

MINUTES
Regular and Special Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
April 21, 2020

- A. CALL TO ORDER:** The meeting was called to order at 5:17 p.m. by President Parker, as authorized by the State of California Executive Order N-29-30 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. ROLL CALL: Present In Person:** Vice President Jerry Buzzetta, and Director Mike Alcorn. **Present Via Teleconference:** President James Parker, Director Judi Johnson, and Director Ann Ross.
- C. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was omitted, due to the lack of a flag to salute at the various teleconference sites.
- D. APPROVAL OF AGENDA:** Director Buzzetta noted that the agenda needs to reflect that a Water/Wastewater Committee meeting was held on April 8th, and a second Personnel Committee meeting was held on April 20th.

Upon motion made by Director Johnson, for the approval of the amended agenda, seconded by Director Alcorn, and for which President Parker (JP) then took a roll call vote as follows: Directors Alcorn, (MA), yes; Buzzetta (JB), yes; Johnson (JJ), yes; Ross (AR), yes; and President JP, 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. General Manager/Secretary Lander introduced the District’s new Finance and Human Resource Manager, Travis Foster.

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

F. CONSENT AGENDA:

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of March 17, 2020.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of March 10, 2020 through April 13, 2020, totaling \$1,625,310.02 which includes \$960,768.11 for payments to vendors and employees, \$300,000.00 transferred to LAIF; \$360,662.00 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$3,879.91 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1684, the last “DD” # (direct deposit-electronic employee payments) was DD #2866, and the last check written was check #27909.

Date	Number	Name	Amount
03/13/20	ACH 1657	EFTPS	-301.04
03/12/20	ACH 1658	RETURNED CHECK (Ck Ret 03-01)	-128.00
03/16/20	ACH 1659	RETURNED CHECK (Ck Ret 03-02)	-500.00

Date	Number	Name	Amount
03/17/20	ACH 1660	RETURNED ACH (ACH Ret 03-01)	-170.05
03/18/20	ACH 1661	RETURNED ACH (ACH Ret 03-02)	-105.15
03/18/20	ACH 1662	RETURNED ACH (ACH Ret 03-03)	-119.52
03/18/20	ACH 1663	RETURNED ACH (ACH Ret 03-04)	-137.51
03/18/20	ACH 1664	RETURNED ACH (ACH Ret 03-05)	-56.37
03/18/20	ACH 1665	RETURNED ACH (ACH Ret 03-06)	-128.00
03/18/20	ACH 1666	RETURNED ACH (ACH Ret 03-07)	-320.34
03/18/20	ACH 1667	RETURNED ACH (ACH Ret 03-08)	-143.97
03/18/20	ACH 1668	RETURNED ACH (ACH Ret 03-09)	-176.04
03/18/20	ACH 1669	RETURNED ACH (ACH Ret 03-10)	-128.00
03/18/20	ACH 1670	RETURNED ACH (ACH Ret 03-11)	-124.83
03/18/20	ACH 1671	RETURNED ACH (ACH Ret 03-12)	-119.26
03/18/20	ACH 1672	RETURNED ACH (ACH Ret 03-13)	-182.22
03/19/20	ACH 1673	Transfer to LAIF	-300,000.00
03/31/20	ACH 1674	EFTPS	-27,725.28
03/31/20	ACH 1675	Employment Dev. Dept. (EDD) DE88 Pmts.	-11,267.53
03/31/20	ACH 1676	CalPERS - Retirement	-1,036.00
03/31/20	ACH 1677	CalPERS - Retirement	-4,559.67
03/31/20	ACH 1678	CalPERS - Retirement	-25,471.63
03/31/20	ACH 1679	CalPERS - Health Insurance	-13,731.93
04/01/20	ACH 1680	North American Bancard	-810.53
04/03/20	ACH 1681	Pathian Administrators (VSP)	-301.01
04/03/20	ACH 1682	North American Bancard	-1,274.61
04/06/20	ACH 1683	American Express	-30.10
04/08/20	ACH 1684	RETURNED CHECK (Ck Ret 04-01)	-128.00
03/13/20	DD 2840	Alcorn, Michael H.	-184.70
03/13/20	DD 2841	Buzzetta, Jerry T	-461.75
03/13/20	DD 2842	Johnson, Judi H.	-443.75
03/13/20	DD 2843	Parker, James F	-415.58
03/13/20	DD 2844	Ross, Ann C.	-184.70
03/31/20	DD 2845	Alvarez, Abel	-5,638.74
03/31/20	DD 2846	Bernal, Melissa M	-2,881.94
03/31/20	DD 2847	Boltz, William K	-6,683.29
03/31/20	DD 2848	Perez Bribiesca, Diego	-2,697.51
03/31/20	DD 2849	Buck, Cathy L.	-9,523.18
03/31/20	DD 2850	Burbank, Jr., Dee J.	-6,349.63
03/31/20	DD 2851	Castro, Kevin G.	-6,305.62
03/31/20	DD 2852	Cervantes, Jr., Adan S.	-3,208.82
03/31/20	DD 2853	Chavez, Jr., Manuel T.	-7,944.34
03/31/20	DD 2854	Eclarin, Ernesto P.	-7,203.26
03/31/20	DD 2855	Hernandez, Bazilio	-6,554.40
03/31/20	DD 2856	Hillebrecht, Robert B.	-5,410.43
03/31/20	DD 2857	Lander, Drew A	-10,676.85
03/31/20	DD 2858	Malko, Kim A.	-3,870.99
03/31/20	DD 2859	Padilla, David	-6,013.96
03/31/20	DD 2860	Porteur, Carol A.	-4,632.25
03/31/20	DD 2861	Quick, Troy E.	-6,873.92
03/31/20	DD 2862	Roberts, Kelly L.	-4,978.42
03/31/20	DD 2863	Rodriguez, Jose J.	-7,717.98
03/31/20	DD 2864	Vargas Garcia, Michael J	-5,414.91
03/31/20	DD 2865	Watson, Scott A.	-7,565.05
03/31/20	DD 2866	Zavala, Anabel G.	-4,436.78
03/16/20	27802	B LUCAS & VICTOR & BETH CONTRERAS	-216.56
03/16/20	27803	BRADLY & NATALIE GWINN	-118.16
03/16/20	27804	Atlas Copco Compressors LLC	-172.41
03/16/20	27805	Brenntag Pacific, Inc.	-7,707.62

