

**MINUTES  
BOARD OF DIRECTORS  
SUNNYSLOPE COUNTY WATER DISTRICT  
March 20, 2018**

- A. CALL TO ORDER:** The meeting was called to order at 5:15 p.m. by President Johnson, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. ROLL CALL: Present:** President Judi Johnson, Director Mike Alcorn, Director Robert J. Rodriguez II, and Director Honor Spencer. **Absent:** Director Ann Ross.
- C. PLEDGE OF ALLEGIANCE:** Director Alcorn led Directors, staff, and public in the Pledge of Allegiance.
- D. APPROVAL OF AGENDA:** Upon motion made by Director Rodriguez, seconded by Director Spencer and carried 4-0 (Director Ross absent), the agenda was approved as presented.
- 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. There were no comments.

**Staff present for Open Session:** General Manager/Secretary Don Ridenhour, Attorney Heidi Quinn, Executive Assistant/Stenographer Carol Porteur, Finance and Human Resource Manager Cathy Buck, Water/Wastewater Superintendent Jim Filice, and Assistant Engineer Rob Hillebrecht.

**F. CONSENT AGENDA:**

- 1. Approval of Minutes – for the Regular Meeting of February 20, 2018, and Special Board Meeting March 3, 2018.
- 2. Allowance of Claims– to ratify disbursements for the period from February 13, 2018 through March 12, 2018, totaling \$1,174,556.31, which includes \$817,204.83 for payments to vendors and employees, \$354,753.83 paid to the City of Hollister for amounts collected from their customer’s for City sewer billings net of our fees, and \$2,597.65 for customer refunds and deductions for customer checks returned. The last check written was check #25520:

<b>Date</b>	<b>Number</b>	<b>Name</b>	<b>Amount</b>
02/15/18	ACH 1106	EFTPS	-45.90
02/15/18	ACH 1107	RETURNED CHECK (Ret Ck 02-01)	-191.61
02/16/18	ACH 1108	RETURNED ACH (ACH Ret. 02-01)	-202.72

<b>Date</b>	<b>Number</b>	<b>Name</b>	<b>Amount</b>
02/16/18	ACH 1109	RETURNED CHECK (Ret Ck 02-02)	-165.00
02/20/18	ACH 1110	RETURNED ACH (ACH Ret. 02-02)	-86.30
02/20/18	ACH 1111	RETURNED ACH (ACH Ret. 02-03)	-144.95
02/20/18	ACH 1112	RETURNED ACH (ACH Ret. 02-04)	-155.67
02/20/18	ACH 1113	RETURNED ACH (ACH Ret. 02-05)	-132.63
02/20/18	ACH 1114	RETURNED ACH (ACH Ret. 02-06)	-129.55
02/20/18	ACH 1115	RETURNED ACH (ACH Ret. 02-07)	-211.48
02/28/18	ACH 1116	EFTPS	-24,369.66
02/28/18	ACH 1117	Employment Dev. Dept. (EDD) DE88 Pmts.	-10,357.98
02/28/18	ACH 1118	CalPERS - Retirement	-1,036.00
02/28/18	ACH 1119	CalPERS - Retirement	-1,829.81
02/28/18	ACH 1120	CalPERS - Retirement	-27,494.47
02/28/18	ACH 1121	CalPERS - Health Insurance	-14,125.37
02/23/18	ACH 1122	RETURNED CHECK (Ret Ck 02-03)	-155.67
02/23/18	ACH 1123	RETURNED CHECK (Ret Ck 02-04)	-178.47
02/28/18	ACH 1124	Merchant Services	-1,957.55
02/15/18	DD 2165	Rodriguez, II, Robert J.	-92.35
02/15/18	DD 2166	Ross, Ann C.	-92.35
02/15/18	DD 2167	Spencer, Honor A.	-92.35
02/28/18	DD 2168	Alvarez, Abel	-5,823.92
02/28/18	DD 2169	Boltz, William K	-6,311.32
02/28/18	DD 2170	Brill, Kelly L.	-4,636.07
02/28/18	DD 2171	Buck, Cathy L.	-6,433.73
02/28/18	DD 2172	Burbank, Jr., Dee J.	-4,706.00
02/28/18	DD 2173	Castro, Kevin G.	-5,390.56
02/28/18	DD 2174	Chavez, Jr., Manuel T.	-7,607.47
02/28/18	DD 2175	Eclarin, Ernesto P.	-6,335.74
02/28/18	DD 2176	Filice, James L.	-7,444.35
02/28/18	DD 2177	Hagins, Patrick M.	-4,669.82
02/28/18	DD 2178	Hernandez, Bazilio	-5,053.84
02/28/18	DD 2179	Hillebrecht, Robert B.	-4,171.25
02/28/18	DD 2180	Jackson, Patrick W.	-5,902.44
02/28/18	DD 2181	Malko, Kim A.	-3,454.91
02/28/18	DD 2182	Norman, III, Walter R.	-4,325.72
02/28/18	DD 2183	Padilla, David	-5,309.51
02/28/18	DD 2184	Porteur, Carol A.	-4,376.47
02/28/18	DD 2185	Quick, Troy E.	-5,852.49
02/28/18	DD 2186	Ridenhour, Donald G.	-10,688.17
02/28/18	DD 2187	Sanchez, Ricardo A.	-2,799.03
02/28/18	DD 2188	Watson, Scott A.	-6,588.73
02/28/18	DD 2189	Zavala, Anabel G.	-4,432.77
02/20/18	25428	First Data Merchant Services	-12.00
02/20/18	25429	A-1 Services	-403.00
02/20/18	25430	Auto Tech Service Center, Inc.	-221.80
02/20/18	25431	Brenntag Pacific, Inc.	-13,561.32
02/20/18	25432	Calgon Carbon Corporation	-41,257.88

