

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
January 18, 2022

A. CALL TO ORDER: The meeting was called to order at 5:18 p.m. by Vice President Brown, as authorized by the State of California Executive Order N-08-21 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

ROLL CALL: Present in Person: Vice President Dee Brown (DB), Director James Parker (JP), Director Edward Mauro (EM).

ROLL CALL: Present Via Teleconference: President Jerry Buzzetta (JB), Director Mike Alcorn (MA)

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

C. APPROVAL OF AGENDA: Upon a motion made to approve the agenda by Director Mauro, seconded by Director Parker, for which Vice President Brown then took a roll call vote as follows: (JP), yes; (EM), yes; (JB), yes, (DB), yes; the motion carried 4-0.

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 were received.

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

Via Teleconference: Finance and HR Manager Barry Kelly, Attorney Michael Laredo.

E. CONSENT AGENDA:

1. Approval of Minutes of the Regular Board Meeting of December 21st, 2021.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of December 1, 2021 through December 30, 2021, totaling \$1,349,604.52 which includes \$266,622.27 for payments to vendors, \$382,628.61 for Payroll, \$386,163.07 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$7,711.90 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
12/03/2021	12-01		-70,668.66
12/03/2021	12-01		-19,910.41
12/03/2021	12-01b		-7,841.36
12/03/2021	12-01b		-2,438.86
12/07/2021	RET 1221-01	RETURNED CHECK	-226.91
12/17/2021	12-02		-70,732.76
12/17/2021	12-02		-19,295.08
12/21/2021	RET 1221-02		-657.01

12/30/2021	12-03		-69,441.18
12/30/2021	12-03		-19,251.28
12/22/2021	RET 1221-03		-758.52
12/08/2021	12-04m		894.64
12/23/2021	RET 1221-04		-289.24
12/03/2021	ACH 2129	CalPERS - Retirement	-23.08
12/03/2021	ACH 2130	CalPERS - Retirement	-208.25
12/03/2021	ACH 2131	CalPERS - Retirement	-2,002.83
12/03/2021	ACH 2132	CalPERS - Retirement	-6,551.15
12/03/2021	ACH 2133	CalPERS - Retirement	-8,580.26
12/06/2021	ACH 2134	Principal	-3,526.87
12/07/2021	ACH 2135	BASIC Benefits LLC	-10.00
12/07/2021	ACH 2136	iCloud	-9,972.95
12/10/2021	ACH 2137	BASIC Benefits LLC	-46.00
12/10/2021	ACH 2138	P G & E	-32,143.08
12/14/2021	ACH 2139	BASIC Benefits LLC	-35.00
12/17/2021	ACH 2140	CalPERS - Retirement	-23.08
12/17/2021	ACH 2141	ADP	-2,100.10
12/17/2021	ACH 2142	CalPERS - Retirement	-6,507.87
12/17/2021	ACH 2143	CalPERS - Retirement	-8,426.59
12/17/2021	ACH 2144	CalPERS - Health Insurance	-22,758.93
12/20/2021	ACH 2145	BASIC Benefits LLC	-959.02
12/23/2021	ACH 2146	BASIC Benefits LLC	-1,250.10
12/28/2021	ACH 2147	BASIC Benefits LLC	-715.58
12/28/2021	ACH 2148	BASIC Benefits LLC	-837.70
12/29/2021	ACH 2149	BASIC Benefits LLC	-105.00
12/30/2021	ACH 2150	CalPERS - Retirement	-23.08
12/30/2021	ACH 2151	BASIC Benefits LLC	-25.85
12/30/2021	ACH 2152	Colonial Life	-3,644.84
12/30/2021	ACH 2153	CalPERS - Retirement	-6,535.64
12/30/2021	ACH 2154	CalPERS - Retirement	-8,574.14
12/03/2021	29810	Brenntag Pacific, Inc.	-19,094.94
12/03/2021	29811	Nationwide Retirements Solutions	-9,283.09
12/03/2021	29812	Toro Petroleum Corp.	-3,366.91
12/03/2021	29813	USA Blue Book	-549.73
12/03/2021	29814	UWUA Local 820	-830.88
12/09/2021	29815	Vasquez-Herrera, Luis M.	-81.93
12/09/2021	29816	MICHAEL AMARAL	-19.16
12/09/2021	29817	ANDERSON HOMES	-516.80
12/09/2021	29818	VIRGILIA ESCALANTE	-744.06
12/09/2021	29819	GRAHAM CONTRACTORS	-457.26
12/09/2021	29820	ADRIAN OLIVA-LOZANO	-5,000.00
12/09/2021	29821	MCH ELECTRIC	-622.98
12/09/2021	29822	JEFFREY & ELIZABETH MCMULLEN	-5.34
12/09/2021	29823	CYNTHIA & RONALD MORGAN	-186.62
12/09/2021	29824	SANJUANA ROJAS & LAURA MORENO	-28.93
12/09/2021	29825	MIKE PATTERSON	-46.42
12/09/2021	29826	TIM & LESLIE TRESCH	-84.33
12/09/2021	29827	A-1 Services	-403.00
12/09/2021	29828	Ace Hardware (Johnson Lumber Co.)	-360.96
12/09/2021	29829	American Water Works Association (AWWA)	-875.00
12/09/2021	29830	AT&T	-1,668.19
12/09/2021	29831	Atlas Copco Compressors LLC	-1,969.57
12/09/2021	29832	Brenntag Pacific, Inc.	-24,802.97
12/09/2021	29833	Brigantino Irrigation	-9.85
12/09/2021	29834	Bryan Mailey Electric, Inc	-1,527.69
12/09/2021	29835	Central Ag Supply LLC	-272.91
12/09/2021	29836	CWEA Membership- TCP	-90.00

