

MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
Regular Meeting
March 8, 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, and 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, Executive Assistant Carol Porteur, and Water Superintendent Jim Filice.

Others present: Eric Boyd from Ridgemark Golf & Country Club and Patrick Imperatrice.

C. CLOSED SESSION: None.

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

E. ROLL CALL: See agenda item B above.

F. REPORT ACTION TAKEN IN CLOSED SESSION: None.

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

H. 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.

I. READING AND APPROVAL OF MINUTES: Director Villalon stated that his name was spelled incorrectly in the last paragraph on Page 2 regarding his making the motion for agenda item K.2. Director Hill pointed out that on Page 4, the last line of the second paragraph under Policy and Procedure Committee, the word lateral was incorrectly spelled as later. Water Superintendent Jim Filice stated a correction was needed in the last line of the third paragraph on Page 6 regarding the January Maintenance Report; that the word polyurethane should be replaced with the word polyethylene. President Meraz stated that in the meeting minutes General Manager/Secretary Ridenhour is titled as Secretary Ridenhour. Cathy Buck stated that is consistent with the protocol used in the past and Attorney Lowrey stated that best practice would be to use the title General Manager/Secretary and this could be done going forward.

Upon motion made by Director Hill, seconded by Director Clapham, and carried 5-0 the Board approved the minutes of the February 9, 2012 meeting with the noted corrections.

J. OLD BUSINESS: None.

K. NEW BUSINESS:

1. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION TO APPROVE THE LESSALT BUDGET FOR THE FISCAL YEAR MARCH 1, 2012 THROUGH FEBRUARY 28, 2013:

General Manager/Secretary Ridenhour and Cathy Buck reviewed the Hollister-Sunnyslope Water Treatment Agency (WTA) budget for fiscal year 2012/13 for both operations and capital improvements of the Lessalt water treatment plant. General Manager/Secretary Ridenhour noted that the budget has been shared and discussed with the City of Hollister staff without any changes or objections.

Cathy Buck noted that operating costs of the proposed budget are essentially the same as the current year, and that the District's 50% share of budgeted expenses for 2012/13 is \$621,534. Ms. Buck noted that this budget represents the second year that the District is charging the City for labor costs to operate the plant, with a proposed budget of \$150,000.

General Manager/Secretary Ridenhour stated that the biggest change to the budget is with Capital Projects involving the Hollister Urban Area Water and Wastewater Master Plan (HUAWWMP). These projects would consist of an Environmental Review for the Lessalt upgrade; the final design upgrade for the plant's Disinfection Byproducts; the upgrades to the intertie between the City of Hollister and Sunnyslope County Water District; and the largest project being the Lessalt Plant upgrade, which may not happen until Fiscal year 2013/2014.

General Manager/Secretary Ridenhour pointed out that current negotiations will result in a joint agreement with the City of Hollister and San Benito County Water District; at which time the WTA may be dissolved and the cost of these projects will be capitalized and financed through San Benito County Water District. Depending on the terms of the joint agreement, the proposed 2012/13 budget may no longer be necessary.

Upon motion made by Director Anderson, seconded by Director Hill, and unanimously carried, the Board approved the 2012/13 budget for the Hollister-Sunnyslope Water Treatment Agency as presented.

2. RECEIVE, REVIEW, AND DISCUSS SIX-MONTH FINANCIAL/BUDGET REVIEW FOR SUNNYSLOPE COUNTY WATER DISTRICT'S FISCAL YEAR 2011/2012:

Cathy Buck presented a review of the first six months of the District's 2011/2012 budget, noting that projected revenues are higher than budgeted and projected expenses are slightly higher, resulting in a projected combined net income higher than budgeted. She asked the Board if they had any specific questions or would like to be walked through the budget to actual comparisons page-by-page.

President Meraz and Board members commended Cathy Buck's analysis and detailed explanation of the District's six-month budget review in the staff report. There were no questions.

3. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON REQUEST BY BERTUCCIO AND TONASCIA TO BE ADDED TO THE SOUTHSIDE ROAD ANNEXATION:

Engineer Girouard reviewed letters received by the District requesting that the Bertuccio (parcels 020-29-0-031 and 020-28-0-040) and Tonascia (parcel 020-290-006-00) properties be included in the Southside Road Annexation for water service from the District. During review of the map included with the staff report, which show the subject properties highlighted in orange and the previously requested annexation properties highlighted in yellow, Engineer Girouard pointed out that LAFCO would be favorable to the inclusion of two additional parcels, above and beyond the Bertuccio and Tonascia properties. These additional parcels,

highlighted in green on the map, should be included in order to avoid islands of nonservice within the service area of the Sunnyslope County Water District. He stated that the City has made provisions to provide sewer service to this area. However, the City does not have adequate water pressure to serve water demands, especially for fire hydrant and fire sprinkler systems in that area, and City staff prefers that Sunnyslope provide water service to this entire area.

Engineer Girourd explained that the Bertuccio parcels would most probably be developed in the future. He noted part of the Tonasia property is already in the District. He proposed adding the 4.5 acre Campisi property and a 1.5 acre parcel which have single family homes on them. The 1.5 acre parcel currently receives water service from the City. Engineer Girourd noted that it is likely the owner of the 1.5 acre parcel would not want to pay the cost of switching water service from the City to Sunnyslope. He also noted that staff has not yet been able to speak with the 1.5 acre parcel owner about being included in this annexation to the District's water service area.

After discussion establishing that there is no urgency to take action on this matter, the Board reached consensus that action on this matter should be deferred and brought back to the Board after contact has been made with all the affected property owners and the proposed annexation has been reviewed by the Water/Wastewater Committee.

- 4. 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 \$211,247.10:** Engineer Girourd summarized progress made on the Ridgemark Wastewater Treatment and Recycled Water Improvements Project by Anderson Pacific from January 31 through February 29, 2012. He recommended approval of a progress payment, after retention of 10%, totaling \$211,247.10. Engineer Girourd noted that, in terms of cost expenditure, this payment will bring completion of the project to approximately 32%.

Engineer Girourd presented two change order requests to the Board. Change order #1 is for the installation of a vapor barrier below the operations building, costing \$2,782.41 and Board approval is requested. Mr. Girourd stated that Sunnyslope staff has directed Anderson Pacific to provide a 15 millimeter vapor barrier to prevent the potential for water migration through the slab which could be a problem for the vinyl floor on a concrete floor. The potential change order #2 is for an upgrade of the 2" water line supplying the operations building to a larger water line plus a larger reduced pressure backflow device in order to supply 500 to 600 g.p.m. flow that will be needed to support fire sprinklers. The total cost of upsizing approximately 600 feet of water pipe has not yet been determined, and staff will be returning to the Board for approval when estimates are complete.

As Engineer Girourd mentioned at a previous Board meeting, there is an issue regarding the backup generator called for in the design specifications, and he spoke about an option considered to upgrade the currently available 350 kW EPA certified Tier 3 emergency backup generator to a currently available 445 kW Tier 4 generator. He explained that the 350 kW EPA certified Tier 4 generator is not currently available, and it would cost an additional \$78,033.71 to upgrade the currently specified 350 kW generator to a 445 kW Tier 4 generator. Engineer Girourd recommended that the District not pay the additional \$78,033.71 to obtain a Tier 4 certified generator. Engineer Girourd recommended the District proceed with a Tier 3 certified 350 kW generator, and not incur the additional expense of upgrading to a Tier 4 certified 455 kW generator. Staff will keep the Board apprised of any future developments on the 350 kW generator.

Engineer Girouard noted that State Revolving Fund loan reimbursement Request #5 totaling \$296,190.12 was submitted and has been approved for payment and that we will be submitting Request #6 for work completed through the end of February. The District has, so far, received reimbursements for Requests #1 through #4.

