

MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
Regular Meeting
June 14, 2012

A. CALL TO ORDER: The meeting was called to order at 5:15 p.m. by President Meraz, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

B. ROLL CALL: Present: President Dave Meraz; Directors Dawn Anderson, Danny Villalon, and Kathleen Hill; General Manager/Secretary Don Ridenhour; Attorney Lloyd Lowrey; and Executive Assistant/Stenographer Carol Porteur. **Absent:** Dave Clapham (arrived at 5:20 p.m.).

Staff present for Open Session: District Engineer Ken Girouard, Finance & Human Resources Manager Cathy Buck, and Water Superintendent Jim Filice.

Others present: None.

C. CLOSED SESSION: None, skip to agenda item G.

D. CALL REGULAR MEETING TO ORDER: N/A, see agenda item A above.

E. ROLL CALL: N/A, see agenda item B above.

F. REPORT ACTION TAKEN IN CLOSED SESSION: N/A.

G. APPROVAL OF AGENDA: Upon motion made by Director Anderson, seconded by Director Hill, and carried 4-0 (Director Clapham 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; there were no comments from the public.

I. READING AND APPROVAL OF MINUTES: Upon motion made by Director Villalon, seconded by Director Anderson, and carried 4-0 (Director Clapham absent) the Board approved the minutes of the April 12, 2012 Regular meeting and the May 3, 2012 Regular meeting as presented.

J. OLD BUSINESS: None.

General Manager/Secretary announced that Board Stenographer Laura Wiener-Smolka is retiring and Executive Assistant Carol Porteur will be replacing Ms. Wiener-Smolka in taking Board meeting minutes.

Director Clapham arrived at 5:20 p.m.

K. NEW BUSINESS:

- 1. RECEIVE, REVIEW, AND TAKE APPROPRIATE ACTION ON THE AGREEMENT WITH DATA INSTINCTS FOR PUBLIC OUTREACH SERVICES RELATING TO THE HOLLISTER URBAN AREA WATER AND WASTEWATER MASTER PLAN IMPLEMENTATION AND COORDINATED**

WATER SUPPLY AND TREATMENT PLAN WITH THE DISTRICT'S SHARE NOT TO EXCEED \$8,000: General Manager/Secretary Ridenhour explained that the construction of the updated Lessalt Water Treatment plant and the new West Hills Water Treatment plant will represent a major investment for the Hollister Urban Community. The Management Committee of the Hollister Urban Area Water and Wastewater Master Plan (HUAWWMP) recognized that the partnering agencies, Sunnyslope County Water District, San Benito County Water District and the City of Hollister, did not have the experience necessary to develop a successful plan and sought out a consultant to develop the outreach and communication program. After interviewing three agencies, San Benito County Water District Board has authorized a contract with Data Instincts for an amount not to exceed \$25,000 on May 30, 2012, with each partnering agencies amount not to exceed \$8,000.

Mr. Ridenhour stated that the outreach project will consist of four tasks and this amount is budgeted to cover Tasks 1 and 2, which will gather information about the Coordinated Plan and the community's opinions and concerns. He added that the amount for the additional Task 3, which is to develop a detailed public outreach and communications plan from the information gathered in Tasks 1 and 2, and Task 4 to implement the plan, will be determined once the information from Task 1 and 2 have been gathered. General Manager/Secretary Ridenhour explained that before any further expenditure is made, staff will return to the Governance Committee with a detailed plan and budget to complete Tasks 3 & 4 and to seek recommendation to advance the plan and budget to the respective boards and council for approval. Mr. Ridenhour stated that a "kick-off" meeting is scheduled for June 21st.

President Meraz stated that he would like Data Instincts to give a presentation of the final public outreach and communications plan to the Board before presenting to the public and possibly provide a video to put on the District's website.

Upon motion made by Director Anderson, seconded by Director Clapham, and unanimously carried (5-0), the Board approved the Agreement with Data Instincts for public outreach services relating to the Hollister Urban Area Water and Wastewater Master Plan Implementation and Coordinated Water Supply and Treatment Plan with the District's share no to exceed \$8,000.

