

MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
November 21, 2017

- A. CALL TO ORDER:** The meeting was called to order at 5:15 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; Mike Alcorn, Robert J. Rodriguez II, and Honor Spencer. (Director Ann Ross absent)
- C. PLEDGE OF ALLEGIANCE:** A young guest of Director Spencer, Jayda Pelaiz, led Directors, staff, and public in the Pledge of Allegiance.
- D. APPROVAL OF AGENDA:** Upon motion made by Director Rodriguez, seconded by Director Spencer, and carried 4-0 (Director Ross absent), the agenda was approved as presented.
- E. 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, and Water/Wastewater Superintendent Jim Filice. **Absent:** Finance and HR Manager Cathy Buck and Assistant Engineer Rob Hillebrecht.

F. CONSENT AGENDA:

1. Approval of Minutes – for the Regular Meeting of October 17, 2017.
2. Allowance of Claims– to ratify disbursements for the period from October 10, 2017 through November 13, 2017, totaling \$2,120,094.77, which includes \$1,094,622.03 for payments to vendors and employees, \$311,884.58 for cash transfers, \$709,366.54 paid to the City of Hollister for amounts collected from their customer’s for City sewer billings net of our fees, and \$4,221.62 for customer refunds and deductions for customer checks returned for insufficient funds. The last check written on the Union Bank checking account as of October 25, 2017 was check #23488 to close checking account, and the last check written on the new Heritage Bank of Commerce checking account as of November 13, 2017 was check #25142.

Date	Number	Name	Amount
<i>Union Bank Disbursements</i>			
10/25/17	ACH 1038	Local Agency Investment Fund (LAIF)	-311,000.00
10/25/17	23488	Heritage Bank of Commerce	-884.58
<i>Heritage Bank Disbursements</i>			
10/13/17	ACH 1019	EFTPS	-118.10
10/13/17	ACH 1020	RETURNED CHECK	-156.39
10/16/17	ACH 1021	RETURNED CHECK	-384.11
10/16/17	ACH 1022	RETURNED CHECK	-255.00
10/17/17	ACH 1023	RETURNED ACH	-165.10
10/17/17	ACH 1024	RETURNED ACH	-264.46
10/18/17	ACH 1025	RETURNED ACH	-12.92
10/18/17	ACH 1026	RETURNED ACH	-141.89
10/18/17	ACH 1027	RETURNED ACH	-144.65
10/18/17	ACH 1028	RETURNED ACH	-158.61
10/18/17	ACH 1029	RETURNED ACH	-161.01
10/18/17	ACH 1030	RETURNED ACH	-185.55
10/17/17	ACH 1031	RETURNED CHECK	-485.41
10/31/17	ACH 1032	EFTPS	-28,902.98
10/31/17	ACH 1033	Employment Dev. Dept. (EDD) DE88 Pmts.	-10,825.44
10/31/17	ACH 1034	CalPERS - Retirement	-1,036.00
10/31/17	ACH 1035	CalPERS - Retirement	-1,949.48
10/31/17	ACH 1036	CalPERS - Retirement	-27,287.46
10/31/17	ACH 1037	CalPERS - Health Insurance	-15,334.62
10/25/17	ACH 1039	RETURNED CHECK	-136.37
11/06/17	ACH 1040	Merchant Services	-1,991.45
10/13/17	DD 2058	Alcorn, Michael H.	-92.35
10/13/17	DD 2059	Johnson, Judi H.	-92.35
10/13/17	DD 2060	Rodriguez, II, Robert J.	-92.35
10/13/17	DD 2061	Ross, Ann C.	-266.05
10/13/17	DD 2062	Spencer, Honor A.	-92.35
10/31/17	DD 2063	Alvarez, Abel	-5,537.29
10/31/17	DD 2064	Boltz, William K	-5,626.49
10/31/17	DD 2065	Brill, Kelly L.	-4,528.72
10/31/17	DD 2066	Buck, Cathy L.	-6,626.40
10/31/17	DD 2067	Burbank, Jr., Dee J.	-4,988.33
10/31/17	DD 2068	Castro, Kevin G.	-5,196.26
10/31/17	DD 2069	Chavez, Jr., Manuel T.	-8,383.12
10/31/17	DD 2070	Eclarin, Ernesto P.	-6,528.75
10/31/17	DD 2071	Filice, James L.	-7,114.33
10/31/17	DD 2072	Hagins, Patrick M.	-2,640.76
10/31/17	DD 2073	Hernandez, Bazilio	-4,950.37
10/31/17	DD 2074	Hillebrecht, Robert B.	-4,029.64
10/31/17	DD 2075	Jackson, Patrick W.	-5,607.58
10/31/17	DD 2076	Malko, Kim A.	-3,445.52

