

MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
Regular Meeting
November 10, 2011

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: Directors present: President Dave Meraz; Vice-president Dawn Anderson, Danny Villalon, Dave Clapham, Kathleen Hill. **Others present:** Secretary Bryan Yamaoka and Attorney Lloyd Lowrey.

Staff present for Open Session: District Engineer Ken Girouard, Finance & Human Resource Manager Cathy Buck, Executive Assistant Carol Porteur, and meeting stenographer Laura Wiener-Smolka.

C. APPROVAL OF AGENDA: President Meraz requested moving agenda item H.1. (Governance Committee) up on the agenda to follow item F. (Old Business). Upon motion made by Director Villalon, seconded by Director Clapham, and carried (5-0), the agenda item H-1 was moved after agenda item F.

Upon motion made by Director Anderson, seconded by Director Hill, and carried (5-0), the remainder of the agenda was approved.

D. 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 public comments.

Others present at the meeting: Consultant to the Governance Committee Harry Blohm, Customer Joe Rivas, and Construction Inspector/Engineering Technician Patrick Imperatrice.

E. READING OF MINUTES: Director Anderson asked about the page 3, second paragraph, under Operations Summary of the minutes regarding the Rate Pointer account interest offsetting banking fees for the District's checking account. Cathy Buck explained that the District has been on an "analysis account" with the bank for a long time now. What that means is that the bank calculates a credit for the month based on the average balance on deposit in our checking accounts and then they deduct fees from the credit for the various services we use/consume each month. They charge us fees for AllTime Treasury, AllTime Deposit, account maintenance, each deposit, per check deposited, per ACH item deposited, each returned item, etc, etc. In the past, our credit usually exceeded the fees and we owed nothing, but in the last year or so the Bank has cut back on the credit allowed but has not cut back on the fees charged so we now owe a fee every month. Cathy Buck explained that Rate Pointer account interest helps to offset the \$500+/- monthly fee charged by the bank. The returned check fees we collect from customers also help offset the banks monthly fee.

Upon motion made by Director Villalon, seconded by Director Anderson, and unanimously carried, the Board approved the minutes of the October 25, 2011 regular (rescheduled) meeting.

F. OLD BUSINESS: None.

H.1. GOVERNANCE COMMITTEE (moved up on the agenda by unanimous vote):
Secretary Yamaoka introduced Harry Blohm who gave a presentation on the status of the

Governance Committee's actions to move forward on the completion of upgrading the Lessalt surface water treatment plant and associated infrastructure as well as the new West Hills surface water treatment plant and infrastructure.

Mr. Blohm stated that the Lessalt plant's filters are coming to the end of their useful life and need to be replaced. In addition, the plant requires upgrading to increase output to its originally designed capacity of 3-mgd so it can also serve Ridgemark customers and meet peak demands as well as meet new disinfection byproduct rules by 2013. Mr. Blohm noted that HDR consultants recommended that the West Hills plant be constructed to produce at a full capacity of 6-mgd, which would be a combined total of 9-mgd capacity. He explained that the management committee has concerns about the ability of all agencies to implement a rate structure to support financing the program. The management committee presented to the negotiating team a plan to phase-in rates over a five-year period, which will be presented to the full Governance Committee.

President Meraz stated that it was his understanding that the West Hills plant would be built to provide 3-mgd and later be expanded to 6-mgd. Mr. Bloom explained that 3-mgd at the West Hills plant will not meet initial requirements of delivering water to all areas of the Hollister community and desired water quality to the high zone. Mr. Blohm stated that treatment capacity can be increased later through the use of modules. The recommendation is to obtain bids for both 4.5 and 6-mgd capacity for the West Hills plant; construction of a 6-mgd plant at West Hills would proceed if an affordable bid for 6-mgd is received.

Director Clapham stated that the representatives of Sunnyslope District prefer the phased-in rate implementation process and that initial rate increases are not implemented until customers receive improved water quality.