Upon motion made by Director Villalon, seconded by Director Anderson, and unanimously carried, the Board authorized a progress payment to Anderson Pacific in the amount of \$211,247.10, and approved the recommended Change Order #1 for the addition of the vapor barrier for \$2,782.41 to the contract.

5. **RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON REQUEST BY RIDGEMARK GOLF & COUNTRY CLUB TO REINSTATE BATHROOM AT TENNIS CENTER:** Engineer Girouard reviewed a request from Ridgemark Golf & Country Club to reinstate one bathroom at its Tennis Center facility. He noted that in August 2006, the Board approved a request to allow transfer of water and wastewater service to two lots on South Ridgemark Drive in exchange for closing a bathroom and replacement of 60 to 70 toilets with low-flush toilets.

President Meraz asked why this would need Board approval. Engineer Girouard explained that back in 2006, SSCWD did not have capacity to provide water and wastewater service to RG&CC, Inc., and the transfer of a bathroom in exchange for service to the two lots was done by a Board motion, therefore reinstating the bathroom requires a Board motion.

Engineer Girouard stated that per RG&CC, Inc's letter, they are in the process of upgrading four of its restroom toilets with low flow devices, which will have the overall consumption for the company on a declining scale which will support the addition of one toilet and sink. Mr. Girouard stated that the bathroom is on an existing water main and sewer lateral which would not require any additional hookups.

Upon motion made by Director Villalon, seconded by Director Clapham, and unanimously carried, the Board approved the request by Ridgemark Golf & Country Club to reinstate the bathroom at the Tennis Center.

6. **RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON PROPOSED CONTRACT WITH ESA FOR PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT FOR THE WEST HILLS WATER TREATMENT PLANT FOR A COST TO THE DISTRICT OF \$77,027:** General Manager/Secretary Ridenhour noted that, pursuant to direction from the Governance Committee, a PEIR for all of the projects included in the Hollister Urban Area Water and Wastewater Master Plan was completed and certified in 2010 by AECOM with San Benito County Water District as the lead agency. He stated that both AECOM and ESA virtually ended in a tie with the bids for the PEIR and at that time the managers decided to award the project to AECOM and agreed that the next project would be awarded to ESA.

He reviewed the schedule for the West Hills plant CEQA work (EIR), noting that this will take approximately 12 months in anticipation of starting construction in 2014. The cost is \$224,821 plus \$15,888 for possible wetland delineation and monitoring, bringing the total cost to \$240,709, to be shared between SSCWD, the City of Hollister, and SBCWD per the cost sharing agreement; SSCWD's share of 32% is \$77,027.

In response to Director Clapham's question about including SBCWD in cost sharing for the West Hills plant EIR with the District and the City, General Manager/Secretary Ridenhour explained that upon completion of CH2MHill's cost/benefit analysis and subsequent completion of the 3-agency agreement, the costs for this work and other costs for implementation of the HUAWW Master Plan will be capitalized and financed by SBCWD with the District and City paying, over time, their costs proportional to benefit. He also mentioned discussions with the City of Hollister regarding the possibility of financing this project as well as the West Hills project, in part with reserves built up at the WTA.

Upon motion made by Director Villalon, seconded by Director Clapham, and unanimously carried, the Board approved the contract with ESA for preparation of an Environmental Impact Report for the West Hills Water Treatment Plant at a total cost of \$240,709, of which the District's share is \$77,027.

L. BOARD AND STAFF COMMITTEE STATUS REPORTS:

- 1. Governance Committee:** General Manager/Secretary Ridenhour reported that the Governance Committee has selected an alternative for upgrading of the Lessalt Treatment Plant: Greensand Activated Carbon and Microfiltration, with a cost estimate of \$5.5 million. He noted that the cost estimate will be refined when plant design work is completed.

The next Governance Committee meeting will be held at 5:00 p.m. on March 21, 2012, at the San Benito County Water District (SBCWD) Board meeting room.