Date	Number	Name	Amount
10/31/17	DD 2077	Norman, III, Walter R.	-5,267.94
10/31/17	DD 2078	Padilla, David	-5,578.77
10/31/17	DD 2079	Porteur, Carol A.	-4,255.40
10/31/17	DD 2080	Quick, Troy E.	-6,430.43
10/31/17	DD 2081	Ridenhour, Donald G.	-10,346.85
10/31/17	DD 2082	Sanchez, Ricardo A.	-4,421.55
10/31/17	DD 2083	Watson, Scott A.	-6,075.56
10/31/17	DD 2084	Zavala, Anabel G.	-4,466.40
10/16/17	25039	Ross, Ann C.	-92.35
10/16/17	25040	A-1 Services	-403.00
10/16/17	25041	Auto Tech Service Center, Inc.	-227.59
10/16/17	25042	Bianchi Kasavan & Pope, LLP	-645.00
10/16/17	25043	Bracewell Engineering, Inc.	-126.00
10/16/17	25044	Brenntag Pacific, Inc.	-35,342.36
10/16/17	25045	Calgon Carbon Corporation	-41,257.88
10/16/17	25046	City National Bank	-168,881.16
10/16/17	25047	City of Hollister-Finance Dept	-352,106.68
10/16/17	25048	CM Analytical, Inc.	-1,640.00
10/16/17	25049	EBCO Pest Control	-60.00
10/16/17	25050	Edges Electrical Group, LLC	-82.30
10/16/17	25051	Grainger, Inc.	-102.28
10/16/17	25052	Hach Company	-1,254.22
10/16/17	25053	Instrument Laboratory North	-323.47
10/16/17	25054	Mark Nicholson, Inc.	-1,226.23
10/16/17	25055	San Benito County Water District	-175,364.30
10/16/17	25056	Toro Petroleum Corp.	-1,051.67
10/16/17	25057	Trans Union LLC	-120.02
10/16/17	25058	USA Blue Book	-1,361.57
10/16/17	25059	San Benito County Water District	-388.25
10/23/17	25060	Calif. Rural Water Assoc. (CRWA)	-350.00
10/23/17	25061	CM Analytical, Inc.	-2,782.50
10/23/17	25062	Hach Company	-1,033.05
10/23/17	25063	McGilloway, Ray, Brown & Kaufman	-11,960.00
10/23/17	25064	True Value Hardware	-3.23
10/24/17	25065	Postmaster	-190.51
10/30/17	25066	JIM BRAY	-200.00
10/30/17	25067	JOSE MANUEL CEJA	-85.39
10/30/17	25068	CHARITY CUILTY & EDWARD DURAN	-16.78
10/30/17	25069	RON A & SHIRLEY M HUNT	-88.05
10/30/17	25070	PAUL R & DEBRA L SCHERER	-400.00
10/30/17	25071	CHRIS & ASHLEY TANZI	-91.53
10/30/17	25072	AT&T	-303.54
10/30/17	25073	Brenntag Pacific, Inc.	-8,429.38
10/30/17	25074	Brigantino Irrigation	-657.56
10/30/17	25075	CM Analytical, Inc.	-5,557.50

