125.37
02/05/18	ACH 1104	Merchant Services	-1,667.71
02/06/18	ACH 1105	Transfer to Money Market Account	-200,000.00
12/15/17	DD 2112	Alcorn, Michael H.	-92.35
12/15/17	DD 2113	Johnson, Judi H.	-183.70
12/15/17	DD 2114	Rodriguez, II, Robert J.	-184.70
12/15/17	DD 2115	Spencer, Honor A.	-92.35
12/29/17	DD 2116	Alvarez, Abel	-5,310.38
12/29/17	DD 2117	Boltz, William K	-6,671.05
12/29/17	DD 2118	Brill, Kelly L.	-4,493.32
12/29/17	DD 2119	Buck, Cathy L.	-6,720.05
12/29/17	DD 2120	Burbank, Jr., Dee J.	-4,837.84
12/29/17	DD 2121	Castro, Kevin G.	-5,448.09
12/29/17	DD 2122	Chavez, Jr., Manuel T.	-7,579.22
12/29/17	DD 2123	Eclarin, Ernesto P.	-6,718.68
12/29/17	DD 2124	Filice, James L.	-7,205.31
12/29/17	DD 2125	Hagins, Patrick M.	-4,387.62
12/29/17	DD 2126	Hernandez, Bazilio	-5,113.07
12/29/17	DD 2127	Hillebrecht, Robert B.	-4,018.65
12/29/17	DD 2128	Jackson, Patrick W.	-5,674.12
12/29/17	DD 2129	Malko, Kim A.	-3,434.53
12/29/17	DD 2130	VOID	0.00
12/29/17	DD 2131	Padilla, David	-5,590.78
12/29/17	DD 2132	Porteur, Carol A.	-4,244.41
12/29/17	DD 2133	Quick, Troy E.	-5,557.89
12/29/17	DD 2134	Ridenhour, Donald G.	-10,340.06
12/29/17	DD 2135	Sanchez, Ricardo A.	-4,193.86
12/29/17	DD 2136	Watson, Scott A.	-6,264.53
12/29/17	DD 2137	Zavala, Anabel G.	-4,527.98
01/12/18	DD 2138	Alcorn, Michael H.	-92.35
01/12/18	DD 2139	Johnson, Judi H.	-92.35
01/12/18	DD 2140	Rodriguez, II, Robert J.	-184.70
01/12/18	DD 2141	Ross, Ann C.	-92.35
01/12/18	DD 2142	Spencer, Honor A.	-92.35
01/31/18	DD 2143	Alvarez, Abel	-4,769.44
01/31/18	DD 2144	Boltz, William K	-6,448.51
01/31/18	DD 2145	Brill, Kelly L.	-4,777.15
01/31/18	DD 2146	Buck, Cathy L.	-6,601.73