12/09/2021	29837	Edges Electrical Group, LLC	-273.12
12/09/2021	29838	Fastenal Company	-100.32
12/09/2021	29839	Hach Company	-947.61
12/09/2021	29840	Hollister Auto Parts, Inc.	-23.16
12/09/2021	29841	Iconix Waterworks (US) Inc.	-238.99
12/09/2021	29842	Mc Kinnon Lumber Co., Inc.	-22.45
12/09/2021	29843	Mc Master-Carr	-512.19
12/09/2021	29844	Mission Uniform Service	-359.26
12/09/2021	29845	O'Reilly Auto Parts	-111.30
12/09/2021	29846	Recology San Benito County	-313.19
12/09/2021	29847	San Benito County Water District	-217.50
12/09/2021	29848	San Benito Tire Pros & Automotive	-750.07
12/09/2021	29849	Schaaf & Wheeler	-23,694.30
12/09/2021	29850	Shape, Inc.	-14,401.19
12/09/2021	29851	Star Concrete	-185.73
12/09/2021	29852	State Water Resources Control Board-DWO	-90.00
12/09/2021	29853	Streamline	-3,600.00
12/09/2021	29854	Trans Union LLC	-270.10
12/09/2021	29855	Tyler Technologies, Inc.	-12,165.00
12/09/2021	29856	U.S. Bank Corporate Payment Systems	-6,221.60
12/09/2021	29857	USA Blue Book	-2,564.56
12/09/2021	29858	ACWA/JPIA	-12,178.59
12/21/2021	29859	Ace Hardware (Johnson Lumber Co.)	-228.78
12/21/2021	29860	Auto Tech Service Center, Inc.	-170.00
12/21/2021	29861	Brenntag Pacific, Inc.	-18,369.81
12/21/2021	29862	Central Ag Supply LLC	-575.53
12/21/2021	29863	City of Hollister-Finance Dept	-385,567.04
12/21/2021	29864	De Lay & Laredo	-4,778.13
12/21/2021	29865	EBCO Pest Control	-69.00
12/21/2021	29866	First Trust Alarm Company	-698.00
12/21/2021	29867	Grainger, Inc.	-226.81
12/21/2021	29868	Hollister Paint Co.	-99.98
12/21/2021	29869	Itron, Inc.	-183.46
12/21/2021	29870	John Smith Road Landfill	-291.58
12/21/2021	29871	Konica Minolta Premier Finance	-416.76
12/21/2021	29872	Mission Uniform Service	-682.96
12/21/2021	29873	Nationwide Retirements Solutions	-9,257.93
12/21/2021	29874	O'Reilly Auto Parts	-72.27
12/21/2021	29875	Palace Business Solutions	-209.61
12/21/2021	29876	San Benito County Water District	-306,261.17
12/21/2021	29877	Simplot Grower Solutions	-1,227.91
12/21/2021	29878	Star Concrete	-584.49
12/21/2021	29879	State Water Resources Control Board-AFR	-27,109.00
12/21/2021	29880	Toro Petroleum Corp.	-2,270.73
12/21/2021	29881	True Value Hardware	-36.04
12/28/2021	29882	Boltz, William K	-131.05
12/28/2021	29883	Ace Hardware (Johnson Lumber Co.)	-45.86
12/28/2021	29884	AT&T	-103.64
12/28/2021	29885	Brenntag Pacific, Inc.	-13,378.73
12/28/2021	29886	Brigantino Irrigation	-42.95
12/28/2021	29887	CM Analytical, Inc.	-9,372.50
12/28/2021	29888	exceedio	-3,116.41
12/28/2021	29889	Hollister Auto Parts, Inc.	-103.15
12/28/2021	29890	Hollister Paint Co.	-596.03
12/28/2021	29891	Mission Uniform Service	-304.67
12/28/2021	29892	Petty Cash	-45.00
12/28/2021	29893	Postmaster	-2,205.68
12/28/2021	29894	Razzolink.com	-76.95
12/28/2021	29895	Staples Advantage	-300.60