Date	Number	Name	Amount
10/30/17	25076	Edges Electrical Group, LLC	-194.61
10/30/17	25077	Ferguson Enterprises, Inc.	-186.11
10/30/17	25078	Hach Company	-1,916.30
10/30/17	25079	Hollister Auto Parts, Inc.	-170.45
10/30/17	25080	Kennedy/Jenks Consultants	-30,565.42
10/30/17	25081	Konica Minolta Premier Finance	-412.91
10/30/17	25082	Palace Business Solutions	-250.73
10/30/17	25083	Petty Cash	-21.73
10/30/17	25084	Pinnacle Agriculture	-761.25
10/30/17	25085	Postal Graphics (was Post Net)	-23.04
10/30/17	25086	Postmaster	-1,956.13
10/30/17	25087	Ranchers Feed	-105.60
10/30/17	25088	Razzolink.com	-132.90
10/30/17	25089	San Benito Tire Pros & Automotive	-40.00
10/30/17	25090	State Water Resources Control Board-DWOCB	-60.00
10/30/17	25091	Toro Petroleum Corp.	-1,200.50
10/30/17	25092	United Way of Santa Cruz	-126.00
10/30/17	25093	Verizon Wireless	-355.33
10/31/17	25094	Nationwide Retirements Solutions	-22,231.20
10/31/17	25095	Dearborn National Life Insurance Company	-352.00
10/31/17	25096	HealthSmart Benefit Solutions, Inc. (VSP)	-302.24
10/31/17	25097	Premier Access Insurance Co.	-2,989.92
11/01/17	25098	San Benito County Water District	-270,360.53
11/01/17	25099	South Valley Internet, Inc.	-20.45
11/06/17	25100	AUSTIN GRIMSLEY	-153.86
11/06/17	25101	JASON BROYER & CHRISTINE NELSON	-400.00
11/06/17	25102	SONIA & JUAN PEREZ	-134.54
11/06/17	25103	Ace Hardware (Johnson Lumber Co.)	-676.98
11/06/17	25104	AT&T	-389.33
11/06/17	25105	B.S.K. Analytical Laboratories, Inc.	-225.00
11/06/17	25106	Channing L. Bete Co., Inc.	-415.29
11/06/17	25107	Corix Water Products	-397.80
11/06/17	25108	De Lay & Laredo	-2,100.00
11/06/17	25109	Edges Electrical Group, LLC	-149.43
11/06/17	25110	Ferguson Enterprises, Inc.	-24.25
11/06/17	25111	Mission Uniform Service	-1,168.49
11/06/17	25112	O'Reilly Auto Parts	-18.34
11/06/17	25113	P G & E	-26,045.98
11/06/17	25114	Palace Business Solutions	-147.53
11/06/17	25115	Postmaster	-40.40
11/06/17	25116	Radio Shack (Crystal T.V.)	-11.04
11/06/17	25117	Recology San Benito County	-128.51
11/06/17	25118	San Benito Tire Pros & Automotive	-149.16
11/06/17	25119	True Value Hardware	-3.23
11/06/17	25120	U.S. Bank Corporate Payment Systems	-4,850.79

