

**MINUTES**  
**BOARD OF DIRECTORS**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**Regular Meeting**  
**December 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. BOARD SWEARING IN CEREMONY:** General Manager/Secretary Don Ridenhour conducted the swearing in ceremony and administered the Oaths of Office to new Board member John M. Johnson and returning Board members Kathleen Hill and Dave Meraz.

**C. ROLL CALL: Present:** President Dave Meraz; Directors Dave Clapham, Kathleen Hill, John M. Johnson, and Danny Villalon.

**Staff present for Open Session:** General Manager/Secretary Don Ridenhour; Attorney Heidi Quinn; Executive Assistant/Stenographer Carol Porteur; District Engineer Ken Girouard; Finance & Human Resources Manager Cathy Buck; and Water Superintendent Jim Filice.

**Others present:** Harry Blohm, Harry Hill, Judi Johnson, and students from San Benito High School.

**D. PUBLIC COMMENTS ON CLOSED SESSION MATTERS:** N/A

**E. CLOSED SESSION:** None

**F. PLEDGE OF ALLEGIANCE:** Director Hill led Directors, staff, and public in the Pledge of Allegiance.

**G. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:** N/A

**H. APPROVAL OF AGENDA:** Upon motion made by Director Hill, seconded by Director Clapham, and unanimously carried, the agenda was approved as presented.

**I. 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; there were no comments from the public.

**J. APPROVAL OF MINUTES:** Upon motion made by Director Villalon, seconded by Director Hill, and unanimously carried, the Board approved the minutes of the November 8, 2012 Regular meeting as presented.

**K. OLD BUSINESS:** None.

**L. NEW BUSINESS:**

**1. TAKE APPROPRIATE ACTION TO ELECT A PRESIDENT AND VICE-PRESIDENT OF THE BOARD OF DIRECTORS AND PRESIDENT TO ASSIGN DIRECTOR DUTIES TO STANDING DISTRICT COMMITTEES:** President Meraz opened the floor for nominations. Director Villalon nominated President Meraz to remain President; upon motion made by Director Villalon, seconded by Director Clapham, and unanimously carried (5-0), the Board approved Director Meraz as President.

Director Hill nominated Director Villalon as Vice President; upon motion made by Director Hill, seconded by Director Clapham, and unanimously carried (5-0), the Board approved Director Villalon as Vice President.

President Meraz requested the District Committee's remain assigned as is and that Director Johnson take Dawn Anderson's place in all of her vacated positions.

2. **CONSIDER APPROVAL OF THE PURCHASE OF A REPLACEMENT MYERS PUMP FOR THE DISTRICT'S SEWER HYDROJETTER FOR \$7,414.00:** General Manager/Secretary Ridenhour explained that the District's sewer collection system hydrojetter equipment requires a replacement pump. In October 2012, the pump body began leaking and a temporary weld was applied, but because the body of the pump has eroded, the housing wall will not hold the weld and continues to leak. Mr. Ridenhour stated the cost of the pump would be \$7,414 plus tax and freight. Director Hill asked if this expense was budgeted for or if there was a set aside in the reserves. General Manager/Secretary Ridenhour explained this was not a budgeted item and staff attempted to repair the pump but was unsuccessful and it is essential that the pump be replaced. Director Villalon asked if the quote included the tax and freight costs, General Manager/Secretary Ridenhour responded that neither of the quotes came in with tax and freight but committed to report back to the Board when the freight and tax costs were known.

Upon motion made by Director Hill, seconded by Director Johnson, and unanimously carried (5-0), the Board approved the purchase of a replacement Myers pump for the District's sewer hydrojetter for \$7,414 plus tax and freight.

3. **CONSIDER APPROVAL OF AN AMENDMENT TO THE AGREEMENT WITH DATA INSTINCTS FOR PUBLIC OUTREACH SERVICES RELATING TO THE HOLLISTER URBAN AREA WATER AND WASTEWATER MASTER PLAN IMPLEMENTATION AND COORDINATED WATER SUPPLY AND TREATMENT PLAN WITH THE DISTRICT'S SHARE NOT TO EXCEED \$25,120:** General Manager/Secretary Ridenhour explained that in the first phase of the public outreach, Data Instincts has interviewed members of the community and public officials to get an understanding of what they know about the Hollister Urban Area Water and Wastewater Master Plan (HUAWWMP). Phase 2 of the services is to develop a public outreach and communication plan and implement the plan for the HUAWWMP. Mr. Ridenhour explained that some of the significant tasks included in Phase 2 will be the development of utility bill inserts, brochures about the master plan, development and maintenance of a project website, assistance with press releases, assistance with public workshops, and assistance with information pieces during the Proposition 218 process for the City of Hollister and Sunnyslope County Water District.