- 2. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION TO APPROVE A COLA (COST OF LIVING ALLOWANCE) OF 3% FOR DISTRICT EMPLOYEES FOR FISCAL YEAR 2012/13, EFFECTIVE JULY 1, 2012:** Finance & Human Resource Manager Cathy Buck explained that on August 11, 2011, after negotiations with the employees, and with recommendation from the Personnel Committee, the Board approved a three-year contract, effective July 1, 2011, including a stipulation to use an average of three Bureau of Labor Statistics Consumer Price Index for Urban Wage Earner (CPI-W) tables to determine the COLA percent increase for the FY 2012/13 and 2013/14 years, which was left to be determined in the future. Ms. Buck explained that the average CPI-W for 2012/13 was gathered from the only three tables that seemed appropriate: the San Francisco-Oakland-San Jose, CA table; the Los Angeles-Riverside-Orange County, CA table; and the West Urban table. The Personnel Committee met and has concurred with the use of these three tables. For FY 2012/13, the average of these three tables calculates to a 3.0% COLA.

Upon motion made by Director Villalon, seconded by Director Clapham, and unanimously carried (5-0), the Board approved the use of the three (3) Consumer Price Index Urban Wage Earner tables presented to get the average COLA for FY 2012/13 and FY 2013/14.

3. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION TO ACCEPT FISCAL YEAR 2012/2013 BUDGET FOR SUNNYSLOPE COUNTY WATER DISTRICT:

The Directors reviewed the Fiscal Year 2012/2013 Budget for Sunnyslope County Water District and Director Villalon asked if the 3% COLA increase was already included in the budget; Finance & HR Manager Cathy Buck stated that it is.

It was noted that no wholesale water sales were budgeted for the FY 2012/13 year. There was a discussion on the uncertainty of the billing of wholesale water to the City of Hollister as well as the options available for the City to repay what has already been billed.

Ms. Buck stated that management believes that the budget is conservative and that actual results will likely be favorable, barring any unforeseen circumstance and Director Villalon asked if there was any additional amount budgeted for the unforeseen and Ms. Buck stated that there are small amounts added in various departments.

Upon motion made by Director Villalon, seconded by Director Anderson, and unanimously carried (5-0), the Board approved to accept Fiscal Year 2012/2013 Budget for Sunnyslope County Water District.

4. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON RIDGEMARK WASTEWATER TREATMENT AND RECYCLED WATER IMPROVEMENTS PROJECT STATUS AND PROGRESS PAYMENT REQUEST BY ANDERSON PACIFIC FOR \$694,017.02:

Engineer Girouard summarized progress made on the Ridgemark Wastewater Treatment and Recycled Water Improvements Project by Anderson Pacific from April 25, 2012 to May 31, 2012, as well as an update on change orders. He recommended approval of a progress payment, after retention of 10%, totaling \$694,017.02. Engineer Girouard noted that, in terms of cost expenditure, this payment will bring completion of the project to approximately 47% complete on a cost basis.

Engineer Girouard presented updates on two potential change order requests to the Board. The first, potential change order #2 is a request for a 92 calendar day's time extension on the project due to the problem of the original building subcontractor going bankrupt. The Board suggested that since this item is requesting action that was not itemized on the agenda for the June meeting, that it be brought back to the July Board meeting. The second, potential change order #3, was an update to the Board on the installation of 600' long, 8" diameter main to supply automatic fire sprinklers and a "steamer" hydrant and a 600' long 2" potable water line (in the same trench), plus a 2" and a 8" reduced pressure backflow device at the connection point at the new 10" pipeline located at the property line on the eastern boundary of the Ridgemark 1 wastewater plant, which is still in process.

Mr. Girouard stated that payments by SRF have been exceptionally fast and that reimbursement request #9 for the month of May, 2012 has already been submitted. In addition, he explained that Anderson Pacific Engineering is 47% complete on a cost basis and Construction Management is 47.3% complete. Engineer Girouard explained by a graph of projected cash flow that in the next few months the cost of the project will be peaking at near \$1 million each month, but by September 2012 will begin to decline for the remainder of the project. He added that the contractor will be completing and starting to operate the wastewater plant sometime between September and November.

Upon motion made by Director Anderson, seconded by Director Hill, and unanimously carried (5-0), the Board approved a progress payment to Anderson Pacific in the amount of \$694,017.02 for invoice #108-11.

