

**MINUTES**  
**Regular Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**January 19, 2021**

- A. CALL TO ORDER:** The meeting was called to order at 5:15 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.
- B. ROLL CALL: Present in Person:** President Jerry Buzzetta, Director Mike Alcorn, Director Judi Johnson, and Vice President James Parker. **Present Via Teleconference:** Director Ann Ross.
- C. PLEDGE OF ALLEGIANCE:** Director Alcorn led Directors and staff in the Pledge of Allegiance.
- D. APPROVAL OF AGENDA:** Upon a motion made to approve the agenda by Director Johnson, seconded by Director Parker, for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.
- 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 comments.

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

**F. CONSENT AGENDA:**

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of December 15, 2020.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of December 1, 2020 through December 31, 2020, totaling \$1,363,776.69 which includes \$606,124.53 for payments to vendors, \$389,423.64 for Payroll – employee, and \$5,961.54 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1949, and the last check written was check #28724.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
12/04/20	ACH 1909	Employee Payroll - 12-01 PRL 1	-70,533.67
12/04/20	ACH 1910	Payroll Taxes - 12-01 PRL 1	-19,452.08
12/04/20	12-01 PRL2	Employee Payroll	-7,763.53
12/04/20	ACH 1911	Payroll Taxes	-2,416.86
12/18/20	12-02 PRL	Employee Payroll	-66,507.20
12/18/20	11-21	Payroll Taxes	-13,944.77
12/30/20	12-03 PRL	Employee Payroll	-66,404.08
12/30/20	12-03 PRL	Payroll Taxes	-18,569.79
12/30/20	11-23	Employee Payroll	-52.91
12/30/20	11-23	Payroll Taxes	-22.79
12/02/20	ACH 1902	Nationwide Life Insurance	-215.67
12/01/20	ACH 1903	North American Bancard	-506.34
12/01/20	ACH 1904	North American Bancard	-658.83

