

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
May 18, 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.

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

General Manager/Secretary announced that Director Ross would not be attending tonight’s meeting, and that she has resigned from her position on the Board effective May 28, 2021. Director Johnson requested a resolution be prepared for the June meeting, thanking Director Ross for her service on the board.

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

C. 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; and President Buzzetta (JB)yes. Director Ross (AR) absent; 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, Finance and Human Resource Manager Travis Foster, Associate Engineer Rob Hillebrecht; and Attorney Heidi Quinn. **Via Teleconference:** Attorney Michael Laredo.

E. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of April 20, 2021.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of April 1, 2021 through April 30, 2021, totaling \$1,314,063.07 which includes \$700,563.77 for payments to vendors, \$220,695.02 for Payroll, \$391,207.39 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$1,596.89 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH # 2041, and the last check written was check #29072.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
04/09/21	04-01 PRL	ADP Direct Deposit	-64,851.27
04/09/21	04-01 PRL	ADP TAX	-17,831.88
04/23/21	04-02 PRL	ADP Direct Deposit	-60,945.39
04/23/21	04-02 PRL	ADP TAX	-17,430.97
04/23/21	04-02 PRL	ADP Garnishment	-2,203.23
04/01/21	ACH 2021	North American Bancard	-57.97
04/05/21	ACH 2022	North American Bancard	-36.14
04/05/21	ACH 2023	North American Bancard	-35.00

Date	Number	Name	Amount
04/05/21	ACH 2024	North American Bancard	-97.97
04/08/21	ACH 2025	iCloud	-10,156.95
04/09/21	ACH 2026	BASIC Benefits LLC	-204.76
04/12/21	ACH 2028	CalPERS - Retirement	-194.58
04/12/21	ACH 2029	CalPERS - Retirement	-686.08
04/13/21	ACH 2030	CalPERS - Retirement	-23.08
04/13/21	ACH 2031	CalPERS - Retirement	-23.08
04/13/21	ACH 2032	BASIC Benefits LLC	-845.24
04/16/21	ACH 2033	ADP	-2,072.40
04/16/21	ACH 2034	BASIC Benefits LLC	-221.00
04/19/21	ACH 2035	Colonial Life	-1,802.46
04/21/21	ACH 2036	CalPERS - Health Insurance	-20,131.80
04/22/21	ACH 2037	CalPERS - Retirement	-9,119.08
04/22/21	ACH 2038	CalPERS - Retirement	-6,343.10
04/27/21	ACH 2039	BASIC Benefits LLC	-40.00
04/28/21	ACH 2040	CA Dept. of Tax & Fee Administration	-888.00
04/29/21	ACH 2041	BASIC Benefits LLC	-110.00
04/01/21	28980	Razzolink.com	-76.95
04/05/21	28981	GEENAMARIE BONILLA & BRIANNA BERNARD	-146.01
04/05/21	28982	DON CHAPIN CO	-626.52
04/05/21	28983	SAM FAZZIO	-88.48
04/05/21	28984	LIONEL OCHOA & SANDY GARCIA	-12.49
04/05/21	28985	KB HOME	-48.39
04/05/21	28986	KRAIG KLAUER	-38.88
04/05/21	28987	MARTHA H METZGER TRUST	-42.01
04/05/21	28988	ERIN L & MARK B ORLOWSKI	-64.65
04/05/21	28989	OTTO CONSTRUCTION	-529.46
04/05/21	28990	Ace Hardware (Johnson Lumber Co.)	-397.54
04/05/21	28991	AT&T	-653.12
04/05/21	28992	Auto Tech Service Center, Inc.	-570.00
04/05/21	28993	Badger Meter, Inc.	-66,037.91
04/05/21	28994	Bianchi Kasavan & Pope, LLP	-30.00
04/05/21	28995	Brenntag Pacific, Inc.	-16,641.32
04/05/21	28996	Central Ag Supply LLC	-194.45
04/05/21	28997	Edges Electrical Group, LLC	-96.36
04/05/21	28998	Hollister Landscape Supply	-292.28
04/05/21	28999	Iconix Waterworks (US) Inc.	-222.62
04/05/21	29000	Interstate Battery System of San Jose Inc	-149.25
04/05/21	29001	Maggiora Bros. Drilling, Inc.	-4,988.04
04/05/21	29002	Mc Master-Carr	-267.65
04/05/21	29003	Mission Uniform Service	-1,450.70
04/05/21	29004	Monterey Bay Air Resources District	-4,826.00
04/05/21	29005	P G & E	-19,244.70
04/05/21	29006	Shape, Inc.	-9,111.95
04/05/21	29007	State Water Resources Control Board-DWOCF	-60.00
04/05/21	29008	Toro Petroleum Corp.	-1,735.87
04/05/21	29009	U.S. Bank Corporate Payment Systems	-5,004.41
04/05/21	29010	Wright Bros. Welding & Sheet Metal, Inc.	-22.50
04/05/21	29011	State Water Resources Control Brd-WWOPCP	-110.00
04/06/21	29012	San Benito County-Clerk	-15.00
04/06/21	29013	San Benito County-Tax Collector	-1,134.51
04/12/21	29014	A-1 Services	-403.00
04/12/21	29015	Brenntag Pacific, Inc.	-4,836.56
04/12/21	29016	Calgon Carbon Corporation	-48,402.00
04/12/21	29017	City of Hollister-Finance Dept	-391,207.39
04/12/21	29018	Extreme Air, Inc.	-360.00
04/12/21	29019	Filmtec Corporation	-10,283.75

