

**MINUTES**  
**Regular Meeting of the Board of Directors**  
**of the**  
**SUNNYSLOPE COUNTY WATER DISTRICT**  
**June 16, 2020**

**A. CALL TO ORDER:** The meeting was called to order at 5:15 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.

**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.

**C. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:** General Manager/Secretary Drew Lander reported that the Personnel Committee met on May 22, 2020 in closed session and there were no reportable actions.

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

**E. APPROVAL OF AGENDA:** General Manager/Secretary Drew Lander proposed adding a summary report of the City Council Meeting attended on June 1<sup>st</sup> regarding the request to Open Contract Negotiations with the City of Hollister for Operation of the City of Hollister Wastewater Treatment Plant to Item J3 – General Manager’s Report. 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.

**F. 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, Water/Wastewater Superintendent Jose Rodriguez, Finance & Human Resource Manager Travis Foster, and Associate Engineer Rob Hillebrecht. **Via Teleconference:** Attorney Heidi Quinn.

**G. CONSENT AGENDA:**

1. Approval of Minutes – The Board reviewed the minutes for the Regular Meeting of May 19, 2020 and Special Meeting of May 28, 2020.
2. Allowance of Claims – The Board reviewed the Disbursement Summary (below) for the period of May 12, 2020 through June 8, 2020, totaling \$ 1,690,584.81, which includes \$778,213.88 for payments to vendors, \$189,132.25 for Payroll – employee and director, \$719,751.77 paid to the City of Hollister for collection of City sewer billings (net of our fees), and \$3,486.91 for customer refunds and checks returned. The last “ACH” # (electronic payments) was ACH #1732, the last “DD” # (direct deposit-electronic employee payments) was DD #2924, and the last check written was check #28078.

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
05/19/20	ACH 1707	EFTPS	-266.14
05/19/20	ACH 1708	RETURNED ACH (ACH Ret 05-01)	-330.87
05/19/20	ACH 1709	RETURNED ACH (ACH Ret 05-02)	-121.66
05/19/20	ACH 1710	RETURNED ACH (ACH Ret 05-03)	-513.86
05/19/20	ACH 1711	RETURNED ACH (ACH Ret 05-04)	-187.32
05/19/20	ACH 1712	RETURNED ACH (ACH Ret 05-05)	-177.36
05/19/20	ACH 1713	RETURNED ACH (ACH Ret 05-06)	-131.94
05/19/20	ACH 1714	RETURNED ACH (ACH Ret 05-07)	-140.68
05/19/20	ACH 1715	RETURNED ACH (ACH Ret 05-08)	-134.34
05/19/20	ACH 1716	RETURNED ACH (ACH Ret 05-09)	-154.02
05/19/20	ACH 1717	RETURNED ACH (ACH Ret 05-10)	-139.75
05/19/20	ACH 1718	RETURNED ACH (ACH Ret 05-11)	-151.72
05/19/20	ACH 1719	RETURNED ACH (ACH Ret 05-12)	-178.51
05/19/20	ACH 1720	RETURNED ACH (ACH Ret 05-13)	-143.85
05/19/20	ACH 1721	RETURNED ACH (ACH Ret 05-14)	-263.63
05/29/20	ACH 1722	EFTPS	-27,188.40
05/29/20	ACH 1723	Employment Dev. Dept. (EDD) DE88 Pmts.	-11,363.48
05/29/20	ACH 1724	CalPERS - Retirement	-1,036.00
05/29/20	ACH 1725	CalPERS - Retirement	-6,033.03
05/29/20	ACH 1726	CalPERS - Retirement	-24,725.40
05/29/20	ACH 1727	CalPERS - Health Insurance	-17,858.29
05/29/20	ACH 1728	CalPERS - Retirement	-1,411.18
06/02/20	ACH 1729	North American Bancard	-898.31
06/03/20	ACH 1730	Pathian Administrators (VSP)	-323.19
06/08/20	ACH 1731	North American Bancard	-1,230.55
06/05/20	ACH 1732	American Express	-25.71
05/15/20	DD 2896	Alcorn, Michael H.	-184.70
05/15/20	DD 2897	Buzzetta, Jerry T	-415.57
05/15/20	DD 2898	Johnson, Judi H.	-320.22
05/15/20	DD 2899	Parker, James F	-323.22
05/15/20	DD 2900	Ross, Ann C.	-320.22
05/29/20	DD 2901	Alvarez, Abel	-5,901.30
05/29/20	DD 2902	Bernal, Melissa M	-2,894.71
05/29/20	DD 2903	Boltz, William K	-6,523.18
05/29/20	DD 2904	Buck, Cathy L.	-806.18
05/29/20	DD 2905	Burbank, Jr., Dee J.	-6,336.51
05/29/20	DD 2906	Castro, Kevin G.	-6,305.64
05/29/20	DD 2907	Cervantes, Jr., Adan S.	-5,306.08
05/29/20	DD 2908	Chavez, Jr., Manuel T.	-8,226.25
05/29/20	DD 2909	Eclarin, Ernesto P.	-7,348.92
05/29/20	DD 2910	Foster, Travis J	-6,904.28
05/29/20	DD 2911	Hernandez, Bazilio	-5,988.51
05/29/20	DD 2912	Hillebrecht, Robert B.	-5,410.43
05/29/20	DD 2913	Lander, Drew A	-10,676.85
05/29/20	DD 2914	Malko, Kim A.	-3,992.23
05/29/20	DD 2915	Padilla, David	-6,543.65
05/29/20	DD 2916	Perez Bribiesca, Diego	-4,452.28
05/29/20	DD 2917	Porteur, Carol A.	-4,043.37
05/29/20	DD 2918	Quick, Troy E.	-6,719.10
05/29/20	DD 2919	Roberts, Kelly L.	-4,813.83
05/29/20	DD 2920	Rodriguez, Jose J.	-7,717.98
05/29/20	DD 2921	Vargas Garcia, Michael J	-5,305.05
05/29/20	DD 2922	Vasquez-Herrera, Luis M.	-4,646.11
05/29/20	DD 2923	Watson, Scott A.	-7,916.24
05/29/20	DD 2924	Zavala, Anabel G.	-4,506.39
05/18/20	27992	Hernandez, Bazilio	-87.39