Director Hill inquired as to whether Data Instincts was the only proposal received and Harry Blohm, Program Manager for the HUAWWMP, explained that it was decided that the project would need assistance with the outreach program for the project, so Mr. Blohm conducted phone interviews with five firms and chose three to request they submit formal proposals. Mr. Blohm stated that all three proposals were very close in price and it was determined that Data Instincts was clearly the most capable. San Benito County Water District entered into an agreement with Data Instincts to cover task 1 & 2 for \$25,000. President Meraz asked if the contract with Data Instincts would be complete in 2013, and Mr. Blohm responded it would be, and if later phases were needed, it would be up to the committee to decide if they wanted to continue on with Data Instincts or recruit another firm. Mr. Blohm stated that it is a task based contract they are suggesting be approved for the total of \$78,500 (with District's share being 32% or \$25,120), but any

part of the tasks can be withheld. General Manager/Secretary Ridenhour added that the Board will be updated monthly on the outreach project.

Upon motion made by Director Clapham, seconded by Director Hill, and unanimously carried (5-0), the Board approved the amendment to the agreement, phase 2, with Data Instincts for Public Outreach Services relating to the Hollister Urban Area Water and Wastewater Master Plan Implementation and Coordinated Water Supply and Treatment Plan with the District's share not to exceed \$25,120.

- 4. CONSIDER APPROVAL OF CHANGE ORDERS NO. 6 THROUGH NO. 12 FOR ADDITIONS TO THE RIDGEMARK WASTEWATER TREATMENT AND RECYCLED WATER IMPROVEMENTS PROJECT FOR A TOTAL AMOUNT OF \$14,014.74:** Engineer Girouard reported that during the construction of the Ridgemark Wastewater Treatment and Recycled Water Improvements Project, there have been minor additions needed to improve the project. Mr. Girouard explained that over the past year and a half, with the project now over 75% complete, the project change orders are only 1.3% of the total budget, which is exceptionally low for a project of this magnitude. Engineer Girouard stated that the Water/Wastewater Committee went over all of the change orders at their recent meeting, and Director Villalon commented that he was satisfied with the explanation on all of the change orders.

Upon motion made by Director Villalon, seconded by Director Clapham, and unanimously carried (5-0), the Board approved Change Orders No. 6 through 12 for additions to the Ridgemark Wastewater Treatment and Recycled Water Improvements Project for a total amount of \$14,014.74.

- 5. CONSIDER APPROVAL OF THE RIDGEMARK WASTEWATER TREATMENT AND RECYCLED WATER IMPROVEMENTS PROJECT PROGRESS PAYMENT REQUEST BY ANDERSON PACIFIC FOR \$218,822.88:** Engineer Girouard summarized the progress made on the Ridgemark Wastewater Treatment and Recycled Water Improvements Project by Anderson Pacific in November. The contractor finished filling Pond 2 and began the construction of the sludge drying beds, sludge tank, and associated piping; portions of the main lift station wet well were recoated due to a coating failure; the construction of the transfer pump station at Ridgemark II continues; and portions of the operations building interior were completed. He recommended approval of a progress payment, after retention of 5%, totaling \$218,822.88. Engineer Girouard noted that, in terms of cost expenditure to Anderson Pacific, this payment will bring completion of the project to approximately 77%.

Director Villalon suggested scheduling another tour of the treatment plant so the Directors could see the progress made as well as introducing the project to the newest Director, John Johnson. General Manager/Secretary Ridenhour said he would schedule a tour for the near future.

Upon motion made by Director Clapham, seconded by Director Hill, and unanimously carried (5-0), the Board approved payment for invoice #108-17 in the amount of \$218,822.88 to Anderson Pacific.

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

- 1. Governance Committee:** Director Villalon reported no meeting in November and the next meeting is scheduled for December 18<sup>th</sup> at 5 p.m. at the office of San Benito County Water District.

