

**MINUTES**  
**BOARD OF DIRECTORS**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**Regular Meeting**  
**April 12, 2012**

**A. CALL TO ORDER:** The meeting was called to order at 5:15 p.m. by President Meraz, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

**B. ROLL CALL: Present:** President Dave Meraz; Directors Dawn Anderson, Danny Villalon, Dave Clapham, Kathleen Hill; General Manager/Secretary Don Ridenhour; Attorney Lloyd Lowrey; and Board Stenographer Laura Wiener-Smolka.

**Staff present for Open Session:** District Engineer Ken Girouard, Finance & Human Resource Manager Cathy Buck, and Water Superintendent Jim Filice.

**C. CLOSED SESSION:** None.

**D. CALL REGULAR MEETING TO ORDER:** See item A above.

**E. ROLL CALL:** See item B above.

**F. REPORT ACTION TAKEN IN CLOSED SESSION:** None.

**G. APPROVAL OF AGENDA:** President Meraz recommended moving agenda item K-5, Proclamation of May 2012 as Water Awareness Month, to the first agenda item discussed. Upon motion made by Director Hill, seconded by Director Villalon, and carried unanimously the agenda was modified as proposed. Upon motion made by Director Anderson, seconded by Director Clapham, the agenda was unanimously approved.

**H. PUBLIC COMMENTS AND AUDIENCE INTRODUCTIONS:** The Board welcomed members of the public, including Shawn Novak and Harry Blohm. President Meraz opened the meeting to public comments regarding matters not itemized on the agenda; there were no comments from the public.

**I. READING AND APPROVAL OF MINUTES:** Upon motion made by Director Villalon, seconded by Director Hill, and unanimously carried, the Board approved the minutes of the March 8, 2012 regular meeting and the March 12 special meeting as presented.

**J. OLD BUSINESS:** None.

**K. NEW BUSINSS:**

**5. RECEIVE, DISCUSS, AND TAKE APPROPRIATE ACTION FOR PROCLAMATION FOR WATER AWARENESS MONTH - PROCLAMATION OF THE BOARD OF DIRECTORS OF THE SUNNYSLOPE COUNTY WATER DISTRICT PROCLAIMING THE MONTH OF MAY 2012 AS "WATER AWARENESS MONTH":** General Manager/Secretary Ridenhour introduced Shawn Novack of the Water Resources Association. Mr. Novack stated that May is historically the month in which water consumers start outdoor irrigation, and that irrigation represents more than 50% of residential water consumption. He read aloud the Proclamation which encourages replacement of pre-1999 water softeners and other water use appliances with water conserving models. Mr. Novack reported that he will be speaking about Water Awareness Month to community clubs and including information in the WRA newsletter.

Director Villalon asked, "When should we push information to customers to educate them on the value of water?" Mr. Novack stressed the amount of energy required to pump and move water, as well as energy and chemicals to treat it. General Manager/Secretary Ridenhour noted that ACWA developed a relevant video for public broadcasting and it could be posted on the agency's website. Mr. Novack stated that the WRA has provided a video for public television and schools; it is linked on CMAP's website.

Upon motion made by Director Anderson, seconded by Director Clapham, and unanimously carried, the Board approved the proclamation that the Month of May 2012 be recognized as Water Awareness Month.

- 1. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION TO APPROVE PROFESSIONAL SERVICES CONTRACT FOR DESIGN OF LESSALT WATER TREATMENT PLANT UPGRADE BY KENNEDY/JENKS FOR \$511,500:** General Manager/Secretary Ridenhour acknowledged Harry Blohm and stated that he is present to answer any questions the Board may have regarding this agenda item. General Manager/Secretary Ridenhour stated that Kennedy/Jenks Consultants were asked to provide a professional services proposal for final design services for the Lessalt Surface Water Treatment Plant upgrade, which is included in the Board's packet for consideration. He stated that it was determined that Kennedy/Jenks was the best firm for final design of the upgrade project because of their expertise and the fact that they did the original plant design.