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
12/03/20	ACH 1905	North American Bancard	-176.22
12/03/20	ACH 1906	North American Bancard	-1,340.01
12/03/20	ACH 1907	North American Bancard	-0.21
12/02/20	ACH 1908	RETURNED CHECK - (CK Ret 12-01)	-157.37
12/07/20	ACH 1912	American Express	-37.93
12/14/20	ACH 1913	RETURNED CHECK - (CK Ret 12-02)	-315.02
12/14/20	ACH 1914	RETURNED CHECK - (CK Ret 12-03)	-156.42
12/16/20	ACH 1915	RETURNED ACH - (ACH Ret 12-01)	-152.43
12/17/20	ACH 1916	RETURNED ACH - (ACH Ret 12-02)	-143.85
12/17/20	ACH 1917	RETURNED ACH - (ACH Ret 12-03)	-161.12
12/17/20	ACH 1918	RETURNED ACH - (ACH Ret 12-04)	-147.02
12/17/20	ACH 1919	RETURNED ACH - (ACH Ret 12-05)	-290.28
12/17/20	ACH 1920	RETURNED ACH - (ACH Ret 12-06)	-128.00
12/17/20	ACH 1921	RETURNED ACH - (ACH Ret 12-07)	-141.57
12/17/20	ACH 1922	RETURNED ACH - (ACH Ret 12-08)	-188.02
12/17/20	ACH 1923	RETURNED ACH - (ACH Ret 12-09)	-137.51
12/17/20	ACH 1924	RETURNED ACH - (ACH Ret 12-10)	-154.02
12/17/20	ACH 1925	RETURNED ACH - (ACH Ret 12-11)	-93.45
12/17/20	ACH 1926	RETURNED ACH - (ACH Ret 12-12)	-260.07
12/17/20	ACH 1927	RETURNED ACH - (ACH Ret 12-13)	-58.38
12/17/20	ACH 1928	RETURNED ACH - (ACH Ret 12-14)	-65.29
12/16/20	ACH 1929	iCloud	-15.00
12/18/20	ACH 1932	ADP	-2,083.26
12/18/20	ACH 1933	ADP	-25.00
12/23/20	ACH 1934	CalPERS - Retirement	-5,222.50
12/23/20	ACH 1935	CalPERS - Retirement	-9,529.67
12/23/20	ACH 1936	CalPERS - Retirement	-121.16
12/24/20	ACH 1937	CalPERS - Retirement	-5,279.80
12/24/20	ACH 1938	CalPERS - Retirement	-9,694.53
12/24/20	ACH 1939	CalPERS - Retirement	-194.58
12/24/20	ACH 1940	CalPERS - Retirement	-686.08
12/24/20	ACH 1941	CalPERS - Retirement	-23.08
12/24/20	ACH 1942	CalPERS - Retirement	-23.08
12/23/20	ACH 1943	RETURNED CHECK - (CK Ret 12-04)	-143.85
12/24/20	ACH 1944	RETURNED ACH - (ACH Ret 12-15)	-141.57
12/24/20	ACH 1945	RETURNED ACH - (ACH Ret 12-16)	-93.45
12/29/20	ACH 1946	CalPERS - Retirement	-5,279.81
12/29/20	ACH 1947	CalPERS - Retirement	-9,453.02
12/29/20	ACH 1948	CalPERS - Retirement	-137.32
12/30/20	ACH 1949	CalPERS - Health Insurance	-18,255.63
12/01/20	28634	Razzolink.com	-76.95
12/01/20	28635	exceedio	-760.84
12/01/20	28636	Mc Gilloway, Ray, Brown & Kaufman	-11,715.00
12/01/20	28637	State Water Resources Control Board-AFRS	-9,939.00
12/01/20	28638	Tyler Technologies, Inc.	-9,952.50
12/01/20	28639	Nationwide Retirements Solutions	-19,172.28
12/01/20	28640	Postmaster	-2,229.10
12/07/20	28641	Ace Hardware (Johnson Lumber Co.)	-315.08
12/07/20	28642	Bray Family Trust	-289.98
12/07/20	28643	Brenntag Pacific, Inc.	-22,453.68
12/07/20	28644	Brigantino Irrigation	-210.31
12/07/20	28645	Central Ag Supply LLC	0.00
12/07/20	28646	CM Analytical, Inc.	-11,704.50
12/07/20	28647	Hach Company	-1,311.22
12/07/20	28648	Palace Business Solutions	-174.78
12/07/20	28649	Premier Access Insurance Co.	-3,450.23

