

**MINUTES**  
**Regular and Special Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**March 17, 2020**

**A. CALL TO ORDER:** The meeting was called to order at 4:35 p.m. by President Parker, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

**B. ROLL CALL: Present In Person:** Vice President Jerry Buzzetta, and Director Mike Alcorn.  
**Present Via Teleconference:** President James Parker, Director Judi Johnson, 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: In Person:** General Manager/Secretary Drew Lander, and  
**Via Teleconference:** Attorney Heidi Quinn.

**D. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9(b) and 54957.6:** At 4:36 p.m., President Parker 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 Discussion** – Management Negotiations Update, Gov. Code § 54957.6

President Parker reconvened the meeting to a break at 5:12 p.m. At 5:18 p.m., President Parker called the regular session to order.

**E. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was omitted, due to the lack of a flag to salute at the various teleconference sites.

**F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:** Attorney Heidi Quinn reported on the first item, Anticipated Litigation, Gov. Code § 54956.9(b), stating that a status report was given to the Board, and that no action was taken. Attorney Quinn addressed the second item, Management Negotiations Update, Gov. Code § 54957.6, by reporting that General Manager/Secretary Lander provided an update to the board, direction was given, and no action was taken.

**G. APPROVAL OF AGENDA:** General Manager/Secretary Lander stated that he would like to add two additional items to the amended agenda that are time sensitive. If the Board finds that these items require immediate action, and that the items arose after the positing of the agenda, they may be added at this time. Item J-6: Authorize the General Manager to bid and potentially purchase a 2009 Vactor Truck from Carmel Water District through an on-line auction, and Item J-7: Authorize and Assign Authority to the Personnel Committee to contract with Robert Half, an accounting and staffing firm, for recruitment of a new Finance Manager, not to exceed \$25,000.

Upon a motion made by Director Johnson to add Item J-6, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Director Alcorn (MA), yes; Director Buzzetta (JB), yes; Director Johnson (JJ), yes; Director Ross (AR), yes; and President Parker (JP), yes; the motion carried 5-0.

Upon a motion made by Director Johnson to add Item J-7, seconded by Director Buzzetta, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

Upon a motion made by Director Johnson to approve the amended agenda, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

**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. No public comment was made.

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

**I. CONSENT AGENDA:**

1. Approval of Minutes – The Board reviewed the minutes for the Special Meeting of February 25, 2020.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of February 19, 2020 through March 9, 2020, totaling \$ 687,796.83, which includes \$ 684,860.86 for payments to vendors and employees, and \$ 2,935.97 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH # 1656, the last “DD” # (direct deposit-electronic employee payments) was DD # 2839, and the last check written was check # 27801.

Date	Number	Name	Amount
02/19/20	ACH 1629	RETURNED ACH (ACH Ret 02-01)	-121.66
02/19/20	ACH 1630	RETURNED ACH (ACH Ret 02-02)	-263.72
02/19/20	ACH 1631	RETURNED ACH (ACH Ret 02-03)	-151.72
02/19/20	ACH 1632	RETURNED ACH (ACH Ret 02-04)	-143.85
02/19/20	ACH 1633	RETURNED ACH (ACH Ret 02-05)	-134.34
02/19/20	ACH 1634	RETURNED ACH (ACH Ret 02-06)	-156.42
02/19/20	ACH 1635	RETURNED ACH (ACH Ret 02-07)	-150.96
02/19/20	ACH 1636	RETURNED ACH (ACH Ret 02-08)	-225.79
02/19/20	ACH 1637	RETURNED CHECK (Ck Ret 02-01)	-92.44
02/19/20	ACH 1638	RETURNED CHECK (Ck Ret 02-02)	-121.66
02/20/20	ACH 1639	RETURNED ACH (ACH Ret 02-09)	-57.90
02/20/20	ACH 1640	RETURNED ACH (ACH Ret 02-10)	-182.73
02/20/20	ACH 1641	RETURNED ACH (ACH Ret 02-11)	-140.68
02/20/20	ACH 1642	RETURNED ACH (ACH Ret 02-12)	-165.83
02/20/20	ACH 1643	RETURNED ACH (ACH Ret 02-13)	-166.88
02/20/20	ACH 1644	RETURNED ACH (ACH Ret 02-14)	-147.02
02/20/20	ACH 1645	RETURNED ACH (ACH Ret 02-15)	-137.51
02/20/20	ACH 1646	RETURNED ACH (ACH Ret 02-16)	-45.22
02/28/20	ACH 1647	CalPERS - Retirement	-1,036.00
02/28/20	ACH 1648	CalPERS - Retirement	-3,995.35
02/28/20	ACH 1649	CalPERS - Retirement	-24,883.66
02/28/20	ACH 1650	CalPERS - Health Insurance	-18,364.47
02/28/20	ACH 1651	EFTPS	-25,526.76
02/28/20	ACH 1652	Employment Dev. Dept. (EDD) DE88 Pmts.	-10,522.42
03/03/20	ACH 1653	Pathian Administrators (VSP)	-301.01

