

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
October 20, 2020

A. CALL TO ORDER: The meeting was called to order at 5:15 p.m. by President Parker, 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.

B. ROLL CALL: Present In Person: Vice President Jerry Buzzetta, Director Judi Johnson, and President James Parker. **Absent:** Director Mike Alcorn and Director Ann Ross.

C. PLEDGE OF ALLEGIANCE: President Parker led Directors and staff in the Pledge of Allegiance.

D. APPROVAL OF AGENDA: Upon a motion made by Director Johnson, seconded by Director Alcorn, for which President Parker (JP) then took a roll call vote as follows: Directors Alcorn, (MA), absent; Buzzetta (JB), yes; Johnson (JJ), yes; Ross (AR), absent; and President JP, yes; the motion carried 3-0.

Director Alcorn arrived to the meeting and Director Ross joined via teleconference at 5:17 p.m.

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.

Director Johnson read the Mission Statement of the Sunnyslope County Water District as a reminder of what the District represents.

Staff Present for Open Session: In Person: General Manager/Secretary Drew Lander, Executive Assistant/Stenographer Carol Porteur, Water/Wastewater Superintendent Jose Rodriguez, Finance & Human Resource Manager Travis Foster, and Associate Engineer Rob Hillebrecht. **Via Teleconference:** Attorney Heidi Quinn.

F. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of September 15, 2020 and Special Meeting of September 29, 2020.

2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of September 9, 2020 through October 12, 2020, totaling \$ 2,065,095.49 which includes \$ 1,030,490.79 for payments to vendors, \$ 306,336.77 for Payroll – employee and director, \$ 723,471.34 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$ 4,796.59 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1845, and the last check written was check #28487.

Date	Number	Name	Amount
09/09/20	ACH 1808	CalPERS - Retirement (SIP)	-23.08
09/11/20	ACH 1809	Payroll Taxes 9.11.20	-18,187.54
09/11/20	ACH 1810	Employee-Director Payroll 9.11.20	-67,333.31
09/16/20	ACH 1811	RETURNED ACH (ACH Ret 09-01)	-134.34
09/17/20	ACH 1812	RETURNED ACH (ACH Ret 09-02)	-744.65
09/17/20	ACH 1813	RETURNED ACH (ACH Ret 09-03)	-186.92