Date	Number	Name	Amount
03/16/20	27806	Calgon Carbon Corporation	-48,402.00
03/16/20	27807	Calif. Clean Energy LLC	-73.56
03/16/20	27808	Central Ag Supply LLC	-174.61
03/16/20	27809	City of Hollister-Finance Dept	-360,662.00
03/16/20	27810	Hach Company	-1,514.35
03/16/20	27811	Hollister Landscape Supply	-149.11
03/16/20	27812	New SV Media, Inc. (was So. Valley News.)	-200.00
03/16/20	27813	P G & E	-16,173.44
03/16/20	27814	Recology San Benito County	-208.63
03/16/20	27815	RJR Recycling	-375.00
03/16/20	27816	San Benito County Water District	-141.50
03/16/20	27817	Star Concrete	-76.48
03/16/20	27818	Toro Petroleum Corp.	-2,312.47
03/16/20	27819	Trans Union LLC	-93.78
03/16/20	27820	USA Blue Book	-201.46
03/23/20	27821	A-1 Services	-403.00
03/23/20	27822	Auto Tech Service Center, Inc.	-1,840.00
03/23/20	27823	Bianchi Kasavan & Pope, LLP	-462.00
03/23/20	27824	Borges & Mahoney, Inc.	-380.68
03/23/20	27825	Brenntag Pacific, Inc.	-7,055.03
03/23/20	27826	Calif. Clean Energy LLC	-64,202.00
03/23/20	27827	Central Ag Supply LLC	-1,336.92
03/23/20	27828	De Lay & Laredo	-4,061.50
03/23/20	27829	DLT Solutions Inc.	-1,064.25
03/23/20	27830	Edges Electrical Group, LLC	-70.96
03/23/20	27831	First Trust Alarm Company	-698.00
03/23/20	27832	Frank A Olsen Co.	-1,965.02
03/23/20	27833	Jobs Available, Inc.	-596.00
03/23/20	27834	Kennedy/Jenks Consultants	-4,635.00
03/23/20	27835	Mc Master-Carr	-191.86
03/23/20	27836	MuniQuip, LLC	-1,432.31
03/23/20	27837	Pinnacle HealthCare	-80.00
03/23/20	27838	San Benito County Water District-Pumping	-9,871.63
03/23/20	27839	Shape, Inc.	-3,888.89
03/23/20	27840	Toro Petroleum Corp.	-1,187.76
03/27/20	27841	Lead Vitality LLC dba Value Vehicles	-7,789.00
03/30/20	27842	ALYSSA BROWN	-82.22
03/30/20	27843	MICHEL S & KATHLEEN DWIGHT	-266.26
03/30/20	27844	PETER & ROSEMARIE GABRIELE	-45.22
03/30/20	27845	JOSEPH L REYES	-250.70
03/30/20	27846	Auto Tech Service Center, Inc.	-5,615.00
03/30/20	27847	Brenntag Pacific, Inc.	-11,033.50
03/30/20	27848	Brigantino Irrigation	-19.58
03/30/20	27849	Central Ag Supply LLC	-725.29
03/30/20	27850	Hach Company	-1,056.54
03/30/20	27851	Konica Minolta Premier Finance	-416.76
03/30/20	27852	Mc Master-Carr	-678.20
03/30/20	27853	Pinnacle HealthCare	-40.00
03/30/20	27854	Quinn Company	-91.18
03/30/20	27855	San Benito County Water District	-223,693.08
03/30/20	27856	San Benito Tire Pros & Automotive	-1,052.18
03/30/20	27857	USA Blue Book	-829.89
03/30/20	27858	Petty Cash	-34.47
03/31/20	27859	Nationwide Retirements Solutions	-28,987.18
03/31/20	27860	United Way of San Benito County	-150.00
03/31/20	27861	UWUA Local 820	-750.00

