

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
October 15, 2019

- A. CALL TO ORDER:** The meeting was called to order at 5:15 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 Jerry Buzzetta, Director Judi Johnson, Director James Parker, and Director Ann Ross.
- C. PLEDGE OF ALLEGIANCE:** Director Jerry Buzzetta led Directors, staff, and public in the Pledge of Allegiance.
- D. APPROVAL OF AGENDA:** It was noted that the speaker for Agenda item G-1. would be arriving late due to heavy traffic. Upon motion made by Director Johnson, seconded by Director Parker, and carried 5-0, the agenda was approved with the trailing of agenda item G-1. until Patricia Kaufman with McGilloway, Ray, Brown & Kaufman arrives, therefore we would begin New Business with Agenda item G-2.
- 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. No public comment was made.

Staff present for Open Session: General Manager/Secretary Don Ridenhour, Attorney Heidi Quinn, Executive Assistant/Stenographer Carol Porteur, Finance & Human Resource Manager Cathy Buck, and Assistant Engineer Rob Hillebrecht.

F. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of September 17, 2019.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of September 10, 2019 through October 7, 2019, totaling \$2,260,941.65, which includes \$1,901,459.26 for payments to vendors and employees, \$353,184.94 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$6,297.45 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1533, the last “DD” # (direct deposit-electronic employee payments) was DD #2709, and the last check written was check #27352.

Date	Number	Name	Amount
09/13/19	ACH 1512	EFTPS	\$ -173.66
09/16/19	ACH 1513	CalPERS - Retirement	-700.00
09/17/19	ACH 1514	RETURNED CHECK (Ret Ck 09-01)	-516.87
09/18/19	ACH 1515	RETURNED ACH (Ret ACH 09-01)	-51.56
09/18/19	ACH 1516	RETURNED ACH (Ret ACH 09-02)	-143.85
09/18/19	ACH 1517	RETURNED ACH (Ret ACH 09-03)	-156.42
09/18/19	ACH 1518	RETURNED ACH (Ret ACH 09-04)	-194.02
09/18/19	ACH 1519	RETURNED ACH (Ret ACH 09-05)	-161.24
09/18/19	ACH 1520	RETURNED ACH (Ret ACH 09-06)	-247.98
09/18/19	ACH 1521	RETURNED ACH (Ret ACH 09-07)	-150.09
09/18/19	ACH 1522	RETURNED ACH (Ret ACH 09-08)	-625.63
09/18/19	ACH 1523	RETURNED ACH (Ret ACH 09-09)	-113.91
09/18/19	ACH 1524	RETURNED ACH (Ret ACH 09-10)	-156.42
09/18/19	ACH 1525	RETURNED ACH (Ret ACH 09-11)	-249.78
09/30/19	ACH 1526	CalPERS - Retirement	-1,036.00
09/30/19	ACH 1527	CalPERS - Retirement	-2,308.35
09/30/19	ACH 1528	CalPERS - Retirement	-34,322.76
09/30/19	ACH 1529	CalPERS - Health Insurance	-15,570.67
09/30/19	ACH 1530	CalPERS - Retirement	-8,850.79
09/30/19	ACH 1531	EFTPS	-31,368.70
09/30/19	ACH 1532	Employment Dev. Dept. (EDD) DE88 Pmts.	-12,701.41
09/25/19	ACH 1533	RETURNED CHECK (Ret Ck 09-02)	-188.87
09/13/19	DD 2683	Alcorn, Michael H.	-184.70
09/13/19	DD 2684	Johnson, Judi H.	-402.57
09/13/19	DD 2685	Parker, James F	-184.70
09/13/19	DD 2686	Ross, Ann C.	-184.70
09/30/19	DD 2687	Alvarez, Abel	-6,050.27
09/30/19	DD 2688	Bernal, Melissa M	-2,792.86
09/30/19	DD 2689	Boltz, William K	-6,673.30
09/30/19	DD 2690	Buck, Cathy L.	-6,563.78
09/30/19	DD 2691	Burbank, Jr., Dee J.	-6,146.80
09/30/19	DD 2692	Castro, Kevin G.	-5,220.43
09/30/19	DD 2693	Chavez, Jr., Manuel T.	-8,846.33
09/30/19	DD 2694	Eclarin, Ernesto P.	-7,332.92
09/30/19	DD 2695	Filice, James L.	-8,146.90
09/30/19	DD 2696	Hagins, Patrick M.	-4,924.28
09/30/19	DD 2697	Hernandez, Bazilio	-5,828.41
09/30/19	DD 2698	Hillebrecht, Robert B.	-5,413.21
09/30/19	DD 2699	Jackson, Patrick W.	-6,220.88
09/30/19	DD 2700	Malko, Kim A.	-3,846.61
09/30/19	DD 2701	Norman, III, Walter R.	-5,771.66
09/30/19	DD 2702	Padilla, David	-6,711.39