Date	Number	Name	Amount
01/31/18	DD 2147	Burbank, Jr., Dee J.	-5,600.02
01/31/18	DD 2148	Castro, Kevin G.	-4,772.16
01/31/18	DD 2149	Chavez, Jr., Manuel T.	-7,228.97
01/31/18	DD 2150	Eclarin, Ernesto P.	-6,148.49
01/31/18	DD 2151	Filice, James L.	-7,123.36
01/31/18	DD 2152	Hagins, Patrick M.	-4,189.47
01/31/18	DD 2153	Hernandez, Bazilio	-6,050.33
01/31/18	DD 2154	Hillebrecht, Robert B.	-4,031.26
01/31/18	DD 2155	Jackson, Patrick W.	-5,712.98
01/31/18	DD 2156	Malko, Kim A.	-3,460.24
01/31/18	DD 2157	Norman, III, Walter R.	-1,506.18
01/31/18	DD 2158	Padilla, David	-4,967.20
01/31/18	DD 2159	Porteur, Carol A.	-4,256.48
01/31/18	DD 2160	Quick, Troy E.	-5,845.95
01/31/18	DD 2161	Ridenhour, Donald G.	-10,303.17
01/31/18	DD 2162	Sanchez, Ricardo A.	-3,055.91
01/31/18	DD 2163	Watson, Scott A.	-6,113.92
01/31/18	DD 2164	Zavala, Anabel G.	-4,417.47
12/18/17	25231	BABETTE L MARTIN	-173.40
12/18/17	25232	KRYSTN & DAVID CAMPO	-275.31
12/18/17	25233	GLENDA LEMAY	-28.81
12/18/17	25234	JESSICA & ERLAND WILLIAMS	-53.46
12/18/17	25235	A-1 Services	-403.00
12/18/17	25236	Assoc. of Calif. Water Agencies (ACWA)	-13,360.00
12/18/17	25237	Atlas Copco Compressors, Inc.	-187.43
12/18/17	25238	Auto Tech Service Center, Inc.	-1,340.75
12/18/17	25239	Bianchi Kasavan & Pope, LLP	-555.00
12/18/17	25240	Bracewell Engineering, Inc.	-126.00
12/18/17	25241	Brenntag Pacific, Inc.	-12,561.70
12/18/17	25242	City of Hollister-Finance Dept	-353,643.19
12/18/17	25243	CM Analytical, Inc.	-5,081.25
12/18/17	25244	GE Analytical Instruments, Inc.	-12,146.13
12/18/17	25245	John Smith Road Landfill	-212.70
12/18/17	25246	Pinnacle Agriculture	-735.00
12/18/17	25247	Radio Shack (Crystal T.V.)	-21.64
12/18/17	25248	San Benito County Water District	-261.50
12/18/17	25249	State Water Resources Control Board-AFRS	-6,787.00
12/18/17	25250	State Water Resources Control Board-NPDES	-500.00
12/18/17	25251	Trans Union LLC	-108.89
12/18/17	25252	USA Blue Book	-383.90
12/18/17	25253	IRENE AGREDANO	-333.40
12/26/17	25254	CalPERS OPEB Trust	-10,661.00
12/26/17	25255	CM Analytical, Inc.	-6,247.50
12/26/17	25256	CWEA Membership- TCP	-360.00
12/26/17	25257	De Lay & Laredo	-2,100.00

Date	Number	Name	Amount
12/26/17	25258	First Trust Alarm Company	-698.00
12/26/17	25259	Hach Company	-1,012.92
12/26/17	25260	J L Wingert Co.	-196.14
12/26/17	25261	Konica Minolta Premier Finance	-412.91
12/26/17	25262	Kruger	-69,102.68
12/26/17	25263	Toro Petroleum Corp.	-1,324.22
12/26/17	25264	Wright Bros. Welding & Sheet Metal, Inc.	-515.70
12/29/17	25265	Nationwide Retirements Solutions	-29,048.23
12/29/17	25266	United Way of San Benito County	-126.00
12/29/17	25267	Dearborn National Life Insurance Company	-352.00
12/29/17	25268	HealthSmart Benefit Solutions, Inc. (VSP)	-302.24
12/29/17	25269	Premier Access Insurance Co.	-2,989.92
12/26/17	25270	Postmaster	-193.89
12/28/17	25271	Petty Cash	-104.20
12/28/17	25272	Postmaster	-1,963.84
01/02/18	25273	DAVID ADDAMO	-30.39
01/02/18	25274	DIANE M BARRETT	-268.12
01/02/18	25275	LLANO INC.	-663.64
01/02/18	25276	JAMES MAYNARD	-55.69
01/02/18	25277	PIVETTI CO	-117.05
01/02/18	25278	AL & TIFFANY VALLES	-195.00
01/02/18	25279	HARRY CLEMENTS & KATHRYN YOUNG	-44.21
01/02/18	25280	MELVIN A ANGEL	-258.82
01/02/18	25281	DANIEL A DRYDEN	-149.10
01/02/18	25282	KATHLEEN GROVES & MICHAEL S DWIGHT	-264.52
01/02/18	25283	Ace Hardware (Johnson Lumber Co.)	-337.95
01/02/18	25284	All Star Ready Mix, LLC	-372.76
01/02/18	25285	AT&T	-303.02
01/02/18	25286	AutomationDirect.com	-750.00
01/02/18	25287	B.A.R. Services	-193.83
01/02/18	25288	B.W.S. Distributors, Inc.	-180.39
01/02/18	25289	Brenntag Pacific, Inc.	-17,976.63
01/02/18	25290	Brigantino Irrigation	-112.30
01/02/18	25291	Corix Water Products	-205.06
01/02/18	25292	Ferguson Enterprises, Inc.	-1,155.04
01/02/18	25293	Greenwood Chevrolet	-79.03
01/02/18	25294	Interstate All Battery Center	-110.71
01/02/18	25295	Itron, Inc.	-1,114.14
01/02/18	25296	Mid Valley Supply	-366.73
01/02/18	25297	Mission Uniform Service	-937.95
01/02/18	25298	Palace Business Solutions	-625.05
01/02/18	25299	Quinn Company	-661.40
01/02/18	25300	Razzolink.com	-132.90
01/02/18	25301	San Benito Tire Pros & Automotive	-109.95
01/02/18	25302	True Value Hardware	-19.47