5. RECEIVE, REVIEW, AND ADOPT A RESOLUTION ORDERING A DISTRICT ELECTION, REQUESTING AN ELECTION, AND AUTHORIZING PAYMENT:

General Manager/Secretary Ridenhour explained that on November 30, 2012, three of the Board of Director's terms will expire requiring an election to fill the three upcoming vacancies. The next regular election will be held November 6, 2012 and the District must adopt a resolution ordering the election, requesting the County of San Benito conduct the election, and authorize payment for the County's services to conduct the District's election. The cost for the County to conduct the election on the District's behalf will depend on the candidates running and the District's share of the County's overall cost of election which is estimated not to exceed \$18,000. General Manager/Secretary Ridenhour also noted that the dates for candidates to declare their candidacy and submit the required papers are between July 16th and August 10th.

Upon motion made by Director Villalon, seconded by Director Anderson, and unanimously carried, the Board approved adopting Resolution No. 525 ordering a District election, requesting the County of San Benito conduct the election, and authorizing payment for the cost of the election.

6. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION TO ACCEPT FINAL FISCAL STUDY FOR SUNNYSLOPE COUNTY WATER DISTRICT CONDUCTED OCTOBER THROUGH JANUARY 2011-2012 BY BHI MANAGEMENT CONSULTING:

General Manager/Secretary Ridenhour explained that in September of 2011, the Board of Directors approved a professional services contract with BHI Consultants to develop a Strategic Plan and to prepare Financial Efficiency Assessment for the District. BHI has completed the fiscal assessment of the District's financial documents, policies, and procedures and a final draft of their recommendations has been completed. Mr. Ridenhour reported that staff has already implemented many of the recommendations.

BHI has identified four attributes of Budget Management Effectiveness; Financial Procedure Integrity; Bond Rating; and Rate Adequacy to be potential areas where improvements could be made in the management of the District. BHI has recommended proceeding with a rate and fee study in cooperation with the City of Hollister (COH) and San Benito County Water District (SBCWD) for jointly planned capital improvements, to continue to find ways to reduce or hold operating costs down, to develop a 5-year projected budget proforma, and to develop a reserve policy to cover fluctuations in revenue and provide the necessary debt/service ratios needed for future debt financing needs.

General Manager/Secretary Ridenhour stated that part of the Rate Adequacy recommendations, BHI recommends the District proceed with the water rate study as planned. Potential revenue enhancements include development of a wholesale groundwater rate; appropriately charging other agencies for the operation of the Lessalt Water Treatment Plant, both of which the District is already doing; developing water rates and fees in conjunction with COH and SBCWD, which is underway with a request for proposals issued and proposals due back by June 29th with hope to be under contract in July or August; and to collaborate with SBCWD on establishing capital repayment schedules for the financing of treatment plants, pump stations, and pipeline improvements planned as part of the Hollister Urban Area Master Plan.

General Manager/Secretary Ridenhour asked the Board to accept the Fiscal Study and direct staff to proceed with the recommendations in the study. Mr. Ridenhour stated that once the Board has approved the study, BHI will copy and bind the final Fiscal Study, which will be available for the public to review.

Upon motion made by Director Clapham, seconded by Director Villalon, and unanimously carried (5-0), the Board accepted the Final Fiscal Study for Sunnyslope County Water District conducted October through January 2011-2012 by BHI Management Consulting.

- 7. RECEIVE, REVIEW, AND TAKE APPROPRIATE ACTION ON THE AGREEMENT WITH PG&E TO RELOCATE GAS & ELECTRIC SERVICE AT 600 MARKS DRIVE AT A COST OF \$10,497.63:** Engineer Girouard explained that as part of the Ridgemark Wastewater Treatment Plant Project, the District has purchased fee title of the property owned by Lynn and Susan Hilden on Marks Drive where the main sewer lift station is located. The Hilden's current PG&E gas and electric utilities currently run through the District's fee title property and needs to be relocated.

Anderson Pacific, the contractor for the Ridgemark Wastewater Treatment Plant, is responsible for physically relocating the utilities, while the District is responsible for the cost of \$10,497.63 charged by PG&E to relocate the Hilden utilities.

