

**MINUTES**  
**Regular Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**March 19, 2019**

**A. CALL TO ORDER:** The meeting was called to order at 4:45 p.m. by President Alcorn, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

**B. ROLL CALL: Present:** President Mike Alcorn, Director Judi Johnson, Director Jim Parker, and Director, Ann Ross. **Absent:** Director Robert J. Rodriguez II

**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 Don Ridenhour and Attorney Heidi Quinn.

**D. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9):** At 4:47 p.m. President Alcorn 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. **Conference with Legal Counsel** - Initiation of Litigation, Gov. Code § 54956.9(c): – One case.

President Alcorn reconvened the meeting to open session at 5:15 p.m.

**E. PLEDGE OF ALLEGIANCE:** Hollister City Council member Honor Spencer 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 on both items, staff provided an update, direction was given to staff by the Board, and no reportable action was taken.

**G. APPROVAL OF AGENDA:** Upon motion made by Director Johnson, seconded by Director Ross, and carried 4-0-1 (Director Rodriguez 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. Director Johnson noted that Hollister City Council member, Honor Spencer was in attendance of the Board meeting.

**Staff present for Open Session:** General Manager/Secretary Don Ridenhour, Attorney Heidi Quinn, Executive Assistant/Stenographer Carol Porteur, Water/Wastewater Superintendent Jim Filice; Finance and 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 February 19, 2019.
  
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of February 12, 2019 through March 11, 2019, totaling \$1,249,820.55, which includes \$900,607.70 for payments to vendors and employees, \$346,642.30 paid to the City of Hollister for net City sewer billings, and \$2,570.55 for customer refunds and checks returned. The last “ACH” (electronic payment) was ACH #1379, the last “DD” (direct deposit-electronic employee payment) was DD #2517, and the last check written was check #26657.

Date	Number	Name	Amount
02/15/19	ACH 1367	EFTPS	\$ -122.40
02/15/19	ACH 1368	RETURNED ACH (ACH Ret 02-01)	-121.66
02/20/19	ACH 1369	RETURNED ACH (ACH Ret 02-02)	-179.92
02/20/19	ACH 1370	RETURNED ACH (ACH Ret 02-03)	-131.17
02/28/19	ACH 1371	CalPERS - Retirement	-1,036.00
02/28/19	ACH 1372	CalPERS - Retirement	-1,943.23
02/28/19	ACH 1373	CalPERS - Retirement	-29,164.62
02/28/19	ACH 1374	CalPERS - Health Insurance	-15,720.22
02/28/19	ACH 1375	CalPERS - Retirement	-6,359.00
02/28/19	ACH 1376	EFTPS	-26,033.86
02/28/19	ACH 1377	Employment Dev. Dept. (EDD) DE88 Pmts.	-10,846.78
02/26/19	ACH 1378	RETURNED CHECK (Ck Ret 02-02)	-150.00
03/04/19	ACH 1379	Merchant Services	-1,848.89
02/15/19	DD 2491	Alcorn, Michael H.	-184.70
02/15/19	DD 2492	Johnson, Judi H.	-92.35
02/15/19	DD 2493	Parker, James F	-92.35
02/15/19	DD 2494	Rodriguez, II, Robert J.	-92.35
02/15/19	DD 2495	Ross, Ann C.	-277.05
02/28/19	DD 2496	Alvarez, Abel	-5,855.99
02/28/19	DD 2497	Bernal, Melissa M	-2,658.19