<b>Date</b>	<b>Number</b>	<b>Name</b>	<b>Amount</b>
02/20/18	25433	City of Hollister-Finance Dept	-354,753.83
02/20/18	25434	CM Analytical, Inc.	-11,101.25
02/20/18	25435	De Lay & Laredo	-2,100.00
02/20/18	25436	Edges Electrical Group, LLC	-95.35
02/20/18	25437	Hach Company	-513.83
02/20/18	25438	Interstate Battery System of San Jose Inc	-325.54
02/20/18	25439	Pinnacle Agriculture	-613.21
02/20/18	25440	Postal Graphics (was Post Net)	-64.95
02/20/18	25441	Quinn Company	-3,390.67
02/20/18	25442	San Benito County-Tax Collector	-1,051.39
02/20/18	25443	San Benito County Water District	-185.50
02/20/18	25444	State Water Resources Control Board-DWOCP	-165.00
02/20/18	25445	USA Blue Book	-240.04
02/20/18	25446	Wright Bros. Welding & Sheet Metal, Inc.	-31.98
02/20/18	25447	San Benito County Water District	-266,335.85
02/20/18	25448	ESTATE OF FRANCIS MANUS GALVIN	-117.28
02/20/18	25449	RANDY GONZALEZ	-33.77
02/20/18	25450	PHIL & SANDRA MEDINA	-8.44
02/20/18	25451	Buck, Cathy L.	-141.67
02/22/18	25452	Postmaster	-186.87
02/26/18	25453	MARK NICHOLSON, INC.	-347.96
02/26/18	25454	RICHARD & JUDY MATTHEWS	-186.15
02/26/18	25455	ASHLEY & BROG SONDRGROTH	-150.00
02/26/18	25456	American Water Works Assoc. CA-NV Section	-55.00
02/26/18	25457	AutomationDirect.com	-164.50
02/26/18	25458	B.W.S. Distributors, Inc.	-430.88
02/26/18	25459	Brigantino Irrigation	-56.60
02/26/18	25460	Ferguson Enterprises, Inc.	-338.58
02/26/18	25461	Hach Company	-629.42
02/26/18	25462	J L Wingert Co.	-270.18
02/26/18	25463	Kennedy/Jenks Consultants	-46,929.42
02/26/18	25464	Konica Minolta Premier Finance	-412.91
02/26/18	25465	Mark Nicholson, Inc.	-20,804.00
02/26/18	25466	Mc Master-Carr	-411.50
02/26/18	25467	Mid Valley Supply	-2,077.22
02/26/18	25468	Palace Business Solutions	-827.56
02/26/18	25469	Razzolink.com	-76.95
02/26/18	25470	San Benito County-Environ. Health Div.	-7,288.00
02/26/18	25471	Toro Petroleum Corp.	-1,459.13
02/28/18	25472	Nationwide Retirements Solutions	-22,766.20
02/28/18	25473	Dearborn National Life Insurance Company	-352.00
02/28/18	25474	HealthSmart Benefit Solutions, Inc. (VSP)	-302.24
02/28/18	25475	Premier Access Insurance Co.	-2,989.92
02/28/18	25476	Postmaster	-2,003.70
02/27/18	25477	Petty Cash	-13.15
03/05/18	25478	Hillebrecht, Robert B.	-354.66