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
04/12/21	29020	Hach Company	-1,247.70
04/12/21	29021	Hollister Auto Parts, Inc.	-28.67
04/12/21	29022	Iconix Waterworks (US) Inc.	-4,851.13
04/12/21	29023	Mc Master-Carr	-955.08
04/12/21	29024	Meter Valve & Control Inc.	-60,966.40
04/12/21	29025	Nationwide Retirements Solutions	-7,807.81
04/12/21	29026	O'Reilly Auto Parts	-8.56
04/12/21	29027	Recology San Benito County	-299.75
04/12/21	29028	San Benito County Water District	-199.25
04/12/21	29029	State Water Resources Control Brd-WWOPCP	-190.00
04/12/21	29030	Trans Union LLC	-196.06
04/12/21	29031	Tyler Technologies, Inc.	-455.00
04/12/21	29032	USA Blue Book	-73.78
04/12/21	29033	UWUA Local 820	-738.56
04/12/21	29034	State Water Resources Control Brd-WWOPCP	-155.00
04/19/21	29035	Brenntag Pacific, Inc.	-9,322.24
04/19/21	29036	Brigantino Irrigation	-25.25
04/19/21	29037	Calcon System, Inc.	-1,287.50
04/19/21	29038	Central Ag Supply LLC	-1,771.08
04/19/21	29039	CM Analytical, Inc.	-9,283.75
04/19/21	29040	De Lay & Laredo	-5,851.00
04/19/21	29041	Grainger, Inc.	-149.60
04/19/21	29042	Iconix Waterworks (US) Inc.	-412.51
04/19/21	29043	John Smith Road Landfill	-1,806.18
04/19/21	29044	Mc Master-Carr	-466.77
04/19/21	29045	Simplot Grower Solutions	-792.64
04/19/21	29046	State Water Resources Control Brd-WWOPCP	-155.00
04/19/21	29047	Toro Petroleum Corp.	-2,209.48
04/19/21	29048	Tyler Technologies, Inc.	-325.00
04/19/21	29049	USA Blue Book	-560.36
04/28/21	29050	Burbank, Jr., Dee J.	-250.00
04/28/21	29051	Hernandez, Bazilio	-81.67
04/28/21	29052	ACC Business	-2,649.20
04/28/21	29053	Ace Hardware (Johnson Lumber Co.)	-190.09
04/28/21	29054	ACWA/JPIA	-8,603.37
04/28/21	29055	AT&T	-461.17
04/28/21	29056	Atlas Copco Compressors LLC	-597.41
04/28/21	29057	Badger Meter, Inc.	-1,077.66
04/28/21	29058	Brenntag Pacific, Inc.	-12,907.44
04/28/21	29059	Brigantino Irrigation	-80.68
04/28/21	29060	CM Analytical, Inc.	-14,092.50
04/28/21	29061	EBCO Pest Control	-60.00
04/28/21	29062	Edges Electrical Group, LLC	-171.38
04/28/21	29063	Hach Company	-1,278.34
04/28/21	29064	Hollister Safe & Lock Inc.	-81.94
04/28/21	29065	Konica Minolta Premier Finance	-416.76
04/28/21	29066	Melissa Data Corp.	-895.00
04/28/21	29067	Mission Uniform Service	-1,162.58
04/28/21	29068	Nationwide Retirements Solutions	-7,807.81
04/28/21	29069	Postmaster	-2,137.64
04/28/21	29070	USA Blue Book	-216.58
04/28/21	29071	Verizon Wireless	-953.77
04/28/21	29072	San Benito County Water District	-338,524.82
			\$ -1,314,063.07

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-4d – Investment Summary pulled and moved to Agenda Item H.4 under Board and Staff Reports.