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
12/07/20	28650	Quinn Company	-1,000.00
12/07/20	28651	San Benito County Water District	-355.00
12/07/20	28652	San Benito Tire Pros & Automotive	-333.43
12/07/20	28653	Star Concrete	-422.25
12/07/20	28654	Toro Petroleum Corp.	-979.78
12/07/20	28655	Transene Company Inc (Shape Products)	-137.40
12/07/20	28656	USA Blue Book	-466.13
12/07/20	28657	Water System Optimization, Inc.	-2,500.00
12/07/20	28658	O'Reilly Auto Parts	-16.71
12/09/20	28659	San Benito County-Tax Collector	-1,134.51
12/09/20	28660	Monterey Signs, Inc.	-1,321.93
12/14/20	28661	AT&T	-644.38
12/14/20	28662	Brenntag Pacific, Inc.	-12,971.91
12/14/20	28663	Central Ag Supply LLC	-954.67
12/14/20	28664	City of Hollister-Finance Dept	-362,266.98
12/14/20	28665	Corbin Willits Systems, Inc. (MOM's)	-4,550.00
12/14/20	28666	De Lay & Laredo	-4,287.50
12/14/20	28667	EBCO Pest Control	-60.00
12/14/20	28668	John Smith Road Landfill	-201.00
12/14/20	28669	MBS Business Systems	-1,196.48
12/14/20	28670	P G & E	-26,583.71
12/14/20	28671	Recology San Benito County	-286.86
12/14/20	28672	RJR Recycling	-4,000.00
12/14/20	28673	Trans Union LLC	-162.64
12/14/20	28674	U.S. Bank Corporate Payment Systems	-9,101.49
12/16/20	28675	San Benito County-Clerk	-15.00
12/21/20	28676	MARIA G OROPEZA	-200.00
12/21/20	28677	A-1 Services	-403.00
12/21/20	28678	Auto Tech Service Center, Inc.	-1,149.00
12/21/20	28679	Brenntag Pacific, Inc.	-10,679.87
12/21/20	28680	CM Analytical, Inc.	-10,400.00
12/21/20	28681	Edges Electrical Group, LLC	-359.59
12/21/20	28682	First Trust Alarm Company	-698.00
12/21/20	28683	Hach Company	-1,812.11
12/21/20	28684	Mark Nicholson, Inc.	-2,000.00
12/21/20	28685	Simplot Grower Solutions	-663.61
12/21/20	28686	Toro Petroleum Corp.	-1,550.91
12/28/20	28687	RODOLFO CONTRERAS	-159.73
12/28/20	28688	NATHAN & ARIEL HENSLEY	-51.24
12/28/20	28689	INDEPENDENT CONSTRUCTION	-144.98
12/28/20	28690	RENEE KUNZ	-53.70
12/28/20	28691	DEBERA LILES	-125.00
12/28/20	28692	NICODEMUS RAMIREZ & NIDIA LOPEZ	-73.08
12/28/20	28693	MANZO CONSTRUCTION INC.	-643.40
12/28/20	28694	MHG BUILDERS & CONSULTING INC	-106.29
12/28/20	28695	MHG BUILDERS & CONSULTING INC	-74.59
12/28/20	28696	MHG BUILDERS & CONSULTING INC	-84.10
12/28/20	28697	OTTO CONSTRUCTION	-763.24
12/28/20	28698	NICKOLAS JORDAN PIZANO	-140.16
12/28/20	28699	RJV INVESTMENTS	-175.22
12/28/20	28700	KASANDRA & CARL SEGERSTROM	-5.19
12/28/20	28701	JOHNNIE N WESSON	-32.93
12/28/20	28702	Atlas Copco Compressors LLC	-741.40
12/28/20	28703	Brenntag Pacific, Inc.	-8,596.12
12/28/20	28704	Brigantino Irrigation	-197.37
12/28/20	28705	CSI HR Group	-3,343.50

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
12/28/20	28706	Ferguson Enterprises, Inc.	-53.71
12/28/20	28707	Hach Company	-327.15
12/28/20	28708	Hollister Auto Parts, Inc.	-122.83
12/28/20	28709	Inland Water Works Supply Co	-33,254.40
12/28/20	28710	Konica Minolta Premier Finance	-416.76
12/28/20	28711	Mid Valley Supply	-552.95
12/28/20	28712	MNS Engineers, Inc.	-1,500.00
12/28/20	28713	O'Reilly Auto Parts	-107.30
12/28/20	28714	Palace Business Solutions	-220.85
12/28/20	28715	San Benito Tire Pros & Automotive	-713.62
12/28/20	28716	True Value Hardware	-57.32
12/28/20	28717	Verizon Wireless	-230.26
12/28/20	28718	Virtual Graffiti, Inc.	-7,784.49
12/28/20	28719	exceedio	-28,234.69
12/28/20	28720	San Benito County Water District	-333,920.53
12/28/20	28721	Plangrid, Inc.	-468.00
12/28/20	28722	Nationwide Retirements Solutions	-39,506.34
12/28/20	28723	UWUA Local 820	-1,177.08
12/30/20	28724	Postmaster	-2,240.77
			<b>\$ <u>-1,363,776.69</u></b>

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 agenda item F.2 – Allowance of Claims; F.3 - Associate Engineer Monthly Status Report; and F.5 – Superintendent Monthly Status Reports pulled and moved to Agenda Item I.4, I.5, and I.6 respectively under Board and Staff Reports.

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

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

- 1. APPROVE THE CAPITAL EXPENDITURE AND AUTHORIZE THE GENERAL MANAGER TO PURCHASE 704 REPLACEMENT WATER METERS FOR A TOTAL COST NOT TO EXCEED \$203,000 (Not a project under CEQA per Article 20, Section 15378):** General Manager Drew Lander explained that the District continues to replace water meters that are reaching the end of their service life and set new 1” water meters within new development projects. Due to extended lead times associated with COVID-19 inventories, meter manufactures require purchase requests be placed as early as possible. This request is coming to the Board earlier than in prior years so that staff may place orders at this time with expectation to take meter delivery in June or July of 2021. This request to replace inventory of meters is consistent with prior years, and last year’s purchase quantity of meters kept pace with installation.