General Manager/Secretary Ridenhour noted that the design project will upgrade the Lessalt plant's capacity from 1.5 - 1.7 mgd to 2.0 - 2.5 mgd using a manganese green sand and anthracite coal (GAC) pretreatment with (nominal) 2.0 mgd GAC polishing and post microfiltration, and will meet the requirements of the October 2013 disinfection byproduct rule.

During review of the Kennedy/Jenks proposal, General Manager/Secretary Ridenhour noted that the cost for Tasks 1 through 5 total \$479,000, and the cost for 50% of Tasks 8 and 9 total \$32,500, for a grand total cost of \$511,500. The City of Hollister will be responsible for 50% of the total cost. The District and City's cost shares will be paid through the Hollister-Sunnyslope Water Treatment Agency from the Agency's reserve funds. A side agreement with the City is being prepared and will be brought to the Board for approval in May.

In response to Director Villalon's question about item 5.3 of the proposed agreement, Mr. Blohm explained the difference between Quality Assurance and Quality Control tasks, noting that Quality Assurance requires an independent review; that they are separate activities but the cost is combined in the contract proposal. In response to Director Villalon, General Manager/Secretary Ridenhour explained the proposal includes design plus engineering support all the way through construction; however, at this point in time, the contract requested covers only up to the start of the construction phase. Mr. Blohm explained that Task 9 contains "as needed" language to cover several contingency items if they become necessary as a result of expanded geotechnical data. General Manager/Secretary Ridenhour noted that there are also some unknowns with regard to permit process requirement.

Upon motion made by Director Villalon, seconded by Director Clapham, and unanimously carried, the Board approved the Kennedy/Jenks Consultants contract, as presented, and authorized the General Manager to execute the contract for an amount not to exceed

\$511,500 to be shared equally with the City of Hollister through use of the Water Treatment Agency's reserve funds.

2. **RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON GIVING DIRECTION TO STAFF REGARDING SCHEDULED APRIL UPDATE OF SEWER CONSUMPTION FACTOR FOR SEWER CUSTOMERS:** Cathy Buck referred to the District's Code number 4.36.060 and Ordinance No. 64 establishing sewer rates, and explained that the "consumption factor" is based on each customer's average monthly water use for the months of February and March; that those months were chosen to determine indoor water use (water discharged into the sewer system) based on the assumption that customers are not using significant water for outdoor irrigation during that period.

Ms. Buck reviewed the sewer rates which are comprised of a base charge plus a charge per hundred cubic feet of water use. She noted that in the past staff has adjusted rates in the April billing based on February and March water use. She stated there is concern that this year is not representative of customers' lowest annual water use due to the lack of rainfall in February and March this year. She suggested that, therefore, the Board may want to deviate from the Ordinance this year and presented four tables showing various optional methods of adjusting the consumption factor.

President Meraz stated that he would like to have this matter reviewed by the Finance Committee with a Committee recommendation prior to Board consideration. There was a lengthy discussion about this matter. Attorney Lowrey brought up points regarding Proposition 218 and the idea of changing the Ordinance to take into consideration possible rainy season weather variations in future years. There was also discussion about holding a special meeting after Attorney Lowrey's research and a meeting of the Finance Committee.

Ms. Buck asked for direction from the full Board to the Finance Committee, since there could be endless options to calculate, consider, and discuss, and that time was of the essence in making a decision. It was determined that the April consumption factor could remain unchanged, except for customers whose factor had gone down; their consumption factor would be adjusted to the reduced level in April. The consumption factor for the balance of customers could be adjusted with their May bills after direction has been given by the Finance Committee and an amending Ordinance has been prepared, published, and approved by the Board at a future meeting.

Upon motion made by Director Hill, seconded by Director Clapham, and unanimously carried, Board action regarding this matter was deferred to a future meeting after legal and Finance Committee review and that the Board's direction to the Finance Committee would be along the line of the option presented in Table 4, which would cap the factor increase at a reasonable level.

