

**MINUTES**  
**Regular Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**May 19, 2020**

**A. CALL TO ORDER:** The meeting was called to order at 4:30 p.m. by President Parker, as authorized by the State of California Executive Order N-25-20 via teleconference, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.

**B. ROLL CALL: Present In Person:** Vice President Jerry Buzzetta, and Director Mike Alcorn, Director Judi Johnson, and President James Parker. **Present Via Teleconference:** Director Ann Ross.

**C. PUBLIC COMMENT ON CLOSED SESSION MATTERS:** Members of the public may address the Board on the item or items listed on the Closed Session agenda, with a time limit of 3 minutes per speaker. No public comment was made.

**Staff Present for Closed Session: In Person:** General Manager/Secretary Drew Lander, and **Via Teleconference:** Attorney Heidi Quinn.

**D. CLOSED SESSION (PURSUANT TO Government Code Section 54956.9(b) and 54957.6:** At 4:32 p.m., President Parker closed the meeting to the public to discuss the following:

1. **Conference with Legal Counsel** – Anticipated Litigation, Gov. Code § 54956.9(b): – One case.
2. **Labor Negotiation Discussion** – Management Negotiations Update, Gov. Code § 54957.6  
President Parker reconvened the meeting to open session at 5:18 p.m.

**E. PLEDGE OF ALLEGIANCE:** Director Johnson led Directors and staff in the Pledge of Allegiance.

**F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:** Attorney Heidi Quinn reported on the first item, Anticipated Litigation, Gov. Code § 54956.9(b), stating that a status report was given to the Board, and that no action was taken. Attorney Quinn addressed the second item, Management Negotiations Update, Gov. Code § 54957.6, by reporting that a status report was provided to the board, and no reportable action was taken.

**G. APPROVAL OF AGENDA:** Upon a motion made by Director Johnson, seconded by Director Alcorn, for which President Parker then took a roll call vote as follows: Director Alcorn (MA), yes; Director Buzzetta (JB), yes; Director Johnson (JJ), yes; Director Ross (AR), yes; and President Parker (JP), yes; the motion carried 5-0.

**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. No public comment was made.

**Staff Present for Open Session: In Person:** General Manager/Secretary Drew Lander, Executive Assistant/Stenographer Carol Porteur, Water/Wastewater Superintendent Jose Rodriguez, Finance & Human Resource Manager Travis Foster, and Associate Engineer Rob Hillebrecht. **Via Teleconference:** Attorney Heidi Quinn.