Mr. Blohm noted that most of the improvements can be financed and that the Proposition 218 process for rate increases must be completed before financing and construction begins.

G. NEW BUSINESS

1. RECEIVE, DISCUSS, AND TAKE APPROPRIATE ACTION ON LETTER FROM JOE RIVAS REGARDING THE DISTRICT'S LATE FEE POLICY:

President Meraz stated that the District's Finance Committee reviewed Mr. Rivas' concerns and came up with recommendations. The committee discussed different changes that could be made to our Billing & Collection procedures that would improve customer service.

Cathy Buck stated that Mr. Rivas' check was an online bank generated check. She explained that when customers use online bill pay through their bank, they see the amount deducted from their checking accounts immediately and assume we get the funds the same day; however, the banks send us checks by mail from out-of-state clearing houses located in Texas, Arizona, or Illinois. Because of the mailing time, there is a three to five-day time lag (or more) before receipt of the check by the District, and can result in late fees charged to the customer.

Ms. Buck stated that bills are generated on the 20th and mailed on the last day of the month; that the Committee talked about mailing bills earlier to give customers extra time between receipt of bill and when it is due. Another idea discussed is when the due date falls on the weekend or a holiday, to allow one extra business day before the late fee is charged. The Committee also talked about not sending past due letters to customers with a balance of \$50 or less rather than the \$25 threshold currently used. She explained that the first time a customer is charged the \$10 administrative collection fee; the District may

waive the fee upon customer request. The fee will be waived a second time if the customer signs up for Auto-Pay. Another possibility is to add our own Online Bill Pay and E-Bill options to our current billing program, allowing customers to submit their payment directly to us online through our web site, 24/7, and they could also sign up to receive an electronic bill rather than a paper bill in the mail.

President Meraz asked about Board policy changes necessary to implement these ideas. Ms. Buck explained that a change in policy is not required as these would merely be changes in procedures, except for adding the Online Bill Pay and E-Bill options, which cost money to do. She noted that this option was not previously considered due to the high cost to implement; however, costs have come down significantly. Ms. Buck added that agenda item G.3 addresses the Online Bill Pay and E-Bill options.

Mr. Rivas stated that he learned the bill is due immediately upon receipt; however, the deadline date to avoid late fees is printed on the bill which causes many customers to assume that is the payment due date. He thanked the Board for looking into his concerns and putting the matter on the agenda.

2. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON REQUEST FROM SIERRA NEVADA LAND COMPANY FOR WATER SERVICE TO WALNUT PARK 13-1A AND ENTER INTO WATER SERVICE AGREEMENT FOR 20-SINGLE FAMILY RESIDENTIAL LOTS:

Engineer Girouard reviewed a water service request from Kelley Engineering & Surveying for 20-single family residential units in Walnut Park 13. He noted that the entire future development proposes additional future single-family units, some of which may be 2-story designs, multi-family units, as well as a small commercial complex.

Sunnyslope staff recommends that the developer be given the option to install our standard 1" service line or an optional 2" service line from the water main to the meter box. Engineer Girouard added that water pressure within the proposed development is expected to average 50 psi; however, the water pressure can range from below 40 psi to more than 60 psi, depending upon the time of day. Engineer Girouard stated that the responsibility for making the determination of a 1" or optional 2" service line would remain with the developer. Sunnyslope staff is making the developer aware of the range of water pressure available for fire sprinklers in this development.

Engineer Girouard noted that the District has capacity to serve the development and recommended Board approval of a water service agreement with our standard 1-inch service line. President Meraz stated that he prefers giving the developer the option to install 1-inch service lines for the sake of consistency in District policy. Director Villalon stated that he would like more information before making a decision on this matter.

Upon motion made by Director Clapham, seconded by Director Anderson, and carried 4-1 (Director Villalon voting No), the Board approved water service to 20-single family residential lots in Walnut Park 13-1A, and entering into a water service agreement with our standard 1-inch or a 2" service line option with Sierra Nevada Land Company.

3. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON QUOTE FROM CORBIN WILLITS-MOM SOFTWARE TO ADD ON-LINE BILL PAY AND E-BILL AVAILABILITY FOR CUSTOMERS, FOR A ONE-TIME FEE OF \$1,333.48 AND A \$2,700 INCREASE IN THE CURRENT ANNUAL MAINTENANCE FEES:

Cathy Buck reported that the Finance Committee met on November 4th to review On-line Bill Pay and E-Bill availability for customers to

address complaints regarding late fees.

Ms. Buck stated that the District's utility billing software, is owned by Corbin Willits-MOM Software; they have offered on-line Bill Pay features for several years, but the cost was around \$10,000. Recently the District received a quote from the company offering licenses, installation, and testing at a cost of \$1,333.48 and a \$225 per month (\$2,700 per year) increase in the annual maintenance agreement.

Ms. Buck explained that about 14% of our customers now use the District's free Auto Pay service, but we have a great number of customers that would prefer to pay their bill on-line themselves or prefer to pay by credit card. She explained that this feature would allow customers to view and print their own bills 24/7 as well as being able to pay on-line directly to the District. The system would also achieve savings by mailing costs, paper billing/return envelope costs, and some reduced staff time. Ms. Buck stated that the Finance Committee recommends acquiring the MOM's On-line and E-bill pay system.

Upon motion made by Director Villalon, seconded by Director Hill, and unanimously carried, the Board approved adding the MOM's On-line and E-bill pay system at a cost of \$1,333.48 and a \$225 per month (\$2,700 per year) increase in the annual maintenance agreement.

4. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON PROPOSAL FOR LINE-OF-CREDIT WITH SANTA BARBARA BANK & TRUST FOR RIDGEMARK WASTEWATER TREATMENT PLANT

CONSTRUCTION PROJECT: Attorney Lowrey stated that his firm represents one of the banks that submitted proposals for the line-of-credit to be considered; therefore his firm may have a conflict of interest regarding this matter. He excused himself from the room during discussion and Board consideration of this agenda item.

Cathy Buck stated that in May 2011, we contracted with Bartle Wells Associates to review the full range of bridge financing alternatives available to the District for the wastewater project and assist us in obtaining a line-of-credit. She stated that the SRF will reimburse the District for the construction costs incurred; however, there could be 30, 60 or even 90 days lag between paying the invoices and receiving the reimbursement from the State.

Construction of the plant has begun and the District has been making a progress payments to Anderson Pacific, and the District Engineer estimates an \$800,000 payment will be due in December, bringing total expenditures to around \$1,799,612. This total does not include other vendors paid on this project.

Bartle Wells solicited proposals for a line-of-credit on behalf of the District and two proposals were received from lenders: Santa Barbara Bank & Trust and Umpqua Bank for either a \$1 million or \$2 million line-of-credit.

During her report, Ms. Buck reviewed the terms of the two proposals, noting that both bank interest rates are Prime plus 1%; however Santa Barbara Bank's upfront fees are less and no interest is charged for unused funds.

Upon motion made by Director Hill, seconded by Director Anderson, and unanimously carried, the Board approved opening a \$2 million line-of-credit with Santa Barbara Bank & Trust for the purpose of interim financing for construction of the Ridgemark Wastewater Treatment Plant project.

- 5. RECEIVE, REVIEW, DISCUSS, AND TAKE APPROPRIATE ACTION ON ASPHALT TRENCH RESTORATION BID FOR \$6,954.00:** Engineer Girouard reported that the Operations Department requested three bids to restore water trench repairs at 920 El Toro, 1521 El Camino de Vida, 220 Donna Lane, and 1005 Wild Oak Drive. Bids were requested from Enz Construction, Granite Rock, and Mark Nicholson, Inc. Bids were received from Granite Rock at \$7,400.00 and from Mark Nicholson, Inc. for \$6,954.00. He recommended Board acceptance of the low bid of \$6,954.00, submitted by Mark Nicholson, Inc.

