

MINUTES
Regular Meeting of the Board of Directors
of the
SUNNYSLOPE COUNTY WATER DISTRICT
March 15th, 2022

A. CALL TO ORDER: The meeting was called to order at 4:30 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. PUBLIC COMMENTS ON CLOSED SESSION MATTERS: The Board welcomed members of the public and opened the meeting to public comments regarding matters identified on the Closed Session agenda. No members of the public were identified in attendance present or virtually.

C. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS:

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

County of San Benito vs. SSCWD, San Benito County Superior Court Case No. CU-20-00068

2. Labor Negotiations Discussion- Management Negotiations (§54957.6)

District Negotiators: Drew Lander, General Manager

Employee Organization: Management Staff

President Buzzetta retired to closed session at 4:31 p.m. and upon returning to the regular session, moved to take a brief recess at 5:27. The meeting was reconvened to open session at 5:26 p.m.

D. PLEDGE OF ALLEGIANCE: Director Parker led those in attendance in the Pledge of Allegiance.

E. APPROVAL OF AGENDA: Upon a motion made to approve the agenda by Director Parker, seconded by Director Mauro, for which President Buzzetta then took a roll call vote as follows: (MA), yes; (JP), yes; (DB), yes, (EM), yes, (JB), yes; the motion carried 5-0.

F. 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, Attorney Michael Laredo.

G. CONSENT AGENDA:

1. Approval of Minutes of the Regular Board Meeting of February 15th, 2022.

2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of February 1, 2022 through February 28, 2022, totaling \$1,343,444.73 which includes \$348,704.93 for payments to vendors, \$272,793.14 for Payroll, \$400,779.94 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$6,324.93 for customer refunds.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
02/11/2022	2-01	Payroll Feb 5	-71,002.03
02/11/2022	2-01	Payroll Feb 5	-18,777.96
02/01/2022	RET 222-1	RETURNED ACH	-194.72
02/25/2022	2-02	Payroll Feb 19	-67,679.07
02/25/2022	2-02	Payroll Feb 19	-18,361.93
02/03/2022	RET 222-2	RETURNED ACH	-119.26
02/15/2022	RET 222-3	RETURNED CHECK	-149.26
02/10/2022	RET 222-4	RETURNED CHECK	-198.71
02/19/2022	RET 222-5	RETURNED ACH	-666.10
02/23/2022	RET 222-6	RETURNED ACH	-2,324.61
02/24/2022	RET 222-7	RETURNED ACH	-121.66
02/25/2022	RET 222-8	RETURNED CHECK	-149.57
02/26/2022	RET 222-9	RETURNED ACH	-92.00
02/02/2022	ACH 2180	BASIC Benefits LLC	-5.00
02/02/2022	ACH 2181	P G & E	-20,982.36
02/07/2022	ACH 2182	Principal	-3,477.19
02/08/2022	ACH 2183	iCloud	-10,514.25
02/11/2022	ACH 2184	BASIC Benefits LLC	-22.00
02/11/2022	ACH 2185	ADP	-2,106.02
02/14/2022	ACH 2186	CalPERS - Retirement	-23.08
02/14/2022	ACH 2187	BASIC Benefits LLC	-46.87
02/14/2022	ACH 2188	CalPERS - Retirement	-208.25
02/14/2022	ACH 2189	CalPERS – Retirement	-2,002.83
02/14/2022	ACH 2190	CalPERS – Retirement	-7,637.75
02/14/2022	ACH 2191	CalPERS - Retirement	-8,335.27
02/15/2022	ACH 2192	BASIC Benefits LLC	-449.32
02/17/2022	ACH 2193	BASIC Benefits LLC	-487.80
02/18/2022	ACH 2194	Colonial Life	-2,329.14
02/22/2022	ACH 2195	BASIC Benefits LLC	-100.00
02/22/2022	ACH 2196	BASIC Benefits LLC	-100.00
02/23/2022	ACH 2197	ADP	-271.05
02/23/2022	ACH 2198	BASIC Benefits LLC	-1,035.43
02/25/2022	ACH 2199	CalPERS – Retirement	-7,385.48
02/25/2022	ACH 2200	CalPERS – Retirement	-8,375.09
02/25/2022	ACH 2201	CalPERS - Health Insurance	-22,758.93
02/28/2022	ACH 2202	CalPERS – Retirement	-23.08
02/28/2022	ACH 2203	BASIC Benefits LLC	-406.39
02/02/2022	29993	Anne Muraski	-12,787.50
02/04/2022	29994	Secretary of State	-40.00
02/04/2022	29995	Postmaster	-42.60
02/03/2022	29996	Padilla, David	-141.85
02/04/2022	29997	Ace Hardware (Johnson Lumber Co.)	-1,697.39
02/04/2022	29998	Brenntag Pacific, Inc.	-35,721.41
02/04/2022	29999	C & N Tractors	-75.37
02/04/2022	30000	Calcon System, Inc.	-2,285.00
02/04/2022	30001	Central Ag Supply LLC	-293.39
02/04/2022	30002	CM Analytical, Inc.	-11,460.00
02/04/2022	30003	Ferguson Enterprises, Inc.	-25.97
02/04/2022	30004	Green Valley Farm Supply, Inc	-976.46
02/04/2022	30005	Greenwood Chevrolet	-170.60
02/04/2022	30006	Hach Company	-651.10