Date	Number	Name	Amount
09/17/20	ACH 1814	RETURNED ACH (ACH Ret 09-04)	-277.66
09/17/20	ACH 1815	RETURNED ACH (ACH Ret 09-05)	-175.22
09/17/20	ACH 1816	RETURNED ACH (ACH Ret 09-06)	-142.19
09/17/20	ACH 1817	RETURNED ACH (ACH Ret 09-07)	-69.60
09/17/20	ACH 1818	RETURNED ACH (ACH Ret 09-08)	-214.93
09/17/20	ACH 1819	RETURNED ACH (ACH Ret 09-09)	-249.78
09/18/20	ACH 1820	ADP	-2,083.26
09/17/20	ACH 1821	iCloud	-18.95
09/21/20	ACH 1822	CalPERS - Retirement (Classic)	-9,745.89
09/21/20	ACH 1823	CalPERS - Retirement (PEPRA)	-6,173.30
09/25/20	ACH 1824	Payroll Taxes 9.25.20	-18,078.88
09/25/20	ACH 1825	Employee Payroll 9.25.20	-68,146.27
10/01/20	ACH 1826	Pathian Administrators (VSP)	-344.91
10/01/20	ACH 1827	Nationwide Life Insurance	-215.67
10/01/20	ACH 1828	North American Bancard	-1,229.95
10/05/20	ACH 1829	North American Bancard	-1,623.52
10/05/20	ACH 1830	American Express	-40.82
10/08/20	ACH 1831	CalPERS - Health Insurance	-17,850.92
10/08/20	ACH 1832	CalPERS - UAL 620 (Sep)	-686.08
10/08/20	ACH 1833	CalPERS - UAL 620 (Oct)	-686.08
10/08/20	ACH 1834	CalPERS - UAL 26656 (Sep)	-194.58
10/08/20	ACH 1835	CalPERS - UAL 26656 (Oct)	-194.58
10/08/20	ACH 1836	Employee-Director Payroll 10.9.20	-68,389.19
10/08/20	ACH 1837	Payroll Taxes 10.9.20	-16,893.13
10/08/20	ACH 1838	CalPERS - Retirement (Classic)	-9,743.95
10/08/20	ACH 1839	CalPERS - Retirement (Classic)	-9,660.34
10/08/20	ACH 1840	CalPERS - Retirement (PEPRA)	-6,173.30
10/08/20	ACH 1841	CalPERS - Retirement (PEPRA)	-6,173.29
10/08/20	ACH 1842	Employee Payroll 10.9.20	-69.91
10/08/20	ACH 1843	Payroll Taxes 10.9.20	-714.51
10/08/20	ACH 1844	CalPERS - Retirement (SIP 8.23-9.5.20)	-23.08
10/08/20	ACH 1845	CalPERS - Retirement (SIP 9.6-9.19.20)	-23.08
09/08/20	28349	Ace Hardware (Johnson Lumber Co.)	-136.12
09/08/20	28350	AT&T	-416.63
09/08/20	28351	Brenntag Pacific, Inc.	-51,195.97
09/08/20	28352	Central Ag Supply LLC	-712.93
09/08/20	28353	City of Hollister-Finance Dept	-361,595.70
09/08/20	28354	ERA Safety Solutions LLC	-573.56
09/08/20	28355	Extreme Air, Inc.	-812.12
09/08/20	28356	Filmtec Corporation	-985.08
09/08/20	28357	Hach Company	-2,909.68
09/08/20	28358	Iconix Waterworks (US) Inc.	-1,503.30
09/08/20	28359	J L Wingert Co.	-1,770.91
09/08/20	28360	Mission Uniform Service	-1,355.74
09/08/20	28361	O'Reilly Auto Parts	-23.96
09/08/20	28362	P G & E	-34,246.15
09/08/20	28363	Palace Business Solutions	-939.18
09/08/20	28364	Postmaster	-69.00
09/08/20	28365	Ryan Herco Flow Solutions	-574.14
09/08/20	28366	Toro Petroleum Corp.	-1,753.26
09/08/20	28367	U.S. Bank Corporate Payment Systems	-1,970.09
09/08/20	28368	Brenntag Pacific, Inc.	-6,216.80
09/08/20	28369	Void	0.00
09/08/20	28370	Recology San Benito County	-286.86
09/08/20	28371	AT&T	-201.95
09/14/20	28372	Auto Tech Service Center, Inc.	-2,470.00