- 2. Water/Wastewater Committee:** No report.
- 3. Finance Committee:** President Meraz reported that the Finance Committee met on February 15th and reviewed the budget as well as the possibility of restructuring debt to benefit from current low interest rates. General Manager/Secretary Ridenhour added that they also discussed the expired Fairview tank lease with the City of Hollister and reported that he has prepared a draft RFP for a joint rate study with the City of Hollister, which has been sent to the City and is waiting for their comments.
- 4. Policy and Procedure Committee:** General Manager/Secretary Ridenhour reported that the Policy and Procedure Committee met on February 21st to review the Ridgemark sewer lateral maintenance issue and is planning an evening meeting with residents next week for further discussions.

Director Hill reported that the Committee is also reviewing the District's code with the idea of eliminating specific dollar amounts for rates and fees in the code, eliminating the need for frequent code revisions and streamlining the process. She explained that the Committee would like to make the code more policy driven, and rate and fee changes would be implemented by resolution (after all legal requirements are met, such as Prop 218, etc).

- 5. Water Resources Association of San Benito County:** Director Anderson reported that the WRA met last week and heard a report from Shawn Novack that residents are not taking advantage of the widely advertised toilet and washing machine replacement rebate program, perhaps because of the current economic environment.

Director Clapham suggested that the WRA might be able to finance or contribute to the cost of toilet and washer replacements. Director Anderson stated that the WRA has

considered an assistance program, especially in the area of labor costs; however it was determined not viable due to financial and liability issues. Director Anderson commented that Mr. Novack is considering contacting local service clubs about possible assistance efforts in the community.

Mr. Novack spoke about pilot programs including water saving lawn sprinklers and hose nozzles. He also reported there has been good community participation in the water-saving landscaping classes currently offered by the WRA.

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:** This item was covered in previous discussions and agenda item K.4.; there was no further report.
7. **State Revolving Fund and Stimulus Package Financing:** Engineer Girouard reported that he, General Manager/Secretary Ridenhour, and Finance/HR Manager Cathy Buck have had recent discussions with the State Revolving Fund (SRF) Finance Division regarding the potential funding of the Best Road pipeline. He commented that the District's average household monthly water bill last year was approximately \$40 which does not generate adequate revenue to meet the debt service coverage ratios required by the State to qualify for the SRF Loan.

During his report, Engineer Girouard stated that the District's application for State Revolving Funds for financing the Best Road project is still intact; however, progress on the application may be delayed up to a year because the State Finance Department is requesting the District evaluate and increase water rates. Engineer Girouard stated that we will be reviewing our water rates along with the City of Hollister in conjunction with the CH2MHill rate study and will incorporate rate requirements for the SRF Loan into this review.

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 Plant Investment and Disbursement Summaries; District Maintenance, Meter Reading, and Well Groundwater Level Reports:** General Manager/Secretary Ridenhour prefaced the District reports by pointing out new and condensed formatting of the reports; he noted that the full detailed reports will also be distributed to the Board in the previous format for comparison. Mr. Ridenhour stated that he has added three graphs with the packet: retail charges; metered water sold to customers; and total water pumped into the SSCWD system, with comparison to previous years. Mr. Ridenhour explained that the Maintenance Staff Report has been cut down to leaks, training opportunities, and other significant items. He invited Board comments and suggestions. Cathy Buck pointed out that the condensed reports are on different colored paper than the normal reports so they can easily be distinguished (i.e. SSCWD condensed reports are on pink paper, regularly on blue; and WTA condensed reports are on yellow paper, regularly on green).

The Board reviewed the February, 2012 District Operations Summary. Cathy Buck suggested that we find a happy medium for reports in the future between the consolidated and detailed version to save paper. President Meraz commented that the total SSCWD

charges for February were \$740,981 and Ms. Buck responded that the District recently billed the City for wholesale water for July 2011 through February 2012, which is why the total is so much higher than normal.

During her review of the January 31, 2012 Statement of Income, Ms. Buck noted that the detail has been hidden, but you can still see that net income for water department is \$22,207 and for the wastewater department is \$49,717. She added that staff welcomes feedback as to whether the new reports are helpful or if they would like to see something different.