- 2. Water/Wastewater Committee:** General Manager/Secretary Ridenhour reported the committee met twice this past month. They met to go over the changes orders for the Ridgemark Wastewater Treatment and Recycled Water Improvements project and met to receive an update on the schedule of the Hollister Urban Area Water and Wastewater Master Plan and the interagency agreement, which is expected to be complete and ready for approval and signatures in February. Mr. Ridenhour reported that the review of water rates may not be complete until May or June, which will set back construction of the Lessalt upgrades for about 6 months. He added that they discussed the Environmental Impact Report that is being prepared for the West Hills project, and the delay encountered due to environmental issues identified by the California Department Fish and Game regarding endangered species habitat for Tiger Salamanders, Kit Fox, and Burrowing Owls.
- 3. Finance Committee:** President Meraz reported the committee met November 28<sup>th</sup> to receive a presentation from Bartle Wells on refinancing the District's debt. The discussion included a look at preliminary numbers for what the water and wastewater rates will need to be to support District debt. One of the recommendations was to pay off one of the loans with connection fee money and another was to look into a program that California Special District Association (CSDA) offers to refinance and payoff the CalPERS side fund.
- 4. Policy and Procedure Committee:** Director Hill reported the committee met on November 20<sup>th</sup> and reviewed portions of Chapter 3 of the District's Water Code and they are rewriting parts of the code to be uniform and consistent. General Manager/Secretary Ridenhour stated that a meeting is scheduled for December 18<sup>th</sup>, and suggested that in lieu of that meeting, he meet one-on-one with Director Johnson, as the committee's newest member, and bring him up to date on the committee's progress to date and work-in-process. This was met with agreement by Director's Hill and Johnson.
- 5. Water Resources Association of San Benito County:** No report. Next meeting is scheduled for January 17, 2013 at 1:30 p.m.
- 6. Ridgemark Wastewater Treatment and Recycled Water Improvement Project:** Engineer Girouard reported that one half of the foundation of the solids storage tank was poured. President Meraz inquired about the pictures on the District's website, stating that they were all the same view. Cathy Buck directed him to a different link on the website where he could see a variety of photos in the monthly construction updates.
- 7. Lessalt Water Treatment Plant:** General Manager/Secretary Ridenhour reported that the replacement filters for the Lessalt Water Treatment Plant are expected to arrive in January and then staff will begin replacing them.
- 8. Water Related Projects:** General Manager/Secretary Ridenhour reported that the District will be hiring a firm to measure the tank wall thickness of the older of the Ridgemark water storage tanks in order to prepare plans for painting and retro fitting the Ridgemark tanks. The wall thickness will be measured using special sounding equipment at a cost of approximately \$1,500.
- 9. District Operation Summary, Statement of Income, and Investment Summary; Hollister-Sunnyslope Water Treatment Agency Investment and Disbursement Summaries; District Maintenance, Meter Reading, and Well Groundwater Level Reports:** Finance and Human Resource Manager Cathy Buck explained that this was the second month that she has prepared a narrative Staff Report to support review of the District's Operations Summary (for November 30, 2012), Statement of Income (for

October 31, 2012), and Investment Summary (for November 30, 2012). She asked if the Board had any questions. Directors Villalon and Clapham stated that they found the report very easy to read and understand compared to looking at all the numbers in the report itself. No questions were asked.

The District's Investment Summary report reflects the total cash balance as of November 30, 2012 of \$4,038,041.85, which includes five months earned interest totaling \$2,099.52.

The Board reviewed the Hollister-Sunnyslope Water Treatment Agency's Investment Summary ending November 30, 2012, which reflects a cash balance total of \$1,630,679.30, which includes \$4,391.85 fiscal year-to-date (nine month's) interest earned.

The Board reviewed Hollister-Sunnyslope Water Treatment Agency's Disbursement Summary, for the period of November 7 to December 10, 2012 totaling \$160,245.40. Ms. Buck pointed out that we continue to pay just the energy cost to San Benito County Water District because the water has been prepaid, but the breakdown is shown at the bottom of the Disbursement Summary to show how much water was used for the month.

Jim Filice reviewed the November 2012 Maintenance Staff Report. He reported that a new inverter has been installed and rewired at the Fairview Water tank after the damage done to the solar fan system after it was broken into. Mr. Filice reported responding to a few power outages; at the Main lift station, Paullus Drive lift station, and the sequencing batch reactor at the Wastewater Treatment Plant.

During review of the Meter Reading Report for the period October 15 to November 14, 2012, Jim Filice noted the intertie meter data indicates the City received 29.6% of Lessalt water, while the District received 70.4%. Mr. Filice reported that the net total of water owed to us by the City is down a couple of million gallons this month compared to last month.