Date	Number	Name	Amount
03/09/20	ACH 1654	North American Bancard	-1,229.28
03/03/20	ACH 1655	North American Bancard	-898.36
03/05/20	ACH 1656	American Express	-26.06
02/28/20	DD 2820	Alvarez, Abel	-6,066.16
02/28/20	DD 2821	Bernal, Melissa M	-1,892.84
02/28/20	DD 2822	Boltz, William K	-7,044.28
02/28/20	DD 2823	Buck, Cathy L.	-6,577.29
02/28/20	DD 2824	Burbank, Jr., Dee J.	-5,752.92
02/28/20	DD 2825	Castro, Kevin G.	-6,391.06
02/28/20	DD 2826	Chavez, Jr., Manuel T.	-8,197.02
02/28/20	DD 2827	Eclarin, Ernesto P.	-7,004.42
02/28/20	DD 2828	Hernandez, Bazilio	-6,461.37
02/28/20	DD 2829	Hillebrecht, Robert B.	-5,410.43
02/28/20	DD 2830	Lander, Drew A	-10,676.85
02/28/20	DD 2831	Malko, Kim A.	-3,805.11
02/28/20	DD 2832	Padilla, David	-7,631.65
02/28/20	DD 2833	Porteur, Carol A.	-4,632.24
02/28/20	DD 2834	Quick, Troy E.	-7,092.12
02/28/20	DD 2835	Roberts, Kelly L.	-4,978.42
02/28/20	DD 2836	Rodriguez, Jose J.	-7,717.96
02/28/20	DD 2837	Vargas Garcia, Michael J	-4,996.22
02/28/20	DD 2838	Watson, Scott A.	-7,637.05
02/28/20	DD 2839	Zavala, Anabel G.	-4,436.78
02/24/20	27745	Postmaster	-196.89
02/24/20	27746	NIKAELA A HENRICKSEN	-22.92
02/24/20	27747	A-1 Services	-403.00
02/24/20	27748	Bianchi Kasavan & Pope, LLP	-620.00
02/24/20	27749	Brenntag Pacific, Inc.	-8,173.49
02/24/20	27750	De Lay & Laredo	-3,194.50
02/24/20	27751	EBCO Pest Control	-60.00
02/24/20	27752	Grainger, Inc.	-199.88
02/24/20	27753	Hach Company	-702.61
02/24/20	27754	Konica Minolta Premier Finance	-416.76
02/24/20	27755	Pinnacle Agriculture	-751.61
02/24/20	27756	San Benito County Water District	-325,440.84
02/24/20	27757	State Water Resources Control Board-DWOC	-90.00
02/24/20	27758	Toro Petroleum Corp.	-1,058.23
02/24/20	27759	USA Blue Book	-279.50
02/24/20	27760	Veolia Water Technologies	-58,157.10
02/24/20	27761	Verizon Wireless	-274.59
02/27/20	27762	Petty Cash	-36.67
02/27/20	27763	Postmaster	-2,173.96
02/28/20	27764	Nationwide Retirements Solutions	-19,987.18
02/28/20	27765	UWUA Local 820	-750.00
02/28/20	27766	Dearborn Life Insurance Company	-320.00
02/28/20	27767	Premier Access Insurance Co.	-2,981.37
03/02/20	27768	RYAN & TIFFANY BROWN	-111.79
03/02/20	27769	LAWRENCE & FELICIA SNYDER	-194.93
03/02/20	27770	Ace Hardware (Johnson Lumber Co.)	-647.15
03/02/20	27771	AT&T	-2,847.43
03/02/20	27772	Brenntag Pacific, Inc.	-6,403.71
03/02/20	27773	Calcon System, Inc.	-1,815.00
03/02/20	27774	Central Ag Supply LLC	-1,102.48
03/02/20	27775	Green Line	-1,800.00
03/02/20	27776	Iconix Waterworks (US) Inc.	-3,800.48
03/02/20	27777	Maggiore Bros. Drilling, Inc.	-3,775.00

