

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
April 20, 2021

A. CALL TO ORDER: The meeting was called to order at 5:17 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, Vice President James Parker, and Director Judi Johnson. **Present Via Teleconference:** Director Mike Alcorn (arrived at 5:25pm), and Director Ann Ross.

B. PLEDGE OF ALLEGIANCE: Director Johnson led Directors and staff in the Pledge of Allegiance.

C. APPROVAL OF AGENDA: Upon a motion made to approve the agenda by Director Parker, seconded by Director Johnson, for which President Buzzetta (JB) then took a roll call vote as follows: Directors Alcorn, (MA), absent; Johnson (JJ), yes; Parker (JP), yes; Ross (AR), yes; and President Buzzetta (JB), yes; the motion carried 4-1.

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, Executive Assistant/Stenographer Carol Porteur, Water/Wastewater Superintendent Jose Rodriguez, and Finance and Human Resource Manager Travis Foster. **Via Teleconference:** Attorney Heidi Quinn.

Director Ross took a moment to inform staff that using the Safari internet browser is not compatible with the Zoom conferencing software.

Director Alcorn commented that a google based browser like Chrome or Edge both works well and to make sure the public is informed of that when using the call-in access.

E. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of March 16, 2021.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of March 1, 2021 through March 31, 2021, totaling \$1,451,152.61 which includes \$794,853.89 for payments to vendors, \$282,561.46 for Payroll, \$368,482.28 paid to the City of Hollister for collection of City sewer billings (net of our fees), \$565.00 for Mastercard Debits/ACH, and \$5,254.98 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #2020, the last “MCD” # (MasterCard debits) was MCD #0004, last “RET” # (returned item) was RET #0034, and the last check written was check #28979.

| <u>Date</u> | <u>Number</u> | <u>Name</u> | <u>Amount</u> |
|-------------|---------------|------------------|---------------|
| 03/11/21 | MCD0001 | Mastercard Debit | -100.00 |
| 03/12/21 | PRL 03-01 | Employee Payroll | -65,336.68 |
| 03/12/21 | PRL 03-01 | Payroll Taxes | -18,020.61 |
| 03/15/21 | MCD 0002 | Mastercard Debit | -65.00 |

