

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
August 17, 2021

A. CALL TO ORDER: The meeting was called to order at 5:18 p.m. by President Buzzetta, 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.

ROLL CALL: Present in Person: President Jerry Buzzetta (JB), Vice President James Parker (JP), Director Alcorn (MA), Director Judi Johnson (JJ), and Director Dee Brown (DB).

B. PLEDGE OF ALLEGIANCE: Director Johnson led those in attendance in the Pledge of Allegiance.

C. APPROVAL OF AGENDA: Upon a motion made to approve the agenda by Director Johnson, seconded by Director Brown, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (JJ), yes, (DB), yes, and (JB), yes; the motion carried 5-0.

D. 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 comments.

Staff Present for Open Session: In Person: General Manager/Secretary Drew Lander, Finance and HR Manager Barry Kelly, Water/Wastewater Superintendent Jose Rodriguez, Associate Engineer Rob Hillebrecht, Executive Assistant/Stenographer Madison Koester.

Via Teleconference: Attorney Michael Laredo.

E. CONSENT AGENDA:

1. Approval of Minutes of the Regular Board Meeting of August 17, 2021.
2. Allowance of Claims for Disbursements from August 1, 2021 through August 31, 2021.
3. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of July 1, 2021 through July 31, 2021, totaling \$904,254.81 which includes \$490,645.90 for payments to vendors, \$31231 for Payroll, \$377,779.19 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$4,598.58 for customer refunds and checks returned.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/14/2021	RET0105	RETURNED CHECK	-161.12
07/16/2021	RET0106	RETURNED ACH	-118.49
07/21/2021	RET0107	RETURNED ACH	-1,109.12
07/22/2021	RET0108	RETURNED ACH	-2,434.73
07/23/2021	RET0109	RETURNED ACH	-352.80
07/26/2021	RET0110	RETURNED CHECK	-147.02
07/30/2021	RET0111	RETURNED ACH	-150.00
07/02/2021	29248	ACC Business	-1,324.60
07/02/2021	29249	Ace Hardware (Johnson Lumber Co.)	-688.03

Date	Number	Name	Amount
07/02/2021	29250	American Water Works Association (AWWA)	-2,373.00
07/02/2021	29251	AT&T	-120.46
07/02/2021	29252	Brenntag Pacific, Inc.	-19,809.52
07/02/2021	29253	Corbin Willits Systems, Inc. (MOM's)	-4,943.58
07/02/2021	29254	Central Ag Supply LLC	-985.95
07/02/2021	29255	Fastenal Company	-37.58
07/02/2021	29256	Hach Company	-1,453.24
07/02/2021	29257	Konica Minolta Premier Finance	-416.76
07/02/2021	29258	Mc Master-Carr	-498.02
07/02/2021	29259	Mission Uniform Service	-576.06
07/02/2021	29260	O'Reilly Auto Parts	-18.19
07/02/2021	29261	Petty Cash	-18.00
07/02/2021	29262	Postmaster	-55.00
07/02/2021	29263	Ranchers Feed	-234.01
07/02/2021	29264	State Water Resources Control Board-DWOCF	-60.00
07/02/2021	29265	Toro Petroleum Corp.	-1,302.90
07/02/2021	29266	True Value Hardware	-78.64
07/02/2021	29267	Verizon Wireless	-730.77
07/02/2021	29268	Padilla, David	-80.72
07/07/2021	29295	Foster, Travis J	-3,333.50
07/16/2021	29297	A-1 Services	-403.00
07/16/2021	29298	Ace Hardware (Johnson Lumber Co.)	-47.12
07/16/2021	29300	AT&T	-245.09
07/16/2021	29301	Auto Tech Service Center, Inc.	-125.00
07/16/2021	29302	Calgon Carbon Corporation	-48,402.00
07/16/2021	29303	Community Printers, Inc.	-2,729.61
07/16/2021	29304	E.H. Wachs Co.	-615.11
07/16/2021	29305	EBCO Pest Control	-69.00
07/16/2021	29306	Fastenal Company	-90.12
07/16/2021	29307	New SV Media, Inc. (was So. Valley News.)	-285.00
07/16/2021	29308	Recology San Benito County	-299.75
07/16/2021	29309	San Benito County Water District	-776.50
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07/02/2021	29263	Ranchers Feed	-234.01
07/02/2021	29264	State Water Resources Control Board- DWOCF	-60.00
07/02/2021	29265	Toro Petroleum Corp.	-1,302.90
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07/16/2021	29308	Recology San Benito County	-299.75
07/16/2021	29309	San Benito County Water District	-776.50
07/09/2021	29354	Mission Uniform Service	-277.48
07/09/2021	29355	Quinn Company	-800.67
07/09/2021	29356	Simplot Grower Solutions	-802.62
07/09/2021	29357	Star Concrete	-1,135.66
07/09/2021	29358	SUEZ WTS Analytical Instruments, Inc.	-17,939.20
07/09/2021	29359	Transene Company Inc (Shape Products)	-147.83
07/09/2021	29360	Tyler Technologies, Inc.	-585.00
07/09/2021	29361	USA Blue Book	-203.40
07/09/2021	29362	Verizon Wireless	-409.04
07/26/2021	29363	EMILY C BRINKLEY	-15.25
07/26/2021	29364	TERESA NIEVES	-18.83
07/26/2021	29365	BRUCE & TERRIE WIEGAND	-91.22
07/26/2021	29366	CalVista Insurance Agency Inc.	-87,014.00
07/26/2021	29367	Postmaster	-2,100.85
		Total Disbursements	-904,254.81