Upon a motion made by Director Johnson to approve the Consent Agenda as amended, 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; and President Buzzetta (JB)yes. Director Ross (AR) absent; the motion carried 4-1.

F. NEW BUSINESS:

- 1. CONSIDER APPROVAL AND AUTHORIZE THE PRESIDENT TO SIGN AN AGREEMENT FOR WATER FACILITIES AND SERVICE FOR THE ROBERTS RANCH PHASE 2 DEVELOPMENT:** Associate Engineer Rob Hillebrecht explained that Phase 2 of the Roberts Ranch development is ready for construction. It involves the creation of 104 new single-family residences. This is the final phase for this project. Sunnyslope County Water District will provide potable domestic water and fire protection water service to the development. District staff have reviewed the Improvement Plans to ensure that they meet all District standards and requirements.

This phase will connect the existing Landscape Irrigation System piping from Phase 1 with a pipeline in Fairview Road. The intent is for the water supply of the Landscape Irrigation System to eventually be solely sourced from the District's Well #5. That will retain more high-quality treated surface water for residential customers rather than using it for irrigation of public areas and landscaping.

The District currently has the capacity and ability to serve this development with potable water. Yet the Agreement acknowledges the District's right to terminate the Agreement if severe drought or other unforeseen circumstances significantly limit its ability to serve additional development.

Director Alcorn inquired about whether the standard contract has additional language added regarding any kind of damage caused by the contractor which may affect property owners in the vicinity. Associate Engineer Hillebrecht responded that at this time the contract has not been modified to specific incidents as mentioned, but that the contract has adequate coverage which fully protects the District from any liability for damage that the contractor may cause, with the full responsibility on the contractor.

President Buzzetta pointed out that the map which was attached shows phase 2 outlined in blue and includes phase 3 within that boundary. Mr. Hillebrecht stated that due to the current housing economics, the developer has decided to include phase 3 along with phase 2. General Manager/Secretary Lander added that the map has already been approved by the County so adjusting the map would not be feasible.

Upon a motion made by Director Johnson, to approve and authorize the President to sign an Agreement for Water Facilities and Service for the Roberts Ranch Phase 2 Development, 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; and President Buzzetta (JB)yes. Director Ross (AR) absent; the motion carried 4-1.

2. **AUTHORIZE THE GENERAL MANAGER TO REPLACE THE APPROVED RECEPTIONIST STAFF POSITION WITH A NEW POSITION TITLED BILLING/PUBLIC RELATIONS SPECIALIST AND AMEND THE SALARY SCALE (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Drew Lander stated that to better accommodate the growing need to interact with the public, to increase public engagement with the new District website and within social media platforms the General Manager proposes that the current authorized Billing Clerk/Receptionist position job description should be modified to include expanded duties relating to public outreach. These duties are in addition to the current position requirements of performing billing functions and receptionist responsibilities.

The Personnel Committee met and reviewed the modifications to this position. The job description has been shared with the Union representatives per the requirements of the current contract.

Director Parker asked where the position would be advertised, and General Manager/Secretary Lander stated that ads would be placed with the College, local newspaper, and the internet. Finance and Human Resource Manager Foster added that Indeed is a good company to advertise this type of position.

Upon a motion made by Director Johnson to authorize the General Manager to replace the approved Receptionist staff position with a new position titled Billing/Public Relations Specialist and amend the salary scale, 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; and President Buzzetta (JB)yes. Director Ross (AR) absent; the motion carried 4-1.

3. **AUTHORIZE THE ADDITION OF A WATER/WASTEWATER MAINTENANCE STAFF POSITION TO BE FUNDED BY THE IWTP OPERATIONS AND MAINTENANCE CONTRACT EXECUTED BETWEEN THE DISTRICT AND SAN BENITO FOODS (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Drew Lander explained that the contract approved between San Benito Foods (SBF) and SSCWD contains funding for a full-time position to operate the Industrial Wastewater Pond Facilities. The contract and agreement have been approved and this position needs to be filled very soon so that staff can begin the operation of the pond maintenance without falling behind on daily operations of the District.