<b>Date</b>	<b>Number</b>	<b>Name</b>	<b>Amount</b>
03/05/18	25479	Ace Hardware (Johnson Lumber Co.)	-1,432.12
03/05/18	25480	AT&T	-317.32
03/05/18	25481	Auto Tech Service Center, Inc.	-346.18
03/05/18	25482	Brenntag Pacific, Inc.	-16,418.71
03/05/18	25483	Central Ag Supply LLC	-338.33
03/05/18	25484	Evoqua Water Technologies LLC (Siemens)	-160.81
03/05/18	25485	Ferguson Enterprises, Inc.	-13.93
03/05/18	25486	Hach Company	-1,856.86
03/05/18	25487	Hollister Auto Parts, Inc.	-766.24
03/05/18	25488	Hollister Safe & Lock Inc.	-85.00
03/05/18	25489	Maverick Welding Supply, Inc.	-76.39
03/05/18	25490	MBS Business Systems	-1,093.57
03/05/18	25491	Mc Master-Carr	-106.16
03/05/18	25492	Mission Uniform Service	-987.06
03/05/18	25493	National Meter & Automation, Inc.	-114,553.57
03/05/18	25494	National Notary Association	-69.00
03/05/18	25495	O'Reilly Auto Parts	-33.67
03/05/18	25496	P G & E	-12,303.75
03/05/18	25497	Pinnacle HealthCare	-55.00
03/05/18	25498	Print Shop, The	-550.89
03/05/18	25499	San Benito Tire Pros & Automotive	-20.00
03/05/18	25500	Toro Petroleum Corp.	-107.74
03/05/18	25501	True Value Hardware	-14.30
03/05/18	25502	Verizon Wireless	-269.86
03/05/18	25503	Wright Bros. Indust. Supply	-61.43
03/05/18	25504	Wright Bros. Welding & Sheet Metal, Inc.	-205.57
03/06/18	25505	American Water Works Assoc. CA-NV Section	-55.00
03/06/18	25506	State Water Resources Control Board-DWOCF	-90.00
03/12/18	25507	AT&T	-525.60
03/12/18	25508	AutomationDirect.com	-120.00
03/12/18	25509	Bianchi Kasavan & Pope, LLP	-914.50
03/12/18	25510	CWEA Membership- TCP	-85.00
03/12/18	25511	DLT Solutions Inc.	-1,031.95
03/12/18	25512	EBCO Pest Control	-60.00
03/12/18	25513	Employee Relations, Inc.	-28.85
03/12/18	25514	Pinnacle Agriculture	-761.25
03/12/18	25515	Quinn Company	-670.15
03/12/18	25516	Recology San Benito County	-128.51
03/12/18	25517	San Benito County Water District	-152.50
03/12/18	25518	South Valley Internet, Inc.	-20.45
03/12/18	25519	Toro Petroleum Corp.	-1,144.93
03/12/18	25520	U.S. Bank Corporate Payment Systems	-2,351.76
<b>Total Disbursements</b>			<b><u>-1,174,556.31</u></b>

Director Johnson commented on the two checks payable to Brenntag Pacific, Inc., noting that our chemical purchases have increased with the addition of the new West Hills Water Treatment Plant. She also noted the National Notary Association check, which is for membership renewal for one of our employees, Kelly Brill, who is a Notary and that this is very helpful to the District.