**Director Clapham excused himself from the meeting and left.**

3. **RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON RIDGEMARK WASTEWATER TREATMENT AND RECYCLED WATER IMPROVEMENTS PROJECT STATUS AND PROGRESS PAYMENT REQUEST BY ANDERSON PACIFIC FOR \$325,776.97:** Engineer Girouard summarized progress made on the Ridgemark Wastewater Treatment and Recycled Water Improvements Project by Anderson Pacific from February 29 through March 20, 2012, as well as an update on change orders. He recommended approval of a progress payment, after retention of 10%, totaling \$325,776.97. Engineer Girouard noted that, in terms of cost expenditure, this payment will bring completion of the project to approximately 36%. He also noted that all

requests for reimbursement through the State Revolving Fund to date have been received except Request #6 submitted March 9, 2012.

Engineer Girouard presented two potential change order requests to the Board. The first, potential change order #2, is for a larger fire sprinkler water line for the operations building due to a problem of insufficient flow and pressure for the proposed system. After the redesign of the fire sprinkler system is completed, we will get a price from the contractor for the change needed for the supply pipeline. The second, potential change order #3, is due to a change in the subcontractor who was hired to supply the operations building, since the original subcontractor filed for bankruptcy. The District anticipates that this subcontractor substitution may result in a request of time delay, although we have not received a request for this potential change order at this time.

Upon motion made by Director Villalon, seconded by Director Anderson, and unanimously carried 4-0 (Director Clapham absent), the Board authorized a progress payment to Anderson Pacific in the amount of \$325,776.97.

4. **RECEIVE, DISCUSS, AND TAKE APPROPRIATE ACTION TO AUTHORIZE DISTRICT'S ACWA/JPIA REPRESENTATIVE AND STAFF TO ATTEND ACWA/JPIA BOARD MEETING MAY 7, 2012 AND/OR THE ASSOCIATION OF CALIFORNIA WATER AGENCIES CONFERENCE MAY 8 TO MAY 11, 2012 IN MONTEREY, CALIFORNIA:** General Manager/Secretary Ridenhour stated that he asked Cathy Buck to prepare the Board packet memo requesting Board authorization for staff to attend the ACWA/JPIA Board meeting and the Association of California Water (ACWA) Conference. He stated that the District's representative to the JPIA is Director Villalon (alternate: Director Clapham); Director Villalon will be attending the May 7 JPIA meeting on behalf of the District. In addition, Director Villalon would like to attend the full conference.

Cathy Buck stated that she would like to attend the Thursday Conference, and General Manager/Secretary Ridenhour would like to attend the Tuesday, Wednesday, and Thursday conference functions.

Upon motion made by Director Villalon, seconded by Director Anderson, and unanimously carried 4-0 (Director Clapham absent), the Board authorized General Manager/Secretary Ridenhour, Finance and Human Resources Manager Buck, and Director Villalon, as well as any other appropriate staff to attend the conferences as requested with costs of registration paid for by the District.

**Due to the conflict with the ACWA Conference and upon motion made by Director Villalon, seconded by Director Anderson, and unanimously carried 4-0 (Director Clapham absent), the Board moved the May 10 regular Board meeting to May 17, 2012. (Note: Due to conflicts, the meeting date was later changed to May 3, 2012).**

#### **L. BOARD AND STAFF COMMITTEE STATUS REPORTS:**

1. **Governance Committee:** Director Villalon reported that the March Governance Committee meeting was cancelled. The next Governance Committee meeting will be held at 5:00 p.m. on May 16, 2012, at the San Benito County Water District (SBCWD) Board meeting room.
2. **Water/Wastewater Committee:** General Manager/Secretary Ridenhour reported that the committee reviewed the Southside Road Annexation proposal and staff is still in the process of making contact with property owners. He stated that he will be bringing the

annexation to the Board in May or June. General Manager/Secretary Ridenhour stated the committee discussed other items, including a proposed joint effort by District and City staff to modify the intertie systems; plan to upgrade the Lessalt water treatment plant; and possible acquisition of a valve turning tool that captures data and GPS location.

