

**MINUTES**  
**Regular Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**February 15<sup>th</sup>, 2022**

**A. CALL TO ORDER:** The meeting was called to order at 5:16 p.m. by President Buzzetta, 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:** President Jerry Buzzetta (JB), Vice President Dee Brown (DB), Director James Parker (JP), Director Edward Mauro (EM), Director Mike Alcorn (MA).

**B. PLEDGE OF ALLEGIANCE:** Director Alcorn 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 Alcorn, for which President Buzzetta then took a roll call vote as follows: (EM), yes; (DB), yes; (JP), yes, (MA), yes, (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 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, Finance and HR Manager Barry Kelly.

**Via Teleconference:** Attorney Michael Laredo.

**E. CONSENT AGENDA:**

1. Approval of Minutes of the Regular Board Meeting of January 18<sup>th</sup>, 2022.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of January 1, 2022 through January 31, 2022, totaling \$4,205,675.39 which includes \$203,402.70 for payments to vendors, \$284,795.18 for Payroll, \$405,632,58 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$1,917.73 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
01/14/2022	1-01	ADP Payroll	-73,153.72
01/14/2022	1-01	ADP Payroll	-19,687.37
01/05/2022	RET 122-1	RETURNED CHECK	-122.43
01/28/2022	1-02	ADP Payroll	-67,840.42
01/28/2022	1-02	ADP Payroll	-18,048.88
01/08/2022	RET 122-2	RETURNED CHECK	-16,019.00
01/17/2022	RET 122-3	RETURNED CHECK	-122.43
01/18/2022	RET 122-4	RETURNED CHECK	-222.20
01/24/2022	RET 122-5	RETURNED CHECK	-2,486.00
01/27/2022	RET 122-6	RETURNED CHECK	-400.00
01/29/2022	RET 122-7	RETURNED CHECK	-237.96
01/24/2022	RET 122-8	RETURNED CHECK	-203.41

01/26/2022	RET 122-9	RETURNED CHECK	-741.27
01/31/2022	01-40	MBS Securities	-2,979,406.75
01/04/2022	ACH 2155	BASIC Benefits LLC	-410.33
01/04/2022	ACH 2156	BASIC Benefits LLC	-424.08
01/05/2022	ACH 2157	Principal	-3,526.87
01/06/2022	ACH 2158	Colonial Life	-2,733.63
01/07/2022	ACH 2159	BASIC Benefits LLC	-1,053.30
01/07/2022	ACH 2160	All American Mailing, Inc.	-1,790.69
01/10/2022	ACH 2161	P G & E	-29,298.35
01/11/2022	ACH 2162	BASIC Benefits LLC	-775.00
01/11/2022	ACH 2163	iCloud	-11,142.80
01/14/2022	ACH 2164	All American Mailing, Inc.	-838.46
01/14/2022	ACH 2165	ADP	-2,106.02
01/18/2022	ACH 2166	CalPERS – Retirement	-208.25
01/18/2022	ACH 2167	CalPERS - Retirement	-2,002.83
01/18/2022	ACH 2168	CalPERS – Retirement	-7,578.02
01/18/2022	ACH 2169	CalPERS – Retirement	-8,543.49
01/18/2022	ACH 2170	CalPERS - Retirement	-23.08
01/19/2022	ACH 2171	BASIC Benefits LLC	-27.00
01/19/2022	ACH 2172	BASIC Benefits LLC	-80.49
01/21/2022	ACH 2173	BASIC Benefits LLC	-106.25
01/25/2022	ACH 2174	BASIC Benefits LLC	-1,455.04
01/28/2022	ACH 2175	CalPERS – Retirement	-23.08
01/28/2022	ACH 2176	CalPERS – Retirement	-7,597.47
01/28/2022	ACH 2177	CalPERS - Retirement	-8,475.98
01/28/2022	ACH 2178	CalPERS - Health Insurance	-22,758.93
01/31/2022	ACH 2179	BASIC Benefits LLC	-46.00
01/07/2022	29901	A-1 Services	-403.00
01/07/2022	29902	ACC Business	-1,324.60
01/07/2022	29903	Ace Hardware (Johnson Lumber Co.)	-355.14
01/07/2022	29904	AT&T	-362.10
01/07/2022	29905	Brenntag Pacific, Inc.	-12,307.98
01/07/2022	29906	Central Ag Supply LLC	-1,863.13
01/07/2022	29907	EBCO Pest Control	-69.00
01/07/2022	29908	Edges Electrical Group, LLC	-152.59
01/07/2022	29909	ERA Safety Solutions LLC	-524.40
01/07/2022	29910	Ferguson Enterprises, Inc.	-43.15
01/07/2022	29911	Hach Company	-213.27
01/07/2022	29912	Iconix Waterworks (US) Inc.	-177.09
01/07/2022	29913	Mark Nicholson, Inc.	-6,300.00
01/07/2022	29914	Mc Gilloway, Ray, Brown & Kaufman	-7,200.00
01/07/2022	29915	Mc Master-Carr	-522.64
01/07/2022	29916	Mid Valley Supply	-454.61
01/07/2022	29917	Mission Uniform Service	-404.89
01/07/2022	29918	Nationwide Retirements Solutions	-16,269.65
01/07/2022	29919	O'Reilly Auto Parts	-17.04
01/07/2022	29920	Palace Business Solutions	-103.90
01/07/2022	29921	San Benito County Water District	-190.25
01/07/2022	29922	San Benito Tire Pros & Automotive	-696.30
01/07/2022	29923	Staples Advantage	-86.49
01/07/2022	29924	Toro Petroleum Corp.	-1,982.38
01/07/2022	29925	True Value Hardware	-110.31
01/07/2022	29926	UWUA Local 820	-1,246.32
01/07/2022	29927	AT&T	-422.27
01/10/2022	29928	ANDERSON HOMES	-283.20
01/10/2022	29929	BOYDS ASPHALT SERVICES	-214.46
01/10/2022	29930	CAL VALLEY CONSTRUCTION	-487.26
01/10/2022	29931	JEFF M DREYER JR.	-41.19
01/10/2022	29932	JENNA SCHMIDT & JOHN GERMAN	-63.38
01/10/2022	29933	GRANITE CONST.,	-278.06
01/10/2022	29934	GRAHAM CONTRACTORS	-186.14
01/10/2022	29935	MARCO CECENA JR. & KELLI HIATT	-25.88