Date	Number	Name	Amount
11/06/17	25121	USA Blue Book	-1,963.24
11/13/17	25122	Eclarin, Ernesto P.	-125.34
11/13/17	25123	All Star Ready Mix, LLC	-563.54
11/13/17	25124	Animal Damage Management	-370.00
11/13/17	25125	AT&T	-136.14
11/13/17	25126	Bracewell Engineering, Inc.	-126.00
11/13/17	25127	Brenntag Pacific, Inc.	-14,175.42
11/13/17	25128	Calif. Clean Energy LLC	-4,344.15
11/13/17	25129	City of Hollister-Finance Dept	-357,259.86
11/13/17	25130	Culver Company Inc.	-79.73
11/13/17	25131	Griswold Industries	-2,659.52
11/13/17	25132	Hach Company	-1,420.09
11/13/17	25133	Hogue Bros. Collision Center	-545.70
11/13/17	25134	PAPA	-45.00
11/13/17	25135	Quinn Company	-840.94
11/13/17	25136	San Benito County-Tax Collector	-1,051.39
11/13/17	25137	San Benito County Water District	-382.25
11/13/17	25138	San Benito County Water District-Pumping	-19,749.03
11/13/17	25139	Tesco Controls Inc	-1,396.43
11/13/17	25140	Toro Petroleum Corp.	-1,290.31
11/13/17	25141	Trans Union LLC	-127.43
11/13/17	25142	USA Blue Book	-209.12
Total Disbursements			<u>-2,120,094.77</u>

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

G. NEW BUSINESS:

1. CONSIDER APPROVAL OF MODIFICATIONS TO STANDING COMMITTEES AND THEIR DUTIES (Not a project under CEQA per Article 20, Section 15378):

General Manager/Secretary Ridenhour stated that the Board discussed modifications to the Standing Committees and their respective duties at the September 19, 2017 Board meeting. The Directors indicated they were all happy with their current assignments on those committees. The General Manager could not be present at that meeting, so the Board asked staff to bring their recommendations back for discussion and approval at a future meeting.

General Manager/Secretary Ridenhour stated that because this item is actually covered by policy #7060: Committees of the Board of Directors, the Board will need to table action

until he can bring this back as modifications to the existing policy at a future Board meeting for consideration.

President Johnson directed General Manager/Secretary Ridenhour to continue this agenda item to the December Board meeting.

2. **CONSIDER APPROVAL OF UPDATED JOB DESCRIPTION AND SALARY RANGE FOR BILLING CLERK/RECEPTIONIST AND AUTHORIZE THE GENERAL MANAGER TO ADVERTISE AND FILL THE POSITION (Not a project under CEQA per Article 20, Section 15378):**

General Manager/Secretary Ridenhour stated that the District currently employs twenty-two full-time staff members, with three of those staff members filling the Account Technician positions to handle customer service and billing for the District. The existing Clerk/Receptionist position has been unfilled since Barbara Poggi retired in July 2005. (Her half-time position was replaced by adding the third full-time Account Technician). During the past eight years, the District has grown significantly, increasing by approximately 528 new water customer accounts. In the nine years prior to that we experienced customer growth of approximately 192 new water accounts. (We have grown by 720 water customers over a 17 year period). The growth in recent years was spurred by the lifting of the building moratorium. General Manager/Secretary Ridenhour stated that the District has also experienced growth in wastewater customers, but to a much smaller degree, and we start water and wastewater service together, so it has less impact on staff. About one and one-half years ago, we implemented a major change to our procedures for starting service for new customers, requiring the collection of an Application form and supporting documentation. This significantly increased the amount of Account Technician time devoted to start a water service. The District also added Automatic Payment by credit card, and depositing checks using Remote Deposit Capture equipment to the duties to be performed by the Account Technicians.

Another impact on the customer service department comes from when any of the three Account Technicians are away from their desks using paid time off benefits. When someone is gone for two or three weeks on vacation, is out sick for a day or two, or needs time to handle doctor appointments for themselves or their aging parents, it is a burden to the staff still at the office handling customer service and billing. The District has employees who have been with the District for a long time, and therefore, earn a lot of paid time off benefits, and they should be able to use that time without the guilt of knowing it is a burden on others to do so.

General Manager/Secretary Ridenhour stated that staff would like to fill the updated Billing Clerk/Receptionist staff position to help with this increased customer service

workload. The total cost of this additional staff person is approximately \$56,000 to \$68,000 per year depending on the staff person hired, their starting step in the salary range, and which CalPERS retirement plan they qualify for.