**I. CONSENT AGENDA:**

1. Approval of Minutes – The Board reviewed the minutes for the Regular and Special Meeting of April 21, 2020.
  
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of April 14, 2020 through May 11, 2020, totaling \$ 1,177,083.76, which includes \$562,076.04 for payments to vendors, \$254,615.91 for Payroll – employee and director, \$357,909.67 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$2,482.14 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1706, the last “DD” # (direct deposit-electronic employee payments) was DD #2895 , and the last check written was check #27991.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
04/15/20	ACH 1685	EFTPS	-217.18
04/16/20	ACH 1686	RETURNED ACH (ACH Ret 04-01)	-175.22
04/16/20	ACH 1687	RETURNED ACH (ACH Ret 04-02)	-184.62
04/16/20	ACH 1688	RETURNED ACH (ACH Ret 04-03)	-106.02
04/17/20	ACH 1689	RETURNED ACH (ACH Ret 04-04)	-312.97
04/17/20	ACH 1690	RETURNED ACH (ACH Ret 04-05)	-175.22
04/17/20	ACH 1691	RETURNED ACH (ACH Ret 04-06)	-146.68
04/17/20	ACH 1692	RETURNED ACH (ACH Ret 04-07)	-143.85
04/17/20	ACH 1693	RETURNED ACH (ACH Ret 04-08)	-106.54
04/20/20	ACH 1694	RETURNED CHECK (Ck Ret 04-01)	-128.00
04/22/20	ACH 1695	RETURNED CHECK (Ck Ret 04-02)	-116.26
04/30/20	ACH 1696	EFTPS	-26,282.80
04/30/20	ACH 1697	Employment Dev. Dept. (EDD) DE88 Pmts.	-11,068.16
04/30/20	ACH 1698	CalPERS - Retirement	-1,036.00
04/30/20	ACH 1699	CalPERS - Retirement	-6,033.03
04/30/20	ACH 1700	CalPERS - Retirement	-24,664.80
04/30/20	ACH 1701	CalPERS - Health Insurance	-18,721.79
04/30/20	ACH 1702	CalPERS - Retirement	-50.00
05/01/20	ACH 1703	North American Bancard	-797.23
05/03/20	ACH 1704	Pathian Administrators (VSP)	-383.15
05/04/20	ACH 1705	North American Bancard	-1,291.30
05/05/20	ACH 1706	American Express	-29.68
04/15/20	DD 2867	Alcorn, Michael H.	-184.70
04/15/20	DD 2868	Buzzetta, Jerry T	-323.23
04/15/20	DD 2869	Johnson, Judi H.	-320.23
04/15/20	DD 2870	Parker, James F	-277.05
04/15/20	DD 2871	Ross, Ann C.	-184.70
04/30/20	DD 2872	Alvarez, Abel	-5,911.58
04/30/20	DD 2873	Bernal, Melissa M	-2,907.47
04/30/20	DD 2874	Boltz, William K	-6,175.25
04/30/20	DD 2875	Buck, Cathy L.	-1,494.87
04/30/20	DD 2876	Burbank, Jr., Dee J.	-6,336.52
04/30/20	DD 2877	Castro, Kevin G.	-6,445.79
04/30/20	DD 2878	Cervantes, Jr., Adan S.	-5,306.09
04/30/20	DD 2879	Chavez, Jr., Manuel T.	-8,273.56
04/30/20	DD 2880	Eclarin, Ernesto P.	-7,316.71
04/30/20	DD 2881	Foster, Travis J	-6,744.00
04/30/20	DD 2882	Hernandez, Bazilio	-6,103.10
04/30/20	DD 2883	Hillebrecht, Robert B.	-5,410.44
04/30/20	DD 2884	Lander, Drew A	-10,676.84
04/30/20	DD 2885	Malko, Kim A.	-3,838.05
04/30/20	DD 2886	Padilla, David	-5,759.96
04/30/20	DD 2887	Perez Bribiesca, Diego	-4,492.48

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
04/30/20	DD 2888	Porteur, Carol A.	-4,043.37
04/30/20	DD 2889	Quick, Troy E.	-6,729.69
04/30/20	DD 2890	Roberts, Kelly L.	-4,796.23
04/30/20	DD 2891	Rodriguez, Jose J.	-7,717.96
04/30/20	DD 2892	Vargas Garcia, Michael J	-5,305.04
04/30/20	DD 2893	Vasquez-Herrera, Luis M.	-4,622.68
04/30/20	DD 2894	Watson, Scott A.	-7,613.06
04/30/20	DD 2895	Zavala, Anabel G.	-4,436.78
04/20/20	27910	VOID	0.00
04/20/20	27911	Roberts, Kelly L.	-30.18
04/20/20	27912	Eclarin, Ernesto P.	-124.66
04/20/20	27913	A-1 Services	-403.00
04/20/20	27914	Badger Meter, Inc.	-2,773.34
04/20/20	27915	Ben Caputo Printing	-97.73
04/20/20	27916	Brenntag Pacific, Inc.	-4,140.01
04/20/20	27917	Central Ag Supply LLC	-95.26
04/20/20	27918	City of Hollister-Finance Dept	-357,909.67
04/20/20	27919	CM Analytical, Inc.	-33,887.50
04/20/20	27920	De Lay & Laredo	-3,985.00
04/20/20	27921	Franchise Tax Board	-29.00
04/20/20	27922	Interstate Battery System of San Jose Inc	-108.11
04/20/20	27923	Melissa Data Corp.	-1,695.00
04/20/20	27924	MuniQuip, LLC	-608.58
04/20/20	27925	San Benito County-Admin Office	-8,980.00
04/20/20	27926	San Benito County Water District	-211.50
04/20/20	27927	Star Concrete	-515.11
04/20/20	27928	SUEZ WTS Analytical Instruments, Inc.	-13,750.29
04/20/20	27929	Toro Petroleum Corp.	-1,243.97
04/20/20	27930	BLANCA DELAFUENTE BERLANGA	-256.38
04/20/20	27931	GREGG & CHRISTINE DURDEN	-45.72
04/20/20	27932	AUDRA NACCARATO	-73.44
04/27/20	27933	Auto Tech Service Center, Inc.	-295.00
04/27/20	27934	Brenntag Pacific, Inc.	-15,392.43
04/27/20	27935	Brigantino Irrigation	-127.77
04/27/20	27936	Konica Minolta Premier Finance	-416.76
04/27/20	27937	RJR Recycling	-1,500.00
04/27/20	27938	San Benito County Water District	-321,707.40
04/27/20	27939	San Benito Tire Pros & Automotive	-22.50
04/27/20	27940	State Water Resources Control Brd-WWOPCP	-110.00
04/27/20	27941	Tesco Controls Inc	-812.49
04/27/20	27942	Transene Company Inc (Shape Products)	-122.63
04/27/20	27943	USA Blue Book	-467.33
04/30/20	27944	Nationwide Retirements Solutions	-21,537.18
04/30/20	27945	UWUA Local 820	-850.00
04/30/20	27946	Dearborn Life Insurance Company	-384.00
04/30/20	27947	Void	0.00
04/30/20	27948	Premier Access Insurance Co.	-3,640.39
04/27/20	27949	Chavez, Jr., Manuel T.	-114.71
04/27/20	27950	Bernal, Melissa M	-62.65
04/30/20	27951	Postmaster	-2,179.46
05/04/20	27952	JAMII & STANLEY PURA	-188.73
05/04/20	27953	Carmel Area Wastewater District	-51,000.00
05/04/20	27954	Ace Hardware (Johnson Lumber Co.)	-573.27
05/04/20	27955	AT&T	-616.11
05/04/20	27956	Bianchi Kasavan & Pope, LLP	-312.00
05/04/20	27957	Brenntag Pacific, Inc.	-11,374.58