4. Receive Associate Engineer Monthly Status Report.
5. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, and c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
6. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
7. Receive General Manager Monthly Status Report.

President Buzzetta asked for public comment and receiving none, General Manager Lander advised all Directors that a revised claims disbursement had been provided to each Director providing the totals at the bottom of the page. President Buzzetta requested a motion to approve the consent agenda. Upon a motion made by Director Johnson to approve the Consent Agenda as amended, seconded by Director Parker, for which President Buzzetta then

took a roll call vote as follows: (MA), yes; (JP), yes; (JJ) yes; (DB), yes; and (JB) yes; the motion carried 5-0.

F. NEW BUSINESS:

1. **Authorize the Board President to Sign and Execute the Hollister Urban Area Water and Wastewater Master Plan Update Memorandum of Understanding (“MOU”) 2021 With the San Benito County Water District:** General Manager Lander pointed out that the MOU provided in the packet is nearly identical to the original MOU signed 5 years ago. This revision includes the addition of San Juan Bautista as a member of the governance committee, as they will now participate in the water decision making. The Governance committee members anticipated to represent the district will be Director Parker and Director Brown and this MOU is for only the water master planning portion. When complete an additional MOU will be provided to continue the process with the wastewater update planning.

Director Johnson noted that this planning is required by law. Director Alcorn noted that this MOU will cover the next 5 years of planning and cost will be recouped in water sales. Director Buzzetta asked about the timing of the wastewater component and how recycled water is treated and General Manager Lander responded that reclamation of wastewater is currently done at the city wastewater plant and the cost of reclamation at the Ridgemark plant would not be cost effective at this time.

President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Johnson to authorize the President to sign and execute the MOU as presented, the motion was seconded by Director Brown for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (JJ) yes; (DB), yes; and (JB) yes ; the motion carried 5-0.

2. **Accept the Letter of Resignation of Director Judi Johnson Effective August 31, 2021 and Authorize the General Manager to Fill the Vacated Position per Board Policy 7080 as Directed:** General Manager Lander shared the appreciation of the staff for the years of service Director Johnson has given the Sunnyslope County Water District. Each of the Directors took a turn sharing their appreciation for Director Johnson’s service. Director Johnson urged the Board to remain active in Region 5 of ACWA.

President Buzzetta solicited public comment. No public comment was provided and upon a motion made by Director Brown to accept as a Board the resignation of Judi Johnson and to direct the General Manger to advertise and receive applications for appointment of a replacement Director and return at the following meeting, the motion was seconded by Director Parker for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; and (JB), yes ; (JJ), abstain; the motion carried 4-0-1.

G. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** Meeting held August 17th to discuss item F-1 of the current Board packet. Also discussed were the development agreements coming to the board and the long term plan for irrigation supply piping.
3. **Finance Committee:** No meeting held.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** No meeting held.

6. **Water Resources Association of San Benito County (WRA):** Meeting held August 5th, Director Johnson was in attendance and reported on the conservation planning being done by staff at this time. Next meeting October 7th @ 4PM

H. BOARD and STAFF REPORTS

1. **Directors:** Director Brown reported that she participated in a tour of the District provided by the Associate Engineer. Director Alcorn will be out of the state at the end of September and Director Parker volunteered to cover check signing duties.

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

3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 activities, reporting that the office remains closed as the variants still circulate in the community. Installation of a partition at the front desk is approximately \$11,000 and will be added to the COVID expenses. Late fees are now being assessed for accounts on in a payment arrangement.

I. FUTURE AGENDA ITEMS: President Buzzetta would like more information on the intertie report and how to use it.

J. ADJOURNMENT: President Buzzetta adjourned the meeting at 6:12 p.m.

APPROVED BY THE BOARD:

Jerry T. Buzzetta, President

RESPECTFULLY SUBMITTED:

Drew A. Lander, Secretary