Date	Number	Name	Amount
09/14/20	28373	B.S.K. Associates	-1,394.00
09/14/20	28374	Brenntag Pacific, Inc.	-12,607.34
09/14/20	28375	Don Chapin Co. Inc., The	-120.00
09/14/20	28376	EBCO Pest Control	-60.00
09/14/20	28377	Grainger, Inc.	-806.71
09/14/20	28378	John Smith Road Landfill	-1,710.56
09/14/20	28379	Mc Master-Carr	-198.19
09/14/20	28380	USA Blue Book	-1,739.16
09/14/20	28381	Brenntag Pacific, Inc.	-2,629.67
09/15/20	28382	Nationwide Retirements Solutions	-9,247.89
09/21/20	28383	A-1 Services	-403.00
09/21/20	28384	Ag. Commissioner San Benito Co.	-478.46
09/21/20	28385	Bianchi Kasavan & Pope, LLP	-16.50
09/21/20	28386	Brenntag Pacific, Inc.	-26,829.65
09/21/20	28387	Calcon System, Inc.	-3,258.25
09/21/20	28388	City National Bank	-168,881.16
09/21/20	28389	CWEA Membership- TCP	-192.00
09/21/20	28390	First Trust Alarm Company	-698.00
09/21/20	28391	Mc Master-Carr	-39.55
09/21/20	28392	Void	0.00
09/21/20	28393	San Benito County Water District	-481.25
09/21/20	28394	Toro Petroleum Corp.	-2,018.57
09/21/20	28395	USA Blue Book	-663.04
09/21/20	28396	Veolia Water Technologies	-54,839.88
09/21/20	28397	Wright Bros. Indust. Supply	-40.73
09/21/20	28398	Peak Communications	-6,494.50
09/21/20	28399	San Benito County Water District	-333,274.67
09/21/20	28400	Trans Union LLC	-118.82
09/28/20	28401	Void	0.00
09/28/20	28402	STEPHEN P CONROY	-300.00
09/28/20	28403	ALAN & SUE BUZZETTA	-257.33
09/28/20	28404	JASON FISCH	-29.46
09/28/20	28405	ALEX TAPIA & OCBYDEN GARCIA	-23.94
09/28/20	28406	JOHN & CHARLENE GIANCOLA	-27.02
09/28/20	28407	RICHARD & MARIANNE GLOVER	-136.94
09/28/20	28408	FRANK & MARY LARSEN	-148.69
09/28/20	28409	LCM PROPERTY MANAGMENT	-181.04
09/28/20	28410	PAULINE F LEVIN	-3.80
09/28/20	28411	ARASH & KARANJIT MANN	-121.90
09/28/20	28412	JACQUELINE MCABEE	-28.10
09/28/20	28413	PAUL & CARA MORROW	-37.31
09/28/20	28414	ROY & HELEN NEVILLE	-232.14
09/28/20	28415	ERIKA CEJA & HORACIO PEREZ	-193.25
09/28/20	28416	CADE A VALLEJO	-118.62
09/29/20	28417	AT&T	-422.42
09/29/20	28418	B.S.K. Associates	-600.00
09/29/20	28419	Brenntag Pacific, Inc.	-6,396.84
09/29/20	28420	Brigantino Irrigation	-5.81
09/29/20	28421	Central Ag Supply LLC	-126.56
09/29/20	28422	CM Analytical, Inc.	-11,646.25
09/29/20	28423	De Lay & Laredo	-3,651.50
09/29/20	28424	E.H. Wachs Co.	-863.47
09/29/20	28425	Edges Electrical Group, LLC	-172.68
09/29/20	28426	ERA Safety Solutions LLC	-491.63
09/29/20	28427	Exceedio	-13,879.15
09/29/20	28428	Extreme Air, Inc.	-360.00