The purchase of the meters is anticipated in the capital budget and will be included in the FY2021-2022 budget planning if the purchase is not completed until July. Meters set for new development will be offset by meter set fees and staff anticipates 150 new meter sets this year.

Director Johnson asked if the purchase is just for meters or if antennas are included, to which General Manager/Secretary Lander stated it is just for meters and installation of the fixed antennas will come before the Board at a later date.

Director Parker asked if there would be enough shelf space for this order and if ordering in advance was the reason for the 2% decrease in cost. General Manager/Secretary Lander stated that by the time the meters are received there will be shelf space and as for the 2% decrease, that may be because new vendors are supplying the meters.

Upon a motion made by Director Johnson, to approve the capital expenditure and authorize the General Manager to purchase 704 replacement water meters for a total cost not to exceed \$203,000, seconded by Director Alcorn, and for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.

- 2. DISCUSS AND RATIFY ACTIONS PROPOSED TO BE TAKEN BY THE GENERAL MANAGER – STAFF WILL BEGIN MAILING NOTIFICATION LETTERS TO ACCOUNTS AND PROPERTY OWNERS OF DELINQUENT ACCOUNTS (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander stated that the actions proposed by the General Manager in this report are authorized based on current District Water Code (DWC) approved by the Board. The staff report that was provided was to inform the board of the General Manager's intent to act on this code and allows the Board to discuss these actions and to provide additional direction if desired.

As of December 2020, the District has experienced a continued non-payment of several water accounts due to the COVID-19 pandemic. California executive order: N-42-20 put into effect a moratorium on water shut offs. Presently the District holds \$210,238.54 in unpaid water charges. Approximately \$50,000 of this amount is accrued by accounts greater than 180 days delinquent. District Water Code (DWC) provides protections for the District to recoup these unpaid charges.

As defined in DWC 3.40.310 the District will take steps and arrangements to place liens on accounts over 180 days delinquent. Staff has been directed to prepare and mail out the letter provided with the staff report, to the account holder (if they are a tenant), and to the property owner to place them on notice of the pending lien. After legal notice is given staff will be directed to proceed with the placement of liens on all properties greater than 180 days delinquent.

As an additional step in the notification process staff will also prepare and mail out letters to all accounts with balances more than \$1,000 to remind the property owner of their responsibility under current District code and to notify them of the intent of the District to collect on those accounts if they extend over 180-day delinquent.

Failure to collect on water delivered does financially impact the District's ability to operate. Continued non-payment puts the District operation at risk.

Director Johnson asked what the dispute process would be, and General Manager/Secretary Lander stated that a letter would be written to the General Manager and if there was no resolution through this step, the dispute would then come before the Board.

Director Ross suggested including information in the letter regarding outreach with Community Action Services for assistance and General Manager/Secretary Lander stated that he has been looking into options with them.

Director Alcorn asked if the District places judgement liens and General Manager/Secretary Lander stated that placing a property lien is a form of judgement lien and allows for the District to recover their loss in the event the property owner tries to refinance or sell the property.

Upon a motion made by Director Johnson, to ratify the actions to be taken by the General Manager as explained, seconded by Director Parker, and for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.

- 3. APPROVE A CONTRACT FOR PROFESSIONAL SERVICES EXTENDING AUDIT SERVICES WITH MCGILLOWAY-RAY-BROWN-KAUFMAN ACCOUNTANTS AND CONSULTANTS (MRBK) FOR THREE YEARS NOT TO EXCEED \$76,160:** Finance & Human Resource Manager, Travis Foster explained that the District contracts independent auditing services with outside firms to perform annual review of all District financial procedures and policies. After discussion with the Finance Committee in November 2020 regarding the successful performance of the audit for FY19-20 staff recommended extension of the contractual services for an additional 3 years. The Finance Committee favorably reviewed this proposal and staff is requesting MRBK be retained for audit services until 2023 as outlined in the attached proposal.