02/04/2022	30007	Hollister Paint Co.	-150.14
02/04/2022	30008	Iconix Waterworks (US) Inc.	-625.37
02/04/2022	30009	John Smith Road Landfill	-23.37
02/04/2022	30010	Mission Uniform Service	-384.56
02/04/2022	30011	O'Reilly Auto Parts	-21.06
02/04/2022	30012	Palace Business Solutions	-46.54
02/04/2022	30013	Shape, Inc.	-548.14
02/04/2022	30014	Staples Advantage	-208.98
02/04/2022	30015	Toro Petroleum Corp.	-1,929.53
02/04/2022	30016	True Value Hardware	-22.93
02/04/2022	30017	U.S. Bank Corporate Payment Systems	-1,489.45
02/04/2022	30018	USA Blue Book	-1,707.45
02/04/2022	30019	AT&T	-1,098.56
02/04/2022	30020	Central Ag Supply LLC	-121.48
02/04/2022	30021	AT&T	-362.98
02/04/2022	30022	Mission Uniform Service	-378.40
02/14/2022	30023	MARIAM & JOHN ANDERSON	-209.81
02/14/2022	30024	EDWARD BALBAS	-111.05
02/14/2022	30025	HARLAN J & ROBELYN L BEAL	-31.72
02/14/2022	30026	DOUGLAS & JANICE BUESSING	-87.11
02/14/2022	30027	MOISES & MIRIAM ESCALERA	-197.53
02/14/2022	30028	SALEM MONTGOMERY & CHARLES HEA	-200.00
02/14/2022	30029	JOHNNY J LOPEZ	-3.48
02/14/2022	30030	DHAIVATH RAGHUPATHY	-55.11
02/14/2022	30031	TINA REA	-91.80
02/14/2022	30032	LARRY & FELICIA SNYDER	-116.54
02/14/2022	30033	LIDA GUO & DONGFANG WANG	-96.43
02/14/2022	30034	A-1 Services	-403.00
02/14/2022	30035	Abel Septic Tank Service	-51,774.33
02/14/2022	30036	Ace Hardware (Johnson Lumber Co.)	-100.76
02/14/2022	30037	Brenntag Pacific, Inc.	-28,802.69
02/14/2022	30038	Burlingame Engineers, Inc.	-2,481.71
02/14/2022	30039	City of Hollister-Finance Dept	-400,779.94
02/14/2022	30040	Denise Duffy & Associates, Inc.	-10,076.00
02/14/2022	30041	EBCO Pest Control	-69.00
02/14/2022	30042	Engineering News-Record (ENR)	-108.00
02/14/2022	30043	Environmental Dynamics International	-5,085.26
02/14/2022	30044	Fastenal Company	-119.43
02/14/2022	30045	Hach Company	-596.27
02/14/2022	30046	Independent Business Forms, Inc.	-2,936.49
02/14/2022	30047	John Smith Road Landfill	-23.37
02/14/2022	30048	Mark Nicholson, Inc.	-10,106.35
02/14/2022	30049	Mission Uniform Service	-345.42
02/14/2022	30050	Nationwide Retirements Solutions	-9,296.84
02/14/2022	30051	Recology San Benito County	-313.19
02/14/2022	30052	San Benito County-Environ. Health Div.	-8,000.00
02/14/2022	30053	San Benito County Water District	-306,700.79
02/14/2022	30054	Simplot Grower Solutions	-827.39
02/14/2022	30055	Star Concrete	-546.26
02/14/2022	30056	State Water Resources Control Board-DWO	-140.00
02/14/2022	30057	Toro Petroleum Corp.	-72.63
02/14/2022	30058	Trans Union LLC	-157.05
02/14/2022	30059	Tyler Technologies, Inc.	-2,210.00
02/14/2022	30060	UWUA Local 820	-830.88
02/15/2022	30061	Coast Counties Glass	-7,930.00
02/15/2022	30062	Haven Technology Corp.	-1,156.50
02/15/2022	30063	San Benito County Water District	-141.00
02/22/2022	30064	Ace Hardware (Johnson Lumber Co.)	-238.04
02/22/2022	30065	Brenntag Pacific, Inc.	-16,900.09