Upon a motion made by Director Parker to authorize the addition of a Water/Wastewater Maintenance staff position to be funded by the IWTP Operations and Maintenance contract executed between the District and San Benito Foods, 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; and President Buzzetta (JB)yes. Director Ross (AR) absent; the motion carried 4-1.

4. **AUTHORIZE THE GENERAL MANAGER TO SIGN A NON-FINANCIAL WORKSITE AGREEMENT FOR THE SAN BENITO COUNTY WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) WORK EXPERIENCE PROGRAM (WEX) (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Drew Lander reported that in 2017 SSCWD participated in the WEX program through San Benito County. This participation was productive, and it allowed the District to receive entry level work product from aspiring water and wastewater trainees without adding additional staffing positions.

Upon a motion made by Director Alcorn to authorize the General Manager to sign a non-financial worksite agreement for the San Benito County Workforce Innovation and Opportunity ACT (WIOA) Work Experience Program (WEX), 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; and President Buzzetta (JB)yes. Director Ross (AR) absent; the motion carried 4-1.

G. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** President Buzzetta reported that a meeting was held on May 3rd for the final Industrial Wastewater Treatment Plant contract review.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** President Buzzetta reported that a meeting was held on May 11th for an open session review of the new job description of Billing/Public Relations Specialist; review of adding additional Water/Wastewater Maintenance position; discussion regarding opportunities with the San Benito County Work Experience Program; and a closed session regarding upcoming Union negotiations.
6. **Water Resources Association of San Benito County (WRA):** Director Johnson stated no meeting was held; the next scheduled meeting is June 3rd at 4 p.m.

H. BOARD and STAFF REPORTS

1. **Directors:** Director Johnson submitted a written report on attending the 2021 ACWA Virtual Spring Conference and the ACWA Region 5 meeting. Director Johnson added that there were technical difficulties on Wednesday which pushed that day's program to Friday, but overall, it was a good conference. There were many comments made about the State holding funds and not putting them to use.

Director Parker reported that the for those that attended the conference, the material is still available on the ACWA website until May 28th.

Director Alcorn commented that the San Jose Mayor, and political bodies of Santa Clara County are not backing the Pacheco Pass project.

2. **District Counsel:** Attorney Heidi Quinn reported that she will be leaving DeLay and Laredo at the end of June and will be going to work for Noland, Hamerly, Etienne & Hoss Law Firm. The Board expressed their appreciation for the opportunity to work with Ms. Quinn and wished her well.
3. **General Manager:** General Manager/Secretary Lander gave an update on the COVID-19 reporting that staff continue to remain well. Plans to re-open the office is scheduled for July 1st, and a new touch screen computer will be installed at the front counter for customers to self-service their accounts.

The on-line process has been working well. Staff have begun to get response on the letters regarding placing a lien on properties with past due balances and although there have been many past due customers bringing their balance current, there is still approximately \$200,000 in unpaid bills. Mr. Lander stated that the District will resume charging late fees beginning July 1st.

General Manager/Secretary Lander reported that the Technical Advisory Committee (TAC) has been going well and next month Todd Groundwater will be giving a presentation. The committee is working hard to stay in a strong position with the groundwater.

4. Finance Manager Monthly Status Reports: Director Johnson pulled item E.4d, Investment Summary, to comment that although the total cash for the District appears to be substantial, much of that money is already designated to certain areas. Director Johnson would like to see a break down, which shows where the money is designated and what funds are available for the District's use. General Manager/Secretary Lander stated that is currently being done in the new budget process and is expect that to be brought to the Board next month.

I. FUTURE AGENDA ITEMS: Receive and Adopt the Urban Water Management Plan Update; Resolution for Director Ross; and Union Negotiations.

President Buzzetta adjourned the public meeting at 6:10 p.m. to move to closed session.

J. 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-20-0020378u89*

2. Labor Negotiation Discussion – Gov. Code §54957.6

District Negotiator: Drew Lander, General Manager

Employee: Collective Bargaining Unit – Update Regarding Union Negotiations

President Buzzetta reconvened the meeting to open session at 7:32 p.m.

K. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:

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

Attorney Heidi Quinn reported on item a., general update was provided and no reportable action taken; and item b., Heidi Quinn reported that a general update was provided and no reportable action taken.

2. Labor Negotiation Discussion – (§ 54957.6) – Title: Collective Bargaining Unit – Update Regarding Union Negotiations

Attorney Heidi Quinn reported discussion was held and no reportable action taken.

L. ADJOURNMENT: President Buzzetta adjourned the meeting at p.m.7:45 p.m.

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

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