Upon motion made by Director Hill, seconded by Director Clapham, and unanimously carried (5-0), the Board approved the contract with PG&E to relocate the gas and electric service meter at 600 Marks Drive at a cost of \$10,497.63.

L. BOARD AND STAFF COMMITTEE STATUS REPORTS:

- 1. Governance Committee:** Director Villalon reported that the finance subcommittee (City of Hollister, San Benito County Water District, and Sunnyslope County Water District) met on June 13th and that the County of San Benito was not represented as they are not involved in the financial aspect of the project. They are starting to put a draft agreement on paper with a twelve month schedule and discussed the Lessalt plant transfer.

General Manager/Secretary Ridenhour added that the discussion involved the timing of the Operations and Maintenance Agreement, and that Sunnyslope staff would be operating both the Lessalt and West Hills plants for the first five years after the start of West Hills. He stated that since the start of West Hills is not anticipated for at least three years, the agreement would be for eight years, starting with Lessalt in approximately three years and adding West Hills into the agreement in 2015.

Mr. Ridenhour commented that the three agencies agreement should be done by the end of the year. He also noted that before the Prop 218 process for adjusting water rates can be started, the agreement will need to be in place, and the financing assistance from San Benito County Water District will need to be established. He stated that HDR is responsible for meeting notes and drafting the agreement.

Mr. Ridenhour reported there will not be a meeting in June; the next meeting is scheduled for July 18, 2012.

- 2. Water/Wastewater Committee:** No report.
- 3. Finance Committee:** No report. The committee needs to set a future meeting date to discuss the line of credit and refinancing of existing debt.

4. **Policy and Procedure Committee:** Director Anderson reported that Sue Dillon, representing Ridgemark Homeowners Association, attended the meeting in regards to the sewer lateral policy. General Manager/Secretary Ridenhour reported that since there is not an issue with the sewer laterals at the present time, revising the current policy is not a pressing matter. Mr. Ridenhour stated that committee is currently working on development, environmental review, and annexation policy drafts. He added that at the scheduled meeting for June 19th the committee will be reviewing draft updates to Chapters 1 & 2 of the District code.
5. **Water Resources Association of San Benito County:** Director Anderson reported no meeting. President Meraz added that Shawn Novack has a visitor from La Paz, Mexico visiting and Mr. Novak is showing him around the San Benito County Water District.
6. **Ridgemark Wastewater Treatment and Recycled Water Improvement Project:** No report since it was covered earlier with agenda item K-4.
7. **State Revolving Fund and Stimulus Package Financing:** No report.
8. **Lessalt Water Treatment Plant:** General Manager/Secretary Ridenhour reported that there has been discussion on the microfilters at the plant and the problems which continue to surface with the existing filters. He stated that the District has to report testing to the Department of Public Health and there are issues with the integrity testing. Mr. Ridenhour stated he has sent a memo to Jeff Cattaneo at San Benito County Water District regarding replacing the filters, which would be a shared cost with the City of Hollister. He stated that if all three trains were to be replaced, it would cost approximately \$375,000. General Manager/Secretary Ridenhour reported that staff will be bringing a recommendation to replace the filters to a future Board meeting.
9. **Water Related Projects:** No report.
10. **District Operation Summary, Statement of Income, and Investment Summary; Hollister-Sunnyslope Water Treatment Agency Investment and Disbursement Summaries; District Maintenance, Meter Reading, and Well Groundwater Level Reports:** The Board reviewed the May 31, 2012 District Operations Summary and the Statement of Income through April 30, 2012 with no questions.

Review of the District's Investment Summary report reflects the total cash balance as of May 31, 2012 is \$3,649,115.32, which includes eleven month's earned interest totaling \$9,173.85.

The Board reviewed Hollister-Sunnyslope Water Treatment Agency's disbursement report, reflecting the May 2 to June 12, 2012 Disbursement Summary totaling \$111,732.41.

The Board reviewed the Hollister-Sunnyslope Water Treatment Agency's Investment Summary ending May 31, 2012, which reflected the cash balance totals of \$1,927,017.53, which includes \$1,327.04 fiscal year-to-date (three month's) interest earned.