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
05/04/20	27958	Central Ag Supply LLC	-324.43
05/04/20	27959	Grainger, Inc.	-355.10
05/04/20	27960	Hach Company	-4,175.61
05/04/20	27961	Hollister Auto Parts, Inc.	-18.70
05/04/20	27962	Inland Water Works Supply Co	-2,709.40
05/04/20	27963	Mc Master-Carr	-17.71
05/04/20	27964	Mission Uniform Service	-922.64
05/04/20	27965	MuniQuip, LLC	-3,750.16
05/04/20	27966	Palace Business Solutions	-945.23
05/04/20	27967	Pinnacle Agriculture	-851.63
05/04/20	27968	Pinnacle HealthCare	-176.00
05/04/20	27969	Postmaster	-43.00
05/04/20	27970	Razzolink.com	-76.95
05/04/20	27971	San Benito Tire Pros & Automotive	-22.50
05/04/20	27972	State Water Resources Control Board-DWOC	-60.00
05/04/20	27973	Verizon Wireless	-273.97
05/11/20	27974	Chavez, Jr., Manuel T.	-135.29
05/11/20	27975	PANDORA A LEININGER	-322.49
05/11/20	27976	Burbank, Jr., Dee J.	-250.00
05/11/20	27977	AT&T	-614.99
05/11/20	27978	Brenntag Pacific, Inc.	-12,952.97
05/11/20	27979	Cal-Sierra Technologies, Inc.	-265.48
05/11/20	27980	CM Analytical, Inc.	-14,720.00
05/11/20	27981	EBCO Pest Control	-60.00
05/11/20	27982	John Smith Road Landfill	-1,879.90
05/11/20	27983	Mc Master-Carr	-452.26
05/11/20	27984	P G & E	-16,494.57
05/11/20	27985	Recology San Benito County	-208.63
05/11/20	27986	Shape, Inc.	-7,566.68
05/11/20	27987	Star Concrete	-647.31
05/11/20	27988	State Water Resources Control Board-DWOC	-60.00
05/11/20	27989	Toro Petroleum Corp.	-949.17
05/11/20	27990	Trans Union LLC	-125.08
05/11/20	27991	U.S. Bank Corporate Payment Systems	-7,967.14
			<b>\$ <u><u>-1,177,083.76</u></u></b>

3. Associate Engineer Monthly Status Report.
4. Finance Manager Monthly Status Reports: a. Narrative Report, b. Operation Summary, c. Statement of Income, and d. Investment Summary.
5. W/WW Superintendent Monthly Status Reports: a. Maintenance, b. City Meter Reading, and c. Groundwater Level Measurement.
6. General Manager Monthly Status Report.