Date	Number	Name	Amount
01/02/18	25303	USA Blue Book	-547.83
01/02/18	25304	Wright Bros. Indust. Supply	-114.91
01/08/18	25305	Ace Hardware (Johnson Lumber Co.)	-33.36
01/08/18	25306	ACWA/JPIA	-13,280.06
01/08/18	25307	Animal Damage Management	-225.00
01/08/18	25308	AT&T	-524.33
01/08/18	25309	Auto Tech Service Center, Inc.	-90.38
01/08/18	25310	Brenntag Pacific, Inc.	-3,619.55
01/08/18	25311	Brigantino Irrigation	-64.56
01/08/18	25312	Hach Company	-197.53
01/08/18	25313	J L Wingert Co.	-743.71
01/08/18	25314	John Smith Road Landfill	-363.60
01/08/18	25315	Mc Master-Carr	-411.08
01/08/18	25316	P G & E	-16,392.48
01/08/18	25317	Pinnacle Agriculture	-772.50
01/08/18	25318	San Benito County Water District	-264,190.62
01/08/18	25319	South Valley Internet, Inc.	-20.45
01/08/18	25320	State Water Resources Control Board-DWOCP	-120.00
01/08/18	25321	U.S. Bank Corporate Payment Systems	-5,556.74
01/08/18	25322	Verizon Wireless	-307.23
01/08/18	25323	Recology San Benito County	-128.51
01/15/18	25324	Bianchi Kasavan & Pope, LLP	-776.81
01/15/18	25325	Bracco's Towing	-125.00
01/15/18	25326	Bracewell Engineering, Inc.	-126.00
01/15/18	25327	Brenntag Pacific, Inc.	-5,854.12
01/15/18	25328	CM Analytical, Inc.	-10,108.75
01/15/18	25329	Mark Nicholson, Inc.	-1,837.55
01/15/18	25330	State Water Resources Control Board-DWPF	-20,970.00
01/15/18	25331	Toro Petroleum Corp.	-1,086.85
01/15/18	25332	Trans Union LLC	-133.56
01/15/18	25333	JOSEPH E PORTALE	-83.22
01/15/18	25334	ROSALEEN SPEARS	-109.96
01/22/18	25335	Eclarin, Ernesto P.	-24.66
01/22/18	25336	A-1 Services	-403.00
01/22/18	25337	All Star Ready Mix, LLC	-97.79
01/22/18	25338	Brenntag Pacific, Inc.	-7,802.44
01/22/18	25339	Central Ag Supply LLC	-337.57
01/22/18	25340	City of Hollister-Finance Dept	-362,432.09
01/22/18	25341	CM Analytical, Inc.	-2,782.50
01/22/18	25342	De Lay & Laredo	-2,100.00
01/22/18	25343	EBCO Pest Control	-120.00
01/22/18	25344	Hach Company	-1,182.54
01/22/18	25345	Postal Graphics (was Post Net)	-1,855.53
01/22/18	25346	Quinn Company	-390.00
01/22/18	25347	R.F. MacDonald Co.	-900.00