Jim Filice reviewed the May Maintenance Staff Report and answered questions from Board members about specific items in the report. Director Villalon asked about #8, the repair to fire hydrants on Sonny's Way and Mr. Filice explained that sometimes the shaft coupling breaks or rusts out so they need to repair with brass couplings. Mr. Filice reported that the District employees are scheduled for CPR Training on June 21st and

22nd. Mr. Filice pointed out that 209 valves were exercised during the month of May, with 1708 completed year-to-date and soon they will be ready to start over.

During review of the Meter Reading Report for the period April 16 to May 16, 2012, Jim Filice noted the intertie meter data indicates the City received 34.1% of Lessalt water, while the District received 65.9%, and that the City owes the District 288.7 million gallons of water after deducting the water the City was already billed. Since the water allocation year began in February 2012, the City has received 49.6 % of Lessalt treated water and the District has received 50.4%. Mr. Filice reported that the City will now be receiving both ground and surface water and not just surface water as their half of the water produced at the Lessalt plant.

Jim Filice reviewed the groundwater level report and noted that well levels are continuing on the upward trend.

11. General Manager/Secretary Ridenhour reported on the Active Tasks. He reported that he may call a Special Meeting to discuss the Strategic Plan Draft and questioned whether to discuss the draft in committee first. Mr. Ridenhour reported that District is preparing to hire Jerry Hansen, an appraiser, and is drafting agreements to work with the Lompa Family on the property transfer on Well #8. On the Southside Annexation, he reported that Ken has sent out the request for proposals for the environmental review. He is also shooting for having a demonstration on valve exercising equipment at the July Board meeting.

M. ALLOWANCE OF CLAIMS: The Board reviewed the District's Disbursement Summary for the period May 2 through June 12, 2012. Director Hill inquired as to why we were paying both Staples and Palace Art and Office Supplies when Palace offers county discounts. Ms. Buck responded that we have been given special pricing with the new Staples Advantage program, which is better than Palace prices.

Upon motion made by Director Villalon, seconded by Director Anderson, and unanimously carried (5-0), the Board approved the disbursements totaling \$1,100,088.30, which includes: \$777,561.47 for vendors and employee compensation; \$318,401.10 to the City of Hollister for payments collected on their sewer billings; and \$4,125.73 for customer refunds and checks returned for insufficient funds. Last check written as of June 11, 2012 was check #17480.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
5/3/12	ACH 0320	Merchant Services	-398.74
5/15/12	ACH 0321	EFTPS (Director's payroll)	-150.30
5/17/12	ACH 0322	RETURNED ACH (Ret. ACH 05-01 to 05-04)	-521.61
5/18/12	ACH 0323	Intuit, Inc. (A/P envelopes)	-94.46
5/21/12	ACH 0324	Intuit, Inc. (Checks)	-230.21
5/17/12	ACH 0325	RETURNED CHECK (Ret. Ck. 05-01)	-147.00
5/17/12	ACH 0326	RETURNED CHECK (Ret. Ck. 05-02)	-116.39
5/18/12	ACH 0327	RETURNED CHECK (Ret. Ck. 05-04)	-143.43
5/31/12	ACH 0328	EFTPS (Regular payroll)	-21,420.52
5/24/12	ACH 0329	RETURNED CHECK (Ret. Ck. 05-04)	-145.29
5/24/12	ACH 0330	RETURNED CHECK (Ret. Ck. 05-05)	-149.99
6/4/12	ACH 0331	Merchant Services (May credit card fees)	-446.17
6/11/12	ACH 0332	RETURNED CHECK (Ret. Ck. 06-01)	-289.99
6/11/12	ACH 0333	RETURNED CHECK (Ret. Ck. 06-02)	-40.00
5/15/12	DD 0563	Clapham, David G	-186.70
5/15/12	DD 0564	Meraz, David E	-186.70
5/15/12	DD 0565	Villalon, Daniel	-188.70
5/31/12	DD 0566	Alvarez, Abel	-3,980.19
5/31/12	DD 0567	Brill, Kelly L.	-4,591.07