Director Buzzetta asked to have Item I.1 Minutes of the April 21, 2020 Board Meeting, Item I.2 Disbursement Summary pulled for discussion, and moved to Agenda Item L.6 and L.4, Board and Staff Reports.

Upon a motion made by Director Johnson to approve the Consent Agenda as amended, seconded by Director Buzzetta, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

**J. NEW BUSINESS:**

**1. AUTHORIZE THE GENERAL MANAGER TO PROCEED WITH WELL #2 REHABILITATION FOR A TOTAL COST NOT TO EXCEED \$80,680 (Not a project under CEQA per Article 20, Section 15378):**

General Manager/Secretary Lander explained that in early February during routine raw water sampling at Southside Well #2, laboratory results flagged a positive Bacteriological sample. This would indicate that the well casing is failing because material from outside the well casing is making its way into the well and passing thru the pump.

Staff requested the services of a local well drilling company to pull the well pump and then have the well casing videoed for holes or damage. General Manager/Secretary Lander explained that staff brushed the casing of the well and determined that due to the hole in the casing, dirt had fallen to the bottom of the well which was then dug out and pulled out. Maggiora Brothers Inc. was the successful low bid of the three quotes received and they began work on the well immediately.

To date the District has expended a total of \$12,075.00 dollars over a two month period to complete reconnaissance of the current well condition. Services have included four separate site visits. The scope of work and price breakdown is the following:

- Pull pump, motor, pipe and electrical cable. Video casing. \$3,775.00
- Brush casing and bail debris from bottom of well. \$4,175.00
- Caliper log casing to determine casing size throughout well. \$850.00
- Swab well casing and re-video. \$3,275.00

The following work is proposed to reinstate the well to service:

- Install 420' of new 10" PVC casing and 100' of new 8" PVC slotted well screen. Then use gravel pack to fill in annular space between original screen and new screen. Then pressure grout/seal remaining annular space between original casing and new 10" PVC casing. Included is well casing centralizers, materials, test pumping and all labor. Estimate: \$28,453.00
- Resize pump head and motor based on test pumping results. Purchase new pump and motor, rewire, install pump and reprogram variable frequency drive. Estimate \$40,152.00

Upon a motion made by Director Johnson to authorize the General Manager to proceed with Well #2 rehabilitation for a total cost not to exceed \$80,680, seconded by Director Ross, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

**2. AUTHORIZE THE GENERAL MANAGER TO PURCHASE MATERIALS AND CONTRACT FOR INSTALLATION OF PIPING AND SCADA MODIFICATIONS AT THE LESSALT BOOSTER PUMP STATION, NOT TO EXCEED \$25,000 (Not a project under CEQA per Article 20, Section 15378):**

Associate Engineer Hillebrecht stated that the Lessalt Booster Pump Station was part of the plant upgrade completed in 2014. It serves to pump the treated water from the 250,000 gallon Treated Water Tank into both Sunnyslope's high pressure zone and low pressure zone for distribution to the District's water customers. Currently however, these pumps cannot easily move water from the District's middle pressure zone to its high pressure zone. To increase operational and emergency flexibility, staff are proposing that some relatively minor piping modifications be completed to facilitate such pumping of water between pressure zones when Lessalt is off-line. This flexibility allows the District to continue delivering high quality surface water from West Hills to our high zone customers in Ridgemark, Quail Hollow, Cielo Vista, and Santana Ranch in the event that Lessalt is offline. Being able to move West Hills water into Sunnyslope's high pressure zone is also key for the West Hills Clearwell Tracer Study planned this summer. Further

discussion commenced concerning benefits of the proposed modifications and the budgeting for this type of capital improvement.

Upon a motion made by Director Johnson to authorize the General Manager to purchase materials and contract for installation of piping and SCADA modifications at the Lessalt Booster Pump Station, not to exceed \$25,000, seconded by Director Ross, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

- 3. CONSIDER ADOPTION AND APPROVAL OF THE DISTRICT BUDGET FOR FISCAL YEAR 2020/21:** Finance and Human Resource Manager Foster provided the Board with the “Proposed 2020/21 Budget” and reviewed the noteworthy items in the Budget. Water revenue budget proposed for the new fiscal year is approximately 3.4% lower than last year’s budgeted water revenue, as the FY 19/20 projected actual water revenue is lower than the FY 19/20 budget (see page 2). Sewer revenue budget proposed is the same as last year’s budget, as FY 19/20 projected is slightly lower (-1.4%) than the budgeted sewer revenue for FY19/20. Both the Lessalt and West Hills WTP’s revenue is based on their FY 20/21 operating budgets, which have been submitted for review to SBCWD.