Date	Number	Name	Amount
09/30/19	DD 2703	Porteur, Carol A.	-4,622.28
09/30/19	DD 2704	Quick, Troy E.	-6,865.36
09/30/19	DD 2705	Ridenhour, Donald G.	-11,608.48
09/30/19	DD 2706	Roberts, Kelly L.	-5,026.19
09/30/19	DD 2707	Vargas Garcia, Michael J	-4,772.61
09/30/19	DD 2708	Watson, Scott A.	-7,777.17
09/30/19	DD 2709	Zavala, Anabel G.	-4,469.82
09/16/19	27259	Boltz, William K	-163.88
09/16/19	27260	PIVETTI CO	-112.41
09/16/19	27261	J BLOOMFELDT & GEORGE MILLIGAN	-59.94
09/16/19	27262	B.W.S. Distributors, Inc.	-121.14
09/16/19	27263	Brenntag Pacific, Inc.	-11,367.89
09/16/19	27264	Calcon System, Inc.	-777.50
09/16/19	27265	Calgon Carbon Corporation	-48,402.00
09/16/19	27266	City of Hollister-Finance Dept	-353,184.94
09/16/19	27267	City of Hollister-Finance Dept	-30.39
09/16/19	27268	CM Analytical, Inc.	-10,507.50
09/16/19	27269	CWSRF Accounting Office	-759,974.56
09/16/19	27270	Energy Systems	-1,213.50
09/16/19	27271	Enterprise Electrical Services	-244.63
09/16/19	27272	Evoqua Water Technologies LLC (Siemens)	-4,033.39
09/16/19	27273	Hollister Landscape Supply	-146.14
09/16/19	27274	John Smith Road Landfill	-126.30
09/16/19	27275	National Meter & Automation, Inc.	-4,617.59
09/16/19	27276	P G & E	-18,890.31
09/16/19	27277	Recology San Benito County	-208.63
09/16/19	27278	Star Concrete	-480.70
09/16/19	27279	Toro Petroleum Corp.	-170.77
09/16/19	27280	Trans Union LLC	-100.90
09/23/19	27281	VICTOR & HEIDI ARREOLA	-68.54
09/23/19	27282	MELIISSA & ALLISON GARCIA	-189.32
09/23/19	27283	SEATEC UNDERGROUND UTILITIES INC.,	-643.40
09/23/19	27284	TEICHERT CONSTRUCTION	-527.61
09/23/19	27285	Nationwide Retirements Solutions	-19,442.00
09/23/19	27286	ALPHONSE DEROSE	-1,500.00
09/23/19	27287	A-1 Services	-403.00
09/23/19	27288	Brenntag Pacific, Inc.	-19,035.25
09/23/19	27289	De Lay & Laredo	-3,424.00
09/23/19	27290	First Trust Alarm Company	-698.00
09/23/19	27291	Kennedy/Jenks Consultants	-24,984.34
09/23/19	27292	Konica Minolta Premier Finance	-416.76
09/23/19	27293	South Valley Internet, Inc.	-20.45