3. **Finance Committee:** President Meraz indicated there was no report.
4. **Policy and Procedure Committee:** Director Anderson reported that the committee reviewed the sewer lateral issue. General Manager/Secretary Ridenhour added that he had met with the Ridgemark Homeowners Association representatives and explained why the District did not want to assume ownership of the sewer laterals and that the District was agreeable to performing maintenance work on the laterals. He stated that the homeowners did not agree with the ownership issue and would take the matter back to their group for discussion. General Manager/Secretary Ridenhour stated that he gave the Association information (with website references) about other districts' policies, noting that approximately 80% of water/wastewater districts do not own the sewer laterals.

Attorney Lowrey pointed out that the homeowners association could set up a fund to which they all contribute on a monthly basis to cover costs of ownership issues.

5. **Water Resources Association of San Benito County:** Director Anderson reported that the next meeting of the WRA will be held at 1:30 p.m. on May 3, 2012, at the SBCWD Board meeting room.
6. **Ridgemark Wastewater Treatment and Recycled Water Improvement Project:** No report.
7. **State Revolving Fund and Stimulus Package Financing:** No report.
8. **Lessalt Water Treatment Plant:** No report.
9. **Water Related Projects:** No report.
10. **District Operation Summary, Statement of Income, and Investment Summary; Lessalt Water Treatment Agency Investment Summary and Disbursement Summary; District Maintenance, Meter Reading, and Well Groundwater Level Reports:** The Board reviewed the March 31, 2012 District Operations Summary and the Statement of Income through February 29, 2012. Cathy Buck reported that the District recently billed the City for wholesale water for July 2011 through February 2012 totaling \$366,017.

During review of the Investment Summary Ms. Buck reported that the District's fund balance as of March 31, 2012 is \$3,527,182.70, which includes nine months' earned interest totaling \$8,467.12.

The Board reviewed Lessalt Water Treatment Agency financial reports, including the March 7 to April 10, 2012 Disbursement Summary totaling \$80,370.08. Ms. Buck pointed out the Agency's payment to SBCWD for February, the last month of the water year. She noted that the District exceeded last year's water allocation by 19.115 acre feet.

Ms. Buck reviewed the Lessalt Water Treatment Agency Investment Summary ending March 31, 2012, and noted the fund totals \$1,956,994.13, which includes \$424.04 fiscal year-to-date (one month) earnings.

Jim Filice reviewed the March Maintenance Report and answered questions from Board

members about specific items in the report. He explained that emergency calls are usually for broken pipes.

During review of the Meter Reading Report for the period February 15 to March 14, 2012, Jim Filice noted the intertie meter data indicates that the City received 51.37% of Lessalt treated water; the District received 48.7%. He stated that the District billed the City for 201.3 million gallons of water; that staff will be meeting with City staff to discuss payment terms.

Jim Filice reviewed the groundwater level report and noted that well levels are steady.

**11. Active Tasks Update:** General Manager/Secretary Ridenhour reviewed the list of open items. Positive comments were received from the Board that this list is very helpful.

**M. ALLOWANCE OF CLAIMS:** The Board reviewed the District's Disbursement Summary for the period March 7 through April 10, 2012. In response to Director Villalon's question about check #17238 for \$878.88 to Quinn Co., Engineer Girouard explained that the expense is for repair of a generator. In response to Director Anderson's inquiry about check #17213 for \$90 to United Way, Finance Manager Buck explained that it is a pass through for an employee payroll deduction. Director Villalon asked about check #17214 for \$10,361.68 to ACWA/JPIA; Ms. Buck explained that it represents the quarterly billing for workers' compensation insurance. Director Anderson asked about check #'s 17248 and 17249, payable to John and Vince Brigantino for \$47,500 each; Ms. Buck explained that it is payment for the Well #12 lot line adjustments of \$95,000.