The overall budget for FY 2020/21 reflects a net loss of \$811,897, with no provision for non-operating revenues from capacity fees, miscellaneous fees, or interest income, the combination of which will likely cover this projected loss and result in a net income for the year. While budgeting for a loss is not desirable, the principle reason for the increase in loss from prior year’s budget is attributable to a \$355,600 increase in depreciation from capitalizing the Cross Town Pipeline installation. The second material factor contributing to the increase in net loss is the forecasted decline in water revenue of \$300,000.

It is also important to note that the budget includes non-cash expenses for depreciation and amortization of the water rights. When you add back these non-cash expenses, the expected cash provided from operations is \$1,467,117. The cash generated from operations supports paying for debt service. There would be a shortfall in cash in the amount of \$358,380 for scheduling capital expenditure work per the approved 5 year Water Capital Improvement Plan. This work could be accomplished using the Board Designated Capital Improvement Reserve Fund per 8600.4.B.1. Any Capacity Fees received during the year would also alleviate any need to utilize the reserve.

Mr. Foster stated that the Finance Committee has approved bringing the FY 20/21 Proposed Budget to the Board Meeting for review.

Upon a motion made by Director Johnson to consider adoption and approval of the District Budget for Fiscal Year 2020/21, seconded by Director Ross, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

- 4. AUTHORIZE THE GENERAL MANAGER TO OPEN CONTRACT NEGOTIATIONS WITH CITY MANAGEMENT STAFF FOR CONTRACT OPERATION OF THE CITY OF HOLLISTER WASTEWATER TREATMENT PLANT (WWTP):** General Manager/Secretary Lander explained that there are several operational modifications between the City of Hollister and SSCWD that would be mutually beneficial and result in a reduction in expenses for both public entities. Presently SSCWD maintains a high level of managerial experience and staff expertise for the operation of the Wastewater Treatment plant located in Ridgemark subdivision. SSCWD has exceptional staff who have the appropriate State licensing and capability to operate the City of Hollister WWTP also.

General Manager/Secretary Lander stated that he would like to make a presentation to the City Council to present the District Qualifications and if the City agrees to negotiate a contract for operational services there are several benefits that will bring lower costs to both agencies and improve service. The proposed presentation was provided with the staff report. Staff expertise is one of these items that can be shared to improve services and reduce costs. Similar to the partnership that the County and City already maintain with the District regarding the contract operation of the potable water plants, the District Management endeavors to contract operate the City WWTP.

Director Buzzetta inquired about the benefits financially and otherwise of taking over the operation the plant. General Manager/Secretary Lander stated that the City plant would be utilized as the Regional plant, there would be a cost savings to all, shared operating expenses, all water would be treated in one location, the District would be able to stabilize the sewer rates for our customers which would include reducing the need for increased rates; and would save the City of Hollister operational costs. Mr. Lander added that he would like to discuss with the City, the possibility of a reduction or offset of connection fees with the tradeoff of saving the City money on the operational expense.

Upon a motion made by Director Alcorn to authorize the General Manager to open Contract Negotiations with City Management Staff for Contract Operation of the City of Hollister Wastewater Treatment Plant, seconded by Director Johnson, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

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

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** President Parker reported that the committee met on May 11<sup>th</sup> to review the FY20/21 preliminary budget which was discussed on agenda item J-3.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** President Parker reported that the committee met in closed session on May 4<sup>th</sup> to discuss Management Staff's labor negotiations.
6. **Water Resources Association of San Benito County (WRA):** President Parker reported that the meeting was canceled and the next scheduled meeting is set for August 6, 2020.