Date	Number	Name	Amount
09/29/20	28429	Konica Minolta Premier Finance	-416.76
09/29/20	28430	Mc Master-Carr	-446.87
09/29/20	28431	Mid Valley Supply	-212.25
09/29/20	28432	Mission Uniform Service	-1,074.24
09/29/20	28433	Palace Business Solutions	-261.52
09/29/20	28434	Postal Graphics	-40.92
09/29/20	28435	Postmaster	-2,212.44
09/29/20	28436	San Benito Tire Pros & Automotive	-1,266.90
09/29/20	28437	Sharp Engineering and Construction, Inc.	-5,668.45
09/29/20	28438	Veolia Water Technologies	-6,370.51
09/29/20	28439	Verizon Wireless	-229.77
10/01/20	28440	Premier Access Insurance Co.	-3,450.23
10/01/20	28441	Razzolink.com	-76.95
09/28/20	28442	Hernandez, Bazilio	-150.00
10/05/20	28443	Ace Hardware (Johnson Lumber Co.)	-979.15
10/05/20	28444	Auto Tech Service Center, Inc.	-79.00
10/05/20	28445	B.S.K. Associates	-288.00
10/05/20	28446	Void	0.00
10/05/20	28447	Central Ag Supply LLC	-430.51
10/05/20	28448	Edges Electrical Group, LLC	-211.72
10/05/20	28449	Inland Water Works Supply Co	-2,489.75
10/05/20	28450	Maggiara Bros. Drilling, Inc.	-17,499.00
10/05/20	28451	Nationwide Retirements Solutions	-9,247.89
10/05/20	28452	O'Reilly Auto Parts	-160.50
10/05/20	28453	Pinnacle Agriculture	-718.91
10/05/20	28454	RJR Recycling	-1,750.00
10/05/20	28455	Staples Advantage	-355.48
10/05/20	28456	Star Concrete	-375.82
10/05/20	28457	Toro Petroleum Corp.	-313.06
10/05/20	28458	FRANK & MARY LARSEN	-116.09
10/05/20	28459	JOSE & DELILA LUNA	-123.82
10/05/20	28460	MHG BUILDERS & CONSULTING INC	-131.40
10/05/20	28461	Bryan Mailey Electric, Inc	-5,072.57
10/05/20	28462	Toro Petroleum Corp.	-1,200.45
10/05/20	28463	AT&T	-600.13
10/05/20	28464	Brenntag Pacific, Inc.	-23,396.33
10/12/20	28465	ALAN & SUE BUZZETTA	-203.07
10/12/20	28466	SILVIA PEREZ & J ALBERT LOPEZ	-55.44
10/12/20	28467	JOSE & DELILA LUNA	-131.94
10/12/20	28468	Ben Caputo Printing	-245.81
10/12/20	28469	Brenntag Pacific, Inc.	-39,207.50
10/12/20	28470	Central Ag Supply LLC	-1,110.81
10/12/20	28471	Credit Consulting Services, Inc.	-70.00
10/12/20	28472	EBCO Pest Control	-60.00
10/12/20	28473	Grainger, Inc.	-800.91
10/12/20	28474	Hach Company	-506.30
10/12/20	28475	J M Electric	-652.50
10/12/20	28476	John Smith Road Landfill	-1,934.86
10/12/20	28477	P G & E	-33,626.24
10/12/20	28478	Quinn Company	-6,593.19
10/12/20	28479	Recology San Benito County	-286.86
10/12/20	28480	RJR Recycling	-250.00
10/12/20	28481	San Benito County Water District	-406.25
10/12/20	28482	Trans Union LLC	-156.38
10/12/20	28483	U.S. Bank Corporate Payment Systems	-4,468.53
10/12/20	28484	USA Blue Book	-515.96

Date	Number	Name	Amount
10/12/20	28485	UWUA Local 820	-784.72
10/12/20	28486	City of Hollister-Finance Dept	-361,875.64
10/12/20	28487	Calgon Carbon Corporation	-48,402.00
			\$ -2,065,095.49

3. Associate Engineer Monthly Status Report.
4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, and d. Investment Summary.
5. W/WW Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

Director Johnson asked to have Item F-5 W/WW Superintendent Monthly Status Reports pulled for discussion, and moved to Agenda Item I-4.

Upon a motion made by Director Buzzetta to approve the Consent Agenda as amended, seconded by Director Alcorn, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

G. NEW BUSINESS: No new business items presented.

H. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** No meeting held.
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):** Director Johnson reported that a meeting was held on October 1, 2020. Staff discussed communications with San Benito County Water District, San Juan Bautista, and Sunnyslope County Water District.

Reports were given on the rebate programs for the toilet and water softeners, and it was noted that in recent times, there have not been any request for rebates on washing machines.

Director Johnson reported that WRA offers water conservation programs presented to the schools but due to COVID-19, these programs have been postponed. Director Johnson stated that she and Shawn Novack, Water Conservation Program Manager, are working on presenting a new program after the first of the year.