Upon motion made by Director Anderson, seconded by Director Hill, and unanimously carried 4-0 (Director Clapham absent), the Board approved the disbursements totaling \$1,076,213.59, which includes the following: \$755,879.30 for employee compensation and accounts payable; \$318,685.81 to the City of Hollister for payments collected on their sewer billings; \$1,648.48 for customer refunds and checks returned for insufficient funds. Last check written as of April 9, 2012 was check #17275.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
3/30/12	ACH 0304	EFTPS	-21,509.88
3/19/12	ACH 0305	RETURNED ACH	-118.41
3/6/12	ACH 0306	RETURNED CHECK	-43.87
3/19/12	ACH 0307	RETURNED CHECK	-157.00
3/19/12	ACH 0308	RETURNED CHECK	-149.14
4/3/12	ACH 0309	Merchant Services	-472.61
4/5/12	ACH 0310	RETURNED CHECK	-118.41
4/5/12	ACH 0311	RETURNED CHECK	-150.00
3/30/12	DD 0519	Alvarez, Abel	-4,527.60
3/30/12	DD 0520	Brill, Kelly L.	-4,591.09
3/30/12	DD 0521	Buck, Cathy L.	-6,558.47
3/30/12	DD 0522	Castro, Kevin G.	-4,323.21
3/30/12	DD 0523	Chavez, Jr., Manuel T.	-5,328.27
3/30/12	DD 0524	Eclarin, Ernesto P.	-4,223.46
3/30/12	DD 0525	Estrada, Thomas A.	-4,138.34
3/30/12	DD 0526	Filice, James L.	-6,765.74
3/30/12	DD 0527	Girouard, Kenneth R.	-6,409.18
3/30/12	DD 0528	Hagins, Patrick M.	-4,347.19
3/30/12	DD 0529	Imperatrice, Patrick L.	-5,856.40
3/30/12	DD 0530	Jackson, Patrick W.	-6,564.68
3/30/12	DD 0531	Malko, Kim A.	-2,318.58
3/30/12	DD 0532	Norman, III, Walter R.	-5,293.04
3/30/12	DD 0533	Padilla, David	-5,132.88
3/30/12	DD 0534	Porteur, Carol A.	-3,734.63
3/30/12	DD 0535	Ridenhour, Donald G	-9,373.92