During review of the Investment Summary Ms. Buck reported that the District's fund balance as of February 29, 2012 is \$3,534,130.32, which includes eight months' earned interest totaling \$8,443.64. She also reported success in obtaining a bank refund of its January and February charges, and that now that we eliminated the "Rate Pointer" account, we should not be charged fees in the future, which she will keep an eye on.

The Board reviewed Hollister-Sunnyslope Water Treatment Agency financial reports, including the February 8 to March 6, 2012 Disbursement Summary totaling \$104,027.18. Ms. Buck pointed out the Agency's payment of \$59,925 to SBCWD, representing a 15% advance payment for next year's projected water cost.

Ms. Buck reviewed the Hollister-Sunnyslope Water Treatment Agency Investment Summary ending February 29, 2012, and noted the fund totals \$1,932,705.09, which includes \$10,447.53 fiscal year-to-date (twelve months) earnings.

Jim Filice reviewed the February Maintenance Report and answered questions from Board members about specific items in the report. President Meraz asked about the status of the Crestview Drive water seepage and Mr. Filice explained that a coupling was replaced on the fire hydrant line; however a small amount of water is still present in the excavation so steel plates will be maintained over the trench so the excavation can be monitored to ensure there is not another leak in the area.

Director Villalon asked about the work done at Fairview Mobile Manor regarding their low fire hydrant flows and Mr. Filice responded we have determined that the hydrants are serviced by only 2 inch meters although the map shows it to be a 6" meter. Director Villalon asked what our liability would be and Mr. Filice responded that the responsibility does not rest with the District and the affected residents are seeking advice from the State.

Director Villalon asked about the emergency response for the power outage at the Oak Creek lift station and Mr. Filice stated that the portable generator is taken to the location to pump the lift station down until the power returns, and if the power is out for any length of time, the generator is alternated between the two lift stations. Mr. Filice added that the process is exercised every two weeks for practice.

During review of the Meter Reading Report for the period January 16 to February 15, 2012, Jim Filice noted the intertie meter data indicates the City received 59.2% of Lessalt water, while the District received 40.8%. Since the water allocation year began in February 2011, the City received 50.4 % of Lessalt treated water; the District received 49.6%. Mr. Filice noted next month the balance will be reduced because the District has billed the City of Hollister for roughly 200,000 gallons.

Jim Filice reviewed the groundwater level report and noted that well levels are still trending upward.

M. ALLOWANCE OF CLAIMS: The Board reviewed the District's Disbursement Summary for the period February 8 through March 6, 2012. In response to Director Anderson's question about check #17129 for \$460.00 to San Benito Engineering, Engineer Girouard explained that the expense is for work on modifications on the Best Road water line design. General Manager/Secretary Ridenhour noted that San Benito Engineering is also working on the lot line adjustment for Well #12. In response to Director Clapham's inquiry about check #17108 for \$27,328.23 to RMC Water and Environment, Engineer Girouard explained is for their oversight work on submittals for the Ridgemark treatment plant improvements project.