Date	Number	Name	Amount
03/02/20	27778	Mc Master-Carr	-463.40
03/02/20	27779	Mid Valley Supply	-169.39
03/02/20	27780	Mission Uniform Service	-761.27
03/02/20	27781	O'Reilly Auto Parts	-8.35
03/02/20	27782	Palace Business Solutions	-323.68
03/02/20	27783	Postmaster	-32.00
03/02/20	27784	Razzolink.com	-76.95
03/02/20	27785	San Benito Tire Pros & Automotive	-20.00
03/02/20	27786	Star Concrete	-627.10
03/09/20	27787	Ace Hardware (Johnson Lumber Co.)	-19.40
03/09/20	27788	AT&T	-615.09
03/09/20	27789	Auto Tech Service Center, Inc.	-45.00
03/09/20	27790	Bracewell Engineering, Inc.	-211.00
03/09/20	27791	Brenntag Pacific, Inc.	-4,900.04
03/09/20	27792	Central Ag Supply LLC	-207.84
03/09/20	27793	Ebix, Inc.	-389.05
03/09/20	27794	Edges Electrical Group, LLC	-286.31
03/09/20	27795	Employee Relations, Inc.	-149.70
03/09/20	27796	John Smith Road Landfill	-3,124.40
03/09/20	27797	Kennedy/Jenks Consultants	-2,320.00
03/09/20	27798	RJR Recycling	-1,250.00
03/09/20	27799	Shape, Inc.	-468.82
03/09/20	27800	Toro Petroleum Corp.	-1,131.61
03/09/20	27801	U.S. Bank Corporate Payment Systems	-7,615.47
			<b>\$ -687,796.83</b>

3. Associate Engineer Monthly Status Report.
4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, and d. Investment Summary.
5. W/WW Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

Director Johnson asked to have Item I.3. Associate Engineer Report, and Item I.5 a. W/WW Superintendent Report pulled for discussion, and moved to Agenda Item L., Board and Staff Reports.

Upon a motion made by Director Johnson to approve the Consent Agenda as amended, seconded by Director Alcorn, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

## J. NEW BUSINESS:

1. **APPROVE AND AUTHORIZE THE GENERAL MANAGER TO SIGN THE AMENDMENT TO THE AGREEMENT FOR WATER FACILITIES AND SERVICE FOR THE ANNOTTI RANCH DEVELOPMENT (Not a project under CEQA per article 20, Section 15378):** Associate Engineer Hillebrecht explained that Sunnyslope County Water District entered into an Agreement for Water Facilities and Service for the Annotti Ranch Development on January 14, 2019. This Agreement lays out the terms and conditions under which Sunnyslope will provide water service to the new Annotti Development, also known as Silver Oaks or Twin Oaks, and which is an active adult community being developed between Airline Highway and Valley View

Road near the fire station. The original Agreement anticipated a shorter build out period and is for the entirety of the development, meaning that Sunnyslope cannot accept ownership of any portion of the new water system until the whole development water system is fully completed.

The developer has requested that the Agreement be amended to reflect the construction phasing of the development. This attached amendment would allow Sunnyslope to accept the transfer of the new development water system from a completed construction phase while withholding acceptance of those phases not yet completed. Construction Phase 1 has already been completed and would be ready for final inspection and transfer to the District. The amendment would allow transfer of ownership to the District upon completion of each phase, and commencement of the one-year warranty period at that time. Thus some portions of the overall development could become Sunnyslope's responsibility while others remain the responsibility of the developer. Phasing allows bond and deposit payments to be spread over three phases rather than all paid upfront by the developer. All District expenses and labor for the development would be charged to the deposits, and the respective bond and remaining deposit would be returned after each construction phase's one-year warranty is completed.

Director Buzzetta asked if the District allowed spreading the development over phases has been done in the past, and Associate Engineer Hillebrecht explained that it is a fairly common practice and that currently there are a few developments in the District where construction is being done in a number of phases.

Associate Engineer Hillebrecht explained that this particular development is located in an area where some of the District's older sections of pipelines are located, and part of that system would be upgraded at the expense of the Developer. President Parker asked if tying in new pipeline to the older existing pipeline would be a potential problem in the future and Mr. Hillebrecht explained that the tie-ins are closely monitored to avoid any future issues.