Date	Number	Name	Amount
03/31/20	27862	Dearborn Life Insurance Company	-320.00
03/31/20	27863	Premier Access Insurance Co.	-2,981.37
03/31/20	27864	Postmaster	-2,179.12
04/01/20	27865	Razzolink.com	-76.95
04/01/20	27866	Atlas Copco Compressors LLC	-172.41
04/06/20	27867	Ace Hardware (Johnson Lumber Co.)	-380.44
04/06/20	27868	ACWA/JPIA	-10,991.07
04/06/20	27869	AT&T	-1,236.75
04/06/20	27870	Borges & Mahoney, Inc.	-238.01
04/06/20	27871	Brenntag Pacific, Inc.	-7,792.00
04/06/20	27872	CA Dept. of Tax & Fee Administration	-404.00
04/06/20	27873	Void	0.00
04/06/20	27874	Grainger, Inc.	-642.26
04/06/20	27875	J L Wingert Co.	-485.71
04/06/20	27876	Mission Uniform Service	-1,134.74
04/06/20	27877	MuniQuip, LLC	-1,459.97
04/06/20	27878	O'Reilly Auto Parts	-8.55
04/06/20	27879	P G & E	-15,045.92
04/06/20	27880	Palace Business Solutions	-705.02
04/06/20	27881	Pinnacle Agriculture	-795.89
04/06/20	27882	Pinnacle HealthCare	-216.00
04/06/20	27883	Postmaster	-42.00
04/06/20	27884	Quadient, Inc.	-3,317.50
04/06/20	27885	Robert Half Finance & Accounting	-25,000.00
04/06/20	27886	Staples Advantage	-402.67
04/06/20	27887	State Water Resources Control Brd-WWOPCP	-95.00
04/06/20	27888	Toro Petroleum Corp.	-1,039.30
04/06/20	27889	U.S. Bank Corporate Payment Systems	-6,232.97
04/06/20	27890	USA Blue Book	-198.04
04/06/20	27891	Verizon Wireless	-274.57
04/06/20	27892	City National Bank	-168,881.16
04/13/20	27893	Padilla, David	-105.22
04/13/20	27894	MICHAEL & ALISON BORGES	-233.53
04/13/20	27895	Brenntag Pacific, Inc.	-10,940.26
04/13/20	27896	Brigantino Irrigation	-21.76
04/13/20	27897	Central Ag Supply LLC	-334.25
04/13/20	27898	City of Hollister-Finance Dept	-70.15
04/13/20	27899	Credit Consulting Services, Inc.	-60.16
04/13/20	27900	EBCO Pest Control	-60.00
04/13/20	27901	Employee Relations, Inc.	-115.85
04/13/20	27902	John Smith Road Landfill	-1,358.70
04/13/20	27903	MBS Business Systems	-1,550.07
04/13/20	27904	Monterey Bay Air Resources District	-4,826.00
04/13/20	27905	New SV Media, Inc. (was So. Valley News.)	-100.00
04/13/20	27906	Quinn Company	-705.68
04/13/20	27907	Recology San Benito County	-208.63
04/13/20	27908	Trans Union LLC	-155.01
04/13/20	27909	USA Blue Book	-263.82
			\$ -1,625,310.02

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.