Upon motion made by Director Anderson, seconded by Director Villalon, and unanimously carried, the Board approved the disbursements totaling \$1,118,236.50, which includes: \$765,071.28 for vendors and employee compensation; \$349,064.68 to the City of Hollister for payments collected on their sewer billings; and \$4,100.54 for customer refunds and checks returned for insufficient funds. Last check written as of March 5, 2012 was check #17172.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
2/10/12	ACH 0292	RETURNED CHECK (Ret. Ck. 02-01)	-150.00
2/29/12	ACH 0293	EFTPS	-21,100.04
2/17/12	ACH 0294	RETURNED ACH (Ret. ACH 02-01)	-128.84
2/13/12	ACH 0295	RETURNED CHECK (Ret. Ck. 02-02)	-295.00
2/16/12	ACH 0296	RETURNED CHECK (Ret. Ck. 02-03)	-244.27
2/17/12	ACH 0297	RETURNED CHECK (Ret. Ck. 02-04)	-162.70
2/21/12	ACH 0298	RETURNED CHECK (Ret. Ck. 02-05)	-228.80
2/23/12	ACH 0299	RETURNED CHECK (Ret. Ck. 02-06)	-128.84
2/24/12	ACH 0300	RETURNED CHECK (Ret. Ck. 02-07)	-147.64
2/24/12	ACH 0301	RETURNED CHECK (Ret. Ck. 02-08)	-260.47
2/27/12	ACH 0302	Santa Barbara Bank	-691.55
3/5/12	ACH 0303	Merchant Services	-413.57
2/29/12	DD 0495	Alvarez, Abel	-4,022.47
2/29/12	DD 0496	Brill, Kelly L.	-4,557.78
2/29/12	DD 0497	Buck, Cathy L.	-6,558.47
2/29/12	DD 0498	Castro, Kevin G.	-4,615.01
2/29/12	DD 0499	Chavez, Jr., Manuel T.	-5,476.30
2/29/12	DD 0500	Eclarin, Ernesto P.	-4,190.05
2/29/12	DD 0501	Estrada, Thomas A.	-4,169.92
2/29/12	DD 0502	Filice, James L.	-7,291.70
2/29/12	DD 0503	Girouard, Kenneth R.	-6,409.20
2/29/12	DD 0504	Hagins, Patrick M.	-4,503.34
2/29/12	DD 0505	Imperatrice, Patrick L.	-6,372.49
2/29/12	DD 0506	Jackson, Patrick W.	-6,586.90
2/29/12	DD 0507	Malko, Kim A.	-2,341.15
2/29/12	DD 0508	Norman, III, Walter R.	-4,837.75
2/29/12	DD 0509	Padilla, David	-4,720.73
2/29/12	DD 0510	Porteur, Carol A.	-3,734.65
2/29/12	DD 0511	Ridenhour, Donald G	-9,373.92
2/29/12	DD 0512	Watson, Scott A.	-4,618.38
2/29/12	DD 0513	Zavala, Anabel G.	-4,019.53
2/29/12	DD 0514	Jackson, Norma	-320.43
3/6/12	DD 0515	Clapham, David G. (Dir. Dep.)	-300.00
3/6/12	DD 0516	Meraz, David (Dir. Dep.)	-200.00
3/6/12	DD 0517	Villalon, Daniel (Dir. Dep.)	-300.00
3/6/12	DD 0518	Wiener-Smolka, Laura S. (Dir. Dep.)	-200.00
2/8/12	17081	KAREN FORTINO	-9.24
2/8/12	17082	GLEN GINOCHIO	-98.59