Upon a motion made by Director Johnson to authorize the General Manager to sign the Amendment to the Agreement for Water Facilities and Service to the Annotti Ranch Development, seconded by Director Buzzetta, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

2. **APPROVE AND AUTHORIZE THE GENERAL MANAGER TO PURCHASE 704 REPLACEMENT WATER METERS FOR A TOTAL COST NOT TO EXCEED \$207,000 (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander stated that the District has an ongoing need to replace water meters that are reaching the end of their service lives, and to set new 1" water meters within new development projects. This request to replenish inventory of meters is consistent with prior years practice, and the use of last year's quantity purchase of meters allowed the District to keep pace with meter installations needed. District's inventory of meters is nearly depleted, and to keep up with future new development demand and aging meter replacements, staff is requesting authority to purchase 400 – 5/8"-3/4" meters, 300 - 1" meters, and 4 – 2" meters, which cost should not exceed \$207,000.

The purchase of the meters is anticipated in the capital budget presented to the Board with the operations budget earlier this year for fiscal year 2019/2020. Meters set for new development will be offset by meter set fees and staff anticipates 100 new meter sets this year.

Upon a motion made by Director Johnson to authorize the General Manager to purchase 704 replacement water meters for a total cost not to exceed \$207,000, seconded by Director

Buzzetta, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

**3. RECEIVE, DISCUSS, AND CONSIDER ADOPTION OF PROPOSED UPDATES TO THE FOLLOWING POLICIES (Not a project under CEQA per Article 20, Section 15378):**

- a. Policy # 8100-8130 – Purchasing Policy,**
- b. Policy # 8510-8520 – Disposal of Surplus Property or Equipment Policy, and**
- c. Policy # 8600 – Reserve Policy.**

General Manager/Secretary Lander explained that the Policy and Procedure Committee met on February 4<sup>th</sup> to discuss modifications to these three current policies. The policy changes identified below have been reviewed and discussed by the committee, which supports bringing the changes to the full Board for approval. A “red-line” draft of each policy was provided to the Board, which show the proposed changes.

**a. Policy # 8100-8130 – Purchasing Policy:**

In Policy #**8100.1 B.**, #**8100.1 C.**, and #**8100.1 C.1.**: Proposed change of \$10,000 limit to \$15,000 in each policy.

The General Manager (GM) has been delegated the authorization for purchases up to \$10,000 for the purpose of allowing the GM to attend to the purchases of items most common to the District business. The proposed policy amendment is to provide the GM authorization to purchase items up to \$15,000, which increases the limit to be consistent with increases in material costs over the past several years. This would also help align the policy with the expected normal costs of equipment and repairs that would need to be addressed between board meetings.

In Policy #**8110.1 A.**: Add credit card authorization with limit of \$3,000 for both the Lead Water Treatment Plant Operator and the Lead W/WW Utility Maintenance position.

The Lead Water Treatment Plant Operator position and the Lead Water/Wastewater Utility Maintenance position were created and filled under direction of the prior General Manager. Presently the Operations & Maintenance Crew Chief position is vacant, which passes responsibility for purchasing functions to both of the Lead positions. The credit card purchases tend to be primarily for single-use vendors and/or for online purchases of hard to find equipment or repair parts that can't be sourced locally.

**b. Policy # 8510-8520 – Disposal of Surplus Property or Equipment Policy:**

Policy #8510, Sale of Surplus Equipment, policy #**8510.2** and #**8510.3**, have been amended to specifically authorize the use of electronic/online public auction sites as an acceptable source of obtaining bids and as designee of the General Manager. A selected online bidding website will still be required to meet the advertising requirements of the existing policy and it will also provide the District a venue for attracting more interest in items. Online bidding sites do charge a buyer's premium which usually runs between 5% and 15% of the items sale value. This premium will be borne by the buyer and not be a cost of the District.

**c. Policy # 8600 – Reserve Policy:**

The proposed changes in policy #**8600.1** and policy #**8600.2** clarify which reserves are included and the process for reviewing reserves with respect to operating budget. Director Buzzetta requested review of the Reserve Policy #8600 to address the verbal

comments made by Patricia Kaufman of McGilloway, Ray, Brown, and Kaufman during the presentation of the FY 2018/19 audit. It should be noted that we are in compliance with the existing policy, and the clarifications should meet the recommendations by the audit firm.

Director Alcorn expressed concern with the addition of the lead personnel provided with \$3,000 limit credit cards and explained that he would prefer a limit of \$1,000 and the use of a purchase order system to avoid any abuse of the credit card use. Finance Manager Cathy Buck explained that although the limit would be \$3,000, this does not mean that much would be available each month as the limit takes into consideration any previous month purchases that may not have been paid yet. She also explained that having the credit extended to the staff does not give free rein of spending as per the District's purchasing policy, purchases over \$1,000 still need to have General Manager approval.