Date	Number	Name	Amount
09/23/19	27294	Toro Petroleum Corp.	-1,441.73
09/23/19	27295	Wright Bros. Indust. Supply	-282.52
09/30/19	27296	United Way of San Benito County	-150.00
09/30/19	27297	Dearborn National Life Insurance Company	-362.41
09/30/19	27298	Pathian Administrators (VSP)	-340.48
09/30/19	27299	Premier Access Insurance Co.	-3,450.23
09/30/19	27300	UWUA Local 820	-680.00
09/24/19	27301	Postmaster	-194.45
09/25/19	27302	Petty Cash	-53.15
09/30/19	27303	Postmaster	-2,112.52
09/30/19	27304	Brenntag Pacific, Inc.	-16,399.08
09/30/19	27305	Brigantino Irrigation	-313.42
09/30/19	27306	C & N Tractors	-717.62
09/30/19	27307	Central Ag Supply LLC	-519.60
09/30/19	27308	Charles P. Crowley Company, Inc.	-205.62
09/30/19	27309	CWEA Membership- TCP	-192.00
09/30/19	27310	Ferguson Enterprises, Inc.	-211.86
09/30/19	27311	Frank A Olsen Co.	-324.75
09/30/19	27312	Hach Company	-12,322.32
09/30/19	27313	Mc Gilloway, Ray, Brown & Kaufman	-13,195.00
09/30/19	27314	Mc Master-Carr	-640.47
09/30/19	27315	Mid Valley Supply	-109.48
09/30/19	27316	O'Reilly Auto Parts	-42.66
09/30/19	27317	Palace Business Solutions	-1,777.41
09/30/19	27318	Pinnacle Agriculture	-781.23
09/30/19	27319	Ryan Herco Flow Solutions	-411.65
09/30/19	27320	Specialty Construction Inc.	-49,855.62
09/30/19	27321	Staples Advantage	-434.79
09/30/19	27322	Sunnyslope County Water - Retainage	-2,623.98
09/30/19	27323	Veolia Water Technologies	-59,356.94
09/30/19	27324	Verizon Wireless	-555.75
10/01/19	27325	Razzolink.com	-76.95
10/07/19	27326	ROBERT M FREITAS	-34.56
10/07/19	27327	RAMIRO T GOMEZ	-33.32
10/07/19	27328	H & M PROPERTY MANAGEMENT	-82.45
10/07/19	27329	JASON O'BRYANT	-89.26
10/07/19	27330	A Tool Shed	-2,006.49
10/07/19	27331	Ace Hardware (Johnson Lumber Co.)	-906.16
10/07/19	27332	ACWA/JPIA	-12,996.28
10/07/19	27333	AT&T	-1,147.06
10/07/19	27334	Auto Tech Service Center, Inc.	-687.00
10/07/19	27335	Bracewell Engineering, Inc.	-392.00

Date	Number	Name	Amount
10/07/19	27336	Brenntag Pacific, Inc.	-13,740.68
10/07/19	27337	City National Bank	-168,881.16
10/07/19	27338	CM Analytical, Inc.	-8,507.50
10/07/19	27339	Eaton Corporation	-1,072.52
10/07/19	27340	Edges Electrical Group, LLC	-1,484.95
10/07/19	27341	Grainger, Inc.	-101.51
10/07/19	27342	Hach Company	-5,894.00
10/07/19	27343	Mc Master-Carr	-46.88
10/07/19	27344	Mid Valley Supply	-109.48
10/07/19	27345	Mission Uniform Service	-1,115.28
10/07/19	27346	Palace Business Solutions	-74.96
10/07/19	27347	Postmaster	-37.00
10/07/19	27348	Rianda Air, Inc.	-2,400.00
10/07/19	27349	San Benito County Water District	-325,329.19
10/07/19	27350	Toro Petroleum Corp.	-1,738.02
10/07/19	27351	U.S. Bank Corporate Payment Systems	-2,222.98
10/07/19	27352	Y Wait Carpet Care	-810.00
			\$ -2,260,941.65

Director Johnson inquired about a few items on the Disbursement Summary report and General Manager/Secretary Ridenhour responded with clarification on each item.

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

G. NEW BUSINESS:

2. **CONSIDER APPROVAL AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING FOR THE NORTH COUNTY GROUNDWATER FEASIBILITY STUDY WITH SAN BENTIO COUNTY WATER DISTRICT AND THE CITY OF HOLLISTER (Statutorily Exempt from CEQA per Article 18, Section 15262):** General Manager/Secretary Ridenhour introduced Jeff Cattaneo, General Manager of San Benito County Water District (SBCWD), and Bob Ellis, Consulting Engineer for SBCWD. Mr. Ridenhour explained that in 2017, the District completed a Hollister Urban Area Water & Wastewater Master Plan Update in partnership with the City of Hollister (City) and the San Benito County Water District (SBCWD). This plan identified new groundwater wells in the north part of the County as a potential new water source to the Hollister urban area serving both the City

and the District. In 2018, SBCWD completed an evaluation of water supply and storage alternatives identified in the Master Plan Update. Based on this evaluation, SBCWD has requested the City and the District join together and pursue the following two water supply and storage projects:

1. Pacheco Reservoir Expansion – SBCWD is currently working with Santa Clara Valley Water District on planning and pre-design studies for this project.
2. North County Groundwater (NCGW) – in 2019, SBCWD completed a facility planning study for this potential source of supply.