Date	Num	Name	Amount
2/8/12	17083	GRAHAM CONTRACTORS	-500.00
2/8/12	17084	JUAN IRETA	-34.16
2/8/12	17085	GARY LESLIE	-35.93
2/8/12	17086	LEWIS LOPEZ	-89.44
2/8/12	17087	LPS FIELD SERVICES	-106.29
2/8/12	17088	OWNERS EQUITY REAL ESTATE	-106.29
2/8/12	17089	JUSTIN & BIANCA POWELL	-68.44
2/8/12	17090	RICHARD SELLERS	-56.63
2/8/12	17091	FATIMA VERDUZCO	-19.86
2/8/12	17092	MICHAEL & REBECCA WATSON	-6.53
2/13/12	17093	AL's Septic Tank Service Inc.	-1,010.00
2/13/12	17094	All Star Ready Mix, LLC	-720.43
2/13/12	17095	American Water Works Assoc. CA-NV Sect.	-150.00
2/13/12	17096	Anderson Pacific Engineering Constr, Inc.	-270,957.10
2/13/12	17097	Auto Tech Service Center, Inc.	-1,671.62
2/13/12	17098	Bianchi Kasavan & Pope, LLP	-1,053.00
2/13/12	17099	California Clean Energy LLC	-2,334.27
2/13/12	17100	EBCO Pest Control	-55.00
2/13/12	17101	Electrical Distributors Co.	-118.20
2/13/12	17102	Everbank Commercial Finance, Inc.	-226.35
2/13/12	17103	Monterey Bay Systems	-1,383.03
2/13/12	17104	Noland Hamerly Etienne & Hoss	-955.00
2/13/12	17105	P G & E	-11,775.64
2/13/12	17106	Postal Graphics (was Post Net)	-10.99
2/13/12	17107	Radio Shack (Crystal T.V.)	-37.88
2/13/12	17108	RMC Water and Environment	-27,328.23
2/13/12	17109	San Benito County Water District	-246.50
2/13/12	17110	South Valley Internet, Inc.	-17.95
2/13/12	17111	Staples	-80.55
2/13/12	17112	Toro Petroleum Corp.	-1,794.28
2/21/12	17113	A-1 Services	-373.00
2/21/12	17114	American Water Works Assoc. CA-NV Sect.	-75.00
2/21/12	17115	Ben Caputo Printing	-421.09
2/21/12	17116	City of Hollister-Finance Dept	-349,064.68
2/21/12	17117	CM Analytical, Inc.	-1,600.00
2/21/12	17118	Hollister-Sunnyslope W. T. A.	-49,962.97
2/21/12	17119	San Benito County-Assessor	-14.61
2/23/12	17120	Postmaster	-228.88
2/27/12	17121	AT&T	-280.98
2/27/12	17122	Corbin Willits Systems, Inc. (MOM's)	-225.00
2/27/12	17123	Corix Water Products	-970.68
2/27/12	17124	Electrical Distributors Co.	-42.66
2/27/12	17125	Koffler Elect Mech Apparatus Repair Inc.	-1,511.96
2/27/12	17126	Mark Nicholson, Inc.	-10,240.00
2/27/12	17127	Palace Art & Office Supply	-45.68
2/27/12	17128	Postal Graphics (was Post Net)	-7.00
2/27/12	17129	San Benito Engineering & Surveying Inc.	-460.00
2/27/12	17130	San Benito Tire, Inc.	-564.29
2/27/12	17131	Toro Petroleum Corp.	-1,592.78
2/27/12	17132	Verizon Wireless	-441.73
2/27/12	17133	Postmaster	-1,813.78
2/29/12	17134	Employment Dev. Dept. (EDD) DE88 Pmts.	-8,568.79
2/29/12	17135	CalPERS - Retirement	-1,587.18
2/29/12	17136	Nationwide Retirements Solutions	-14,693.27
2/29/12	17137	BAC (Beneficial Administration Company)	-302.32
2/29/12	17138	CalPERS - Health Insurance	-11,514.73

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
2/29/12	17139	CalPERS - Retirement	-39,308.68
2/29/12	17140	Fort Dearborn Life Insurance Co.	-300.00
2/29/12	17141	Premier Access Insurance Co.	-3,147.64
2/29/12	17142	Petty Cash	-110.66
2/29/12	17143	San Benito County-Environ. Health Div.	-3,693.00
3/5/12	17144	F ALFARO & HM CARILLO	-71.02
3/5/12	17145	ANDERSON HOMES	-191.11
3/5/12	17146	BRIAN & JENNIFER HAYDEN	-60.97
3/5/12	17147	Anderson Pacific Engineering Constr, Inc.	-206.69
3/5/12	17148	INSIGHT	-41.08
3/5/12	17149	KB HOME	-159.00
3/5/12	17150	KB HOME	-247.96
3/5/12	17151	CRAIG & KRISTEN VALLEJO	-35.40
3/5/12	17152	MICKEY SATTER WHITE	-150.00
3/5/12	17153	MARISSA GARCIA	-9.88
3/5/12	17154	ANDREW LUTZ & MIN ZHNAAG	-11.93
3/5/12	17155	LISA PATTERSON	-37.54
3/5/12	17156	Ace Hardware (Johnson Lumber Co.)	-106.50
3/5/12	17157	Anderson, Dawn V.	-200.00
3/5/12	17158	BHI Management Consulting	-4,811.79
3/5/12	17159	CM Analytical, Inc.	-9,951.00
3/5/12	17160	Corix Water Products	-87.88
3/5/12	17161	Everbank Commercial Finance, Inc.	-224.08
3/5/12	17162	Hill, Kathleen A.	-300.00
3/5/12	17163	Mission Uniform Service	-690.10
3/5/12	17164	O'Reilly Auto Parts	-3.75
3/5/12	17165	P G & E	-19,701.88
3/5/12	17166	Radio Shack (Crystal T.V.)	-82.25
3/5/12	17167	Razzolink.com	-230.90
3/5/12	17168	Recology San Benito County	-117.24
3/5/12	17169	RMC Water and Environment	-24,043.38
3/5/12	17170	San Benito County Water District	-183.25
3/5/12	17171	Serfilco, Ltd.	-344.77
3/5/12	17172	Union Bank of California, N.A. (SF)	-106,042.80
Total Disbursements			<u>-1,118,236.50</u>