Director Johnson explained that for years she has been trying to increase the General Managers purchasing limit to at least \$25,000 due to inflation and the need for emergency purchases exceeding \$10,000. She also added that she would like to see the lead personnel have a \$5,000 credit card limit.

After additional discussion on limits for the General Manager and the credit card limits, a motion was made by Director Alcorn to approve all of the proposed policy amendments to also include the following changes: increase the General Manager's purchasing limit from \$10,000 to \$20,000 (not \$15,000); to add the two Lead positions with credit limits of \$4,000 (not \$3,000), and increase the other employees currently with \$3,000 limits to \$4,000 each, seconded by Director Johnson, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, no; the motion carried 4-1.

- 4. AUTHORIZE THE GENERAL MANAGER TO SIGN AN ANNUAL SERVICE CONTRACT FOR ADP COMPREHENSIVE SERVICES FOR AN AMOUNT NOT TO EXCEED \$26,000 (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander explained that the District currently processes all internal monthly payroll manually with oversight from the Finance & Human Resource Manager. As the District has expanded with increased staffing this task has progressively required more staff time to accomplish the task. Additionally the need for comprehensive human resources (HR) consulting is extremely valuable to the District. Presently the Finance & Human Resources Manager will be retiring at the end of March. With this retirement, the District will be faced with training a new employee to process payroll and will also lose a significant amount of human resources knowledge specific to the District.

This transition in staff to a new Finance Director is an opportune time to change to ADP as a payroll provider. Additionally ADP now provides comprehensive HR services which will remain consistent regardless of staffing changes or turnover in the future. A proposal has been provided from ADP outlining all services the firm is capable of providing.

Notably to the proposal, is that ADP proposes to provide employee portal access (computer access) to allow all employees to access their own payroll documents, healthcare enrollment, vacation accruals and other services. To provide all employees access to the online functions provided by ADP the District will purchase a new workstation for the shop area where all workers not currently provided a desktop may gain online access to these services.

Finance Manager Cathy Buck explained that what was before the Board was an ADP contract and not the District's Professional Services Contract. General Manager/Secretary

Lander stated that he would be using the District's Professional Services Contract and referencing the ADP proposal identified in the board report.

Upon a motion made by Director Johnson to authorize the General Manager to sign an annual service contract for ADP Comprehensive Services for an amount not to exceed \$26,000 annually, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, no; and President JP, yes; the motion carried 4-1.

- 5. ITEM ADDED MARCH 13, 2020: RECEIVE ORAL REPORT FROM GENERAL MANAGER REGARDING THE DISTRICT COVID-19 RESPONSE AND EMERGENCY PREPAREDNESS. DISCUSS IMPLICATIONS AND IMPACTS OF GOVERNOR NEWSOM'S EXECUTIVE ORDER N-25-20 AND PROVIDE DIRECTION TO STAFF REGARDING PUBLIC NOTIFICATION (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander explained that starting on Monday the 16<sup>th</sup> the District staff has taken steps to place information on the District web page notifying the public that all water service is safe and that the public should not come to the District offices but pay all service bills using the drop box and call in payment options. He further explained that precautions have been taken to isolate operators so that they minimize any contact with the public or other staff. Maintenance work will continue with precautions also in place to isolate workers and protect them from exposure. General Manager Lander noted that the California Governor's office has provided direction asking for utilities not to shut off residents for non-payment and that programs should be put in place to address difficulties associated with a shelter-in-place order. Director Mike Alcorn commented that a 60 day grace period to not turn off water was reasonable. Mr. Lander responded that current policies define the water payment programs available currently and staff will report each month to the board what is happening regarding income and delinquent payments. Vice-President Buzzetta commented that safety of employees should always come first and asked what emergency plans are in place in the event we need licensed operators. The General Manager responded that action was taken in the past week to schedule staff accordingly and that the worst case scenario involved supplying all potable water using the permitted wells. This requires a lower licensing requirement and discussions of staff sharing between local districts has been initiated. Chemical deliveries have been verified. All employees have been asked to follow the Governor's order and shelter in place when not at work and protect themselves outside of work.