#### **L. BOARD and STAFF REPORTS**

A motion was made by Director Johnson to re-open the Consent Agenda and pull item I.5a W/WW Superintendent Monthly Status Report for discussion. The motion was seconded by Director Buzzetta, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

1. **Directors:** No report.
2. **District Counsel:** No report
3. **General Manager:** General Manager/Secretary Lander reported that cost tracking on the COVID-19 expenses continue with a total of \$20,569 to date which includes a reduction

of income on the late fees through April. There has been speculation that the Governor is anticipating the re-opening of the State in about 3 weeks and Mr. Lander explained that the District is prepared with the Plexiglas shields for the front counter, masks, gloves, and disinfectant. The District will require customers to wear masks and encourage them to continue making payments with our autopay services or with a credit card over the phone. General Manager/Secretary Lander stated that staff continues to take every employee's temperature with the infrared thermometer daily.

4. **Finance and Human Resource Manager:** Director Buzzetta pulled item I.1 April 21, 2020 meeting minutes to point out that agenda item G-3, paragraph 1 had an incomplete sentence that has now been corrected. Director Buzzetta also pulled item I.2, Disbursement Summary and pointed out that ACH 1705 dated 5/3/20 was issued to Pathian Administrators (VSP) in the amount of \$383.15 and check # 27947 issued 4/30/20 was also issued to Pathian Administrators (VSP) for zero dollar amount. Finance and Human Resources Manager Foster explained that check #27947 was originally issued in error to Pathian Administrators and was voided but not noted on the Disbursement Summary, and stated that it will be corrected.

Director Buzzetta explained to the Board that on May 18, 2020 while signing the weekly checks he noticed that check #27998 issued to Brenntag Pacific, Inc. included an invoice that did not have the Bill of Lading (BOL) attached, therefore he would not sign the check until the BOL was received. Mr. Foster stated that staff is currently in the process of acquiring that BOL to attach to original invoice. Director Parker asked if this would cause interruption of service to the District and General Manager/Secretary Lander stated that it would not as this check will be mailed once the BOL is received and will still be within terms of agreement on the account.

5. **Water/Wastewater Superintendent:** Director Johnson pulled item I.5a and explained that she has already discussed the following with Superintendent Rodriguez but wanted him to explain to the Board. The first item was the water treatment plant operations staff have continued cleaning all parts of the facility in light of the Covid-19 pandemic and have been concentrating on preventative maintenance work orders during the month of April. Staff continues to work on operations efficiency and monitor all treatment process per permit. TOC's are used for treating surface water, and they are closely monitored to extend the greensand efficiency before exchange needs to be made.

Mr. Rodriguez also explained that staff holds daily "tailgate" meetings every morning for training purposes, such as the proper use of hand tools, precautions to use with customers/animals, etc. He also stated that the safety items are also based on what is happening in the area and with the different seasons of the year. Mr. Rodriguez is currently looking into another program, "weeklysafety.com" with about 350 different topics. President Parker asked if these safety meetings are being documented to which Mr. Rodriguez replied that yes they are.

Director Johnson also wanted Mr. Rodriguez to explain #2 under Water – Replaced 2 inch combination air valve at Well #5 – Well #5 flow. Mr. Rodriguez explained that the wells are tested every morning and evening and they noticed that Well #5 was turning on but no flow was being registered. After trouble shooting, staff determined that the air vent was not allowing the vent to read the flow as it went through. Once the gasket was replaced, that corrected the problem.

Director Johnson wanted W/WW Superintendent Rodriguez to explain #1 under Wastewater. Pulled pump #1 at Ridgemark II Lift Station due to debris stuck in impeller.



Mr. Rodriguez stated that staff has installed 2 new pumps to replace a damaged pump which should help with the process in the future.

Director Johnson commented that she was happy to see that this month more fire hydrants had been flushed and asked for explanation on replacing existing Radio Read Meters & ERTs with new ones. Mr. Rodriguez explained over time as the meters and ERTs age or are damaged, they begin to malfunction and need to be replaced.

Director Johnson moved for acceptance of the two items that were placed on file, seconded by Director Buzzetta, and for which President Parker then took a roll call vote as follows: Directors MA, yes; JB, yes; JJ, yes; AR, yes; and President JP, yes; the motion carried 5-0.

**M. FUTURE AGENDA ITEMS:** Safety program for Water/Wastewater Maintenance.

**N. ADJOURNMENT:** President Parker adjourned the meeting at 7:03 p.m.

**APPROVED BY THE BOARD:** James F. Parker  
James F. Parker, President

**RESPECTFULLY SUBMITTED:** Drew A. Lander  
Drew A. Lander, Secretary