N. STAFF REPORTS

1. **Directors:** Director Villalon shared information about a letter he received from JPIA about a Directors meeting in Monterey on May 7, 2012, and the ACWA conference that follows. He also advised that he will be unable to attend the April Board meeting.
2. **District Counsel:** No report.
3. **District Engineer:** Engineer Girouard spoke about valve turning machine the City is using in its water system that tracks valve maintenance and provides the GPS location of valves in the City's system. The City plans to provide the GPS data for the County's infrastructure map. He stated he and operations staff will discuss this with City staff, and perhaps meet with an equipment supplier to learn more. He will update the Board on use of this technology and also putting SSCWD valves on the County's GPS map.

Engineer Girouard gave progress reports on the lot line adjustment for Well #12 with Brigantino, as well as the agreement for a 110' x 110' lot on the Lompa property for Well #8.

- 4. Finance-HR Manager:** Cathy Buck reported that information flyer about the District's new online services for viewing and paying bills will be sent to customers with the next billing cycle. She also reported that one of the new options customers will have is to receive an E-Bill, which allows them to go paperless. The District website has been updated with a link to the new online service registration. Ms. Buck stated that since February 28, when online billpay was activated on the District's website, 31 online payments have been received (16 by credit card; 15 by check), and almost 100 customers have signed up for E-billing.

Ms. Buck reported that she added a link on the District website that provides a still photo taken from the webcam overlooking the Ridgemark wastewater treatment plant upgrade construction. She explained her plan to archive webcam photos over time for online viewing in a gallery.

Stenographer Wiener stated that she created the District website and has maintained it over the years. Last fall Cathy Buck contacted her and expressed enthusiasm about learning website maintenance so she could assume that responsibility for the District. Ms. Wiener explained that she found Cathy Buck to be unusually adept and quick to master the required skills, and that Ms. Buck's work to keep the website updated is meticulously accurate and valuable because of her commitment to maintaining backup recovery data in the event the online website should ever become damaged or lost.

- 5. General Manager:** General Manager/Secretary Ridenhour reminded the Board about the upcoming strategic planning workshop with consultant Brent Ives, which will be Monday, March 12th from 8:00 a.m. to 3:00 p.m.

Mr. Ridenhour reported that he has added a new report, Active Tasks, which is a follow-up on open items from board meetings that he will update monthly. The report will be added to future agendas in the Status Reports section as #11.

He also reminded the Board that he will be on vacation from March 26th through April 2nd, returning to work on April 3rd.

O. FUTURE AGENDA ITEMS: None.

The next regular meeting is scheduled to be held at 5:15 p.m. on Thursday, April 12, 2012.

- P. ADJOURN:** Upon motion made by Director Hill, seconded by Director Clapham, and unanimously carried, the meeting was adjourned at 6:47 p.m.

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

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