Upon motion made by Director Anderson, seconded by Director Clapham, and unanimously carried, the Board accepted the \$6,954.00 bid submitted by Mark Nicholson, Inc.

- 6. RECEIVE, DISCUSS, AND TAKE APPROPRIATE ACTION ON RIDGEMARK WASTEWATER TREATMENT AND RECYCLED WATER IMPROVEMENTS PROJECT STATUS AND PROGRESS PAYMENT REQUEST BY ANDERSON PACIFIC FOR \$219,363.30:** Engineer Girouard summarized progress made by Anderson Pacific through October 26th and noted that the Board recently toured the project. He recommended approval of a progress payment, less 10% retention, totaling \$219,363.30.

Upon motion made by Director Villalon, seconded by Director Hill, and unanimously carried, the Board authorized a progress payment to Anderson Pacific in the amount of \$219,363.300.

H. BOARD AND STAFF COMMITTEE STATUS REPORTS:

- 1. Governance Committee:** This item was moved up on the agenda and addressed prior to agenda item G.1.

The next Governance Committee meeting will be held at 5:00 p.m. on November 16, 2011, at the San Benito County Water District (SBCWD) Board meeting room.

- 2. Water/Wastewater Committee:** Directors Clapham and Villalon gave a brief review of committee discussions that focused on meeting regulatory goals by 2013 instead of 2015. Director Villalon stated the committee's plan is to state the District's concerns and go forward with the phased plan as long as it is agreed to that Sunnyslope would be able to revisit their concerns at a later date. Secretary Yamaoka noted that the two concerns of focus for meeting the disinfection by product goal of the Health Department by October 2013, and Regional Board wastewater requirements for salinity, in which we are already in violation.
- 3. Finance Committee:** President Meraz reported that they met last week and previous discussed in above agenda items.
- 4. Policy and Procedure Committee:** No report.
- 5. Water Resources Association of San Benito County:** Director Anderson reported they met today and that Director Hill attended the meeting. At the meeting, Shawn Novack reported on a free irrigation efficiency class he organized which included farm irrigation and use of chemicals. Mr. Novack also reported that he is working with Hollister School District and the City's Park & Recreation Department on efficient lawn irrigation and use of solar panels.

The next meeting of the WRA will be held at 10:00 a.m. on January 12, 2012, at the SBCWD Board meeting room.

6. **Ridgemark Wastewater Treatment and Recycled Water Improvement Project:** Secretary Yamaoka thanked Patrick Imperatrice for providing an informative tour of the project site this past week.
7. **State Revolving Fund and Stimulus Package Financing:** Engineer Girouard reported that he watching the progress of the Best Road State Revolving Fund (SRF) application with the State Water Resources Control Board (SWRCB).
8. **Lessalt Water Treatment Plant:** This item was previously discussed during the Governance Committee report.
9. **Water Related Projects:** No report.
10. **District Operation Summary, Statement of Income, and Investment Summary; Lessalt Water Treatment Agency Investment and Disbursement Summaries; District Maintenance, Meter Reading, and Well Groundwater Level Reports:** The Board reviewed the District Operations Summary through October 31, 2011. Cathy Buck reported on an increase in the number of auto-pay customers, which brings the current total to 773 or about 14% of our customers. She noted that over the past few months there has been no connection fee revenue.

During review of the Statement of Income report through September 30, 2011, Ms. Buck reported that the loss shown in September is due to a large debt service payment; she pointed out that the year to date financial reports are consistent with the District's budget projections.

During review of the Investment Summary Ms. Buck reported that the District's fund balance as of October 31 is \$2,648,703.91, which includes four months' earned interest totaling \$5,935.77.

The Board reviewed Lessalt Water Treatment Agency financial reports, including the October 21 to November 8, 2011 Disbursement Summary totaling \$16,967.41. Ms. Buck noted that the District has prepaid SBCWD for water for the remainder of the year.

