

**MINUTES  
BOARD OF DIRECTORS  
SUNNYSLOPE COUNTY WATER DISTRICT  
Regular Meeting  
October 9, 2013**

- A. CALL TO ORDER:** The meeting was called to order at 5:15 p.m. by President Meraz, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. ROLL CALL: Present:** President Dave Meraz; Directors Dave Clapham, Kathleen Hill, John M. Johnson, and Danny Villalon.
- C. PLEDGE OF ALLEGIANCE:** President Meraz led Directors, staff, and public in the Pledge of Allegiance.
- D. APPROVAL OF AGENDA:** Upon motion made by Director Hill, seconded by Director Johnson, and carried 5-0, 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 from the public.

**Staff present for Open Session:** General Manager/Secretary Don Ridenhour; Attorney Heidi Quinn; Executive Assistant/Stenographer Carol Porteur; District Engineer Ken Girouard; and Water/Wastewater Superintendent Jim Filice.

**Others present:** A group of San Benito High students.

**F. CONSENT AGENDA:**

1. Approval of Minutes — for the Regular Meeting of September 11, 2013.
2. Allowance of Claims – to ratify disbursements for the period September 6 through October 2, 2013 totaling \$853,996.99, which includes \$509,684.82 for employee compensation and payments to vendors, \$342,308.98 paid to the City of Hollister for payments collected on their customer’s sewer billings, and \$2,003.19 for customer refunds and deductions for checks returned for insufficient funds. The last check written as of September 30, 2013 was #18952.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/13/13	ACH 0487	EFTPS	-322.50
09/03/13	ACH 0488	Merchant Services	-692.88
09/03/13	ACH 0489	Intuit, Inc.	-310.19
09/06/13	ACH 0490	RETURNED CHECK (Ret Ck 09-01)	-375.19
09/12/13	ACH 0491	RETURNED CHECK (Ret Ck 09-02)	-191.00
09/30/13	ACH 0492	EFTPS	-23,504.40
09/18/13	ACH 0493	RETURNED ACH (Ret ACH 09-01)	-209.52
09/24/13	ACH 0494	RETURNED CHECK (Ret Ck 09-03)	-188.97
09/25/13	ACH 0495	RETURNED CHECK (Ret Ck 09-04)	-247.03
09/25/13	ACH 0496	RETURNED CHECK (Ret Ck 09-05)	-195.00
09/13/13	DD 0936	Clapham, David G	-347.40
09/13/13	DD 0937	Johnson, John M	-182.70
09/13/13	DD 0938	Meraz, David E	-265.05
09/13/13	DD 0939	Villalon, Daniel	-252.05
09/30/13	DD 0940	Alvarez, Abel	-4,775.87
09/30/13	DD 0941	Brill, Kelly L.	-4,462.63
09/30/13	DD 0942	Buck, Cathy L.	-6,823.53
09/30/13	DD 0943	Castro, Kevin G.	-4,997.06