| Date | Number | Name | Amount |
|-------------|---------------|--|---------------|
| 03/26/21 | PRL 04-02 | Employee Payroll | -63,340.74 |
| 03/26/21 | PRL 04-02 | Payroll Taxes | -26,981.30 |
| 03/18/21 | MCD 0003 | Mastercard Debit | -175.00 |
| 03/22/21 | MCD 0004 | Mastercard Debit | -225.00 |
| 03/01/21 | RET 0024 | RETURNED ACH (ACH Ret 03-01) | -273.49 |
| 03/09/21 | RET 0025 | RETURNED CHECK (CK Ret 03-01) | -194.02 |
| 03/12/21 | RET 0026 | RETURNED CHECK (CK Ret 03-02) | -187.32 |
| 03/23/21 | RET 0027 | RETURNED ACH (ACH Ret 03-02) | -140.68 |
| 03/23/21 | RET 0028 | RETURNED ACH (ACH Ret 03-03) | -137.51 |
| 03/23/21 | RET 0029 | RETURNED ACH (ACH Ret 03-04) | -473.51 |
| 03/23/21 | RET 0030 | RETURNED ACH (ACH Ret 03-05) | -511.55 |
| 03/23/21 | RET 0031 | RETURNED ACH (ACH Ret 03-06) | -614.16 |
| 03/23/21 | RET 0032 | RETURNED ACH (ACH Ret 03-07) | -131.94 |
| 03/23/21 | RET 0033 | RETURNED ACH (ACH Ret 03-08) | -255.11 |
| 03/25/21 | RET 0034 | RETURNED ACH (ACH Ret 03-09) | -192.83 |
| 03/01/21 | ACH 1994 | CalPERS - Retirement | -23.08 |
| 03/01/21 | ACH 1995 | CalPERS - Retirement | -23.08 |
| 03/01/21 | ACH 1996 | CalPERS - Retirement | -9,148.72 |
| 03/01/21 | ACH 1997 | CalPERS - Retirement | -6,276.48 |
| 03/01/21 | ACH 1998 | CalPERS - Retirement | -9,034.59 |
| 03/01/21 | ACH 1999 | CalPERS - Retirement | -6,259.58 |
| 03/02/21 | ACH 2000 | CalPERS - Health Insurance | -20,131.80 |
| 03/02/21 | ACH 2001 | North American Bancard | -57.97 |
| 03/03/21 | ACH 2002 | Colonial Life | -1,802.46 |
| 03/03/21 | ACH 2003 | North American Bancard | -150.45 |
| 03/03/21 | ACH 2004 | North American Bancard | -922.43 |
| 03/03/21 | ACH 2005 | North American Bancard | -0.20 |
| 03/05/21 | ACH 2006 | American Express | -27.85 |
| 03/05/21 | ACH 2007 | Principal | -3,283.03 |
| 03/09/21 | ACH 2008 | iCloud | -6,663.35 |
| 03/11/21 | ACH 2009 | BASIC Benefits LLC | -40.00 |
| 03/19/21 | ACH 2010 | ADP | -2,072.40 |
| 03/22/21 | ACH 2011 | CalPERS - Retirement | -194.58 |
| 03/22/21 | ACH 2012 | CalPERS - Retirement | -686.08 |
| 03/22/21 | ACH 2013 | CalPERS - Health Insurance | -20,131.80 |
| 03/22/21 | ACH 2014 | CalPERS - Retirement | -8,957.33 |
| 03/22/21 | ACH 2015 | CalPERS - Retirement | -6,322.42 |
| 03/23/21 | ACH 2016 | CalPERS - Retirement | -23.08 |
| 03/23/21 | ACH 2017 | BASIC Benefits LLC | -81.00 |
| 03/26/21 | ACH 2018 | BASIC Benefits LLC | -10.00 |
| 03/30/21 | ACH 2019 | BASIC Benefits LLC | -110.00 |
| 03/25/21 | ACH 2020 | BASIC Benefits LLC | -35.00 |
| 03/01/21 | 28879 | Central Ag Supply LLC | -1,969.39 |
| 03/01/21 | 28880 | exceedio | -4,625.09 |
| 03/01/21 | 28881 | Nationwide Retirements Solutions | -7,807.81 |
| 03/01/21 | 28882 | O'Reilly Auto Parts | -5.34 |
| 03/01/21 | 28883 | Postmaster | -2,268.26 |
| 03/01/21 | 28884 | Razzolink.com | -76.95 |
| 03/01/21 | 28885 | San Benito County-Environ. Health Div. | -7,615.00 |
| 03/01/21 | 28886 | Schaaf & Wheeler | -5,429.20 |
| 03/01/21 | 28887 | UWUA Local 820 | -692.40 |
| 03/08/21 | 28888 | KB Home South Bay, Inc. | -13,755.35 |
| 03/08/21 | 28889 | JERROD & SUSAN AKEY | -97.65 |
| 03/08/21 | 28890 | AMY L & KEN W CHEN | -15.66 |
| 03/08/21 | 28891 | DENAE TOWNSEND & BENJAMIN GAITAN | -72.03 |
| 03/08/21 | 28892 | RICK & CATHERINE HAZEN | -229.94 |
| 03/08/21 | 28893 | MATTHEW & VANESSA KOENIG | -104.88 |