Jim Filice reviewed the groundwater level report and noted that well levels are still going up, which is usual during the winter.

In his Active Tasks update, General Manager/Secretary Ridenhour reported that the terms of the Inter-Agency Agreements have been reached and San Benito County Water District's legal counsel is putting it into a legal format, which will then be shared with the District's legal counsel in the coming weeks. It is anticipated the agreements will be finalized and ready for approval sometime in February or March, contingent on water rate increases being passed in May or June. Mr. Ridenhour added the terms of the agreement including that Sunnyslope County Water District operate the Lessalt plant are complete also.

**N. ALLOWANCE OF CLAIMS:** The Board reviewed the District's Disbursement Summary for the period November 7, 2012 through December 10, 2012.

Cathy Buck responded to President Meraz's question regarding check #17941, payable to the California Clean Energy LLC, stating this is the difference in the cost of energy used and solar cost for the District office building. President Meraz inquired about check #17967 in the amount of \$3,240.90 to Bracewell Engineering, Inc. and Mr. Filice responded that is for SBR lab sampling tests. President Meraz questioned check #17990, payable to San Benito County Sheriff's Office and Ms. Buck stated that is for an employee garnishment. Director Villalon asked about check #17949, payable to State Water Resources Control Board-AFRS

in the amount of \$4,943.00 and Ms. Buck said she was unable to remember and would report back at the next meeting.

Upon motion made by Director Villalon, seconded by Director Clapham, and unanimously carried (5-0), the Board approved the disbursements totaling \$1,060,004.66, which includes: \$725,024.70 for employee compensation and payments to vendors; \$332,194.68 paid to the City of Hollister for their customer payments collected on their sewer billings; and \$2,785.28 for customer refunds and deductions for checks returned for insufficient funds. The last check written as of December 10, 2012 was check #18044.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/15/12	ACH 0384	EFTPS	-394.90
11/13/12	ACH 0385	RETURNED CHECK (Ret. Ck 11-01)	-770.99
11/15/12	ACH 0386	RETURNED CHECK (Ret. Ck 11-02)	-195.00
11/15/12	ACH 0387	RETURNED CHECK (Ret. Ck 11-03)	-191.21
11/19/12	ACH 0388	RETURNED CHECK (Ret. Ck 11-04)	-150.00
11/19/12	ACH 0389	RETURNED CHECK (Ret. Ck 11-05)	-411.30
11/16/12	ACH 0390	RETURNED ACH (Ret. ACH 11-01)	-142.94
11/19/12	ACH 0391	RETURNED ACH (Ret. ACH 11-02)	-145.29
11/26/12	ACH 0392	RETURNED CHECK (Ret. Ck 11-06)	-145.29
11/30/12	ACH 0393	EFTPS	-24,406.26
12/3/12	ACH 0394	Merchant Services	-508.68
11/15/12	DD 0701	Clapham, David G	-524.10
11/15/12	DD 0702	Meraz, David E	-355.40
11/15/12	DD 0703	Villalon, Daniel	-446.75
11/30/12	DD 0704	Alvarez, Abel	-4,078.23
11/30/12	DD 0705	Brill, Kelly L.	-4,691.65
11/30/12	DD 0706	Buck, Cathy L.	-6,837.17
11/30/12	DD 0707	Castro, Kevin G.	-2,982.15
11/30/12	DD 0708	Chavez, Jr., Manuel T.	-6,186.51
11/30/12	DD 0709	Eclarin, Ernesto P.	-4,304.40
11/30/12	DD 0710	Estrada, Thomas A.	-4,310.17
11/30/12	DD 0711	Filice, James L.	-7,484.78
11/30/12	DD 0712	Girouard, Kenneth R.	-5,909.21
11/30/12	DD 0713	Hagins, Patrick M.	-4,286.86
11/30/12	DD 0714	Imperatrice, Patrick L.	-5,875.33
11/30/12	DD 0715	Jackson, Patrick W.	-6,593.56
11/30/12	DD 0716	Malko, Kim A.	-1,458.12
11/30/12	DD 0717	Norman, III, Walter R.	-5,922.15
11/30/12	DD 0718	Padilla, David	-4,954.78
11/30/12	DD 0719	Porteur, Carol A.	-3,843.32
11/30/12	DD 0720	Ridenhour, Donald G	-9,716.42
11/30/12	DD 0721	Watson, Scott A.	-4,519.08
11/30/12	DD 0722	Zavala, Anabel G.	-4,039.67
11/30/12	DD 0723	Jackson, Norma	-320.43
11/12/12	17935	Imperatrice, Patrick L.	-34.40
11/12/12	17936	Estrada, Thomas A.	-75.00
11/12/12	17937	American Water Works Association (AWWA)	-572.00
11/12/12	17938	Auto Tech Service Center, Inc.	-71.83
11/12/12	17939	B S K Analytical Laboratories, Inc.	-489.00
11/12/12	17940	Bartle Wells Associates	-5,325.00
11/12/12	17941	California Clean Energy LLC	-4,623.96
11/12/12	17942	CWEA Membership- TCP	-155.00
11/12/12	17943	EBCO Pest Control	-55.00
11/12/12	17944	Hollister-Sunnyslope W. T. A.	-31,450.04
11/12/12	17945	PAPA	-80.00
11/12/12	17946	South Valley Internet, Inc.	-17.95
11/12/12	17947	Staples	-140.71
11/12/12	17948	Staples Advantage	-35.16
11/12/12	17949	State Water Resources Control Board-AFRS	-4,943.00
11/12/12	17950	Toro Petroleum Corp.	-1,671.07
11/12/12	17951	U.S. Bank Corporate Payment Systems	-347.30
11/15/12	17952	Anderson, Dawn V	-377.40
11/15/12	17953	Hill, Kathleen A	-377.40