02/22/2022	30066	Central Ag Supply LLC	-1,226.82
02/22/2022	30067	De Lay & Laredo	-2,936.00
02/22/2022	30068	exceedio	-5,549.00
02/22/2022	30069	Hach Company	-1,372.55
02/22/2022	30070	Hollister Paint Co.	-85.29
02/22/2022	30071	Iconix Waterworks (US) Inc.	-1,239.23
02/22/2022	30072	Independent Business Forms, Inc.	-1,564.79
02/22/2022	30073	Mc Master-Carr	-769.34
02/22/2022	30074	Mission Uniform Service	-729.98
02/22/2022	30075	MNS Engineers, Inc.	-25,810.99
02/22/2022	30076	Regional Government Services	-850.25
02/22/2022	30077	San Benito Tire Pros & Automotive	-22.50
02/22/2022	30078	Toro Petroleum Corp.	-2,423.00
02/22/2022	30079	USA Blue Book	-402.44
02/25/2022	30080	Ace Hardware (Johnson Lumber Co.)	-446.77
02/25/2022	30081	Brenntag Pacific, Inc.	-24,374.97
02/25/2022	30082	Brigantino Irrigation	-321.88
02/25/2022	30083	Frank A Olsen Co.	-1,200.00
02/25/2022	30084	Konica Minolta Premier Finance	-416.76
02/25/2022	30085	Mark Nicholson, Inc.	-11,928.00
02/25/2022	30086	MBS Business Systems	-947.56
02/25/2022	30087	Mc Master-Carr	-31.85
02/25/2022	30088	Nationwide Retirements Solutions	-9,296.84
02/25/2022	30089	Palace Business Solutions	-142.64
02/25/2022	30090	Quinn Company	-2,194.25
02/25/2022	30091	Rowe Upholstery	-485.91
02/25/2022	30092	San Benito Tire Pros & Automotive	-766.16
02/25/2022	30093	Shape, Inc.	-540.26
02/25/2022	30094	Sharp Engineering and Construction, Inc.	-13,760.00
02/25/2022	30095	Star Concrete	-546.25
02/25/2022	30096	USA Blue Book	-1,711.44
02/25/2022	30097	UWUA Local 820	-830.88
02/28/2022	30098	DOUGLAS & JANICE BUESSING	-174.91
02/28/2022	30099	JOHN & RENEE KUNTZ	-94.38
02/28/2022	30100	CAROL A LOTZ	-113.44
02/28/2022	30101	LARRY & FELICIA SNYDER	-116.09
02/28/2022	30102	SUNNYSLOPE CHRISTIAN CENTER	-609.64
02/28/2022	30103	Petty Cash	-210.00
02/28/2022	30104	Postmaster	-2,188.97
02/23/2022	30106	MANUEL CHAVEZ	-136.40

-1,343,444.73

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 Alcorn to approve the Consent Agenda, 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.