Director Parker inquired about previous discussions regarding looking for a new firm because staff was not happy with MRBK. Finance and Human Resource Manager Foster stated that in his opinion, after working with MRBK, there may have been an issue with open dialogue between previous staff and the auditor. Mr. Foster stated that after his own interaction with the auditors MRBK, he feels very confident and comfortable continuing with their service, especially with all the new accounting software changes that are currently taking place.

Upon a motion made by Director Johnson, to approve a contract for professional services extending audit services with McGilloyay-Ray-Brown-Kaufman Accountants and Consultants (MRBK) for three years not to exceed \$76,160, seconded by Director Alcorn, and for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.

## **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:** General Manager/Secretary Lander reported that an open meeting was held on December 22, 2020 to review the standards of care for the General Manager performance review and was intended to include and provide direction to the General Manager regarding preparation prior to the full Board discussion.

A closed meeting was also held on January 15, 2021 to discuss the General Manager's performance review. General Manager/Secretary Lander reported that discussion was held, direction was given, and no action taken.

President Buzzetta stated that committee assignments were reassigned beginning January 2021, replacing Director Johnson with Director Parker for the Personnel Committee. Director Johnson was on the committee for the December meeting, so it was agreed by all that she would continue with the January meeting since it was the same topic.

6. **Water Resources Association of San Benito County (WRA):** No meeting held.

## I. BOARD and STAFF REPORTS

1. **Directors:** Director Johnson reported that she was a grand prize winner from the ACWA's 2020 Fall Virtual Conference & Exhibition held in December.

Director Johnson reported that the fiscal projection for the Pacheco Pass Dam has more than doubled and they fully intend on going through with the project. She stated that she was informed that the project could have a planning period of about 10 years, and they may not know the ramifications until the year 2030.

Director Johnson stated that ACWA/ JPIA had sent out refunds in May of 2020 for Districts that were attending the conference and ask Director Alcorn, who was the JPIA representative last year, if the District had received one. Director Alcorn was not aware and stated that he did not attend last year's meeting. Due to no knowledge of receiving a refund it was decided that it would be investigated by staff.

2. **District Counsel:** Attorney Heidi Quinn reported that DeLay & Laredo will be hosting an AB1234 – Ethics and Brown Act zoom training on Wednesday, January 27<sup>th</sup> from 9:30 am to 11:30 am for anyone is interested in participating.

3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 reporting the office remains closed. There have been a few of the staff that have been out on COVID leave due to family members testing positive and since they were exposed, staff would quarantine until they received a negative test result. Mr. Lander did report that there has not been any transmission in the office.

General Manager/Secretary Lander reported that he continues to work with the City of Hollister who is on the forefront of financial funding through FEMA. Mr. Lander stated originally Health and Human Services had put the District in Tier 1C, but due to communications Mr. Lander has had they have now moved us into Tier 1B. A list of employees has been provided to them so when doses become available, they will contact staff that are interested.

General Manager/Secretary Lander stated that the District continues with the State order of not shutting water off for non-payment on the account.

The District has begun switching to the new billing software and things are going well with the transition.

General Manager/Secretary Lander reported that the Technical Advisory Committee (TAC) has a meeting at the end of the month, and they continue with the final groundwater report. He emphasized that San Benito County has done a good job managing the groundwater well.

General Manager/Secretary Lander reported that the newsletter has been mailed out to customers and seems to be well received.

- 4. Allowance of Claims for disbursements from December 1, 2020 through December 31, 2020:** Director Johnson pulled item F.2 to first comment on the number of returned checks that the District receives, this month alone had 20 returned items.