Upon motion made by Director Rodriguez, seconded by Director Alcorn, and carried 4-0 (Director Ross absent), the consent agenda was approved as presented.

## **G. NEW BUSINESS:**

- 1. CONSIDER AUTHORIZING BOARD MEMBERS TO ATTEND THE ASSOCIATION OF CALIFORNIA WATER AGENCIES CONFERENCE (ACWA) AND THE ACWA/JOINT POWERS INSURANCE AUTHORITY (JPIA) MEETING FROM MAY 7<sup>TH</sup> THROUGH MAY 11<sup>TH</sup>, 2018 IN SACRAMENTO, CALIFORNIA. (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Ridenhour stated that the ACWA Spring Conference is being held in Sacramento from May 8<sup>th</sup> through May 11<sup>th</sup> this year. On Monday, May 7<sup>th</sup>, the JPIA has a day of meetings and activities including a Board Meeting that our representative can attend (due to our membership in the JPIA for our Workers' Compensation insurance program). There is no fee to attend the JPIA's Board meeting. Director Johnson is our JPIA representative, and Director Alcorn is our alternate.

Pre-registration before April 20<sup>th</sup> for the full conference, including meals most days, is \$699 per person. The total expenditure for attending the conference is approximately \$1,915 per person including registration, travel, hotel accommodations, meals, and Director daily compensation for five days. The last day to make hotel reservations at the conference rate is April 16<sup>th</sup>, but earlier registration is suggested because they often run out of rooms available at the discount rate. Costs will be less per person if an attendee does not attend all the days of the conference, attendees share travel, and if hotel accommodations are flexible.

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

President Johnson commented that she and Assistant Engineer Rob Hillebrecht attended a Workshop and a One-Day Delta Tour in Sacramento, CA on February 22<sup>nd</sup> and 23<sup>rd</sup>, which was also a great networking opportunity. President Johnson stated they both met many new people that are in the same industry, and learned a variety of things from interacting with them, which she feels is very important and encourages Board members to attend conferences when able to do so.

President Johnson expressed interest in attending the full conference since she is the District's JPIA representative. Director Alcorn expressed interest in attending possibly

two days of the conference. It was also mentioned that Director Ross may wish to attend part or all of the conference.

Upon motion made by Director Spencer, seconded by Director Rodriguez, and carried 4-0 (Director Ross absent) the Board authorized any or all members of the Board to attend the Association of California Water Agencies Conference (ACWA) and the ACWA/Joint Powers Insurance Authority (JPIA) meeting May 7<sup>th</sup> through May 11<sup>th</sup>, 2018 in Sacramento, CA.

2. **CONSIDER AUTHORIZING THE BOARD PRESIDENT TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN SAN BENITO COUNTY AND SUNNYSLOPE COUNTY WATER DISTRICT FOR THE CONSTRUCTION OF A PORTION OF THE CROSTOWN PIPELINE DURING, AND AS PART OF, THE CONSTRUCTION OF AN ACCESS ROAD AROUND THE SAN BENITO HIGH SCHOOL, AND AUTHORIZE REIMBURSEMENT TO SAN BENITO COUNTY FOR COSTS TO INCORPORATE THE PIPELINE PLANS FOR AN AMOUNT NOT TO EXCEED \$20,000. (Mitigated Negative Declaration prepared in accordance with CEQA and approved by the City of Hollister on September 18, 2017):** General Manager/Secretary Ridenhour explained that the District has entered into a professional services agreement with Kennedy/Jenks Consultants for the design of the Crosstown Pipeline and is working toward the construction of the pipeline to deliver water from the West Hills Water Treatment Plant to the District in 2018. The pipeline will begin on Nash Road adjacent to the City of Hollister's Well #5, and extend to the District's Well #11 on Southside Road, just south of Union Road. An MOU for an easement has been executed for constructing the pipeline through the San Benito High School property to avoid a more congested and expensive route in Nash Road, which would bisect the High School and pass through the San Benito Street/Nash Road intersection. The pipeline is proposed to be built as part of a County Access Road Project around the southern edge of the High School property sometime in the summer of 2018. A Memorandum of Understanding (MOU) is needed with San Benito County to identify the terms and conditions of incorporating a portion of the Crosstown Pipeline plans and construction into their Access Road Project. The road project is scheduled to go out to bid in April, 2018. The County is requesting the commitment of funds now, for adding the District's pipeline plans and specifications to their road plans prior to bidding the project.