01/10/2022	29936	EDDIE MORAN	-31.51
01/10/2022	29937	MELANIE & MANDIE NASAIRE	-25.98
01/10/2022	29938	ROBERT PHILLIPS	-35.95
01/10/2022	29939	SEATEC UNDERGROUND UTILITIES INC	-495.70
01/14/2022	29940	Quick, Troy E.	-250.00
01/14/2022	29941	Ace Hardware (Johnson Lumber Co.)	-690.67
01/14/2022	29942	Assoc. of Calif. Water Agencies (ACWA)	-21,260.00
01/14/2022	29943	Auto Tech Service Center, Inc.	-170.00
01/14/2022	29944	Brenntag Pacific, Inc.	-21,713.98
01/14/2022	29945	City of Hollister-Finance Dept	-405,632.58
01/14/2022	29946	De Lay & Laredo	-3,148.00
01/14/2022	29947	Ferguson Enterprises, Inc.	-44.60
01/14/2022	29948	Hollister Auto Parts, Inc.	-170.94
01/14/2022	29949	Interstate All Battery Center	-102.70
01/14/2022	29950	Nationwide Retirements Solutions	-9,296.84
01/14/2022	29951	Plangrid, Inc.	-936.00
01/14/2022	29952	Recology San Benito County	-313.19
01/14/2022	29953	Regional Government Services	-3,714.25
01/14/2022	29954	San Benito County-Admin Office	-9,628.00
01/14/2022	29955	San Benito County Water District	-309,965.75
01/14/2022	29956	San Benito Tire Pros & Automotive	-139.95
01/14/2022	29957	Staples Advantage	-89.60
01/14/2022	29958	Star Concrete	-529.86
01/14/2022	29959	State Water Resources Control Board-DWO	-155.00
01/14/2022	29960	Trans Union LLC	-171.38
01/14/2022	29961	U.S. Bank Corporate Payment Systems	-4,795.46
01/14/2022	29962	USA Blue Book	-279.74
01/14/2022	29963	Veolia Water Technologies	-8,445.10
01/21/2022	29964	Ace Hardware (Johnson Lumber Co.)	-44.77
01/21/2022	29965	Brenntag Pacific, Inc.	-22,916.08
01/21/2022	29966	CA Dept. of Tax & Fee Administration	-381.00
01/21/2022	29967	exceedio	-3,116.41
01/21/2022	29968	Mission Uniform Service	-388.81
01/21/2022	29969	Palace Business Solutions	-1,048.39
01/21/2022	29970	Simplot Grower Solutions	-1,238.45
01/21/2022	29971	State Water Resources Control Board-AFR	-763.00
01/21/2022	29972	Toro Petroleum Corp.	-2,209.67
01/28/2022	29973	ACC Business	-1,324.60
01/28/2022	29974	J L Wingert Co.	-1,420.74
01/28/2022	29975	Konica Minolta Premier Finance	-416.76
01/28/2022	29976	Mc Gilloway, Ray, Brown & Kaufman	-6,270.00
01/28/2022	29977	Mission Uniform Service	-353.42
01/28/2022	29978	Nationwide Retirements Solutions	-9,296.84
01/28/2022	29979	Palace Business Solutions	-36.65
01/28/2022	29980	Petty Cash	-74.52
01/28/2022	29981	Postmaster	-2,173.96
01/28/2022	29982	Razzolink.com	-76.95
01/28/2022	29983	Verizon Wireless	-324.66
01/28/2022	29984	Zoom Video Communications, Inc.	-549.90
01/31/2022	29985	JOHN BRIGANTINO	-107.13
01/31/2022	29986	ALICIA BRYAN	-67.79
01/31/2022	29987	MARCOS & DEVIN CASTILLO	-76.31
01/31/2022	29988	ALLEN MAXWELL	-240.51
01/31/2022	29989	JANET RUIZ	-400.00
01/31/2022	29990	DENISE A SIMON	-169.24
01/31/2022	29991	SYMMETRY DESIGN & BUILD INC	-800.00