| Date | Number | Name | Amount |
|-------------|---------------|--------------------------------------|---------------|
| 03/08/21 | 28894 | MCH ELECTRIC | -639.18 |
| 03/08/21 | 28895 | EVANJALINA MELGOZA | -156.42 |
| 03/08/21 | 28896 | NONG WOO SEED AMERICA | -121.66 |
| 03/08/21 | 28897 | CARLOS & MARISOL PLASENCIA | -76.61 |
| 03/08/21 | 28898 | LAWRENCE & FELICIA SNYDER | -234.82 |
| 03/08/21 | 28899 | Eclarin, Ernesto P. | -102.52 |
| 03/08/21 | 28900 | Boltz, William K | -101.33 |
| 03/08/21 | 28901 | ACC Business | -789.85 |
| 03/08/21 | 28902 | Ace Hardware (Johnson Lumber Co.) | -1,498.40 |
| 03/08/21 | 28903 | AT&T | -1,098.40 |
| 03/08/21 | 28904 | Auto Tech Service Center, Inc. | -1,685.00 |
| 03/08/21 | 28905 | Badger Meter, Inc. | -7,050.57 |
| 03/08/21 | 28906 | Brenntag Pacific, Inc. | -12,998.72 |
| 03/08/21 | 28907 | City of Hollister-Finance Dept | -368,482.28 |
| 03/08/21 | 28908 | CM Analytical, Inc. | -13,543.75 |
| 03/08/21 | 28909 | Ferguson Enterprises, Inc. | -149.00 |
| 03/08/21 | 28910 | Grainger, Inc. | -1,945.36 |
| 03/08/21 | 28911 | Hach Company | -3,446.82 |
| 03/08/21 | 28912 | Hollister Auto Parts, Inc. | -56.18 |
| 03/08/21 | 28913 | MBS Business Systems | -856.65 |
| 03/08/21 | 28914 | Mission Uniform Service | -1,152.12 |
| 03/08/21 | 28915 | P G & E | -16,935.16 |
| 03/08/21 | 28916 | Postmaster | -57.00 |
| 03/08/21 | 28917 | San Benito County Water District | -172.75 |
| 03/08/21 | 28918 | Shape, Inc. | -1,870.00 |
| 03/08/21 | 28919 | Simplot Grower Solutions | -844.25 |
| 03/08/21 | 28920 | Star Concrete | -388.93 |
| 03/08/21 | 28921 | Toro Petroleum Corp. | -1,241.57 |
| 03/08/21 | 28922 | Tyler Technologies, Inc. | -5,200.00 |
| 03/08/21 | 28923 | USA Blue Book | -884.74 |
| 03/08/21 | 28924 | Veolia Water Technologies | -7,336.51 |
| 03/08/21 | 28925 | Verizon Wireless | -230.94 |
| 03/08/21 | 28926 | City National Bank | -168,881.16 |
| 03/08/21 | 28927 | San Benito County Water District | -270,925.08 |
| 03/11/21 | 28928 | Dept. of Motor Vehicles (DMV) | -27.00 |
| 03/15/21 | 28929 | A-1 Services | -403.00 |
| 03/15/21 | 28930 | Bracco's Towing | -95.00 |
| 03/15/21 | 28931 | Brenntag Pacific, Inc. | -24,300.16 |
| 03/15/21 | 28932 | Britt Global Industries, LLC | -1,000.00 |
| 03/15/21 | 28933 | Calcon System, Inc. | -997.50 |
| 03/15/21 | 28934 | Corbin Willits Systems, Inc. (MOM's) | -260.00 |
| 03/15/21 | 28935 | Filmtec Corporation | -1,331.49 |
| 03/15/21 | 28936 | Recology San Benito County | -299.75 |
| 03/15/21 | 28937 | RJR Recycling | -1,500.00 |
| 03/15/21 | 28938 | Staples Advantage | -13.95 |
| 03/15/21 | 28939 | Trans Union LLC | -160.25 |
| 03/15/21 | 28940 | U.S. Bank Corporate Pmt. Systems | -1,404.71 |
| 03/15/21 | 28941 | Nationwide Retirements Solutions | -7,807.81 |
| 03/22/21 | 28942 | Alvarez, Abel | -76.80 |
| 03/22/21 | 28943 | BARRY J BRADY | -306.23 |
| 03/22/21 | 28944 | POUL NIELSEN JR | -87.78 |
| 03/22/21 | 28945 | Auto Tech Service Center, Inc. | -324.00 |
| 03/22/21 | 28946 | Brenntag Pacific, Inc. | -17,288.55 |
| 03/22/21 | 28947 | Calgon Carbon Corporation | -48,402.00 |
| 03/22/21 | 28948 | DLT Solutions Inc. | -1,173.15 |
| 03/22/21 | 28949 | First Trust Alarm Company | -698.00 |
| 03/22/21 | 28950 | Hach Company | -1,650.78 |