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
5/31/12	DD 0568	Buck, Cathy L.	-6,578.45
5/31/12	DD 0569	Castro, Kevin G.	-4,215.22
5/31/12	DD 0570	Chavez, Jr., Manuel T.	-5,328.26
5/31/12	DD 0571	Eclarin, Ernesto P.	-4,206.77
5/31/12	DD 0572	Estrada, Thomas A.	-4,138.33
5/31/12	DD 0573	Filice, James L.	-6,739.78
5/31/12	DD 0574	Girouard, Kenneth R.	-6,409.19
5/31/12	DD 0575	Hagins, Patrick M.	-4,627.70
5/31/12	DD 0576	Imperatrice, Patrick L.	-5,797.10
5/31/12	DD 0577	Jackson, Patrick W.	-6,475.74
5/31/12	DD 0578	Malko, Kim A.	-2,437.29
5/31/12	DD 0579	Norman, III, Walter R.	-5,361.24
5/31/12	DD 0580	Padilla, David	-5,024.11
5/31/12	DD 0581	Porteur, Carol A.	-3,734.64
5/31/12	DD 0582	Ridenhour, Donald G	-9,348.55
5/31/12	DD 0583	Watson, Scott A.	-4,686.73
5/31/12	DD 0584	Zavala, Anabel G.	-3,972.93
5/31/12	DD 0585	Jackson, Norma	-320.43
5/7/12	17341	Ace Hardware (Johnson Lumber Co.)	-291.87
5/7/12	17342	Anderson Pacific Engineering Constr, Inc.	-308,736.00
5/7/12	17343	Auto Tech Service Center, Inc.	-796.38
5/7/12	17344	AutomationDirect.com	-331.00
5/7/12	17345	BHI Management Consulting	-1,055.50
5/7/12	17346	Brigantino Irrigation	-9.25
5/7/12	17347	Calif. Dept. of Public Health	-9,324.00
5/7/12	17348	Don Chapin Co. Inc., The	-20.00
5/7/12	17349	Everbank Commercial Finance, Inc.	-224.08
5/7/12	17350	Gabilan Welding, Inc.	-8.15
5/7/12	17351	Kelly, Stephen F.	-14,140.98
5/7/12	17352	Mission Uniform Service	-644.10
5/7/12	17353	O'Reilly Auto Parts	-13.78
5/7/12	17354	Recology San Benito County	-117.24
5/7/12	17355	San Benito County Clerk	-50.00
5/7/12	17356	Void	0.00
5/7/12	17357	U.S. Bank Corporate Payment Systems	-1,808.83
5/7/12	17358	Union Bank of CA, Corp Trust Div (LA)	-2,505.30
5/7/12	17359	Wright Bros. Welding & Sheet Metal, Inc.	-141.91
5/7/12	17360	San Benito County Water District	-199.25
5/14/12	17361	Buck, Cathy L.	-46.93
5/14/12	17362	Buck, Cathy L.	-121.34
5/14/12	17363	Bianchi Kasavan & Pope, LLP	-323.20
5/14/12	17364	CM Analytical, Inc.	-7,690.00
5/14/12	17365	EBCO Pest Control	-55.00
5/14/12	17366	Everbank Commercial Finance, Inc.	-226.35
5/14/12	17367	Local Government Publications	-129.90
5/14/12	17368	Mark Nicholson, Inc.	-4,743.00
5/14/12	17369	Postal Graphics (was Post Net)	-2.94
5/14/12	17370	RMC Water and Environment	-24,536.90
5/14/12	17371	South Valley Internet, Inc.	-17.95
5/14/12	17372	Staples Advantage	-176.33
5/14/12	17373	State Water Resources Control Board-OOC	-510.00
5/14/12	17374	Toro Petroleum Corp.	-1,614.34
5/15/12	17375	Anderson, Dawn V	-188.70
5/15/12	17376	Hill, Kathleen A	-283.05
5/11/12	17377	Chavez, Jr., Manuel T.	-150.00
5/21/12	17378	A-1 Services	-373.00
5/21/12	17379	A & R Prehung Doors, Inc.	-135.31
5/21/12	17380	All Star Ready Mix, LLC	-497.38
5/21/12	17381	Bianchi Kasavan & Pope, LLP	-1,539.00
5/21/12	17382	California Clean Energy LLC	-2,334.27
5/21/12	17383	Charter Communications	-1,559.70
5/21/12	17384	City of Hollister-Finance Dept	-318,401.10