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-4,205,675.39

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).

President Jerry Buzzetta first asked for Board comment, to which there was none. President Buzzetta then asked for public comment and receiving none, President Buzzetta requested a motion to approve the consent agenda. Upon a motion made by Director Brown to approve the Consent Agenda, seconded by Director Parker, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes; (EM), yes; and (JB) yes; the motion carried 5-0.

#### F. NEW BUSINESS:

1. **Consider Adoption of Resolution No. 570 Ordering a District Election, Requesting the County of San Benito to Conduct the Election, and Authorizing Payment for the Cost of the Election to be budgeted at \$60,000. (Not a Project Under CEQA per Article 20, Section 15378).**

General Manager Lander spoke on the matter regarding the costs of the elections, once budgeted in the past at \$12-15 thousand, has jumped significantly due to Covid procedures requiring a mailed out ballot. Lander informed the board that three members were due for election this November. Director Alcorn asked if we have to go through the election office or if the district could host their own election. Attorney Michael Laredo was asked to clarify, in which he informed the board that it is required that we go through the election office since we are a special district.

President Buzzetta asked for any public comment. Upon receiving no public comment, Director Parker made a motion to approve Resolution #570 Ordering a District Election, Requesting the County of San Benito to Conduct the Election, and Authorizing Payment for the Cost of the Election to be budgeted at \$60,000. This motion was seconded by Director Mauro for which President Buzzetta then took a roll call vote as follows: (EM), yes; (DB), yes; (JP) yes; (MA), yes; and (JB) yes; the motion carried 5-0.

2. **Approve and Authorize the General Manger to Execute a Contract for Professional Services with Raftelis Financial Consultants for the Development of Water and Sewer Rates, Capacity Fee Studies and Provide Water and Sewer Financial Plans for an Amount not to Exceed \$84,502. (Not a Project Under CEQA per Article 20, Section 15378).**

General Manager Lander was asked to speak on the matter. Lander informed the board that there was a need to revisit our rates & revise the current model from the 2019 increase that was set forth after a 2012 study also from Raftelis Financial. General Manager Lander clarified that he's received a project scope from Raftelis to continue the current rate model & have them take a look at our connection fees. Lander said this is an appropriate time to do this due to pending challenges, such as Covid-19 increases in costs and being able to obtain the needed materials. Lander also informed the board that Raftelis is already working within the county therefore it would help with our costs of the project, since they already have data in our area. Teresa from Raftelis, who would be the project manager if we were to move forward, was asked to introduce herself and the company. She proceeded to introduce the company and the team that would be taking part of the survey.

Director Alcorn asked if the company would take board member input into consideration during the study, to which Teresa informed him that they work directly with the staff to ensure satisfaction and accuracy. Alcorn then asked if their report would be defensible if the district was questioned by rate payers and/or developers working with the district, Teresa reassured that the study would be defensible due to the company's background with Nexxus Reports & administrative records within the study. Alcorn's last questions were pertaining to how long a rate study would be valid for & he questioned whether the new rate would have to go to a public vote. Teresa from Raftelis informed him that it's typically a 10 year financial plan with a 5 year rate setting period, then General Manager Lander informed him that a 218 notice would be sent out to rate payers but 50% have to challenge the rate study for the rate to not be approved. The last question was from President Buzzetta asking about a timeline for this project, to which General Manager Lander informed him there is no set timeline although it won't be finalized before elections.