| <u>Date</u> | <u>Number</u> | <u>Name</u> | <u>Amount</u> |
|-------------|---------------|--|--------------------------------|
| 03/22/21 | 28951 | Hollister Auto Parts, Inc. | -52.92 |
| 03/22/21 | 28952 | Iconix Waterworks (US) Inc. | -78.24 |
| 03/22/21 | 28953 | Mark Nicholson, Inc. | -8,400.00 |
| 03/22/21 | 28954 | Mc Master-Carr | -30.65 |
| 03/22/21 | 28955 | Palace Business Solutions | -194.81 |
| 03/22/21 | 28956 | San Benito County Water District-Pumping | -19,500.53 |
| 03/22/21 | 28957 | Toro Petroleum Corp. | -1,870.41 |
| 03/22/21 | 28958 | USA Blue Book | -1,287.66 |
| 03/22/21 | 28959 | Wright Bros. Indust. Supply | -200.91 |
| 03/29/21 | 28960 | AT&T | -446.11 |
| 03/29/21 | 28961 | Auto Tech Service Center, Inc. | -290.00 |
| 03/29/21 | 28962 | Badger Meter, Inc. | -69,258.35 |
| 03/29/21 | 28963 | Brenntag Pacific, Inc. | -8,999.03 |
| 03/29/21 | 28964 | Calcon System, Inc. | -562.50 |
| 03/29/21 | 28965 | De Lay & Laredo | -3,890.00 |
| 03/29/21 | 28966 | EBCO Pest Control | -60.00 |
| 03/29/21 | 28967 | Edges Electrical Group, LLC | -94.69 |
| 03/29/21 | 28968 | Ferguson Enterprises, Inc. | -204.06 |
| 03/29/21 | 28969 | Hach Company | -2,294.75 |
| 03/29/21 | 28970 | Hollister Auto Parts, Inc. | -163.13 |
| 03/29/21 | 28971 | Konica Minolta Premier Finance | -416.76 |
| 03/29/21 | 28972 | O'Reilly Auto Parts | -29.13 |
| 03/29/21 | 28973 | Quadient, Inc. | -4,146.88 |
| 03/29/21 | 28974 | San Benito Tire Pros & Automotive | -405.01 |
| 03/29/21 | 28975 | Staples Advantage | -13.40 |
| 03/29/21 | 28976 | Star Concrete | -300.44 |
| 03/29/21 | 28977 | Tyler Technologies, Inc. | -227.50 |
| 03/29/21 | 28978 | Verizon Wireless | -230.92 |
| 03/31/21 | 28979 | Postmaster | -2,152.02 |
| | | | \$ <u>-1,451,152.61</u> |

3. Associate Engineer Monthly Status Report.
4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, d. Investment Summary, and e. Board Designated Reserves.
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 E.3 - Associate Engineer Monthly Status Report; E.4 - Finance Manager Monthly Status Reports, and E.5 – Superintendent Monthly Status Reports pulled and moved to Agenda Item H.4, H.5, and H.6 respectively under Board and Staff Reports.

Upon a motion made by Director Johnson to approve the Consent Agenda as amended, 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.

F. NEW BUSINESS:

- 1. CONSIDER PROCLAIMING MAY 2021, AS “WATER AWARENESS MONTH”:** Water Conservation Program Manager of the Water Resources Agency, Shawn Novack explained that for the past twenty-nine years, the month of May has been celebrated as water awareness month. Each year, new water awareness issues are brought forward to inform and educated California agricultural and urban water users.

Mr. Novack read the entire proclamation found in Resolution #553.

Mr. Novack explained that over the last few years we have had about half of the normal rainfall and snowfall for the State. Currently the Bureau of Reclamation’s allocation for imported water is 50% for M&I, and 0-5% for agriculture, these numbers will be confirmed in May. Groundwater levels have come back since the last drought in 2015 but we need to be careful in the event this is a prolonged drought. May is the beginning of water awareness due to start of irrigation and peak water use.

San Benito County Water District does have a good water supply in the groundwater basin which would keep a good supply for 10 years even without any rain; however, the quality of that water is not as good as treated surface water.