President Parker stated that Director Johnson participated in the March 17, 2020 board meeting via teleconference and in the middle of agenda item J-6, she lost communication. It was noted in the minutes for agenda item J-6 that she abstained from voting and President Parker would like to amend that to read absent and not abstained.

Director Johnson asked to have Item F-1 Allowance of Claims, and Item F-5 Superintendent Report pulled for discussion, and moved to Agenda Item I-4 Finance Manager Monthly Status Reports, and Item I.5 a W/WW Superintendent Report.

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

G. NEW BUSINESS:

1. **CONSIDER PROCLAIMING MAY 2020, AS “WATER AWARENESS MONTH” (Not a project under CEQA per article 20, Section 15378):** General Manager/Secretary Lander stated that for the past twenty-eight years, the month of May has been celebrated as water awareness month. Each year, new water awareness issues are brought forward to inform and educate California agricultural and urban water users. Shawn Novack, the Water Conservation Program Manager of the Water Resources Agency joined the meeting via teleconference and read this year’s Resolution which reads as follows:

A RESOLUTION PROCLAIMING MAY 2020 AS WATER AWARENESS MONTH

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WHEREAS, California’s arid and semiarid climate, its ambitious and evolving economy, its continually growing population and climate change have combined to make shortages and conflicting demands the norm; and

WHEREAS, the health, welfare and quality of life for our community depends on a reliable, high quality water supply; and

WHEREAS, the state, county, cities and concerned citizens make strong efforts to foster wise decisions concerning water issues and water use; and,

WHEREAS, California has enacted legislation to promote sustainable groundwater management practices;

WHEREAS, the fact that California will experience periodic droughts; whereas efficient use of water is critical not only during drought periods, **but at all times**; and

WHEREAS, during May 2020, the Sunnyslope County Water District is inviting everyone to find ways to save water both at work and at home;

NOW, THEREFORE, the Sunnyslope County Water District does proclaim May 2020 as Water Awareness Month and urge all citizens, businesses, industries, institutions and public agencies to review their water use and water systems for water use efficiency and to contact the Water Resources Association of San Benito County for water saving ideas and assistance.

Upon a motion made by Director Johnson to Proclaim May 2020 as “Water Awareness Month”, seconded by Director Alcorn, and for which President Parker then took a roll call

vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

2. **TAKE APPROPRIATE ACTION TO UPDATE SIGNATURE CARDS FOR THE DISTRICT'S HERITAGE BANK OF COMMERCE BANK ACCOUNTS (Not a project under CEQA per Article 20, Section 15378):** Finance & Human Resource Manager, Travis Foster explained that due to the retirement of Cathy Buck at the end of March, and the hiring of himself as the new Finance Manager on April 1st, an update to the District's bank signature card is needed. Before Heritage Bank of Commerce can accept any account signatory card changes to District accounts, the Board of Directors need to take formal action and document their approval.

The following actions are requested:

Update Signers List – Approve removal of outgoing Finance Manager, Cathy Buck, as authorized signer, and add new Finance Manager, Travis Foster, as authorized signer on the District's signature card for all Heritage Bank of Commerce accounts.

Approve Resolution - The Board is requested to review and approve the attached "Resolution of Lodge, Association, or Other Similar Organization". The resolution indicates the updated authorized signers list to be:

- A. Drew A. Lander (Both Powers "A" & "B" Granted),
- B. Travis J. Foster (Both Powers "A" & "B" Granted),
- C. Michael H. Alcorn (Powers "A" Granted),
- D. Judi H. Johnson (Powers "A" Granted),
- E. Ann C. Ross (Powers "A" Granted),
- F. James F. Parker (Powers "A" Granted), and
- G. Jerry Buzzetta (Powers "A" Granted).

Director Ross explained that she will be out of state for the next few months so it will not be feasible to get her signature. General Manager/Secretary Lander stated that Director Ross is not scheduled for check signing the remainder of this year, so once she returns staff can add her to the signature card.