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
3/30/12	DD 0536	Watson, Scott A.	-4,215.10
3/30/12	DD 0537	Zavala, Anabel G.	-3,988.81
3/30/12	DD 0538	Jackson, Norma	-320.43
4/10/12	DD 0539	Wiener-Smolka, Laura S. (Dir. Dep.)	-200.00
3/5/12	17163	Mission Uniform Service - VOIDED	690.10
3/6/12	17173	Kelly, Stephen F.	-13,442.66
3/6/12	17174	Mission Uniform Service	-650.10
3/12/12	17175	Anderson Pacific Engineering Constr, Inc.	-211,247.10
3/12/12	17176	EBCO Pest Control	-55.00
3/12/12	17177	Everbank Commercial Finance, Inc.	-226.35
3/12/12	17178	Hollister-Sunnyslope W. T. A.	-40,691.66
3/12/12	17179	Monterey Bay UAPC Dist	-219.00
3/12/12	17180	Noland Hamerly Etienne & Hoss	-2,719.62
3/12/12	17181	O'Reilly Auto Parts	-2.60
3/12/12	17182	South Valley Internet, Inc.	-17.95
3/12/12	17183	Toro Petroleum Corp.	-1,589.85
3/12/12	17184	U.S. Bank Corporate Payment Systems	-104.22
3/19/12	17185	A-1 Services	-373.00
3/19/12	17186	All Star Ready Mix, LLC	-852.44
3/19/12	17187	Auto Tech Service Center, Inc.	-736.09
3/19/12	17188	Bianchi Kasavan & Pope, LLP	-742.50
3/19/12	17189	City of Hollister-Finance Dept	-318,685.81
3/19/12	17190	Consolidated Engineering Laboratories	-4,140.60
3/19/12	17191	First Trust Alarm Company	-290.00
3/19/12	17192	Monterey Bay Systems	-1,064.85
3/19/12	17193	National Notary Association	-52.00
3/19/12	17194	San Benito County Water District-Pumping	-27,487.10
3/19/12	17195	Santa Barbara Bank - \$1M Loan Pmts	-42,548.63
3/20/12	17196	BUCKLES-SMITH CORPORATION	-100.00
3/22/12	17197	Postmaster	-222.52
3/26/12	17198	Ben Caputo Printing	-572.64
3/26/12	17199	Consolidated Engineering Laboratories	-288.40
3/26/12	17200	Corbin Willits Systems, Inc. (MOM's)	-225.00
3/26/12	17201	Corix Water Products	-6,261.04
3/26/12	17202	NH3 Service Company	-72.39
3/26/12	17203	Postal Graphics (was Post Net)	-20.11
3/26/12	17204	Sierra Chemical Co.	-1,491.10
3/26/12	17205	State Water Resources Control Board-OOC	-95.00
3/26/12	17206	Thomson West	-51.96
3/26/12	17207	Toro Petroleum Corp.	-1,888.30
3/26/12	17208	Norman, Ill, Walter R.	-20.71
3/28/12	17209	Postmaster	-1,802.58
3/30/12	17210	Employment Dev. Dept. (EDD) DE88 Pmts.	-8,550.53
3/30/12	17211	CalPERS - Retirement	-1,587.18
3/30/12	17212	Nationwide Retirements Solutions	-14,693.27
3/30/12	17213	United Way of Santa Cruz	-90.00
3/30/12	17214	ACWA/JPIA	-10,361.68
3/30/12	17215	BAC (Beneficial Administration Company)	-302.32
3/30/12	17216	CalPERS - Health Insurance	-12,076.18
3/30/12	17217	CalPERS - Retirement	-39,394.87
3/30/12	17218	Fort Dearborn Life Insurance Co.	-285.00
3/30/12	17219	Premier Access Insurance Co.	-3,147.64
3/30/12	17220	Petty Cash	-39.94
4/2/12	17221	Buck, Cathy L.	-81.73
4/2/12	17222	Ace Hardware (Johnson Lumber Co.)	0.00
4/2/12	17223	AT&T	-289.77
4/2/12	17224	B.W.S. Distributors, Inc.	-2,708.89
4/2/12	17225	Cal-Sierra Technologies, Inc.	-154.59
4/2/12	17226	City of Hollister-Finance Dept	-1,200.00
4/2/12	17227	Corix Water Products	-549.12
4/2/12	17228	Everbank Commercial Finance, Inc.	-224.08
4/2/12	17229	Itron, Inc.	-828.31
4/2/12	17230	Mid Valley Supply	-372.38