Director Ross asked if the customers need to be concerned about not having water for necessary use, and Mr. Novack stated not at the present time, but this is a long-term proposition that needs to be looked at over the next 15 years or so.

Director Parker asked if relying on the groundwater will affect our staying in compliance, and General Manager/Secretary Lander replied the District will remain in compliance with the water quality, however, there will be an increase in hardness in the water.

Upon a motion made by Director Johnson to proclaim the month of May 2021 as “Water Awareness Month” and adopt resolution #553, 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.

- 2. PRESENTATION OF THE REPLACEMENT TOILET WATER CONSERVATION PROGRAM:** Water Conservation Program Manager of the Water Resources Agency, Shawn Novack, gave the Board a slide presentation of how the Water Resources Association San Benito County (WRASBC) came to be. Mr. Novack gave a summary on the history of WRASBC.

Water savings from the ultra-low flow toilet replacements water savings is approximately 14,280 gallons per toilet/per year; and approximately 111,790,120 gallons per year (cumulative).

- 3. CONSIDERATION OF ESTABLISHING SECTION 115 TRUST FUND FOR PARTICIPATION IN THE CALIFORNIA EMPLOYERS PENSION PREFUNDING TRUST (CEPPT) WITH THE CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM:** Finance and Human Resource Manager, Travis Foster, explained that in 2019, CalPERS established the California Employers' Pension Prefunding Trust (CEPPT). The CEPPT is an IRS Section 115 Trust where contributions/investments and investment returns can be made to address current and future pension costs.

Staff met with the Finance Committee to discuss CEPPT participation in February. Both Committee Members attended the CALPERS trust workshop in April (slide presentation was attached) and suggested bringing this topic before the Board. Currently, staff is recommending the Board consider participating in the California Employers Pension Prefunding Trust (CEPPT). The process of establishing the CEPPT will require a Board Resolution and signing the CEPPT Participation Agreement. Staff will bring back to the Board a funding policy as part of the proposed Budget for Fiscal Year 2021-22. In addition, staff would like to discuss with the Board the establishment of a Pension Committee at a future meeting.

Director Alcorn expressed approval for beginning the process of opening the account with California Public Employees' Retirement System (CALPERS) and later discuss the funding. Director Johnson was in favor as well because there is no liability in opening the account without funding.

President Buzzetta was concerned about the language used in the contract, using the word may instead of shall, which Attorney Heidi Quinn stated there would not be an issue to begin the process of opening the account and prior to funding, clarifying the wording with CalPERS.

Upon a motion made by Director Parker to adopt Resolution #554 enabling the District to participate in the California Employers Pension Prefunding Trust (CEPPT) and authorize the General Manager to enter into a contract, 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.

4. **AUTHORIZE THE BOARD PRESIDENT TO EXECUTE AN OPERATION AND MAINTENANCE CONTRACT WITH SAN BENITO FOODS – NEIL JONES FOOD COMPANY ALLOWING SSCWD TO PROVIDE CONTRACT SERVICES OF THE INDUSTRIAL WASTEWATER TREATMENT PONDS:** General Manager/Secretary Drew Lander stated that at the February Board meeting the Board authorized the General Manager to negotiate a contract with San Benito Foods (SBF) at the request of SBF. The contract includes the use of District resources to staff and manage the Hollister Industrial Wastewater Treatment Plant (IWTP) which is used to manage processed water from the tomato processing plant owned by Neil Jones Foods Company.

Director Alcorn remarked on the good job of protecting the liability of the District in the draft contract he has reviewed. Director Parker questioned the possibility of San Benito Foods going out of business for whatever reason and what that would do to the District, and General Manager/Secretary Lander stated there will be an abandonment clause in the contract protecting the District.

Upon a motion made by Director Johnson to authorize the Board President to execute an Operations and Maintenance Contract with San Benito Foods – Neil Jones Food Company allowing SSCWD to provide contract services of the Industrial Wastewater Treatment Ponds and to bring the final contract back to the Finance Committee, seconded by Director Alcorn, 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.