Date	Num	Name	Amount
5/21/12	17385	Hach Company	-256.39
5/21/12	17386	Hollister-Sunnyslope W. T. A.	-46,617.68
5/21/12	17387	Maine Society of CPA's	-230.00
5/21/12	17388	Monterey Bay Systems	-223.39
5/21/12	17389	Postal Graphics (was Post Net)	-128.21
5/21/12	17390	Power Equipment Co.	-39.19
5/21/12	17391	Staples Advantage	-155.59
5/21/12	17392	Stargazer Packaging	-318.11
5/21/12	17393	City of Hollister-Finance Dept	-380.01
5/23/12	17394	Postmaster	-225.48
5/29/12	17395	Auto Tech Service Center, Inc.	-36.82
5/29/12	17396	Ben Caputo Printing	-3,676.66
5/29/12	17397	Brigantino Irrigation	-29.42
5/29/12	17398	CM Analytical, Inc.	-6,290.00
5/29/12	17399	Corbin Willits Systems, Inc. (MOM's)	-225.00
5/29/12	17400	Don Chapin Co. Inc., The	-15.00
5/29/12	17401	Ferguson Enterprises, Inc.	-85.78
5/29/12	17402	Hollister Auto Parts, Inc.	-126.07
5/29/12	17403	Melissa Data Corp.	-1,830.89
5/29/12	17404	National Meter & Automation, Inc.	-1,416.70
5/29/12	17405	NH3 Service Company	-150.83
5/29/12	17406	Noland Hamerly Etienne & Hoss	-2,602.49
5/29/12	17407	P G & E	-19,513.93
5/29/12	17408	Palace Art & Office Supply	-133.30
5/29/12	17409	San Benito Tire, Inc.	-316.54
5/29/12	17410	State Water Resources Control Board-OOC	-95.00
5/29/12	17411	Toro Petroleum Corp.	-2,133.98
5/29/12	17412	Verizon Wireless	-292.25
5/31/12	17413	Employment Dev. Dept. (EDD) DE88 Pmts.	-8,509.79
5/31/12	17414	CalPERS - Retirement	-1,587.18
5/31/12	17415	Nationwide Retirements Solutions	-14,693.27
5/31/12	17416	Wiener-Smolka, Laura S. (Dir. Dep.)	-200.00
5/31/12	17417	BAC (Beneficial Administration Company)	-302.32
5/31/12	17418	CalPERS - Health Insurance	-12,076.18
5/31/12	17419	CalPERS - Retirement	-39,446.84
5/31/12	17420	Fort Dearborn Life Insurance Co.	-285.00
5/31/12	17421	Premier Access Insurance Co.	-3,147.64
5/31/12	17422	Postmaster	-1,783.38
5/31/12	17423	Petty Cash	-16.09
6/4/12	17424	Void	0.00
6/4/12	17425	AT&T	-275.45
6/4/12	17426	BHI Management Consulting	-1,500.00
6/4/12	17427	Brigantino Irrigation	-12.21
6/4/12	17428	California Surveying and Drafting	-726.60
6/4/12	17429	City of Hollister-Finance Dept	-1,200.00
6/4/12	17430	Everbank Commercial Finance, Inc.	-224.08
6/4/12	17431	Hollister Auto Parts, Inc.	-250.57
6/4/12	17432	Independent Business Forms, Inc.	-68.89
6/4/12	17433	Kelly, Stephen F.	-14,664.72
6/4/12	17434	Mission Uniform Service	-795.97
6/4/12	17435	National Meter & Automation, Inc.	-4,416.60
6/4/12	17436	NH3 Service Company	-579.15
6/4/12	17437	Penninsula Communications	-213.72
6/4/12	17438	Pollardwater.com	-208.83
6/4/12	17439	Postmaster	-130.00
6/4/12	17440	Recology San Benito County	-117.24
6/4/12	17441	San Benito Tire, Inc.	-1,242.50
6/4/12	17442	Sierra Chemical Co.	-356.61
6/4/12	17443	Staples Advantage	-452.20
6/4/12	17444	State Water Resources Control Board-OOC	-95.00
6/4/12	17445	Wallace Group	-715.00
6/4/12	17446	Postmaster	-190.00