Upon a motion made by Director Johnson to approve updating signature cards for the District's Heritage Bank of Commerce Bank Account, seconded by Director Ross, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

3. **APPROVE THE 2020 SEWER SYSTEM MANAGEMENT PLAN UPDATE (Not a project under CEQA per Article 20, Section 15378):** Associate Engineer Rob Hillebrecht explained that Sunnyslope County Water District's Sewer System Management Plan (SSMP) was first approved in 2007 and last updated in 2012. The District's wastewater system has undergone significant changes since the 2012 update and is due for another Board approved update. Board review and approval will follow on a schedule of every 5 years unless a significant future amendment requires prior adjustment.

The SSMP lays out the overarching goals of the wastewater system and details the specific implementation strategies for achieving these goals. This update follows the State Water Resource Control Board guidelines by addressing the 11 SSMP elements. The update presented expounds on several aspects of the original SSMP and provides significantly more detail and direction on the District's approaches to the various aspects of wastewater system planning and management. Additionally, this SSMP provides the general public and regulatory agencies the opportunity to understand the work effort that Sunnyslope staff engage in to ensure that high quality sewer service is always provided. The District's proactive approach reflects its concern for safeguarding the health of our

customers and the environment by assuring that the sewer system is operating properly and preventing unsanitary conditions such as sewer leaks or overflows.

Mr. Hillebrecht explained that this document lays out the District's goals for the sewer system including the establishment of a CCTV program and other Capital Improvement Plan project. However these projects and the costs associated would be brought individually before the Board for approval at later times. No direct cost expenditure is directly associated with the approval of this SSMP. However this plan sets the course for consideration of future projects to ensure the functionality of the sewer system.

Director Johnson noted a few minor changes she requested including the adding of PPE (Personal Protection Equipment) to the Abbreviations and Definitions section and a minor spelling correction. Director Ross asked how the format and content of the SSMP was determined and Mr. Hillebrecht responded that it is based off the Water Resources Control Board SSMP guidelines. Director Buzzetta requested that the Board President be included in Section II. G as a part of the emergency communication chain to be notified of an SSO and for Section VIII. B to be clarify that existing sewer mains with less than design capacity (75% full flow) are still within the maximum (100%) pipe capacity and do not represent an imminent risk of overflow.

Upon motion made by Director Alcorn to approve the 2020 Sewer System Management Plant Update with the amendments discussed, seconded by Director Johnson, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

- 4. AUTHORIZE THE GENERAL MANAGER TO ORDER AND PURCHASE ONE NEW CREW-CAB PICKUP TRUCK AT A TOTOAL COST NOT TO EXCEED \$38,000 (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander stated that Sunnyslope County Water District would like to begin to diversify its fleet of service vehicles to better respond to needs and improve the overall efficiency of District activities. Several older service trucks from the fleet were recently designated as surplus due to age or damage. These were thus sold in a public online auction, reducing the size of the fleet. This presents an opportunity to broaden the composition of Sunnyslope's vehicle fleet to take advantage of the benefits and flexibility other types of vehicles offer. The proposed crew cab pickup truck would be primarily for the Water/Wastewater Superintendent to take between various sites and locations within the District as he supervises the District operations and maintenance. The additional passenger space would promote carpooling among staff.

The truck will be acquired through the State of California fleet vehicle program which conforms to District purchasing policies for public biding and low bid.

The financial plan used to develop SSCWD's water and sewer rate structures anticipated the purchasing of replacement vehicles annually starting in FY 2013/2014 and truck replacements have consistently been incorporated in the District's Capital Improvement Planning and budgeting. The base cost of the new truck including tax and delivery is \$32,433.00 through Winner Chevrolet, Elk Grove Auto Group who is the California Vehicle Procurement Program Dealer. The truck would then be equipped with a safety light bar, tool box, radio, and GPS for an additional cost of about \$5,400. Thus the total anticipated expense for the new vehicle including all tax and shipping is approximately \$37,850.

Director Alcorn asked about the purchase of the Vactor truck that was approved at the March 17th meeting and General Manager/Secretary Lander explained that initially the District lost the bid, but the winning bid did not come through, so the District was now able to purchase the truck directly from Carmel Water District for \$51,000. Director

Alcorn then expressed his concern about purchasing two vehicles at this time for a total of approximately \$89,000. Director Buzzetta did point out that the District would be receiving approximately \$20,000 from the sale of the surplus vehicles which would help offset that cost. General Manager/Secretary Lander did state that if this agenda item was approved, he did not foresee purchasing any other trucks for at least 3-5 years.