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
09/30/13	DD 0944	Chavez, Jr., Manuel T.	-6,550.91
09/30/13	DD 0945	Eclarin, Ernesto P.	-4,694.60
09/30/13	DD 0946	Estrada, Thomas A.	-4,477.25
09/30/13	DD 0947	Filice, James L.	-7,237.98
09/30/13	DD 0948	Girouard, Kenneth R.	-6,613.55
09/30/13	DD 0949	Hagins, Patrick M.	-4,556.45
09/30/13	DD 0950	Jackson, Patrick W.	-7,247.95
09/30/13	DD 0951	Malko, Kim A.	-2,666.03
09/30/13	DD 0952	Norman, III, Walter R.	-5,575.78
09/30/13	DD 0953	Padilla, David	-5,340.43
09/30/13	DD 0954	Porteur, Carol A.	-4,109.60
09/30/13	DD 0955	Ridenhour, Donald G	-9,946.53
09/30/13	DD 0956	Watson, Scott A.	-5,273.11
09/30/13	DD 0957	Zavala, Anabel G.	-4,208.11
09/09/13	18875	AT&T	-220.80
09/09/13	18876	B S K Analytical Laboratories, Inc.	-3,774.00
09/09/13	18877	Corix Water Products	-479.25
09/09/13	18878	Credit Consulting Services, Inc.	-48.30
09/09/13	18879	Everbank Commercial Finance, Inc.	-224.60
09/09/13	18880	First Trust Alarm Company	-80.00
09/09/13	18881	Monterey Bay Systems	-1,081.05
09/09/13	18882	P G & E	-30,788.46
09/09/13	18883	PAPA	-80.00
09/09/13	18884	Power Equipment Co.	-120.00
09/09/13	18885	Recology San Benito County	-124.80
09/09/13	18886	Sierra Chemical Co.	-283.66
09/09/13	18887	South Valley Internet, Inc.	-20.45
09/09/13	18888	South Valley Newspapers (Main St Media)	-550.43
09/09/13	18889	Toro Petroleum Corp.	-1,624.85
09/09/13	18890	U.S. Bank Corporate Payment Systems	-322.45
09/09/13	18891	Wright Bros. Welding & Sheet Metal, Inc.	-58.01
09/10/13	18892	Monterey Bay Water Works Assoc. (MBWWA)	-280.00
09/13/13	18893	Hill, Kathleen A	-245.05
09/16/13	18894	Eclarin, Ernesto P.	-150.00
09/16/13	18895	AL's Septic Tank Service Inc.	-885.00
09/16/13	18896	All Star Ready Mix, LLC	-2,789.51
09/16/13	18897	Anderson Pacific Engineering Constr, Inc.	-148,819.30
09/16/13	18898	Auto Tech Service Center, Inc.	-235.59
09/16/13	18899	Bracewell Engineering, Inc.	-84.00
09/16/13	18900	Brigantino Irrigation	-32.55
09/16/13	18901	City of Hollister-Finance Dept	-342,308.98
09/16/13	18902	CM Analytical, Inc.	-1,520.00
09/16/13	18903	EBCO Pest Control	-55.00
09/16/13	18904	Everbank Commercial Finance, Inc.	-226.87
09/16/13	18905	Hollister-Sunnyslope W. T. A.	-46,829.03
09/16/13	18906	Mark Nicholson, Inc.	-6,919.00
09/16/13	18907	NH3 Service Company	-481.60
09/16/13	18908	PAPA	-45.00
09/16/13	18909	Postal Graphics (was Post Net)	-4.98
09/16/13	18910	Quinn Company	-1,144.01
09/16/13	18911	San Benito County Water District	-493.00
09/16/13	18912	Stargazer Packaging	-789.14
09/23/13	18913	A-1 Services	-373.00
09/23/13	18914	City of Hollister-Finance Dept	-59.33
09/23/13	18915	De Lay & Laredo	-4,867.00
09/23/13	18916	First Trust Alarm Company	-431.00
09/23/13	18917	Mark Nicholson, Inc.	-7,216.00
09/23/13	18918	Staples Advantage	-197.81
09/23/13	18919	Toro Petroleum Corp.	-1,326.31
09/23/13	18920	Wright Bros. Indust. Supply	-53.46
09/24/13	18921	Postmaster	-221.82
09/30/13	18922	Employment Dev. Dept. (EDD) DE88 Pmts.	-8,844.64

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/30/13	18923	CalPERS - Retirement	-2,623.18
09/30/13	18924	Nationwide Retirements Solutions	-13,111.74
09/30/13	18925	United Way of Santa Cruz	-90.00
09/30/13	18926	BAC (Beneficial Administration Company)	-327.32
09/30/13	18927	CalPERS - Health Insurance	-13,041.65
09/30/13	18928	CalPERS - Retirement	-30,612.60
09/30/13	18929	Fort Dearborn Life Insurance Co.	-272.00
09/30/13	18930	Premier Access Insurance Co.	-2,891.08
09/30/13	18931	ACWA/JPIA	-11,974.14
09/30/13	18932	Porteur, Carol A.	-193.54
09/30/13	18933	BARBARA & KEN DASSEL	-61.44
09/30/13	18934	RHONDA DONNELLY	-45.19
09/30/13	18935	KEVIN & KIMBERLY GERRITY	-58.17
09/30/13	18936	M GIBSON FAMILY LIMITED PARTNERSHIP	-71.57
09/30/13	18937	THOMAS MAGEE	-290.56
09/30/13	18938	AMY MORENO	-69.55
09/30/13	18939	AT&T	-308.36
09/30/13	18940	Ben Caputo Printing	-172.52
09/30/13	18941	Calcon System, Inc.	-11,585.81
09/30/13	18942	Calif. Dept. of Public Health - OCP	-150.00
09/30/13	18943	Consolidated Engineering Laboratories	-4,759.64
09/30/13	18944	David J Powers & Associates, Inc.	-3,520.00
09/30/13	18945	Hach Company	-129.95
09/30/13	18946	Hollister Landscape Supply	-110.30
09/30/13	18947	Razzolink.com	-135.90
09/30/13	18948	RMC Water and Environment	-10,645.91
09/30/13	18949	Staples Advantage	-108.61
09/30/13	18950	Toro Petroleum Corp.	-111.77
09/30/13	18951	Postmaster	-53.40
09/30/13	18952	Postmaster	-1,820.75
<b>Total Disbursements</b>			<b>-853,996.99</b>

- Approval of the Ridgemark Wastewater Treatment and Recycled Water Improvements Project Progress Payment Request by Anderson Pacific for Invoice 108-27 dated September 30, 2013 for \$11,341.70.