District staff have been working with High School and County staff to lay out the details of constructing the Crosstown Pipeline through the High School Property in coordination with a bypass road being designed by San Benito County. The attached MOU with San Benito County is necessary to lay out the terms of reimbursement to the County for the construction of the pipeline. The full financial commitment for construction will not be known until bids are received sometime in May. The Engineer's estimate is approximately \$830,000. I expect to bring a reimbursement agreement for construction costs to the Board for consideration following the bidding and prior to the County awarding the construction contract in May or June. A separate reimbursement agreement with the City of Hollister will also be coming to the Board for consideration to cover the

City's share of the Crosstown Pipeline costs. There will be engineering support costs during construction as well and a proposal has been solicited from our pipeline designer, Kennedy/Jenks for these services. A revised agreement with Kennedy/Jenks to include construction support will be brought to the Board for consideration prior to construction.

Upon motion made by Director Alcorn, seconded by Director Spencer, and carried 4-0 (Director Ross absent) the Board authorized the Board President to execute a Memorandum Of Understanding between San Benito County and Sunnyslope County Water District for the construction of a portion of the Crosstown Pipeline during, and as part of, the construction of an access road around San Benito High School, and authorizes the reimbursement to San Benito County for the cost of incorporating the pipeline plans for an amount not to exceed \$20,000.

- 3. THE BOARD PRESIDENT TO CONSIDER REVISIONS TO STANDING DISTRICT COMMITTEE ASSIGNMENTS FOR 2018. (Not a project under CEQA per Article 20, Section 15378):** President Johnson stated that she would like to make a revision to the standing District committee assignments for the remainder of 2018. Currently Mike Alcorn and Robert Rodriguez are on the Policy and Procedures Committee, with Judi Johnson as the alternate. President Johnson would like to replace Mike Alcorn with Ann Ross on the Policy and Procedures Committee since Director Alcorn is already assigned to two other committees. President Johnson previously discussed this with Director Alcorn and he was fine with the change.

#### **H. BOARD COMMITTEE and STATUS REPORTS**

1. **Governance Committee:** No meeting.
2. **Water/Wastewater Committee:** No meeting.
3. **Finance Committee:** No meeting.
4. **Policy and Procedure Committee:** No meeting.
5. **Personnel Committee:** General Manager/Secretary Ridenhour reported that the committee met on March 7<sup>th</sup> for a closed session to discuss labor negotiations and how to proceed with staff. The committee has scheduled a meeting with staff for March 22<sup>nd</sup> at 4:00 p.m.
6. **Water Resources Association of San Benito County (WRA):** No meeting. The next meeting is scheduled for May 3, 2018 at 4:00 p.m.
7. **Operation Summary, Statement of Income, Investment Summary, Maintenance, City Meter Reading, and Groundwater Level Measurement Reports:** Finance and

Human Resource Manager Cathy Buck prepared her monthly written narrative report on the Operations Summary (thru February 28, 2018), Statement of Income (thru January 31, 2018), and Investment Summary (thru February 28, 2018). Ms. Buck pointed out that the District has received 18 water capacity fees for the month of February, and that automatic payment services has grown to 2,057. Ms. Buck asked if the Board had any questions and there were none.

The District's Investment Summary report reflects the total cash balance as of February 28, 2018 of \$11,645,484.38, which includes posted interest totaling \$40,305.29 (eight months interest on the CDs, and interest on the LAIF investment that posted in July, October, and January). Ms. Buck stated that the cash balances are holding steady, and because the checking account had an excess of funds, she transferred \$200,000 from the checking to the Money Market account in February.