The NCGW facilities plan recommends a three-phase program for this source of supply. Phase 1 will provide an estimated 1,000 acre feet /year of new high quality water supply to the northern part of the City and District. Facilities would include new wells, pipelines, treatment (if required), storage tank, and booster pump station.

Phases 2 & 3 would provide up to 5,000 acre feet/year of reliable water supply to agriculture and municipal and industrial users. This supply would be provided by a well field, and the new water would be blended with imported Central Valley Water Project water through a connection with the Hollister Conduit.

The benefits of Phase 1 includes 1,000 acre feet/year of additional dry year water supply and fire flow supply to the City's airport and industrial park. This phase will also delay the need for expanding the West Hills Water Treatment Plant. The financial benefits are not equal because of the added fire flow needs of the City, but the overall supply to the urban area also benefits the District.

The first step to constructing Phase 1 of the recommend plan is a feasibility study that will include testing groundwater quality, identifying groundwater well locations, evaluating the need for treatment, and updating operational guidelines to determine flow and pipe size needs. The total cost of the feasibility study is \$340,000 with \$148,000 being the District's share. Once the feasibility study is complete, the three agencies will determine the next steps and enter into new agreements to fund design and construction costs.

SBCWD and the City approved the MOU on September 25th and October 7, 2019, respectively.

Mr. Ellis gave the Board an overall summary of the NCGW program, comparing the cost of the project with and without treatment of the water, as well as the benefits. Mr. Ellis explained that this project would defer expansion and avoid variable operations and

maintenance cost of the West Hills Water Treatment Plant, depending on growth, for possibly an additional 3-4 years. The overall benefit/cost ratio would be substantial.

Upon motion made by Director Johnson, seconded by Director Ross, and carried 5-0, the Board approved the recommendation, and authorized the General Manager to execute a Memorandum of Understanding for the North County Groundwater Feasibility Study with San Benito County Water District and the City of Hollister.

1. RECEIVE AUDIT REPORT/PRESENTATION BY PATRICIA KAUFMAN, CPA/PARTNER, WITH MCGILLOWAY, RAY, BROWN & KAUFMAN FOR THE JUNE 30, 2019 AUDIT (Not a project under CEQA per Article 20, Section 15378):

Finance & Human Resource Manager Cathy Buck introduced Patricia Kaufman, CPA/Partner with McGilloway, Ray, Brown & Kaufman who will give the Board a report/presentation regarding the District's June 30, 2019 audit and the resulting audited financial statements and Governance Letter which were attached for the Directors review.

Ms. Kaufman started her presentation with a comparison of the District's June 30, 2019 and 2018 Statement of Net Position. She pointed out the current assets decrease of \$2,039K from last year is mainly due to a decrease in LAIF investments, primarily a result of the transferring of funds to general checking account for the Crosstown Pipeline construction payments. The capital assets increased \$3,497K over last year mainly due to the Crosstown Pipeline project. The intangible assets decreased \$888K due to the amortization of the water rights at the two surface water treatment plants. And, the deferred outflows of resources increased \$525K due to \$1.09M additional pension contribution in this fiscal year, offset by a decrease in change in assumptions by \$372K, and a decrease in the difference between the employer's contributions and the employer's proportionate share of contributions by \$409K. Ms. Kaufman stated that the current liabilities had increased \$1,166K mainly due to an increase in accounts payable for the Crosstown Pipeline construction in the amount of \$812K, and \$342K due to the year-end true-up cost for Lessalt WTP and West Hills WTP. Ms. Kaufman commended the District again for the decision to pay down the CalPERS unfunded liability, and that the District has a strong Net Position.

In her discussion of the Statement of Revenues, Expenses, and Changes in Net Position for the current fiscal year, Ms. Kaufman noted that operating revenues increased mainly due to an increase in the water rate and the number of water customers served, noting that there was an increase of 159 customers this fiscal year.