<b>Date</b>	<b>Number</b>	<b>Name</b>	<b>Amount</b>
02/28/19	DD 2498	Boltz, William K	-6,462.00
02/28/19	DD 2499	Brill, Kelly L.	-4,715.62
02/28/19	DD 2500	Buck, Cathy L.	-6,301.92
02/28/19	DD 2501	Burbank, Jr., Dee J.	-4,724.73
02/28/19	DD 2502	Castro, Kevin G.	-5,519.99
02/28/19	DD 2503	Chavez, Jr., Manuel T.	-7,844.43
02/28/19	DD 2504	Eclarin, Ernesto P.	-7,197.27
02/28/19	DD 2505	Filice, James L.	-7,430.97
02/28/19	DD 2506	Hagins, Patrick M.	-4,631.58
02/28/19	DD 2507	Hernandez, Bazilio	-5,705.94
02/28/19	DD 2508	Hillebrecht, Robert B.	-4,815.93
02/28/19	DD 2509	Jackson, Patrick W.	-5,762.16
02/28/19	DD 2510	Malko, Kim A.	-3,668.96
02/28/19	DD 2511	Norman, III, Walter R.	-5,353.65
02/28/19	DD 2512	Padilla, David	-5,911.23
02/28/19	DD 2513	Porteur, Carol A.	-4,410.33
02/28/19	DD 2514	Quick, Troy E.	-5,589.42
02/28/19	DD 2515	Ridenhour, Donald G.	-10,565.75
02/28/19	DD 2516	Watson, Scott A.	-7,406.41
02/28/19	DD 2517	Zavala, Anabel G.	-4,229.17
02/15/19	26565	CA Dept. of Tax & Fee Administration	-418.00
02/19/19	26566	A-1 Services	-403.00
02/19/19	26567	Automotive Color, Inc.	-7.85
02/19/19	26568	Bianchi Kasavan & Pope, LLP	-558.00
02/19/19	26569	Brenntag Pacific, Inc.	-7,713.86
02/19/19	26570	City of Hollister-Finance Dept	-346,642.30
02/19/19	26571	Edges Electrical Group, LLC	-895.82
02/19/19	26572	New SV Media, Inc. (was So. Valley News.)	-822.50
02/19/19	26573	Pinnacle Agriculture	-848.93
02/19/19	26574	Primex	-5,300.00
02/19/19	26575	Radio Shack (Crystal T.V.)	-27.05
02/19/19	26576	Silke Communications, Inc.	-160.17
02/19/19	26577	Star Concrete	-269.54
02/19/19	26578	Toro Petroleum Corp.	-1,582.97
02/19/19	26579	Transene Company Inc (Shape Products)	-145.28
02/19/19	26580	Wright Bros. Welding & Sheet Metal, Inc.	-1,137.37
02/19/19	26581	Anderson Homes (Stonecreek Properties)	-7,281.80
02/19/19	26582	Walnut Park, LLC	-22,210.50
02/22/19	26583	Postmaster	-190.31
02/25/19	26584	FELIPE CABRERA	-115.32
02/25/19	26585	BILL & KOURNEY COTTON	-12.21
02/25/19	26586	TOM & DEBRA DANKEL	-219.73