Date	Number	Name	Amount
01/22/18	25348	San Benito County-Admin Office	-8,260.00
01/22/18	25349	San Benito County Water District	-169.25
01/22/18	25350	State Water Resources Control Board-DWOCP	-70.00
01/22/18	25351	State Water Resources Control Board-OOC	-280.00
01/22/18	25352	Toro Petroleum Corp.	-922.73
01/23/18	25353	Postmaster	-169.17
01/29/18	25354	HOMER & SUSAN FARLEY	-10.72
01/29/18	25355	STEVEN W & ROXANNE L SIMON	-50.91
01/29/18	25356	JENNIFER SORRELLS	-127.94
01/29/18	25357	GARY K HURST & CHANESSA WATERS	-178.83
01/29/18	25358	AT&T	-227.49
01/29/18	25359	Auto Tech Service Center, Inc.	-80.38
01/29/18	25360	Bianchi Kasavan & Pope, LLP	-203.78
01/29/18	25361	CA Dept. of Tax & Fee Administration	-71.00
01/29/18	25362	Hach Company	-165.17
01/29/18	25363	Kennedy/Jenks Consultants	-142,204.37
01/29/18	25364	Konica Minolta Premier Finance	-412.91
01/29/18	25365	Petty Cash	-90.30
01/29/18	25366	Postal Graphics (was Post Net)	-311.65
01/29/18	25367	Quinn Company	-2,991.62
01/29/18	25368	The Body Shop	-8,274.73
01/29/18	25369	Toro Petroleum Corp.	-87.73
01/29/18	25370	Verizon Wireless	-287.60
01/31/18	25371	Nationwide Retirements Solutions	-21,072.49
01/31/18	25372	Dearborn National Life Insurance Co.	-352.00
01/31/18	25373	HealthSmart Benefit Solutions, Inc. (VSP)	-302.24
01/31/18	25374	Premier Access Insurance Co.	-2,989.92
01/31/18	25375	Postmaster	-1,999.23
02/05/18	25376	Ace Hardware (Johnson Lumber Co.)	-640.34
02/05/18	25377	All Star Ready Mix, LLC	-249.57
02/05/18	25378	Auto Tech Service Center, Inc.	-700.00
02/05/18	25379	Bay Valve Service & Engineering, LLC	-2,629.37
02/05/18	25380	Brenntag Pacific, Inc.	-19,417.24
02/05/18	25381	Brigantino Irrigation	-232.51
02/05/18	25382	Corix Water Products	-478.13
02/05/18	25383	E.H. Wachs Co.	-64,665.53
02/05/18	25384	First American Title Insurance Co	-1,600.00
02/05/18	25385	Hach Company	-871.18
02/05/18	25386	Hollister Paint Co.	-85.55
02/05/18	25387	Mc Master-Carr	-42.52
02/05/18	25388	Mission Uniform Service	-1,247.41
02/05/18	25389	O'Reilly Auto Parts	-67.86
02/05/18	25390	Palace Business Solutions	-995.16
02/05/18	25391	Radio Shack (Crystal T.V.)	-29.22
02/05/18	25392	Ryan Herco Flow Solutions	-1,064.80