H. NEW BUSINESS:

1. **Receive and Discuss Six-Month Budget Review of District's Financial Results from July 1, 2021 thru December 31, 2021 (Not a Project Under CEQA per Article 20, Section 15378)**

Finance & Human Resources Manager Barry Kelly was asked to speak on the matter. He discussed that at mid year he issues a detailed analysis of the actual to budget comparison, within this report it seems as though we are over budget on revenue but will meet that target by year end. As for employee labor & benefits we are under budget by 4%, which can be attributed to the district's equipment investments improving district's procedures. As for total expenses they are down significantly from previous years, due to improved proficiency and cost of processing water being down remarkably. General Manager Lander commented on the matter of water processing costs being down, stating that the district has been selling more well water that takes less treatment. This correlates to using the treatment plants less and therefore not making the operating costs as expensive as in the past. Mr Kelly opened up for questioning to the directors, to which President Buzzetta questioned whether the disbursement of more well water has lead to any complaints. General Manager Lander commented that the district hasn't had many complaints due to customers understanding the water situation going on currently. President Buzzetta also asked if the Vac Con truck purchase was beneficial, to which General Manager Lander gave examples how the Truck has already benefited the district and it's customers.

This item was brought to the board to inform them of the current state of our financials, there is no need to vote on the matter.

I. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** (Last meeting held January 10th, 2022. No Future Meeting Scheduled at this time)
2. **Water/Wastewater Committee:** (Next Meeting April 7th @ 4pm)
3. **Finance Committee:** (Held March 10th @2pm- Committee discussed the 6-month budget review that was addressed during this board meeting.)
4. **Policy and Procedure Committee:** (No meeting)
5. **Personnel Committee:** (No meeting)
6. **Water Resources Association of San Benito County (WRA):** (No Meeting)

J. BOARD and STAFF REPORTS

1. **Directors:** No Report.
2. **District Counsel:** No Report.
3. **General Manager:** General Manager/Secretary Lander reported on the San Benito Foods project, stating that there is a project underway to remove a large amount of sludge. Lander also discussed trying to figure out a better way to treat the pond water, potentially emptying two large concrete basins to use for active wastewater treatment. General Manager Lander also discussed his involvement with the regional board for grants/ funding programs to consolidate water & wastewater treatments. Lander also gave an update on negotiations with Cielo Vista to get connected to the city, which correlates with the issues regarding connections at Gavilan College.

Lander finished updating the board on current projects and asked for possible Summer Newsletter topics for our upcoming Newsletter. The board suggested the following topics: an article comparing our water costs to other regions; showcasing our West Hills Treatment plant; discuss the current drought; potentially explain the district's position on growth; draw out the boundaries for Sunnyslope Water District; discuss the current change in water quality.

Lander moved on to give a Covid-19 update for the district, including discussing the amounts of overdue accounts since the pandemic. Overdue accounts are narrowed down to 3-4 months out, due to the use of liens on 6+ month past dues. The districts current amount of unpaid water bills is at \$146,000.00, but the district is working to obtain those overdue amounts. General Manager Lander then commented on the current state of the pandemic regarding the district, stating that the office staff remains healthy, and the use of the glass partition is making employees and customers feel safer. The district has yet to have any office transmission throughout the entire pandemic, but the district did purchase covid tests to have more rapid testing available to employees.

K. FUTURE AGENDA ITEMS: ACWA will be holding a convention in May (May 3rd-5th) in Sacramento, three of the directors expressed interest in attending and requested it be brought to a future board meeting to approve costs of the trip. Additionally, it was requested that there is an update for the board on how the connection fee analysis report is going to either be brought to a future board meeting or the finance committee.

L. ADJOURNMENT: President Buzzetta adjourned the meeting at 6:15 p.m.

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

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