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
4/2/12	17231	Mission Uniform Service	-650.10
4/2/12	17232	National Meter & Automation, Inc.	-713.43
4/2/12	17233	Noland Hamerly Etienne & Hoss	-884.50
4/2/12	17234	O'Reilly Auto Parts	-63.71
4/2/12	17235	P G & E	-18,351.87
4/2/12	17236	Palace Art & Office Supply	-594.79
4/2/12	17237	Postal Graphics (was Post Net)	-2.94
4/2/12	17238	Quinn Company	-878.88
4/2/12	17239	Razzolink.com	-135.90
4/2/12	17240	Recology San Benito County	-117.24
4/2/12	17241	RMC Water and Environment	-26,910.15
4/2/12	17242	San Benito Engineering & Surveying Inc.	-122.50
4/2/12	17243	San Benito Tire, Inc.	-1,330.51
4/2/12	17244	Stargazer Packaging	-241.40
4/2/12	17245	USA BlueBook	-287.14
4/2/12	17246	Verizon Wireless	-292.45
4/3/12	17247	Ace Hardware (Johnson Lumber Co.)	-188.14
4/4/12	17248	Brigantino, John	-47,500.00
4/4/12	17249	Brigantino, Vince	-47,500.00
4/4/12	17250	Postmaster	-145.00
4/9/12	17251	EDDIE BRAWLEY	-100.95
4/9/12	17252	J & K INVESTMENTS	-58.95
4/9/12	17253	AARON GRIFFIN	-93.18
4/9/12	17254	JAN KISLA	-104.13
4/9/12	17255	TY MARTIN	-141.15
4/9/12	17256	LORI QUINTERO	-17.99
4/9/12	17257	DIANA RIVERA	-31.98
4/9/12	17258	MARY G TATE	-58.29
4/9/12	17259	NATALIE TERUEL	-56.25
4/9/12	17260	JASON NOBLE	-19.59
4/9/12	17261	MELISSA MITCHELL	-104.72
4/9/12	17262	All Star Ready Mix, LLC	-499.17
4/9/12	17263	BHI Management Consulting	-6,433.64
4/9/12	17264	Bianchi Kasavan & Pope, LLP	-186.62
4/9/12	17265	Consolidated Engineering Laboratories	-906.40
4/9/12	17266	John Smith Landfill	-118.66
4/9/12	17267	Kelly, Stephen F.	-14,053.69
4/9/12	17268	Postal Graphics (was Post Net)	-25.62
4/9/12	17269	San Benito County Water District	-197.00
4/9/12	17270	South Valley Internet, Inc.	-17.95
4/9/12	17271	Staples	-459.25
4/9/12	17272	U.S. Bank Corporate Payment Systems	-515.44
4/9/12	17273	Underground Service Alert	-112.50
4/9/12	17274	Wright Bros. Welding & Sheet Metal, Inc.	-6,636.75
4/9/12	17275	EVANJALINA LANGLOIS	-124.47
<b>Total Disbursements</b>			<b><u>-1,076,213.59</u></b>

## N. STAFF REPORTS

1. **Directors:** No report.
2. **District Counsel:** No report.
3. **District Engineer:** Engineer Girouard stated that he is working on the capital and operations/maintenance portion of the District's FY 2012-13 budget. He also stated that he will be scheduling a tour of the wastewater treatment plant for the Board in July.
4. **Finance-HR Manager:** Cathy Buck reported that a notice was sent with the March billing advising customers of the new online services and bill payment options available on the



District's website, resulting in more activity. She stated that, through April 10, there were 18 online payments; 29 customers signed up for online autopay; 93 signed up for e-bills. Ms. Buck noted that the website has been averaging 42 to 46 hits per day since March 8th. She also reported on other recent website information additions that include: two years of meeting minutes, committee agendas, a webcam photo of the wastewater construction site that is updated daily (then copied into a second link to a gallery of the web cam photos) and a link for March construction updates on the Ridgemark water/wastewater upgrade project.

5. **General Manager:** General Manager/Secretary Ridenhour stated that he plans to ask the Finance Committee to meet to review the proposed 2012-13 budget.

**O. FUTURE AGENDA ITEMS:** Future agenda items include the wastewater ordinance with regard to billing; a side agreement with the City for cost sharing on design of the Lessalt upgrade; and a Board tour of the Ridgemark Wastewater Treatment Plant construction site in July. As approved earlier in the meeting, the next regular meeting is scheduled to be held at 5:15 p.m. on Thursday, May 17, 2012 (not May 10, 2012). (Note: Due to conflicts, the meeting date was later changed to May 3, 2012).

**P. ADJOURN:** Upon motion made by Director Villalon, seconded by Director Hill, and unanimously carried 4-0 (Director Clapham absent), the meeting was adjourned at 7:21 p.m.

**APPROVED BY THE BOARD:** s/Dave Meraz  
Dave Meraz, President

**RESPECTFULLY SUBMITTED:** s/Donald G. Ridenhour  
Donald G. Ridenhour, Secretary