Date	Number	Name	Amount
02/05/18	25393	Sage Software, Inc.	-1,004.00
02/05/18	25394	San Benito Tire Pros & Automotive	-1,531.51
02/05/18	25395	Silke Communications, Inc.	-914.14
02/05/18	25396	Staples Advantage	-225.68
02/05/18	25397	Razzolink.com	-76.95
02/05/18	25399	Postmaster	-136.80
02/05/18	25400	Ace Hardware (Johnson Lumber Co.)	0.00
02/05/18	25401	Ace Hardware (Johnson Lumber Co.)	-13.25
02/12/18	25402	JESSE RIVERA & SARAH BARBOZA	-61.34
02/12/18	25403	VOID	0.00
02/12/18	25404	ANNABEL GORENA	-70.11
02/12/18	25405	JOHN L GUGLIELMINO	-125.00
02/12/18	25406	MICHAEL KING	-15.74
02/12/18	25407	AT&T	-525.53
02/12/18	25408	Bianchi Kasavan & Pope, LLP	-2,046.00
02/12/18	25409	Bracewell Engineering, Inc.	-126.00
02/12/18	25410	Brenntag Pacific, Inc.	-5,251.35
02/12/18	25411	Calif. Clean Energy LLC	-2,626.86
02/12/18	25412	Central Ag Supply LLC	-1,010.67
02/12/18	25413	CM Analytical, Inc.	-5,985.00
02/12/18	25414	EBCO Pest Control	-60.00
02/12/18	25415	Grainger, Inc.	-1,502.78
02/12/18	25416	Kennedy/Jenks Consultants	-47,045.42
02/12/18	25417	Mc Kinnon Lumber Co., Inc.	-27.44
02/12/18	25418	New SV Media, Inc. (was So. Valley News.)	-420.00
02/12/18	25419	P G & E	-14,633.98
02/12/18	25420	Pinnacle Agriculture	-753.75
02/12/18	25421	Recology San Benito County	-128.51
02/12/18	25422	San Benito County Water District	-264,945.99
02/12/18	25423	South Valley Internet, Inc.	-20.45
02/12/18	25424	Toro Petroleum Corp.	-1,681.90
02/12/18	25425	Trans Union LLC	-102.76
02/12/18	25426	U.S. Bank Corporate Payment Systems	-7,538.39
02/12/18	25427	LORI ANN DAINOWSKI	-42.63
Total Disbursements			<u>-2,550,767.23</u>

Director Ross inquired about check #25306 payable to ACWA/JPIA in the amount of \$13,208.06, and President Johnson responded that is for Workers Compensation. Ms. Ross also inquired about check #25416 payable to Kennedy/Jenks Consultants in the amount of \$47,045.42, and General Manager/Secretary Ridenhour responded that was for design costs associated with the Crosstown Pipeline project.

Upon motion made by Director Rodriguez, seconded by Director Spencer, and carried 5-0, the consent agenda was approved as presented.

J. NEW BUSINESS:

- 1. CONSIDER ACCEPTING OF THE FIVE-YEAR WATER & WASTEWATER CAPITAL IMPROVEMENT PLAN. (Statutorily Exempt from CEQA per Article 18, Section 15262):** General Manager/Secretary Ridenhour explained that in June of 2017, the Board accepted the updated Hollister Urban Area Water and Wastewater Master Plan (Master Plan), which focused on a capital improvement plan for the three agencies (City of Hollister, San Benito County Water District, and Sunnyslope County Water District). The appendix of the Master Plan included a Five-Year Capital Improvement Plan for the District, but the focus of the plan was on the multi-agency projects and water supply needs in the future. The Five-Year Water & Wastewater Capital Improvement Plan includes both the multi-agency projects, and the District specific projects, with estimates of the District's future costs. It also includes the projects that have been completed in the last five years, with their construction costs identified in the year of completion.

The Water & Wastewater Committee met on January 25th to review the Capital Improvement Plan and projects completed in prior years. Only construction costs are reflected in the prior year projects. The many studies, planning expenses, and design costs are not reflected in the prior year costs. The most significant future projects on the list are the multi-agency projects of the Crosstown Pipeline and the search for additional water supplies, which are both underway. The following list of projects are more specific to the District and are what we will be including in future year budgets:

- Water meter replacements;
- Upgrade to the Airline Highway booster station;
- New Fairview/John Smith Roads booster station;
- Well 5 upgrades for irrigation water system supply;
- Irrigation water system pipeline installation /repair;
- Pipeline connection from Valley View Road to Union Road;
- Cathodic protection for Lessalt WTP filter system and finish water tanks;
- SCADA at pressure reducing stations; and a
- Generator at Paullus Drive sewer lift station.