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
11/19/12	17954	A-1 Services	-373.00
11/19/12	17955	All Star Ready Mix, LLC	-366.45
11/19/12	17956	Anderson Pacific Engineering Constr, Inc.	-290,674.35
11/19/12	17957	Bianchi Kasavan & Pope, LLP	-742.50
11/19/12	17958	Calif. Dept. of Pesticide Regulation	-60.00
11/19/12	17959	City of Hollister-Finance Dept	-332,194.68
11/19/12	17960	CM Analytical, Inc.	-4,985.00
11/19/12	17961	Electrical Distributors Co.	-265.18
11/19/12	17962	Everbank Commercial Finance, Inc.	-226.35
11/19/12	17963	RMC Water and Environment	-13,663.63
11/19/12	17964	San Benito County Water District	-59,850.37
11/26/12	17965	Assoc. of Calif. Water Agencies (ACWA)	-11,000.00
11/26/12	17966	B S K Analytical Laboratories, Inc.	-978.00
11/26/12	17967	Bracewell Engineering, Inc.	-3,240.90
11/26/12	17968	Brigantino Irrigation	-20.03
11/26/12	17969	Calif. Dept. of Public Health - OCP	-90.00
11/26/12	17970	CM Analytical, Inc.	-1,580.00
11/26/12	17971	Ferguson Enterprises, Inc.	-466.44
11/26/12	17972	Hollister Paint Co.	-32.95
11/26/12	17973	Mid Valley Supply	-125.61
11/26/12	17974	OnTrac	-21.38
11/26/12	17975	Palace Art & Office Supply	-308.67
11/26/12	17976	Postal Graphics (was Post Net)	-3.24
11/26/12	17977	Staples Advantage	-216.40
11/26/12	17978	Toro Petroleum Corp.	-1,537.51
11/26/12	17979	USA BlueBook	-378.30
11/26/12	17980	Wright Bros. Indust. Supply	-37.66
11/26/12	17981	Postmaster	-249.03
11/30/12	17982	BAC (Beneficial Administration Company)	-302.32
11/30/12	17983	CalPERS - Health Insurance	-11,701.31
11/30/12	17984	CalPERS - Retirement	-40,721.91
11/30/12	17985	Fort Dearborn Life Insurance Co.	-285.00
11/30/12	17986	Premier Access Insurance Co.	-3,147.64
11/30/12	17987	Employment Dev. Dept. (EDD) DE88 Pmts.	-8,839.46
11/30/12	17988	CalPERS - Retirement	-2,623.18
11/30/12	17989	Nationwide Retirements Solutions	-16,811.12
11/30/12	17990	San Benito County Sheriff's Office	-1,347.38
11/30/12	17991	Eclarin, Ernesto P.	-2,169.71
11/30/12	17992	Filice, James L.	-3,736.77
11/28/12	17993	Santa Barbara Bank - \$2M Line of Credit	-2,500.00
11/28/12	17994	San Benito County Clerk	-50.00
11/29/12	17995	Postmaster	-1,775.79
11/30/12	17996	Petty Cash	-18.76
12/3/12	17997	TERRY & TERESA ADAMS	-25.53
12/3/12	17998	THOMAS MARTIN	-53.82
12/3/12	17999	LARRI & GLORIA MASON	-142.94
12/3/12	18000	NATHAN & TEHILA MILENEWICZ	-25.53
12/3/12	18001	Void	0.00
12/3/12	18002	Void	0.00
12/3/12	18003	REAL TIME REALTY INC	-119.34
12/3/12	18004	ROBBIE RUSSELL	-56.74
12/3/12	18005	DEBORAH SAULS	-29.79
12/3/12	18006	MICHAEL SHANLEY	-11.23
12/3/12	18007	E ZABORSKY & C EHRINGER	-84.86
12/3/12	18008	Porteur, Carol A.	-72.38
12/3/12	18009	Ace Hardware (Johnson Lumber Co.)	-150.19
12/3/12	18010	AT&T	-223.43
12/3/12	18011	B S K Analytical Laboratories, Inc.	-489.00
12/3/12	18012	Corix Water Products	-2,509.96
12/3/12	18013	Everbank Commercial Finance, Inc.	-224.08
12/3/12	18014	J L Wingert Co.	-480.45
12/3/12	18015	Mark Nicholson, Inc.	-4,450.00
12/3/12	18016	McGilloway, Ray, Brown & Kaufman	-4,350.00
12/3/12	18017	Mid Valley Supply	-43.39
12/3/12	18018	Mission Uniform Service	-644.10
12/3/12	18019	Monterey Bay Systems	-240.68