Director Johnson stated that WRA offered a program to students to create a video regarding water conservation, and noted that the program was outstanding. However, due to the

current school situation during the pandemic, they only had three entries this year that were not deemed appropriate for the program.

General Manager/Secretary Lander reported that a water conservation flyer will be going out with the monthly bills at the end of October.

I. BOARD and STAFF REPORTS

1. **Directors:** Director Johnson reported that she will be attending the ACWA 2020 Fall Virtual Conference & Exhibition on December 2-3, 2020, with no additional cost to the District as she has a credit from a prior conference available to cover the expense.

Director Ross feels strongly about the opportunity for Directors to further their education as a Board member and the cost should not prevent Board members from getting educated. General Manager/Secretary Lander stated that he would reach out to all of the Directors to find out if there was interest in attending the Fall Conference and if so he would put this item on the agenda for the November meeting.

Director Ross also suggested looking at the current policy for Directors attending conferences to see if any modifications should be made. General Manager/Secretary Lander stated that he would reach out to Director Ross for her input.

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

3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 situation stating that office staff is continuing to provide service to the public with the office remaining closed. Mr. Lander reported that one day following last month's meeting, an employee reported family members falling ill. This employee was sent home and directed to be tested for COVID. The employee did not return to the office until after having received a negative test confirmation and clearance from the County Health office.

The District is still under the State's restriction on not shutting off water for nonpayment on the account, which has increased the number of unpaid bills. Staff is currently working on contacting property owners in regards to tenant's unpaid bills.

Director Alcorn inquired about recouping the lost late fees through the Care Act program, which does require billing out the fees to be eligible for the assistance. General Manager/Lander stated that staff is tracking the cost of lost revenue and will be working with the City of Hollister on recouping the fees.

General Manager/Secretary Lander reported that water quality, specifically to the Santana Ranch development, had not been up to par due to excessive manganese in the water, which turns the water a little yellow. The water is safe to drink and does not pose any health risk, it just looks bad due to the coloring. This can happen when San Benito County Water District (SBCWD) pulls water from the San Justo Reservoir.

General Manager/Secretary Lander stated that staff immediately began flushing the system to clear out the manganese in the water, and collecting samples for testing. In the future, staff will be closely monitoring the system so they can switch to well water immediately to prevent this from happening. Mr. Lander stated that customers only saw this change in the water on two separate days for approximately an hour each time. It took approximately two weeks before the water at the Lessalt Water Treatment Plant to stabilize.

Director Buzzetta asked if the District is being notified when SBCWD is changing their source of water, and Mr. Lander explained that communication will improve in the future.

General Manager/Secretary Lander stated that the District newsletter and new website, will help to get information out to the customers when an event like this happens.

4. **Water/Wastewater Superintendent:** Director Johnson pulled item I.5a and explained that she has already discussed the following with Superintendent Rodriguez but wanted him to explain to the Board. The item was the flushing of fire hydrants and Director Johnson asked about the cost to replace a fire hydrant. Water/Wastewater Superintendent Rodriguez stated that the cost can run about \$2,300 - \$6,500. If a complete hydrant is replaced the cost would be approximately \$6,500, but many times it will be the parts inside of the hydrant that need repair or replacement. Staff has been able to rebuild in house to minimize the cost to the District. Mr. Rodriguez also noted that the cost for hydrant replacement is covered by a capital reserve account.

General Manager/Secretary Lander stated that when a hydrant is damaged by a vehicle the vehicle owner is billed the work to repair the damage.

J. FUTURE AGENDA ITEMS: ACWA 2020 Fall Virtual Conference & Exhibition; Policy review, and FY 19-20 Audit.

K. ADJOURNMENT: President Parker adjourned the meeting at 5:53 p.m.

APPROVED BY THE BOARD: James F. Parker
James F. Parker, President

RESPECTFULLY SUBMITTED: Drew A. Lander
Drew A. Lander, Secretary