President Johnson inquired about the future cost of the Chromium six issue, and General Manager/Secretary Ridenhour responded that the District will not know if they will have a project dealing with Chromium six until we hear from the State on any new regulation, which is expected in two years.

Upon motion made by Director Rodriguez, seconded by Director Spencer, and carried 5-0, the Board accepted the Five-Year Water & Wastewater Capital Improvement Plan.

2. **RECEIVE AND DISCUSS SIX-MONTH BUDGET REVIEW OF DISTRICT'S FINANCIAL RESULTS FROM JULY 1, 2017 THRU DECEMBER 31, 2017:**

Finance and Human Resource Manager Cathy Buck presented a detailed review of the Water/Wastewater Operations Profit and Loss Report by line item through December 31, 2017. The report shows actual results for year-to-date December, fiscal year projected totals, and the approved fiscal year Budget for both fiscal year 2017/18 (this year) and fiscal year 2016/17 (last year).

Ms. Buck reported that District is doing very well on staying within budget and feels that she and General Manager/Secretary Ridenhour have a good handle on accurate yet conservative budgeting, and controlling the majority of the costs. The exception being the cost of repairs and maintenance, which are always difficult to budget for since water system leaks are so unpredictable. Ms. Buck asked the Board if they had any questions, and there were none.

General Manager/Secretary Ridenhour stated that he was happy with water sales revenue and that the District is doing quite well with the capacity fees being collected from new development.

Upon motion made by Director Ross, seconded by Director Alcorn and carried 5-0, the Board received the Six-Month Budget review of the District's Financial results from July 1, 2017 thru December 31, 2017.

3. **CONSIDER APPROVAL TO AWARD THE TRENCH RESTORATION PROJECT TO MARK NICHOLSON INC. FOR A PRICE OF \$28 PER SQUARE FOOT AND AUTHORIZATION TO ENTER INTO CONTRACT FOR SUCH SERVICES. (Categorically Exempt from CEQA per Article 19, Section 15301):**

Assistant Engineer Rob Hillebrecht stated that staff requested written sealed bids to have water and wastewater trenches repaved in accordance with the City of Hollister and County of San Benito utility trench restoration standards. Trench repaving is needed whenever staff are required to cut asphalt in streets to dig up water and wastewater services (primarily water) and mains to make repairs. Staff requested bids for this service for a four year period. Bids were requested from:

- 1) Granite Rock
- 2) Mark Nicholson Inc.
- 3) Enz Construction
- 4) Monterey Peninsula Engineering
- 5) Don Chapin Co.

The following bids were received from the respective contractors on February 8, 2018.

- | | |
|--|----------------------|
| 1) Monterey Peninsula Engineering ¹ | \$10 per square foot |
| 2) Mark Nicholson Inc. | \$28 per square foot |
| 3) Don Chapin Co. | \$40 per square foot |

¹ Monterey Peninsula Engineering withdrew their bid after discovering a significant error in their estimate.

The lowest responsible bidder is the bid from Mark Nicholson Inc. for \$28 per square foot. The Contract provided in the packet for Board review further details the Terms and Conditions of this agreement.

Upon motion made by Director Spencer, seconded by Director Rodriguez, and carried 5-0, the Board approved the award of the trench restoration project to Mark Nicholson Inc. for a price of \$28 per square foot and authorized entering into a four-year contract for such services.

K. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting.
2. **Water/Wastewater Committee:** General Manager/Secretary Ridenhour reported that a meeting was held on January 25th to discuss the Five-Year Water & Wastewater Capital Improvement Plan; the GIS water system map update; the crosstown pipeline design update; new residential developments; and small water system issues.

Director's Rodriguez and Ross both commented on how impressed they were with the GIS maps of the District. Assistant Engineer Rob Hillebrecht has been working with the County and has completed binders for the each of the maintenance staff trucks; each of the plants; and for the District office.