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/3/12	18020	Noland Hamerly Etienne & Hoss	-305.50
12/3/12	18021	O'Reilly Auto Parts	-56.60
12/3/12	18022	P G & E	-19,856.75
12/3/12	18023	Palace Art & Office Supply	-11.79
12/3/12	18024	Postal Graphics (was Post Net)	-10.11
12/3/12	18025	Razzolink.com	-99.95
12/3/12	18026	San Benito Tire, Inc.	-484.44
12/3/12	18027	South Valley Newspapers (Main St Media)	-45.43
12/3/12	18028	Verizon Wireless	-378.99
12/3/12	18029	Void	0.00
12/3/12	18030	REAL TIME REALTY INC	-83.48
12/3/12	18031	Ace Hardware (Johnson Lumber Co.)	-83.55
12/10/12	18032	B.W.S. Distributors, Inc.	-230.25
12/10/12	18033	Brigantino Irrigation	-33.56
12/10/12	18034	Calcon System, Inc.	-13,749.58
12/10/12	18035	Consolidated Engineering Laboratories	-4,127.73
12/10/12	18036	Green Line	-1,310.02
12/10/12	18037	Judy's Gifts & Awards	-34.43
12/10/12	18038	Quinn Company	-421.04
12/10/12	18039	Raftelis Financial Consultants, Inc.	-5,359.68
12/10/12	18040	Recology San Benito County	-121.98
12/10/12	18041	South Valley Internet, Inc.	-17.95
12/10/12	18042	Staples	-129.67
12/10/12	18043	U.S. Bank Corporate Payment Systems	-673.90
12/10/12	18044	Wright Bros. Welding & Sheet Metal, Inc.	-289.54
<b>Total Disbursements</b>			<u><u>-1,060,004.66</u></u>

**O. STAFF REPORTS:**

1. **Directors:** No report.
2. **District Counsel:** Attorney Quinn reminded the Board about the Brown Act and Ethics Training scheduled for January 8<sup>th</sup> at 4:30 p.m. General Manager/Secretary Ridenhour suggested the possibility of inviting a couple of the smaller neighboring agencies to join the training.
3. **District Engineer:** Engineer Girouard reported that he has spoken with Cecile DeMartini with the Central Coast Regional Water Quality Control Board regarding timing of submitting the permit for the updated Wastewater Treatment Plant.
4. **Finance-HR Manager:** No report.
5. **General Manager:** General Manager/Secretary Ridenhour reported the he will be on vacation December 19<sup>th</sup> through the 21<sup>st</sup>.

**P. FUTURE AGENDA ITEMS:** Future agenda items include: Tour of the Ridgemark Wastewater Treatment Plant.

**Q. ADJOURN:** Upon motion made by Director Hill, seconded by Director Clapham, and unanimously carried (5-0), the meeting was adjourned at 6:34 p.m.

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

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