<b>Date</b>	<b>Number</b>	<b>Name</b>	<b>Amount</b>
02/25/19	26587	MIRIAM & MOISES ESCALERA	-165.66
02/25/19	26588	RICO & STEPHANIE FELICE	-35.39
02/25/19	26589	NELS & KATHRYN HANSON	-28.34
02/25/19	26590	MHG BUILDERS & CONSULTING INC	-253.91
02/25/19	26591	ROBERT L POSTIGO	-76.93
02/25/19	26592	SEATEC	-643.40
02/25/19	26593	RUGGERO STELLA	-33.04
02/25/19	26594	Auto Tech Service Center, Inc.	-84.66
02/25/19	26595	Brenntag Pacific, Inc.	-12,630.55
02/25/19	26596	Brigantino Irrigation	-124.05
02/25/19	26597	EBCO Pest Control	-60.00
02/25/19	26598	Kennedy/Jenks Consultants	-57,770.37
02/25/19	26599	Konica Minolta Premier Finance	-412.91
02/25/19	26600	Palace Business Solutions	-405.92
02/25/19	26601	Specialty Construction Inc.	-76,085.50
02/25/19	26602	Sunnyslope County Water - Retainage	-4,004.50
02/28/19	26603	Dearborn National Life Insurance Company	-330.41
02/28/19	26604	HealthSmart Benefit Solutions, Inc. (VSP)	-329.62
02/28/19	26605	Premier Access Insurance Co.	-3,361.69
02/28/19	26606	Nationwide Retirements Solutions	-15,699.00
02/28/19	26607	Postmaster	-2,098.74
03/04/19	26608	PAULINE LEVIN	-39.49
03/04/19	26609	CENTURY COMMUNITIES	-44.47
03/04/19	26610	CENTURY COMMUNITIES	-56.84
03/04/19	26611	Kraig Klauer Family Limited Partnership	-7,627.50
03/04/19	26612	Ace Hardware (Johnson Lumber Co.)	-844.14
03/04/19	26613	Analytical Technology, Inc.	-266.65
03/04/19	26614	AT&T	-499.46
03/04/19	26615	Bracewell Engineering, Inc.	-140.00
03/04/19	26616	Brenntag Pacific, Inc.	-6,507.68
03/04/19	26617	Brigantino Irrigation	-45.97
03/04/19	26618	De Lay & Laredo	-5,456.50
03/04/19	26619	Geotechnical Consultants, Inc.	-1,750.00
03/04/19	26620	Green Valley Farm Supply, Inc	-617.22
03/04/19	26621	Hach Company	-2,007.36
03/04/19	26622	Mission Uniform Service	-838.04
03/04/19	26623	National Notary Association	-69.00
03/04/19	26624	New SV Media, Inc. (was So. Valley News.)	-327.00
03/04/19	26625	Palace Business Solutions	-585.90
03/04/19	26626	Razzolink.com	-76.95
03/04/19	26627	San Benito County Water District	-310,960.60
03/04/19	26628	San Benito Tire Pros & Automotive	-60.00

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
03/04/19	26629	South Valley Internet, Inc.	-20.45
03/04/19	26630	State Water Resources Control Bd-WWOPCP	-95.00
03/04/19	26631	Underground Service Alert North 811	-906.08
03/04/19	26632	Verizon Wireless	-274.72
03/04/19	26633	Wright Bros. Welding & Sheet Metal, Inc.	-100.80
03/04/19	26634	AT&T	-104.35
03/11/19	26635	A2Z HOMES INC	-263.07
03/11/19	26636	American Water Works Assoc. CA-NV Section	-80.00
03/11/19	26637	AT&T	-356.22
03/11/19	26638	Auto Tech Service Center, Inc.	-68.95
03/11/19	26639	Void	0.00
03/11/19	26640	Brenntag Pacific, Inc.	-17,834.93
03/11/19	26641	Central Ag Supply LLC	-410.64
03/11/19	26642	CM Analytical, Inc.	-10,110.00
03/11/19	26643	Corix Water Products	-1,118.06
03/11/19	26644	DLT Solutions Inc.	-1,031.95
03/11/19	26645	Earth Systems Pacific	-1,011.00
03/11/19	26646	Jobs Available, Inc.	-752.00
03/11/19	26647	MBS Business Systems	-487.11
03/11/19	26648	Mc Kinnon Lumber Co., Inc.	-33.40
03/11/19	26649	Mc Master-Carr	-460.09
03/11/19	26650	National Meter & Automation, Inc.	-66,800.86
03/11/19	26651	P G & E	-10,154.24
03/11/19	26652	Postmaster	-53.00
03/11/19	26653	Ryan Herco Flow Solutions	-1,365.92
03/11/19	26654	San Benito County Water District	-128.00
03/11/19	26655	Toro Petroleum Corp.	-1,134.19
03/11/19	26656	U.S. Bank Corporate Payment Systems	-1,749.21
03/11/19	26657	Postmaster	-1,340.25
			<b>\$ -1,249,820.55</b>

Director Johnson asked about several items on the allowance of claims, which were all explained by staff.