Ms. Buck reviewed the Lessalt Water Treatment Agency Investment Summary ending October 31, 2011, and noted the fund totals \$1,777,557.39, which includes \$8,694.23 fiscal year-to-date (eight months) interest earnings.

During review of the October Maintenance Report, Secretary Yamaoka responded to questions regarding various items in the report in Jim Filice's absence.

Director Villalon asked about the status of developing a plan for increasing the number of valves exercised. Secretary Yamaoka noted that 14 valves were exercised during the month. He stated that staff has discussed a plan, and that information will be brought to Water/Wastewater Committee for discussion.

Director Anderson asked about #14 and wanted to know what a burry with a kicker was. President Meraz explained it is a spool and elbow combination underneath part of a fire hydrant.

Director Hill commented that the items listed seem ordinary, and suggested that the

monthly maintenance report contain only extra-ordinary items, rather than scheduled routine items. Secretary Yamaoka stated these items are in addition to the scheduled weekly, monthly, and other periodic tasks performed by the maintenance crew. He will discuss condensing the list with Jim Filice.

During review of the Meter Reading Report for the period September 14 to October 17, 2011, Secretary Yamaoka noted the intertie meter data indicates the City received 49.4% of Lessalt water, while the District received 50.6%. Since the water allocation year began in February the City has received 47.3% of Lessalt treated water as compared to 52.7% received by the District. Secretary Yamaoka commented that during the coming winter months the percentages of water pumped from the Lessalt plant will start to balance out between the two agencies.

Secretary Yamaoka reviewed the groundwater level report and noted well levels are beginning to rise, as predicted, due to less water pumped during the winter months.

I. ALLOWANCE OF CLAIMS: The Board reviewed the District's Disbursement Summary for the period October 21 through November 8, 2011.

Upon motion made by Director Anderson, seconded by Director Villalon, and unanimously carried, the Board approved the disbursements totaling \$1,102,935.40, which includes: \$770,868.47 for employee compensation and accounts payable; \$330,564.72 to the City of Hollister for City sewer bills collected; \$1,502.21 for customer refunds and returned checks. Last check written as of November 7, 2011 was check number 16796.

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/31/11	ACH 0244	EFTPS	-341.96
10/31/11	ACH 0244	EFTPS	-21,415.74
10/25/11	ACH 0245	Santa Barbara Bank	-653.46
10/26/11	ACH 0247	RETURNED CHECK (Ret. Ck 10-08)	-187.97
11/3/11	ACH 0248	Merchant Services	-695.06
11/7/11	ACH 0249	RETURNED CHECK (Ret. Ck 11-01)	-168.91
10/31/11	DD 0400	Alvarez, Abel	-4,247.95
10/31/11	DD 0401	Brill, Kelly L.	-4,608.53
10/31/11	DD 0402	Buck, Cathy L.	-6,604.98
10/31/11	DD 0403	Castro, Kevin G.	-4,315.11
10/31/11	DD 0404	Chavez, Jr., Manuel T.	-5,243.22
10/31/11	DD 0405	Eclarin, Ernesto P.	-4,270.63
10/31/11	DD 0406	Estrada, Thomas A.	-3,984.14
10/31/11	DD 0407	Filice, James L.	-7,797.14
10/31/11	DD 0408	Girouard, Kenneth R.	-6,481.94
10/31/11	DD 0409	Hagins, Patrick M.	-4,172.14
10/31/11	DD 0410	Imperatrice, Patrick L.	-5,965.87
10/31/11	DD 0411	Jackson, Patrick W.	-6,483.98
10/31/11	DD 0412	Malko, Kim A.	-633.30
10/31/11	DD 0413	Norman, III, Walter R.	-5,100.87
10/31/11	DD 0414	Padilla, David	-4,786.65
10/31/11	DD 0415	Porteur, Carol A.	-3,588.10
10/31/11	DD 0416	Watson, Scott A.	-3,555.68
10/31/11	DD 0417	Yamaoka, Bryan M.	-9,276.59
10/31/11	DD 0418	Zavala, Anabel G.	-4,031.68
10/31/11	DD 0419	Jackson, Norma	-325.66