Water/Wastewater Superintendent Jim Filice reported on the February 28, 2018 Maintenance Staff Report, and asked the Board if there were any questions. President Johnson inquired about #3, repair dusk to dawn light, rewire and replace the light fixture on the Well 7 Chlorine shed, and Mr. Filice explained that the fixture went out and needed to be replaced. President Johnson also asked about Lessalt #8, shutting down the plant to rebuild and solder new fittings on the control air line, and Mr. Filice explained that three microfiltration unit valves are controlled by air lines and staff was unable to find fittings to replace, so staff rebuilt what was already there. President Johnson commented on West Hills #10, pulling wire to install camera system, and #16, continue construction of pre fab sheds to cover chemical areas, pointing out that the District has staff knowledgeable in these areas and complimented them on the work well done.

In review of the Meter Reading Report for the period of January 16, 2018 to February 14, 2018, the intertie meter data indicates the City received 2.3% of Lessalt Water Treatment Plant water, while the District received 97.7%, and the City received 100% of the West Hills Water Treatment Plant water, while the District received 0%. Mr. Filice reported that the booster from Park Hill to the middle zone has been turned on and staff is trying to maintain a balance.

Water/Wastewater Superintendent Jim Filice reported on the groundwater level report stating that the levels are leveling off.

8. **Active Tasks Update:** General Manager/Secretary Ridenhour reported that 95% design portion of the Crosstown Pipeline to go around the High School is complete. A Construction Contract could begin by the end of May or early in June on the Bypass Road portion. Reimbursement agreements for the construction with both the City and County are being prepared.



Governor Brown is promoting the Delta Tunnels Project. San Benito County Water District may be setting up a joint Board meeting with the City and Sunnyslope to discuss support or opposition, sometime in April regarding the Delta Tunnels Project. A decision will need to be made within the next 1-1/2 to 2 months. The financial commitment is not nailed down yet, and there are a lot of moving parts.

General Manager/Secretary Ridenhour reported that the West Hills WTP Open House was held on March 3<sup>rd</sup> and went very well, with the weather cooperating. There were approximately forty-five residents and nine elected officials in attendance representing San Juan Bautista, County Board of Supervisors, City Council, San Benito County Water District Board, and Sunnyslope County Water District Board.

The District is beginning the process of renewing our Operations & Maintenance Agreement with San Benito County Water District for the operation of the Lessalt and West Hills Water Treatment Plants. The current agreement will expire in August. A five-year renewal period is built into the agreement.

Mr. Ridenhour announced that the new Billing Clerk/Receptionist, Melissa, will begin work on March 26<sup>th</sup>.

General Manager/Secretary Ridenhour reported that he is planning to attend the County Planning Commission meeting on March 21<sup>st</sup> because three of the agenda items may have impact on the District. On their agenda will be the Lompa/Bluffs at Ridgemark project who will be requesting LAFCO annexation into the District; the Fairview Corners development, which could possibly lead into connecting to Harbern Way; and the new Ridgemark owner is proposing commercial development where the old tennis courts used to be.

## **I. BOARD and STAFF REPORTS**

1. **Directors:** President Johnson prepared a written report on attending the Water 101 Workshop: the Basics and Beyond. The educational sessions included history and geography of California water; legal and institutional management framework; water use and demand; climate change impacts to water resources, water rights, water bills in the Legislature; and intensive session on the Delta, the “hub” of California’s water system.

The second day was a group tour, on which she traveled by bus along the Sacramento River into the heart of the Deltas as expert water managers and engineers guided them through the unique ecosystem.

2. **District Counsel:** No report.

3. **Finance and Human Resource Manager:** No report.

4. **Assistant Engineer:** Mr. Hillebrecht reported that he also attended the Water 101 Workshop and came away with a good understanding of the aspects of water law. Mr. Hillebrecht also reported that the 16” pipeline from Santa Ranch to the Fairview tank has been completed and is operational.

5. **General Manager:** No report.

**J. FUTURE AGENDA ITEMS:** The following agenda items will be brought to future meetings: Resolution supporting Lompa/Bluffs at Ridgemark annexation request.

**K. ADJOURNMENT:** President Johnson adjourned the meeting at 6:07 p.m.

**APPROVED BY THE BOARD:** *s/ Judi H. Johnson*  
Judi H. Johnson, President

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