5. **GM TO RECEIVE DIRECTION FROM BOARD ON FUTURE NEWSLETTER TOPICS:** General Manager/Secretary Drew Lander stated that there were positive results from the first newsletter that was mailed. There was positive feedback and movement on the website with over 10,000 hits.

General Manager/Secretary Lander asked the Board if there is interest in sending another newsletter out and if there were any suggestions on what to include.

After discussion, it was unanimous by the Board to send out another newsletter. General Manager/Secretary Lander stated he will begin compiling the articles for the newsletter.

6. **CONSIDER AUTHORIZING BOARD MEMBERS TO ATTEND THE ASSOCIATION OF CALIFORNIA WATER AGENCIES CONFERENCE (ACWA) AND THE ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA) MEETING MAY 12-13, 2021, VIRTUAL MEETING:** General Manager/Secretary Drew Lander reported that the ACWA Spring Conference is being held virtually May 12th and 13th this year.

Directors Johnson, Parker, and Ross all stated they are interested in attending the virtual conference.

Upon a motion made by Director Ross to authorize any interested Board Member to attend the Association of California Water Agencies Conference (ACWA) and the ACWA/Joint Powers Insurance Authority (JPIA) meeting May 12 – 13, 2021, virtual meeting, 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. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** President Buzzetta reported a meeting was held April 16th to receive an update from the General Manager on progress made negotiating contract terms with San Benito Foods to contractually operate the Industrial Wastewater Treatment Plant (IWTP) which was tonight's Agenda Item F-4.
3. **Finance Committee:** President Buzzetta reported that a meeting was held on April 16th for discussion regarding the California Employers Pension Prefunding Trust (CEPPT) which was tonight's Agenda Item F-3.
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 zoom meeting was held on April 1, 2021 to receive a monthly Conservation Program report; May Water Awareness; and an update on UWMP and SGMA.

H. BOARD and STAFF REPORTS

1. **Directors:** No report.
2. **District Counsel:** Attorney Heidi Quinn reported that DeLay & Laredo will be hosting an AB1234 Ethics and Brown Act Training on April 29, 2021 for anyone interested. Ms. Quinn also announced that Attorney Michael Laredo welcomed the birth of his twin baby boys.
3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 reporting that he is anticipating re-opening of the office at the end of June; all staff interested in receiving the vaccine has been fully vaccinated; and six months past due letters have been mailed to landlords and tenants.
4. **Associate Engineer Monthly Status Report:** Director Johnson pulled item E.3 to have General Manager/Secretary Lander answer her question of how much of the project with Abel Septic Tank for the Ridgemark Wastewater Collection System CCTV inspection will be inspected by District staff and Mr. Lander stated the complete project will be inspected.

Director Johnson also asked General Manager/Secretary Lander to explain the Capital Improvement & Purchase Planning, to which Mr. Lander stated that staff is working on a 5-year Capital Improvement Plan, which will be addressed in the budget process asking for the funding. President Buzzetta explained that he has been requesting the 5-year plan and

is happy to know it is in process. President Buzzetta feels the Capital Improvement Project will help with careful spending.

5. Finance Manager Monthly Status Reports: Director Johnson pulled item E.4 to compliment the Account Technicians for an outstanding job with the new Watersmart implementation, and to comment on the number of E-bill customers totaling 978 in March 2021, which is up 120 from February.

6. W/WW Superintendent Monthly Status Reports: Director Johnson pulled item E.5 to have Water/Wastewater Superintendent Rodriguez explain that the Distribution Operators are continuing to exercise valves and flush hydrants. Mr. Rodriguez reported that Operators have exercised 20% of the systems valves, as well as flushing 71% of the District's hydrants, which has not been done in the past 3 years due to lack of resources. Water/Wastewater Superintendent Rodriguez stated that the plan for the future is to get 50% in the first year, 50% in the 2nd year and to have exercised the complete District (1,000 valves) within 3 years.

I. FUTURE AGENDA ITEMS: Preliminary Budget Review FY21/22 – May 2021; Receive and Adopt the Urban Water Management Plan Update – June 2021; and Staff Negotiations.

J. ADJOURNMENT: President Buzzetta adjourned the meeting at 7:00 p.m.

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

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