Date	Num	Name	Amount
11/8/11	DD 0420	Clapham, David G. (Dir. Dep.)	-300.00
11/8/11	DD 0421	Meraz, David (Dir. Dep.)	-100.00
11/8/11	DD 0422	Villalon, Daniel (Dir. Dep.)	-500.00
11/8/11	DD 0423	Wiener-Smolka, Laura S. (Dir. Dep.)	-200.00
10/13/11	16684-Err	Bank Error-\$2005.58 check cashed as \$2005.68	-0.10
10/18/11	1506821451	Bank Error-Fradulent Check	-25.00
10/24/11	16716	Eclarin, Ernesto P.	-150.00
10/24/11	16717	Castro, Kevin G.	-84.94
10/24/11	16718	Alvarez, Abel	-129.29
10/24/11	16719	Auto Tech Service Center, Inc.	-772.76
10/24/11	16720	Bartle Wells Associates	-1,350.00
10/24/11	16721	City of Hollister-Finance Dept	-330,564.72
10/24/11	16722	Employee Relations, Inc.	-172.50
10/24/11	16723	Everbank Commercial Finance, Inc.	-226.35
10/24/11	16724	Greenwood Chevrolet	-55.65
10/24/11	16725	Hollister-Sunnyslope W. T. A.	-35,749.77
10/24/11	16726	Postal Graphics (was Post Net)	-22.79
10/24/11	16727	Power Equipment Co.	-5.52
10/24/11	16728	San Benito County Water District-Pumping	-27,590.58
10/24/11	16729	Postmaster	-279.33
10/26/11	16730	Anderson Pacific Engineering Constr, Inc.	-387,549.00
10/28/11	16731	Postmaster	-1,762.06
10/31/11	16732	A-1 Services	-373.00
10/31/11	16733	AT&T	-267.37
10/31/11	16734	Calif. Dept. of Public Health - OCP	-90.00
10/31/11	16735	Carlton's Fire Extinguisher Sales & Serv	-263.30
10/31/11	16736	CM Analytical, Inc.	-13,723.75
10/31/11	16737	Ferguson Enterprises, Inc.	-52.63
10/31/11	16738	Kelly, Stephen F.	-13,966.40
10/31/11	16739	Mid Valley Supply	-289.03
10/31/11	16740	Monterey Bay Systems	-129.90
10/31/11	16741	National Meter & Automation, Inc.	-643.55
10/31/11	16742	Palace Art & Office Supply	-597.88
10/31/11	16743	Radio Shack (Crystal T.V.)	-75.75
10/31/11	16744	Razzolink.com	-148.80
10/31/11	16745	San Benito Tire, Inc.	-321.11
10/31/11	16746	Toro Petroleum Corp.	-1,318.18
10/31/11	16747	Verizon Wireless	-304.22
10/31/11	16748	Wright Bros. Indust. Supply	-69.06
10/31/11	16749	BAC (Beneficial Administration Company)	-288.51
10/31/11	16750	CalPERS - Health Insurance	-13,670.35
10/31/11	16751	Fort Dearborn Life Insurance Co.	-247.00
10/31/11	16752	Premier Access Insurance Co.	-2,837.89
10/31/11	16753	Employment Dev. Dept. (EDD) DE88 Pmts.	-49.36
10/31/11	16754	Employment Dev. Dept. (EDD) DE88 Pmts.	-8,614.50
10/31/11	16755	CalPERS - Retirement	-1,587.18
10/31/11	16756	Nationwide Retirements Solutions	-13,866.44
10/31/11	16757	CalPERS - Retirement	-39,046.02
11/1/11	16758	Postmaster	-64.00
11/4/11	16759	Petty Cash	-133.57
11/7/11	16760	Castro, Kevin G.	-65.06
11/7/11	16761	ANDERSON HOMES	-304.29
11/7/11	16762	ANDERSON HOMES	-306.73
11/7/11	16763	RAYMOND AVILA	-29.57
11/7/11	16764	KEVIN BLADOW	-79.65
11/7/11	16765	NORMA T CASTILLO	-52.78
11/7/11	16766	CENTRAL MORTGAGE CO	-47.69
11/7/11	16767	NICK & MALISSA DALEO	-9.24
11/7/11	16768	RAYMOND ERTA	-9.15
11/7/11	16769	LYNN MELENDEZ	-254.02
11/7/11	16770	NATALIE TERUEL	-52.21