Upon motion made by Director Johnson, seconded by Director Parker, and carried 4-0-1 (Director Rodriguez absent), the consent agenda was approved as presented.

**J. NEW BUSINESS:**

**1. CONSIDER AUTHORIZING BOARD MEMBERS TO ATTEND THE ASSOCIATION OF CALIFORNIA WATER AGENCIES CONFERENCE (ACWA)**

**AND THE ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA) MEETING FROM MAY 6<sup>TH</sup> THROUGH MAY 10, 2019 IN MONTEREY, CALIFORNIA. (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Ridenhour stated that the ACWA Spring Conference is being held in Monterey from May 7<sup>th</sup> through the 12<sup>th</sup> this year. On Monday, May 6<sup>th</sup>, the ACWA/JPIA has a day of meetings and activities including a Board Meeting that our representatives attend (due to our membership in the JPIA for our Workers' Compensation insurance program). There is no fee to attend the JPIA's Board meeting. Director Johnson is our JPIA representative, with Director Alcorn serving as alternate.

Pre-registration before April 19<sup>th</sup> for the full conference including meals most days is \$725 per person. The total expenditure for attending the conference is approximately \$1,945 per person including registration, mileage reimbursement, parking, meals, and Director fees for five days. The conference is less than 50 miles from the District office, and policy 8150.4 e.1. indicates travel should be at least 50 miles to qualify for District reimbursement for lodging. This conference does not qualify for lodging reimbursement unless the Board approves overriding the distance policy. If a Director is approved to utilize hotel accommodations, the additional cost is approximately \$276 per night. The last day to make hotel reservations at the conference rate is April 15<sup>th</sup> and the last day to receive the early registration discount is April 19<sup>th</sup>. Costs will be less per person if an attendee does not attend all the days of the conference and if attendees carpool.

The Board of Directors must approve any Director's participation when representing the District in any official capacity and for them to receive expense reimbursement for any eligible expenses under District policy.

Director Parker inquired as to whether there was a limit of Directors allowed to attend and the importance of attending the conference. General Manager/Secretary Ridenhour explained that there is no limit on attendees and with multiple Directors attending and possibly carpooling, this would decrease the cost for mileage reimbursement and parking. Mr. Ridenhour also explained to Director Parker that the Fall and Spring Conferences tend to repeat themselves, but it is beneficial to attend at least one per year, and there are always new and upcoming issues that make it beneficial to attend. Also, networking with representatives of other water agencies is a very real benefit of attendance. General Manager/Secretary Ridenhour advised Director Parker that since he was recently appointed to the Board he is required to take a two hour sexual harassment prevention training course within six months of assuming the position, and this course is offered at the conference free of charge. Mr. Ridenhour advised that it may be beneficial for Director Parker to attend and have this requirement fulfilled.

Director Ross motioned for approval for two nights of hotel accommodations and attendance of the full conference or the days of Director's choice, however, lacking a second, the motion failed.

Upon motion made by Director Johnson, seconded by Director Parker, and carried 3-1-1 (Director Ross opposed and Director Rodriguez absent), the Board authorized any interested Board Member and the General Manager to attend the Association of California Water Agencies Conference (ACWA) and the ACWA/Joint Powers Insurance Authority (JPIA) meeting May 6 – 10, 2019 in Monterey, California.

## **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:** General Manager/Secretary Ridenhour reported that a meeting was held on February 28, 2019. The committee met with staff to discuss compensation, benefits; employee contract with Utility Workers Union of America; and discuss the District's compensation study, which is underway.
6. **Water Resources Association of San Benito County (WRA):** No meeting.
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 February 28, 2019), Statement of Income (thru January 31, 2019), and Investment Summary (thru February 28, 2019). Ms. Buck stated that water capacity fees and water sales are down from last month, probably due to the recent rains we have been having. Ms. Buck also commented on the number of customers using automatic payment services, stating that they are continuing to grow.