Upon a motion made by Director Johnson to authorize the General Manager to order and purchase one new crew-cab pickup truck at a total cost not to exceed \$38,000, seconded by Director Alcorn, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, no; JJ, yes; AR, yes; and President JP, no; the motion carried 3-2.

5. BOARD DISCUSSION REGARDING THE ATTENDANCE OF BOARD MEMBERS AT PROFESSIONAL CONFERENCES (Not a project under CEQA per Article 20, Section 15378): General Manager/Secretary Lander explained that during the February Board Meeting the Board requested an item be returned for discussion regarding the District attendance policies for Board members regarding District Conferences.

District policies 7020 and 7070 were provided for reference. The policies address the compensation of Board members and current policy governing attendance of conferences.

The Board of Directors must approve any Director's participation when representing the District in any official capacity and for them to receive expense reimbursement for any eligible expenses under District policy.

Director Johnson provided a written memo which addressed her opinion on Board members attending the ACWA Conferences held in Northern California (NC) and Southern California (SC). Director Johnson feels that the District encourages the Directors to attend conferences and it would be preferred they attend the local conferences which would avoid additional cost to the District. Director Johnson proposes that the cost to attend a conference be based on the NC conference costs, and for those members that would prefer to attend the SC conference for whatever reason, be allowed the budget for the NC conference and any additional cost would be at their own expense.

Director Johnson also explained that a potential exception could be a Board member who is also an ACWA Board or Committee member (elected or appointed) whose physical presence would be essential for achieving a quorum for the named Board or Committee. Another exception may be that a Board member has specifically requested in writing to attend the SC during the specified year in order to vote or make a presentation.

Director Ross forwarded additional written comments expressing her opinion of the policies and this information was forwarded to all Directors for reference. Director Ross explained that asking Directors to "pay their own way" to attend particular conferences would set a precedent that only wealthy individuals would be able to attend conferences or serve as Board members and that would be unacceptable to her.

After much discussion, the Board decided that any changes to this policy could be addressed in the Policy and Procedure Committee and returned to the Board with recommendations for action if needed.

H. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** General Manager/Secretary Lander reported that a teleconference meeting was held with President Parker, General Manager/Secretary Lander, and Associate Engineer Hillebrecht to review the updated 2020 Sanitary Sewer

Overflow Program, item G-3 on this agenda. Director Ross participated in a meeting with staff at a later time due to a family emergency where she received the same information and discussion as President Parker. All comments provided by the Committee members have been incorporated into the document presented to the Board.

3. **Finance Committee:** No meeting held.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** General Manager/Secretary Lander reported that a committee meeting was held via teleconference on March 24th with Directors Buzzetta and Johnson to approve and authorize the General Manager to contract with Robert Half for Finance & Accounting Recruitment Services, in an amount no to exceed \$25,000.

Mr. Lander reported that a meeting was held on April 20, 2020 with Directors Buzzetta and Johnson via teleconference to discuss Labor Negotiations for Management Staff.

6. **Water Resources Association of San Benito County (WRA):** President Parker reported that a meeting was scheduled for April 2nd but due to the COVID 19 pandemic, the meeting was cancelled. The next tentative meeting is scheduled for June 4th.

I. BOARD and STAFF REPORTS

1. **Directors:** Director Ross stated that she will be in Mexico for the May meeting but will try to join the meeting via teleconference.
2. **District Counsel:** No report.
3. **General Manager:** General Manager/Secretary Lander stated that at the March 17th Board meeting the Board directed that the General Manager regularly report actions being taken to adapt to the COVID-19 crisis.

On April 2nd the State of California Governor's Executive order directed the California Public Utilities Commissions to monitor the response of all public and private utility providers within the State and also directed all water utilities to restore water services to all residences. The District has been compliant with this direction and all water services previously shut off for non-payment have been reinstated.

In coordination with the City of Hollister the District is presently not charging fees for late payment, however the uncollected fees are being recorded and documented by staff. This drop in revenue represents approximately \$7500 per month. In the event that this lost revenue becomes reimbursable by State or Federal emergency response funds the District will have record of the total lost revenue.

District staff have remained at work performing their tasks as essential workers. Social distancing protocols are being observed and staff operate independently where possible to prevent cross contact. Hand disinfectants and sanitizers are being provided throughout the office to all staff and hand washing is routine. Temperatures of staff are being recorded daily through the use of a touchless thermometer, upon entering the work place, to confirm no individual has come into the work place with a fever. The SSCWD staff have been doing an exemplary job during this difficult time. Maintenance has been increased to ensure uninterrupted services. Water operators are reporting directly to the treatment plants and have been sanitizing daily. The office reception staff have been doing an excellent job speaking to the public compassionately while stress levels of the public are elevated.