The Personnel Committee met on October 16, 2017 and reviewed the proposed revisions to the Billing Clerk/Receptionist job description and salary range which were included with this agenda item. The recommendations reflect the Committee's input, discussion, and support.

Upon motion made by Director Spencer, seconded by Director Alcorn, and carried 4-0 (Director Ross absent), the Board approved the updated job description and salary range for Billing Clerk/Receptionist and authorized the General Manager to advertise and fill the position.

H. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting.
2. **Water/Wastewater Committee:** No meeting.
3. **Finance Committee:** No meeting.
4. **Policy and Procedure Committee:** No meeting.
5. **Personnel Committee:** No meeting.
6. **Water Resources Association of San Benito County (WRA):** President Johnson reported that the committee met on November 2nd with the intent to plan for the West Hills Water Treatment Plant open house. Due to anticipated bad weather conditions the open house had been canceled prior to the WRA meeting, therefore the meeting was very brief.
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 the monthly written narrative report on the Operations Summary (thru October 31, 2017), Statement of Income (thru September 30, 2017), and Investment Summary (thru October 31, 2017). In Ms. Buck's absence, General Manager/Secretary Ridenhour asked if the Board had any questions and there were none. General Manager/Secretary Ridenhour commented that the District is continuing to do well financially, in part, due to the number of connection fees the District is receiving.

The District's Investment Summary report reflects the total cash balance as of October 31, 2017 of \$11,185,215.90, which includes posted interest totaling \$20,805.04 (four months interest on the CDs, and quarterly interest on the LAIF investment that posted in July and October).

Water/Wastewater Superintendent Jim Filice reported on the October 31, 2017 Maintenance Staff Report, and brought to their attention activity items #14 and #15 for the Lessalt Water Treatment Plant. Staff activity #14 was regarding response to numerous color complaints due to the high Manganese levels that result from the change of where the feed of water is coming from; and activity #15 was regarding monitoring and changing the chemical dosing because of the high Manganese levels due to the change in water supply. Mr. Filice explained that the high Manganese levels turn the water a slight brownish color, which needed to be treated by chlorinating the water. Once the system was flushed the change in color was corrected and back to normal.

Director Alcorn commented that he had received five or six calls from constituents regarding the water color.

In review of the Meter Reading Report for the period of September 14, 2017 to October 16, 2017, the intertie meter data indicates the City received 8.4% of Lessalt Water Treatment Plant water, while the District received 91.6%, and the City received 100% of the West Hills Treatment Plant water.

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

8. **Active Tasks Update:** General Manager/Secretary Ridenhour reported that the Crosstown Pipeline design is continuing and easements through the High School have been agreed to by staff and will be brought to the Board for consideration at a future meeting. The design is being coordinated with the County's bypass road.

Staff is operating the West Hills Water Treatment Plant 24 hours per day and 7 days a week. The public open house scheduled for November 4th was cancelled due to weather concerns, and will be rescheduled. A revised permit has been submitted to the State requesting authorization to receive West Hills WTP water through the District's interties from the City of Hollister.

LAFCO is proceeding with revision of the City's sphere of influence that will resolve the sewer service issues. Exemptions have been granted to two developments on Southside Road (Sunnyside Estates & Fay/Bennett Development).

A revised Verizon antenna site lease was prepared and reviewed by the District's legal staff and has been forwarded to Verizon. Rent and improvement terms in the agreement have been significantly revised from the January 2016 version.

I. BOARD and STAFF REPORTS

1. **Directors:** No report.
2. **District Counsel:** No report.
3. **Finance and Human Resource Manager:** Absent, no report.
4. **Assistant Engineer:** Absent, no report.
5. **General Manager:** No report.

J. FUTURE AGENDA ITEMS: The following agenda items will be brought to future meetings: Policy 7060 – Committees of the Board of Directors; Memorandum of Understanding for the High School water line easement; Selection of new Board President and Committee Assignments for 2018.

K. ADJOURNMENT: President Johnson adjourned the meeting at 5:28 p.m.

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

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