12/28/2021	29896	State Water Resources Control Board- DWO	-55.00
12/28/2021	29897	SUEZ WTS Analytical Instruments, Inc.	-1,124.72
12/28/2021	29898	USA Blue Book	-349.41
12/28/2021	29899	Verizon Wireless	-325.21
12/27/2021	29900	Eclarin, Ernesto P.	-196.60

-1,349,604.52

3. Receive Associate Engineer Monthly Status Report.
4. Receive Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
5. Receive Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. Receive General Manager Monthly Status Report.
7. Approval of Resolution #567 of the Board of Directors of the Sunnyslope County Water District- Hollister California Proclaiming a Local Emergency, Ratifying the state of Emergency Proclaimed on March 4, 2020, and Authorizing Remote Teleconference Meetings of all District Legislative Bodies for the Following 30 Days in Accord with the Ralph M. Brown Act. (Not a project under CEQA per Article 20, Section 15378).

Vice President Dee Brown first asked for Board comment, to which President Buzzetta requested to pull item E4 from the consent agenda, the Finance Manager Monthly Status Reports, and move it to H5 for discussion in Board and Staff Reports. Vice President Dee Brown then asked for public comment and receiving none, Vice President Brown requested a motion to approve the consent agenda. Upon a motion made by Director Buzzetta to approve the Consent Agenda with the prementioned adjustment , seconded by Director Mauro, for which Vice President Brown then took a roll call vote as follows: (JB), yes; (JP), yes; (EM), yes; (MA), yes; and (DB) yes; the motion carried 5-0.

F. NEW BUSINESS:

- 1. Approve Resolution #568 Authorizing the General Manager to Pay the Annual Dues for Association of California Water Agencies (ACWA) Membership Until Revoked by the Board (Not a project under CEQA per Article 20, Section 15378)**

General Manager Lander spoke on the matter stating that ACWA has annual dues to continue the membership we have with them. He state these dues go up yearly and this year it reached over the maximum \$20,000 approval limit General Manager Lander has. Lander requested that the board approve this year’s amount and also approve the annual increase of 0-4% in the future so this does not have to be brought back to the board. Director Alcorn asked how this fee is determined and General Manager Lander clarified that it’s dependent on the net O&M for the water districts.

Vice President Brown asked for any public comment. Upon receiving no public comment, Director Parker made a motion to approve Resolution #568 authorizing the General

Manager to pay the annual dues for the Association of California Water Agencies Membership for 2022. This motion was seconded by Director Mauro for which Vice President Brown then took a roll call vote as follows: (MA), yes; (JB), yes; (EM) yes; (JP), yes; and (EB) yes ; the motion carried 5-0.

- 2. Receive the ACWA/JPIA President's Special Recognition Award for Continuing to Maintain a Safe and Healthy Workplace (Not a Project Under CEQA per Article 20, Section 15378).**

General Manager Lander informed the board that Sunnyslope County Water District earned the ACWA/JPIA President's Special Recognition Award for Continuing to Maintaining a Safe and Healthy Workplace for 2021. Lander informed the board that he is proud that the employees have kept each other safe throughout Covid and looks forward to more success from the team.

This item does not require action, was simply included to inform the board of the district's achievement.

- 3. Approve the Capital Expenditure and Authorize the General Manager to purchase 300 Replacement 1" Diameter Water Meters for a Total Cost not to Exceed \$105,000 (Not a project under CEQA per Article 20, Section 15378).)**

General Manager Lander spoke on the matter stating that this is a yearly purchase due to meters getting worn out and new technologies coming out. Due to Covid the cost of these metes went up \$15.00 per meter, therefore the district is requesting to purchase enough to cover the remainder of the year. The board had no questions on this matter.