The month of March did not result in a noticeable increase in late or default payments. An increase of phone inquiries about what the district might do to relieve payments this month has occurred as the public asks questions about how we will proceed with default accounts in the month of April. I am working closely with the Interim City Manager at the City of Hollister so that we maintain a united plan for resolving unpaid accounts in both the City and County. Since the District presently maintains sufficient reserves to operate effectively at this time, one proposal is to continue to document the unpaid account values and when normalcy returns to the community the District will evaluate current repayment policies and establish COVID-19 specific repayment policy procedures, if needed, to extend the length of time needed for individuals to bring accounts current.

The County Office of Emergency Services (OES) responded to the Districts inquiry for additional N95 masks for employees with the delivery of 150 masks. OES staff have also reached out to begin coordination regarding potential future relief funding. No funding for direct relief of delinquent accounts is available at this time, however this will be monitored and we will remain in contact so that opportunities are not missed.

4. **Finance Manager Monthly Status Reports:** Consent agenda item F-2, Disbursement Summary, was moved here by Director Johnson with questions on ACH 1676 dated 3/31/20 payable to Employment Dev. Dept. DE88 Pmts. for \$11,267.53 to which Finance and Human Resource Manager Foster explained it is for the monthly State payroll taxes collected from the employee paychecks. Director Johnson also asked about check #27816 dated 3/16/20 payable to San Benito County Water District for \$141.50 and Mr. Foster explained that is for water sold outside of zone 3. Director Johnson also asked about check #27834 dated 3/23/20 payable to Kennedy/Jenks Consultants in the amount of \$4,635.00 which was for the final payment on the Crosstown Pipeline project.
5. **W/WW Superintendent Monthly Status Reports:** Consent agenda item I-5a, Monthly Maintenance Staff Report, was moved here at the March 17, 2020 Board Meeting but do to communication error, Director Johnson was unable to ask her question. Director Johnson inquired about #2. Sunnyslope County Water District submitting and getting approved for a revised Disinfection Byproduct Monitoring Plan for four additional distribution sampling sites as required of permit amendment No. 9 Section 7. Director Johnson wanted to know where these sites were located, and Water/Wastewater Superintendent Rodriguez responded that the four sample locations are at the lift station at Sunnyside Estates(674 Klamath Way), Fire Station #2 (2240 Valley View Road), Cerra Vista School (2151 Cerra Vista Drive), and Sunnyslope School (1475 Memorial Drive).

Consent agenda item F-5a was moved here by Director Johnson to have Water/Wastewater Superintendent Rodriguez explain #4 of the Narrative report, source water was temporarily changed by the County from San Luis Reservoir to San Justo Reservoir until maintenance can be completed on the Counties end. Mr. Rodriguez stated that San Benito County Water District reversed the flow of their standard operations. #5 of the Narrative report regarding daily safety tailgates have been implemented in morning meetings along with follow up discussion. Mr. Rodriguez explained that when he meets with maintenance staff each morning, they spend about 5 minutes going over safety issues on projects pertaining to that day.

Director Johnson also asked about #1 of the water report, Maggiora Brothers Inc. continued working on Well #2. After cleaning well casing and videoing, several holes in the casing were discovered and the District is waiting on a quote. Mr. Rodriguez responded that he should get a quote on the full cost of repairs to the well by the next board meeting.

- J. FUTURE AGENDA ITEMS:** 1) Long term debt/lower interest rates, 2) Drought/Coronavirus, 3) CalPERS Unfunded Liability

K. ADJOURNMENT: President Parker adjourned the session of the Regular meeting at 7:14 p.m.

L. CALL TO ORDER SPECIAL BOARD MEETING:

M. 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 3 minutes per speaker. No public comment was made.

N. CLOSED SESSION (PURSUANT TO Government Code Section 54957.6);

At 7:10pm President Parker closed the meeting to the public to discuss the following:

1. **Labor Negotiation Discussion** – Gov. Code §54957.6

District Negotiators: Drew Lander, General Manager regarding
Employee Organization: Management Staff

O. ADJOURNMENT: President Parker adjourned the Special meeting at 8:32pm

APPROVED BY THE BOARD: *s/ James F. Parker*
James F. Parker, President

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