Director Johnson inquired about the installation of the main gate at Ridgemark 1 and Engineer Girouard explained the existing gate was replaced with a better electric gate which was actually placed in a little different location so that the stop was not on a steep hill. Mr. Girouard added that the existing gate will be re-used to fence the old access area.

Upon motion made by Director Villalon, seconded by Director Johnson, and unanimously carried, the Board approved the Consent Agenda as presented.

#### **G. NEW BUSINESS:**

- CONSIDER AUTHORIZING BOARD MEMBERS TO ATTEND THE SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE NOVEMBER 17 – 20, 2013 IN NAPA, CALIFORNIA:** The California Special Districts Association (CSDA) is holding a Leadership Academy Conference in Napa on November 17 – 20, 2013. This conference is focused on elected officials and appointed directors. The District is not a member of the CSDA, but is still able to attend at the non-member fee. The estimated total expenditure for attending the conference as a non-member, including registration, mileage reimbursement, meals, and three night hotel stay is approximately \$1,560 per person.

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.

The Board discussed advantages to attending the conference such as the broad spectrum of information received; the interaction with members of other Districts; learning from other Districts about their projects and the problems they encounter; and the representation of our District at the conference. There was no interest by any of the Board members to attend this particular conference.

- 2. CONSIDER AUTHORIZING BOARD MEMBERS AND STAFF TO ATTEND THE ASSOCIATION OF CALIFORNIA WATER AGENCIES CONFERENCE AND JPIA DECEMBER 2 – 6, 2013 IN LOS ANGELES, CALIFORNIA:** The Association of California Water Agencies and the Joint Powers Insurance Authority (JPIA) are holding their Fall Conference in Los Angeles on December 2 - 6, 2013. The total expenditure, including registration, air travel, mileage reimbursement, parking, meals and three night hotel stay is estimated at \$1,825 per person. To attend the JPIA meetings on December 2<sup>nd</sup> would incur an additional cost of approximately \$625 per person due to the added hotel stay and potential meal costs.

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 Villalon suggested that any time a Director attend an ACWA/JPIA conference, the hotel stay be at the hotel recommended by the conference and to book as early as possible due to the fact that the conference only blocks a certain number of rooms and they do fill up quickly.

The Board of Directors discussed interest in attending the conference and none were sure their schedules allowed attendance. Director Villalon mentioned he was unable to attend but felt another member would benefit from attending. The Board discussed authorizing one member to attend if their schedules allowed.

Upon motion made by Director Villalon, seconded by Director Clapham, and unanimously carried, the Board authorized one Board of Director to attend the Association of California Water Agencies Conference and Joint Powers Insurance Authority meeting December 2 – 6, 2013 in Los Angeles, California.

## **H. BOARD AND STAFF COMMITTEE STATUS REPORTS:**

- 1. Governance Committee:** Director Villalon reported no meeting held.
- 2. Water/Wastewater Committee:** General Manager/Secretary Ridenhour reported no meeting held, next meeting scheduled for next week.
- 3. Finance Committee:** President Meraz reported no meeting held.
- 4. Policy and Procedure Committee:** General Manager/Secretary Ridenhour reported no meeting held and the next meeting is scheduled for October 15th.
- 5. Personnel Committee:** General Manager/Secretary Ridenhour reported no meeting held and the next scheduled meeting is on October 10th.
- 6. Water Resources Association of San Benito County:** Director Johnson reported the committee met on September 12<sup>th</sup> and briefly discussed the toilet replacement program

and participating in the San Benito County Fair with a booth regarding water conservation.

**7. Ridgemark Wastewater Treatment and Recycled Water Improvement Project:**

Engineer Girouard reported that Anderson Pacific is continuing to work on the punch list, which includes: the Hilden driveway, grates for the head works which need to be installed, and electrical testing. Mr. Girouard stated that design consultant RMC Water and Environment is working on the Operations Manual for the project.

**8. District Operation Summary, Statement of Income, and Investment Summary; Hollister-Sunnyslope Water Treatment Agency Investment and Disbursement Summaries; District Maintenance, Meter Reading, and Well Groundwater Level Reports:**

Finance and Human Resource Manager Cathy Buck prepared a narrative report on the District's Operations Summary (for September 30, 2013), Statement of Income (for August 31, 2013), and Investment Summary (for September 30, 2013). General Manager/Secretary Ridenhour pointed out that there were 27 connection fees collected for the month of September.