Ms. Kaufman went on to note that the District has no significant audit findings, has recognized all significant transactions in the financial statements in the proper period, has

presented all required sensitive financial statement disclosures, that her audit team encountered no difficulties in performing the audit, that no auditor adjusting entries were needed (a rare occurrence), and there were no disagreements with management.

Ms. Kaufman noted that there was no Management Letter this fiscal year, to note any material deficiencies, nor was there one last fiscal year. Ms. Kaufman did suggest, however, that the District review its Reserve Policy (Policy# 8600) because the policy appears to be outdated and may need revision.

Upon motion made by Director Johnson, seconded by Director Parker, and carried 5-0, the Board accepted the June 30, 2019 audited financial statements for Sunnyslope County Water District and presentation by Ms. Kaufman, partner in the accounting firm, McGilloway, Ray, Brown & Kaufman.

- 3. PRESIDENT TO CONSIDER MODIFICATION OF DIRECTOR DUTIES ON STANDING DISTRICT COMMITTEES FOR THE REMAINDER OF 2019 (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Ridenhour stated that on February 19, 2019 President Alcorn modified the appointment of members of the Board to the District's standing committees in consideration of the newly appointed Board Member in January. At the September meeting Jerry Buzzetta was appointed to the Board to fill the vacancy created by the resignation of Robert Rodriguez in July. It would be appropriate to revisit the appointments to the standing committees for the remainder of 2019 with a new Board Member. The 2019 committee assignments made in December and modified in February are as follows:

Finance Committee:

Directors: Mike Alcorn & Ann Ross (Alternate – Judi Johnson)

Water & Wastewater Committee:

Directors: Ann Ross & _____ (Alternate – Jim Parker)

Employee & Personnel Committee:

Directors: Mike Alcorn & Ann Ross (Alternate – Judi Johnson)

Policy and Procedures Committee:

Directors: Jim Parker & _____ (Alternate – Judi Johnson)

WATER RESOURCES AGENCY:

Director: Judi Johnson (Alternate – Jim Parker)

ACWA/JPIA – BOARD REPRESENTATIVE:

Directors: Judi Johnson (Alternate – Mike Alcorn)

District Check Signing Responsibility:

Directors: 1st Quarter – Ann Ross, 2nd Quarter – Judi Johnson,
3rd Quarter – Judi Johnson, and 4th Quarter – Jim Parker

President Alcorn suggested that Director Buzzetta fill the committees vacated with Director Rodriguez's resignation since it will only be for a couple of months. In December all committees will be revisited and possibly re-assigned. At this time President Alcorn assigned Director Buzzetta to the Water & Wastewater Committee; and the Policy and Procedures Committee.

- 4. TAKE APPROPRIATE ACTION TO UPDATE SIGNATURE CARD FOR THE DISTRICT'S HERITAGE BANK OF COMMERCE CHECKING ACCOUNT (Not a project under CEQA per Article 20, Section 15378):** Finance & Human Resource Manager Cathy Buck explained that due to the resignation of Robert J. Rodriguez, II in July, 2019, and the appointment of Jerry Buzzetta to the District Board of Directors on September 17, 2019, an update to the District's bank signature card is needed. Before Heritage Bank of Commerce can accept any account signatory card changes to District accounts, the Board of Directors need to take formal action and document their approval.

The following actions are requested:

1. **Update Signers List** – Approve removal of outgoing Board member Robert J. Rodriguez, II as authorized signer, and add newly appointed Board member Jerry Buzzetta as authorized signer on the District's signature card for all Heritage Bank of Commerce accounts.
2. **Approve Resolution** - The Board is requested to review and approve the "Resolution of Lodge, Association, or Other Similar Organization" which was attached. The resolution indicates the updated authorized signers list to be:
 - A. Donald G. Ridenhour (Both Powers "A" & "B" Granted),
 - B. Cathy L. Buck (Both Powers "A" & "B" Granted),
 - C. Michael H. Alcorn (Powers "A" Granted),
 - D. Judi H. Johnson (Powers "A" Granted),
 - E. Ann C. Ross (Powers "A" Granted),
 - F. James F. Parker (Powers "A" Granted), and
 - G. Jerry Buzzetta (Powers "A" Granted).

Upon motion made by Director Johnson, seconded by Director Ross, and carried 5-0, the Board approved removal of outgoing Board member Robert Rodriguez as authorized signer, adding Jerry Buzzetta, and adopting the Resolution of Association for the Bank accounts with Heritage Bank of Commerce.

H. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting.
2. **Water/Wastewater Committee:** No meeting.
3. **Finance Committee:** General Manager/Secretary Ridenhour reported that the Finance Committee met on October 7th to review and discuss the District's FY 2018-19 Audited Financial Statements and Governance Letter, which was presented at tonight's meeting, Agenda item G-1.
4. **Policy and Procedure Committee:** No meeting.
5. **Personnel Committee:** No meeting.
6. **Water Resources Association of San Benito County (WRA):** Director Johnson reported that the committee met on October 3rd. The following topics were discussed: Program Manager's report; Fair booth; toilet replacement; water softener replacement; round table discussion with the committee on the new well for San Juan Bautista; Recology and Water Resources working together; and the video contest. Director Johnson stated that the next meeting is scheduled for December 5th, however, she will be out of town so asked that her alternate, Director Parker, attend the 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 September 30, 2019), Statement of Income (thru August 31, 2019), and Investment Summary (thru September 30, 2019). Ms. Buck stated that the month of September had a lull in capacity fees, but overall having 75 year-to-date is very good. Automatic payment services continue to rise, being at 41.6% of the District's customers signed up for one of the various auto pay services offered.

The District's Investment Summary report reflects the total cash balance as of September 30, 2019 of \$ 9,954,112.44, which includes posted interest totaling \$43,165.30 (three months interest on the Money Market account, and interest on the LAIF investment that posted in July).

General Manager/Secretary Ridenhour reported on the September 30, 2019 Maintenance Staff Report, and asked the Board if there were any questions. Director Johnson commented on a few items, which General Manager/Secretary Ridenhour responded to.

In review of the Meter Reading Report for the period of August 14 , 2019 to September 16, 2019, the intertie meter data indicates the City received -3.6 % of Lessalt Water Treatment Plant water, while the District received 103.6%, and the City received 96.7% of the West Hills Water Treatment Plant water, while the District received 3.3%.

General Manager/Secretary Ridenhour reported on the groundwater level report, stating that the water levels continue to climb.

8. **Active Tasks Update:** General Manager/Secretary Ridenhour reported that the District's vertical turbine **motor failed at Well #7** and staff is getting prices to purchase a new motor. There is adequate supply backup in the District's system so there are no concerns while the well is down.

Recruitment for a new General Manager continues, and applicants are being screened by Ralph Andersen & Associates. Interviews are currently being planned for Wednesday, October 23rd.

General Manager/Secretary Ridenhour reported that the **recruitment for a new Water/Wastewater Superintendent** is underway and applications are due October 31st. Applications will be screened and interviews planned in late November.

Dee J Burbank has been promoted to the **Lead Water/Wastewater Utility Maintenance** position effective October 7th. Dee J has a Grade 3 Wastewater Treatment License, has passed his Grade 3 Water Treatment License, holds a Backflow Specialist License, has a Grade 4 Water Distribution License, and a Wastewater Collection Grade 1 License. Dee J has worked for the District since early 2017 and was a Lead Water Utility Worker with the City of Hollister before joining the District. Dee J has also recently graduated from San Jose State with a degree in environmental studies.

Staff is working with the City of Hollister and San Benito County Water District on the **Crosstown Pipeline Memorandum of Understanding (MOU)** to define responsibilities of the pipeline from West Hills Water Treatment Plant to the City and Sunnyslope. The MOU will identify each agencies responsibility for maintenance and emergency response for each component of the pipeline, system interties, and booster pump station.

I. BOARD and STAFF REPORTS

1. **Directors:** No report.
2. **District Counsel:** No report.

3. **Finance and Human Resource Manager:** No report.
4. **Assistant Engineer:** No report.
5. **General Manager:** General Manager/Secretary Ridenhour reported that he will be on vacation from October 24th through November 11th, returning to work on November 12th.

J. 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, Attorney Heidi Quinn, and John Rossi with Ralph Andersen & Associates.

K. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9 & 54957): At 6:37 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 General Manager Recruiter** – Gov. Code § 54957:

L. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION: Attorney Heidi Quinn reported that status reports were provided on both items, direction was given by the Board, and no reportable action was taken by the Board.

M. FUTURE AGENDA ITEMS: General Manager Appointment; and development agreement for Award Homes.

N. ADJOURNMENT: President Alcorn adjourned the meeting at 7:36 p.m.

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

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