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
6/4/12	17447	LUKE & JENNIFER CORONA	-25.00
6/4/12	17448	DENNIS HOLTHOUSE	-82.77
6/4/12	17449	KATHY JONES	-57.49
6/4/12	17450	LLOYD KELLY	-122.87
6/4/12	17451	SHARI MCHENRY	-68.39
6/4/12	17452	GARY MCINTYRE	-85.77
6/4/12	17453	GINGER MENDEZ	-71.20
6/4/12	17454	JASON NOBLE	-108.31
6/4/12	17455	JASON NOBLE	-94.80
6/4/12	17456	RABBIT REALTY	-118.52
6/4/12	17457	ANTHONY RESENDES	-67.20
6/4/12	17458	ROBINSON & MORETTI	-409.71
6/5/12	17459	Ace Hardware (Johnson Lumber Co.)	-184.28
6/5/12	17460	O'Reilly Auto Parts	-8.07
6/6/12	17461	Razzolink.com	-99.95
6/6/12	17462	ARNOLD HUMMEL	-1,260.00
6/11/12	17463	All Star Ready Mix, LLC	-589.84
6/11/12	17464	AutomationDirect.com	-148.50
6/11/12	17465	Ben Caputo Printing	-156.96
6/11/12	17466	CalPERS OPEB Trust	-46,490.00
6/11/12	17467	CM Analytical, Inc.	-2,670.00
6/11/12	17468	EBCO Pest Control	-55.00
6/11/12	17469	Hollister Auto Parts, Inc.	-78.55
6/11/12	17470	Mc Master-Carr	-137.65
6/11/12	17471	Postal Graphics (was Post Net)	-72.93
6/11/12	17472	RMC Water and Environment	-17,506.96
6/11/12	17473	San Benito County Water District	-316.25
6/11/12	17474	San Benito Tire, Inc.	-15.00
6/11/12	17475	South Valley Internet, Inc.	-17.95
6/11/12	17476	Staples	-9.52
6/11/12	17477	Stargazer Packaging	-314.92
6/11/12	17478	Toro Petroleum Corp.	-1,450.13
6/11/12	17479	U.S. Bank Corporate Payment Systems	-190.24
6/11/12	17480	Wright Bros. Indust. Supply	-72.60
Total Disbursements			<u>-1,100,088.30</u>

N. STAFF REPORTS

1. **Directors:** Director Villalon reported that he attended the ACWA Conference in Monterey in May and one of the topics discussed was that the State Water Bond will not be on the ballot this year; it is basically dead because the economy does not support raising taxes. Director Villalon stated that another topic of interest discussed was the process of placing a Director involved in litigation on probation instead of voting them out of the District. He also learned that the JPIA offers an incentive program to award employees for not incurring any workers compensation cases and thought that might be something the District should look into. Director Hill reported that she will be out of the country from July 28 to August 6.
2. **District Counsel:** Attorney Lowrey reported that he will be on vacation for the July Board meeting and will be asking Christine Kemp to fill in.
3. **District Engineer:** No report.
4. **Finance-HR Manager:** No report.
5. **General Manager:** General Manager/Secretary Ridenhour reported that he attended the ACWA Conference in Monterey last month and attended the Ethics Training, the

Proposition 218 process session, and nitrates and salt issues sessions.

- O. FUTURE AGENDA ITEMS:** Future agenda items include: a demonstration of valve exercising equipment; a tour of the Ridgemark Wastewater Treatment Plant; change order #2 for the Ridgemark Wastewater Treatment Plant; audit reports for the District's year ended 6/30/11 and the WTA's year ended 2/28/11; an update on the Strategic Plan; and closed session for discussion of General Manager Ridenhour's first six month performance review.

The next regular meeting is scheduled to be held at 5:15 p.m. on Thursday, July 12, 2012.

- P. ADJOURN:** Upon motion made by Director Clapham, seconded by Director Villalon, and unanimously carried (5-0), the meeting was adjourned at 7:25p.m.

APPROVED BY THE BOARD: s/Dave Meraz
Dave Meraz, President

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