President Buzzetta asked for any public comment. Upon receiving no public comment, Director Alcorn made a motion to authorize the General Manager to Execute a Contract for Professional Services with Raftelis Financial Consultants for the Development of Water and Sewer Rates, Capacity Fee Studies and Provide Water and Sewer Financial Plans for an Amount not to Exceed \$84,502. This motion was seconded by Director Brown for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB) yes; (EM), yes; and (JB) yes; the motion carried 5-0.

**3. Authorize the General Manager to Increase the SCADA Conversion Project Budget by \$50,000, Raising the Not to Exceed budget from \$77,000 to \$127,000. (Not a Project Under CEQA per Article 20, Section 15378)**

General Manager Lander informed the board that the district is moving forward with its SCADA conversion utilizing Frisch Engineering, the reason for a larger budget is that the project is moving along smoothly and getting done at a faster rate than projected. This budget increase will allow for the transition to tablets and mobile devices, which was always going to be brought to the board as part of this project; it was just not projected to be done this soon. An upside of transitioning to these tablets/mobile devices is that it can allow for the employees to have the information they need at the tips of their fingertips to make decisions on whether they need to go in and collect overtime to fix an issue.

Director Alcorn brought it to the attention of the general manager that if this is a project that is being done for safety measures it's possible the district can obtain a grant. General Manager Lander said he will do some research to see if a grant can help fund any parts of the project. Buzzetta then questioned if the cost benefit of adding these tablets, since it seems as though there were only three call outs in the last month. Water/ Wastewater

Superintendent Jose Rodriguez spoke on this matter and said that it was rare to have this little call outs and that a typical month looks anywhere from 10-25. General Manager Lander commented on the matter saying it's difficult to really do a cost analysis with all the preventative measures the district takes.

President Buzzetta asked for public comment and receiving none, President Buzzetta requested a motion to Authorize the General Manager to Increase the SCADA Conversion Project Budget by \$50,000, Raising the Not to Exceed budget from \$77,000 to \$127,000. Upon motion made by Director Brown, seconded by Director Parker, to which President Buzzetta took roll call as follows: Directors (EM), yes; (DB), yes; (MA), yes; (JP), yes; and (JB), yes; the motion carried 5-0.

## G. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** (No meeting)
2. **Water/Wastewater Committee:** (No meeting)
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 February 3<sup>rd</sup>, 2022 @ 4:00PM ) Director Parked commented on this meeting, informing the board that they are not planning on raising the drought out of stage one but work is actively being done to promote water conservation. He also informed the board elections took place and the new Chair is Sunny Flores and Vice President is Leslie Jordan.
7. **AB1234 Ethics and Brown Act Training:** (Training held January 28<sup>th</sup>, 2022) No comment.
8. **AB1825 Harassment:** (Training held February 4<sup>th</sup>, 2022) No comment.

## H. BOARD and STAFF REPORTS

1. **Directors:** No Report.
2. **District Counsel:** No Report.
3. **Associate Engineer:** No report.
4. **General Manager:** General Manager/Secretary Lander discussed the 2022 water rate update; it looks as though we will have a zero water allocation from MNI next year. He informed the board that there are other outlets to getting water though, such as buying it; therefore, the district will be looking into buying options in the near future. General Manager Lander also gave an update on the COVID-19 activities, reporting that the office finally opened February 14<sup>th</sup>, 2022, now that the glass partition has been completed. The office is not seeing too many members of the public though due to the transition for many to having to use online bill payment during Covid. There was a small spike in Covid cases that went through the office, but there have been no cases of exposure in the office yet. Manager Lander also discussed the past due accounts, stating that many are catching up but there has been a slight uptick in unpaid bills the last couple of months. There is still a steady decrease as judgement liens are being utilized and the district is doing its best to offer the community resources as they become available.

5. **Finance Manager Monthly Status Report:** No report.

I. **FUTURE AGENDA ITEMS:** Director Alcorn requests figuring out Covid sick leave possibly to help employees since we don't qualify for the recently passed Covid Sick Leave SB114. Director Brown also would like to have any recent changes with the law suit to be brought to a closed session meeting.

J. **ADJOURNMENT:** President Buzzetta adjourned the meeting at 6:33 p.m.

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

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