Director Johnson then ask Finance and Human Resource Manager to explain two checks issued to exceedio, check #28635 for \$760.84 and #28719 for \$28,234.69, and Mr. Foster explained that these were part of the capital implementation of Tyler and the server upgrade for WaterSmart and Invoice Cloud that was approved by the Board at the August 18, 2020 meeting, not to exceed \$135,000. Mr. Foster also pointed out that with his analysis of total cost to date there is approximately \$85,000 of the \$135,000 remaining. Director Johnson also inquired about check #28718, payable to Virtual Graffiti, Inc. for \$7,784.49 and Mr. Foster explained that is for the security camera improvement project. General Manager/Secretary Lander reminded the Board that the capital improvement was approved at the December 15, 2020 meeting for an amount not to exceed \$10,000. Mr. Lander added that with this installation charge, the District is still under budget.

- 5. Associate Engineer Monthly Status Report:** Director Johnson pulled item F.3 to have Associate Engineer Rob Hillebrecht explain the annual District maps update. Mr. Hillebrecht explained that the District Water and Sewer System Maps have been updated to include all the new infrastructure from new developments and projects. Copies of the revised pages are printed and distributed to all Maintenance and Operations staff along with key District sites. Director Johnson has a concern that making the maps public could pose as a potential problem if someone were trying to sabotage the water system. Discussion was held and decided this concern should be addressed with the Policy and Procedures Committee.

Director Johnson also asked Mr. Hillebrecht to explain the annual Engineer & Salinity Management reports, to which Mr. Hillebrecht reported that staff have started compiling the information and data for the annual Ridgemark Wastewater Facility Engineer Report and Salinity Management Report. This report is due every year by Jan 31 to the Regional Water Quality Control Board. The key aspects of this report are Sunnyslope's wastewater treatment and disposal capacity and the treated effluent quality. The Salinity Report demonstrates the actions Sunnyslope is taking to reduce effluent Chloride concentrations to come within the regulatory limit. Mr. Hillebrecht stated that significant improvement has been made regarding salinity with TDS, Sodium, and Chlorine concentrations decreasing by more than 50% over the past 5 years. These reports will be available to the public on the new District website though they are generally of more interest to regulators.

- 6. W/WW Superintendent Monthly Status Reports:** Director Johnson pulled item #F.5 to have Water/Wastewater Superintendent Rodriguez explain a repaired air-vacuum relief on Sunnyslope Lane which was backed into by an unknown vehicle and hit the air-vacuum relief standpipe. Staff was able to isolate the valve and turn it off. Staff located a new shut-off valve about 5 feet further down from the valve and were able to replumb, install a new curb stop, and formed a new pad with protective cover.

Director Johnson also wanted Mr. Rodriguez to explain a repaired blow-off leak at 320 Bonnie Lane. Mr. Rodriguez explained that the blow off break was due to normal wear and tear on the pipe. On-call staff was able to isolate the problem area, so Mr. Rodriguez then dispatched a crew out with the Vactor truck and leak truck. Staff was able to complete the repair within 5 hours and get the water pressure back up in that area.



Water/Wastewater Superintendent Rodriguez complimented staff on how efficiently they worked on a holiday and minimized the down time at both locations.

Director Johnson commented on the number of fire hydrants that were flushed (78) for the month of December and was very pleased.

Upon a motion made by Director Johnson, to approve the reports given on the three items pulled from the consent agenda; seconded by Director Parker, and for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 5-0.

**J. FUTURE AGENDA ITEMS:** Directors Compensation.

**K. 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 three minutes per speaker. No comments.

President Buzzetta moved the meeting to closed session at 6:38 p.m.

**L. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:**

**1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):**

- a. *County of San Benito vs. SSCWD*, San Benito County Superior Court Case No. CU-20-00068
- b. *Williams v. City of Hollister et al.*, San Benito County superior Court Case No. CU-20-0020378u9

**2. Public Employee Performance Review (§ 54956.9) – Title: General Manager**

**M. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:**

**1. Conference with Legal Counsel – Pending Litigation (§ 54956.9):**

Attorney Heidi Quinn reported that she provided a status report regarding litigation identified in item #1 and no reportable action was taken.

**2. Public Employee Performance Review (§ 54956.9) – Title: General Manager**

Attorney Heidi Quinn reported that the second item was discussed by the Board and direction was given to have the Personel Committee meet and present a recommendation to the Board at the February meeting.

**N. ADJOURNMENT:** President Buzzetta adjourned the meeting at 8:10 p.m.

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

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