A motion made by Director Johnson to direct the General Manager to investigate and implement all measures to protect the public utility and to ensure continuous operations was amended by Director Alcorn to include direction for the General Manager to report back all action taken to the Board for ratification at the next soonest possible meeting. This amendment was accepted by Director Johnson and the motion was seconded by Director Ross. President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

- 6. ITEM ADDED MARCH 17, 2020: AUTHORIZE THE GENERAL MANAGER TO BID ON A 2009 VACTOR TRUCK FROM CARMEL WATER DISTRICT:** General Manager/Secretary Lander explained that Carmel Water District currently has a 2009 Vactor Truck for sale through an online auction with a starting bid of \$10,000. Mr. Lander explained that he has seen this truck and the truck is in excellent condition. He noted that the truck also has a new blower on it. He feels that if he can purchase the truck for the District for up to \$45,000 it would be a great buy. For a number of years the District has been using the services of the City of Hollister's Vactor truck when needed, and if available, with the hopes of someday purchasing their own. These trucks purchased brand new can be in the range of hundreds of thousands of dollars.



Director Alcorn made a motion to authorize the General Manager to purchase the 2009 Vactor Truck from Carmel Water District through the online auction not to exceed \$45,000. After much additional discussion, Director Alcorn amended his motion to increase the amount not exceed \$60,000, Director Buzzetta seconded the amended motion, and President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; AR, yes; President JP, yes; and due to a loss of communication Director Johnson was unable to vote, and it was decided to consider her vote as absent, the motion carried 4-0 with 1 absent.

- 7. ITEM ADDED MARCH 17, 2020: AUTHORIZE AND ASSIGN THE GENERAL MANAGER TO CONTRACT WITH ROBERT HALF ON THE RECRUITMENT OF A NEW FINANCE MANAGER, NOT TO EXCEED \$25,000.** General Manager/Secretary Lander explained that he would like to use Robert Half to proceed with recruiting a Finance Manager due to the retirement of Cathy Buck on March 31, 2020. The District would only be required to pay the \$25,000 if a candidate from the Robert Half recruitment was hired by the District.

After discussion, the Board agreed to give authorization to the General Manager to proceed with Robert Half in the recruitment of a Finance Manager, however any proposed candidate's qualifications and justification for spending the \$25,000 recruitment fee would need to be brought to the Personnel Committee for discussion and approval before hiring any candidate through Robert Half.

#### **K. BOARD COMMITTEE and STATUS REPORTS**

- 1. Governance Committee:** No meeting held.
- 2. Water/Wastewater Committee:** No meeting held.
- 3. Finance Committee:** No meeting held.
- 4. Policy and Procedure Committee:** No meeting held.
- 5. Personnel Committee:** General Manager/Secretary Lander reported that a closed session committee meeting was held on February 28<sup>th</sup> with Directors Buzzetta and Johnson to discuss Management Staff labor negotiations. No action was taken.
- 6. Water Resources Association of San Benito County (WRA):** No meeting held. The next scheduled meeting is on April 2, 2020 at 4:00 p.m.

#### **L. BOARD and STAFF REPORTS**

- 1. Directors:** Director Ross explained that she is currently in New York assisting her parents, and at this point is unable to return home, but is available through teleconference.
- 2. District Counsel:** Attorney Heidi Quinn stated that she works with several public agencies and commended General Manager Lander for his proactive approach regarding customers and staff in dealing with the COVID-19 public health emergency. She also stated that she is impressed by his leadership actions.
- 3. Associate Engineer:** Consent agenda item I-3, Associate Engineer Report, was moved here by Director Johnson. Due to a teleconference communication issue, she was unable to ask her question, so General Manager Lander stated that this item would be addressed at the April board meeting.

4. **Finance and Human Resource Manager:** Cathy Buck reported that one Director still needs to complete their Form 700 before April 1, 2020, and she is available to assist by phone if needed. Ms. Buck also stated that this is her last board meeting since she is retiring. Her last day at Sunnyslope will be March 31, 2020.
5. **Water/Wastewater Superintendent:** Consent agenda item I-5 a., Monthly Maintenance Staff Report, was moved here by Director Johnson. Due to a teleconference communication issue, she was unable to ask her question, so General Manager Lander stated that this item would be addressed at the April board meeting.
6. **General Manager:** General Manager/Secretary Lander reported that the District will do their best to provide service to the public during the COVID-19 public health emergency.

**M. FUTURE AGENDA ITEMS:** 1) District's proposed policy to comply with SB998, Dodd, Water Shutoff Protection Act; 2) Discussion of District Conference Attendance Policy (how many can attend per year); 3) California's drought status; 4) Employee Handbook; 5) Management Negotiations.

**N. ADJOURNMENT:** President Parker adjourned the meeting at 7:19 p.m.

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

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