Vice President Brown asked for public comment and receiving none, Vice President Brown requested a motion to approve the capital expenditure and authorize the General Manager to purchase 300 Replacement 1" Diameter Water Meters for a total cost not to exceed \$105,000. Upon motion made by Director Mauro, seconded by Director Parker, to which Vice President Brown took roll call as follows: Directors (EM), yes; (MA), yes; (JB), yes; (JP), yes; and (DB), yes; the motion carried 5-0.

- 4. Consider Declaring the 2016 Toyota Camry Surplus Equipment and Authorize the General manger to Sell the Vehicle per District Plicy 8510 (Not a project under CEQA per Article 20, Section 15378).**

General Manager Lander spoke on this matter, stating that the district's 2016 Toyota Camry is not being utilized enough to justify the yearly insurance costs. Additionally due to Covid and lack of inventory, Lander comments that we should be able to get a fair price for selling the vehicle. Director Alcorn asked the mileage and Director Mauro questioned the annual insurance cost. General Lander answered both these questions, stating the vehicle has 84,000 miles on it and the yearly insurance is approximately \$400.00. Director Buzzetta requests to add to the motion that we sell the vehicle without obtaining the salvage title.

Vice President Brown then asked for public comment and receiving none, Vice President Brown requested a motion to approve the amendment with the forementioned agreement to not obtain a salvage title on the vehicle. Upon motion made by Director Parker, seconded by Director Mauro, to which Vice President Brown took roll call as follows: Directors (MA), yes; (JB), yes; (EM), yes; (JP), yes; and (DB), yes; the motion carried 5-0.

G. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** (Meeting held January 12th, 2022, @ 5pm) General Manager Lander commented on the meeting, the topics included progress that has been made regarding the analysis for new water sources and water conservation.
2. **Water/Wastewater Committee:** (Meeting held January 17th, 2022) General Manager Lander recapped the meeting, it was pertaining to the promontory development issue about the 12 inch water line. The committee has heard the developer's points on the matter and do plan on coming up with a solution that will be presented to the board when possible.
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):** (Meeting Held January 6th, 2022 @ 4:00 PM) Director Parker summarized the meeting and what was discussed, the topics focused on water conservation. Two key points he brought up include a decline in water use per person since 1998, and the fact that landscaping accounts for 55% of household water usage.

H. BOARD and STAFF REPORTS

1. **Directors:** No Report.
2. **District Counsel:** Michael Laredo once again reported that there is some upcoming training in late January, he provided the dates of these trainings and will send sign up links to General Manager Lander. General Manager informed the board and managers that this training will be mandated this year, if the provided dates do not work, he will arrange another class to accommodate employees.
3. **Associate Engineer:** Associate Engineer Robert Hillebrecht provided a report on his end of the year summary. The information was provided in the board packet, but Mr. Hillebrecht took the time to ask if the board had any questions. The board had no questions at this time, but praised Hillebrecht on his attention to detail and staying on top of the district's projects.
4. **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. Lander informed the Board that the glass partition continues to be delayed due to Covid, but that the office is hoping to reopen in February. Lander discussed that Covid is peaking in this area, but the staff continues to try and keep each other safe. There are employees that have been exposed from family members and the delay of Covid tests is making it difficult for employees to return to work in a timely manner. General Manager Lander also discussed the past due accounts, stating that many are catching up but there are still accounts that have been neglected due to Covid. Judgement liens are being utilized and the district is doing its best to offer the community resources.
5. **Finance Manager Monthly Status Report:** This item was pulled from E4 per the request of Director Buzzetta for clarification on the data provided by the Human Resources and Finance Manager, Barry Kelly. Kelly clarified that the data provided was for the state controller's office, therefore it was done to meet certain requirements. HR and

finance manager Barry Kelly clarified that this report is not meant to be easily digested, but was provided to the board to show the difference in operating costs from 2020-2021. There was a \$400,000 difference in operating costs, this is a significant change for the district since there was also a large amount of revenue coming in without a rate change. After Mr. Kelly finished his presentation director Buzzetta felt as though the matter was clarified.

I. **FUTURE AGENDA ITEMS:** None discussed at this time.

J. **ADJOURNMENT:** Vice President Brown adjourned the meeting at 6:24 p.m.

APPROVED BY THE BOARD: *Jerry T. Buzzetta*
Jerry T. Buzzetta, President

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