The District's Investment Summary report reflects the total cash balance as of September 30, 2013 of \$3,729,560.46, which includes three-months earned interest totaling \$1,044.08.

The Board reviewed the Hollister-Sunnyslope Water Treatment Agency's Investment Summary ending September 30, 2013, which reflects a cash balance total of \$1,097,264.13, which includes \$1,265.13 fiscal year-to-date (seven month's) interest earned.

General Manager/Secretary Ridenhour explained that Sunnyslope Water has prepared the first billing to San Benito County Water District for labor and expenses for the month of September. The Hollister-Sunnyslope Water Treatment Agency still has some outstanding bills prior to the September 1<sup>st</sup> take over date, which will continue to be paid out of the account and split between the City of Hollister and Sunnyslope County Water District. Mr. Ridenhour informed the Board that the City of Hollister also took action on the transfer of ownership of the Lessalt Water Treatment Plant and, once escrow is closed, he will cancel the insurance on the plant. Mr. Ridenhour explained that once the transfer is complete, Sunnyslope Water and the City of Hollister, along with their respective legal counsels, will discuss the dissolution of the Hollister-Sunnyslope Water Treatment Agency.

The Board reviewed Hollister-Sunnyslope Water Treatment Agency's Disbursement Summary, for the period of September 6, 2013 to October 2, 2013 totaling \$19,226.48.

Jim Filice reviewed the September, 2013 Maintenance Staff Report and no questions were asked.

During review of the Meter Reading Report for the period August 14, 2013 to September 11, 2013, Jim Filice noted the intertie meter data indicates the City received 5.8% of Lessalt water, while the District received 94.2%. Mr. Filice commented that the City has paid back more of the water owed to Sunnyslope. He also stated that Sunnyslope Water is receiving the majority of the Lessalt water.

Jim Filice reviewed the groundwater level report and noted that the wells are trending down which is expected this time of year.

**9. Active Tasks Update:** General Manager/Secretary Ridenhour reported that the Lessalt upgrade and Fairview Road Pipeline project has been awarded to Specialty Contractors from San Luis Obispo, for \$6,848,038 and work should begin in early November with

completion expected by October 1, 2014. A request for extension to the disinfection byproduct rule, which would take effect in October 2013, has been submitted to the California Department of Public Health, and if the extension is granted, the District will need to hold a public hearing explaining the extension to the District's customers. General Manager/Secretary Ridenhour reported that San Benito County Water District received notice that a grant has been awarded to Santa Cruz, Monterey, and San Benito counties totaling \$7.5 million. San Benito County Water District expects to hear at the end of October how much is allocated toward Lessalt WTP Upgrade, which could possibly be \$4.1 million. Mr. Ridenhour stated that he has prepared a job description and salary recommendation for the Assistant/Associate Engineer, which he plans to share with the Personnel Committee. Mr. Ridenhour has mailed out the requests for the Salary & Benefits survey for the District and proposals are due back by October 11<sup>th</sup>.

**I. BOARD AND STAFF REPORTS**

- 1. Directors:** Director Johnson reported on his attendance to the ACWA Region 5 Conference held in Carmel on September 22<sup>nd</sup> - 23<sup>rd</sup> and stated he met and interacted with Directors and staff from other agencies on an informal basis and was able to take away good and important information from the conference.

Director Villalon commented he also learned some valuable information and that by attending conferences such as this one, you hear of how helpful others are in assisting one another with different issues they may be encountering. Director Hill mentioned she attended the conference on Monday the 23<sup>rd</sup> and felt it was very informative.

- 2. District Counsel:** Attorney Quinn reminded the Board that DeLay & Laredo is hosting and open house on Friday, October 18<sup>th</sup> at 4:00 p.m. and hopes to see everyone there.
- 3. District Engineer:** No report.
- 4. Finance-HR Manager:** No report.
- 5. General Manager:** General Manager/Secretary Ridenhour reminded the Board about the Brent Ives on-line training that was offered to them and asked that those that are interested get back to him. Mr. Ridenhour informed the Board that he will be on vacation October 24<sup>th</sup> through November 8<sup>th</sup>.

**J. FUTURE AGENDA ITEMS:** Future agenda items: None.

**K. ADJOURN:** Upon motion made by Director Villalon, seconded by Director Clapham, and carried 5-0, the meeting was adjourned at 6:07 p.m.

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

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