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 (WRASCB):** General Manager/Secretary Ridenhour reported that a meeting was held on February 1, 2018. The meeting included appointment of WRASCB Chair and Vice Chair; approval of the

WRASCB meeting dates for 2018; and Shawn Novack, Program Manager's report on the conservation program; water softener demolishing efforts in 2018; toilets replaced, and the washing machine rebates. Discussion was also held on turf removal program that is no longer available through WRASCB, but staff will assist rate payers in applying to the State's rebate program.

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 Operations Summary (thru January 31, 2018), Statement of Income (thru December 31, 2017), and Investment Summary (thru January 31, 2018). Ms. Buck asked if the Board had any questions and there were none. Ms. Buck pointed out that the District is up to 34.9% of customers now on one of the Automatic Payment services.

The District's Investment Summary report reflects the total cash balance as of January 31, 2018 of \$11,682,376.75, which includes posted interest totaling \$39,398.79 (seven months interest on the CDs, and three quarters of interest on the LAIF investment that posted in July, October, and December).

Water/Wastewater Superintendent Jim Filice reported on the January 31, 2018 Maintenance Staff Report, and asked the Board if there were any questions and there were none.

In review of the Meter Reading Report for the period of December 14, 2017 to January 31, 2018, the intertie meter data indicates the City received 9.4% of Lessalt Water Treatment Plant water, while the District received 90.6%, and the City received 100% of the West Hills Water Treatment Plant water, while the District received 0%. Mr. Filice stated that the amount of water the City owes has gone up a bit. The District is balancing it out by using the intertie from the low zone to the middle zone.

Water/Wastewater Superintendent Jim Filice reported on the groundwater level report stating that the levels are trending upward.

8. **Active Tasks Update:** General Manager/Secretary Ridenhour reported that 65% of the Crosstown Pipeline design is complete and under review by staff. Discussions and design coordination with the High School and the County over a joint bypass road/pipeline construction project are underway. A water pipeline hazard assessment will be required by the High School at a cost of \$3,365. The design will be complete and construction is anticipated to begin in June, 2018.

The Santana Ranch Project developer will be completing the District's 16" pipeline to the Fairview Tank in the next few days. This pipeline will improve reliability and flows in and out of the tank. The District gave the developer connection fee credits for the pipeline construction which was done in phases over the last 3-1/2 years.

General Manager/Secretary Ridenhour stated that an Open House for the West Hills Water Treatment Plant has been scheduled for March 3rd from 9:00 am to noon, and the Board is encouraged to attend. Punch list items continue to be addressed. Water from West Hills WTP is now being moved into Sunnyslope's water system through interties with the City of Hollister.

The District is beginning the process of renewing our Operations & Maintenance Agreement with San Benito County Water District for the operation of the Lessalt and West Hills Water Treatment Plants.

Twelve applications were received, and five applicants were interviewed for the Billing Clerk/Receptionist position on February 14th. Cathy Buck explained that an offer has been made to one of the candidates. Ms. Buck is in the process of having the drug screening done and will be moving forward with the background check, with hopes to have the new employee begin within the next few weeks.

General Manager/Secretary Ridenhour explained that the General Manager from Aromas Water District (Robert Johnson) contacted him with regard to special districts having representation on the Local Area Formation Commission Board. Mr. Ridenhour also had conversations with two of the Aromas Water District Board Members about the same topic. Mr. Ridenhour explained to the Aromas representatives that becoming a member of LAFCO is also a financial liability for the District, as the District would be responsible for some of LAFCO's budget costs.

L. BOARD and STAFF REPORTS

1. **Directors:** No report.
2. **District Counsel:** No report.
3. **Finance and Human Resource Manager:** Ms. Buck reminded the Board of Directors that it is time to complete their Form 700, and she is available to assist Directors in using the County Election office's eDisclosure software to file, if desired.

4. **Assistant Engineer:** Assistant Engineer Hillebrecht reported that he has joined the San Benito Resource Conservation District. One of the many functions of the agency is to assist farmers with completing the required paperwork when requesting grants.
5. **General Manager:** No report.

M. FUTURE AGENDA ITEMS: The following agenda items will be brought to future meetings: None at this time.

N. ADJOURNMENT: President Johnson adjourned the meeting at 6:15 p.m.

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

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