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/7/11	16771	Ace Hardware (Johnson Lumber Co.)	-171.39
11/7/11	16772	All Star Ready Mix, LLC	-213.25
11/7/11	16773	Anderson, Dawn V.	-200.00
11/7/11	16774	B.W.S. Distributors, Inc.	-390.71
11/7/11	16775	Calif. Dept. of Public Health - OCP	-300.00
11/7/11	16776	Electrical Distributors Co.	-102.71
11/7/11	16777	Everbank Commercial Finance, Inc.	-158.90
11/7/11	16778	Greenwood Chevrolet	-73.18
11/7/11	16779	Groeniger & Company	-3,659.63
11/7/11	16780	Hill, Kathleen A.	-100.00
11/7/11	16781	Hollister Auto Parts, Inc.	-105.80
11/7/11	16782	Mark Nicholson, Inc.	-1,714.99
11/7/11	16783	Mid Valley Supply	-229.38
11/7/11	16784	Mission Uniform Service	-633.72
11/7/11	16785	Noland Hamerly Etienne & Hoss	-2,616.75
11/7/11	16786	O'Reilly Auto Parts	-116.28
11/7/11	16787	P G & E	-29,073.11
11/7/11	16788	Recology San Benito County	-117.24
11/7/11	16789	RMC Water and Environment	-32,700.81
11/7/11	16790	San Benito County-Admin Office	-5,701.00
11/7/11	16791	San Benito County Water District	-385.00
11/7/11	16792	San Benito Tire, Inc.	-623.80
11/7/11	16793	South Valley Internet, Inc.	-17.95
11/7/11	16794	Stargazer Packaging	-189.24
11/7/11	16795	Toro Petroleum Corp.	-1,969.10
11/7/11	16796	U.S. Bank Corporate Payment Systems	-594.70
Total Disbursements			<u>-1,102,935.40</u>

J. BOARD AND STAFF REPORTS:

- 1. Directors:** Director Villalon reported that he and Cathy Buck are registered to attend the ACWA conference in Anaheim, CA, November 28 through December 2. He stated that travel plans and accommodations have been made; however, it is not too late if others would like to go.

Director Clapham suggested that when the District sponsors attendance at a conference, that attendees prepare a report to the Board, include key points or important information, and share any materials received.

- 2. District Counsel:** No report.
- 3. District Engineer:** No report.
- 4. Finance-HR Manager:** No report.
- 5. General Manager:** No report.

- K. FUTURE AGENDA ITEMS:** Secretary Yamaoka noted that the agendas for the Special Meetings coming up on the 16th, 17th, and 18th of November for the General Manager interviews were given to the Directors along with a revised list of upcoming meetings. Mr. Yamaoka also stated that Attorney Lowrey would need to be present at the November 18th meeting for the contract negotiations and for the hiring of the new General Manager.

Secretary Yamaoka reported the Board's December meeting agenda will include election of a President and Vice President, as well as committee assignments. Ms. Buck stated that updated signature cards for District bank accounts will be necessary, but could wait until the new General Manager was on board.

The next regular meeting is scheduled to be held at 5:15 p.m. on Thursday, December 8, 2011.

L. ADJOURN: Upon motion made by Director Villalon, seconded by Director Clapham, and unanimously carried, the meeting was adjourned at 6:45 p.m.

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

RESPECTFULLY SUBMITTED: s/Bryan M. Yamaoka
Bryan M. Yamaoka, Secretary