In Cathy Buck's narrative report, she pointed out that other miscellaneous fees are up \$4,415 compared to the same period last year. Director Johnson asked if this was normal and Ms. Buck explained that typically it is not, however this last month brass was turned in for recycling, and an additional \$2,000 was collected from a customer for a code violation.

The District's Investment Summary report reflects the total cash balance as of February 28, 2019 of \$11,830,708.83, which includes posted interest totaling \$126,169.69 (eight months interest on the Money Market, and interest on the LAIF investment that posted in July, October, and January).

Water/Wastewater Superintendent Jim Filice reported on the February 28, 2019 Maintenance Staff Report and asked if there were any questions. Director Johnson asked to Mr. Filice to explain several items on the Maintenance Staff Report, which he did. One of the items Director Johnson inquired about was #14 under Wastewater, regarding the pump 2 pulled at the Paullus Drive Lift Station to clean debris from the impeller, which is to remove "disposable wipes" and other debris that clogs the system. General Manager/Secretary Ridenhour stated that Shawn Novack from Water Resources Association has a flyer going out with this month's bills, and "disposable wipes" is one of the topics highlighted in this issue.

Mr. Filice also informed the Directors that the District's Consumer Confidence Report for 2018 was mailed out on March 13, 2019.

In review of the Meter Reading Report for the period of January 16, 2019 to February 13, 2019, the intertie meter data indicates the City received -16.0% of Lessalt Water Treatment Plant water, while the District received 116.0%, and the City received 100% of the West Hills Water Treatment Plant water, while the District received 0%. Mr. Filice commented that things are holding steady for the balance of water owed to us by City of Hollister. Director Ross inquired about the amount of groundwater flow being higher than the surface flow for the Sunset & Memorial location. She stated that for all other locations it is the reverse, where the surface flow is greater than the groundwater flow, and Mr. Filice explained that it is due to the location of the intertie in relation to the District's wells and the natural flow within the pressure zone.

Water/Wastewater Superintendent Jim Filice reported on the groundwater level report, stating that the levels are continuing in the upward direction.

8. **Active Tasks Update:** General Manager/Secretary Ridenhour reported that Specialty Construction, Inc. has completed setting the pumps and piping inside the building for the Crosstown Pipeline project. The building block walls are nearing completion for the new structure that houses the equipment at the well site. Yard piping and electrical conduit runs continue to be installed. The project is anticipated to be complete by June of 2019, due to the delays to manufacture the motor control center and the prior pump assembly material delays.



San Benito County Water District has received an initial allocation from the Federal Water Project of 80% for the **2019 Water Supply**, and it is expected to increase in the coming months. Reservoir levels throughout the State and the snow pack are at or above normal this year.

General Manager/Secretary Ridenhour stated that the District has received thirty-three applications for the **Water/Wastewater Utility Maintenance Position** that was vacated by Rick Sanchez. Interviews for eight of the candidates is set up for April 2<sup>nd</sup> with the hopes of one person being selected and beginning employment with the District in May.

**L. BOARD and STAFF REPORTS**

1. **Directors:** Director Johnson reported that she attended Ethics Training last Saturday, March 16<sup>th</sup>, sponsored by LULAC.
2. **District Counsel:** No report.
3. **Finance and Human Resource Manager:** Ms. Buck reminded those that have not completed their Form 700, it is due by April 2nd.
4. **Assistant Engineer:** No report.
5. **General Manager:** No report.

**M. FUTURE AGENDA ITEMS:** Two hour session of Ethics/Brown Act Training. Director Ross requested an item be put on a future agenda to discuss the appropriateness of staff and the Board utilizing water bottles in lieu of tap water.

**N. ADJOURNMENT:** President Alcorn adjourned the meeting at 6:10 p.m.

**APPROVED BY THE BOARD:** *s/ Michael H. Alcorn*  
Michael H. Alcorn, President

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