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
05/18/20	27993	Boltz, William K	-86.12
05/18/20	27994	A-1 Services	-403.00
05/18/20	27995	Auto Tech Service Center, Inc.	-45.00
05/18/20	27996	Bracco's Towing	-125.00
05/18/20	27997	Bracewell Engineering, Inc.	-272.00
05/18/20	27998	Brenntag Pacific, Inc.	-18,657.42
05/18/20	27999	Calgon Carbon Corporation	-48,402.00
05/18/20	28000	CalVista Insurance Agency Inc.	-288.00
05/18/20	28001	CWEA Membership- TCP	-89.00
05/18/20	28002	De Lay & Laredo	-4,562.50
05/18/20	28003	Greenwood Chevrolet	-32,060.18
05/18/20	28004	Inland Water Works Supply Co	-5,629.00
05/18/20	28005	Maggiore Bros. Drilling, Inc.	-8,300.00
05/18/20	28006	Mark Nicholson, Inc.	-21,588.00
05/18/20	28007	Primex	-2,776.60
05/18/20	28008	RJR Recycling	-1,000.00
05/18/20	28009	San Benito County Water District	-115,270.00
05/18/20	28010	USA Blue Book	-3,260.61
05/18/20	28011	San Benito County Water District	-176.00
05/26/20	28012	Rodriguez, Jose J.	-98.33
05/26/20	28013	JOSUE COLON & YVONNE AVILA	-209.23
05/26/20	28014	KEITH & CRYSTAL KIRKPATRICK	-170.15
05/26/20	28015	Porteur, Carol A.	-100.00
05/26/20	28016	Malko, Kim A.	-57.37
05/26/20	28017	Bianchi Kasavan & Pope, LLP	-957.00
05/26/20	28018	Brenntag Pacific, Inc.	-15,871.97
05/26/20	28019	E.H. Wachs Co.	-286.24
05/26/20	28020	San Benito County Water District	-312,277.46
05/26/20	28021	The Maynard Group	-119.07
05/26/20	28022	Toro Petroleum Corp.	-1,372.34
05/26/20	28023	Verizon Wireless	-274.10
05/26/20	28024	Quick, Troy E.	-250.00
05/26/20	28025	Hillebrecht, Robert B.	-115.71
05/27/20	28026	UWUA Local 820	-850.00
05/29/20	28027	Nationwide Retirements Solutions	-21,037.18
05/29/20	28028	Dearborn Life Insurance Company	-368.00
05/29/20	28029	Premier Access Insurance Co.	-3,450.23
05/29/20	28030	Postmaster	-2,192.21
05/29/20	28031	Petty Cash	-8.49
06/01/20	28032	Zavala, Anabel G.	-70.23
06/01/20	28033	Ace Hardware (Johnson Lumber Co.)	-462.73
06/01/20	28034	American Water Works Association (AWWA)	-2,305.00
06/01/20	28035	AT&T	-618.17
06/01/20	28036	Bianchi Kasavan & Pope, LLP	-15.00
06/01/20	28037	Brenntag Pacific, Inc.	-14,589.93
06/01/20	28038	Central Ag Supply LLC	-945.48
06/01/20	28039	City of Hollister-Finance Dept	-359,688.08
06/01/20	28040	CM Analytical, Inc.	-14,037.50
06/01/20	28041	ERA Safety Solutions LLC	-196.64
06/01/20	28042	Ferguson Enterprises, Inc.	-153.61
06/01/20	28043	Green Line	-1,800.00
06/01/20	28044	Hach Company	-1,068.47
06/01/20	28045	Hollister Auto Parts, Inc.	-466.70
06/01/20	28046	Iconix Waterworks (US) Inc.	-1,485.86
06/01/20	28047	Konica Minolta Premier Finance	-416.76
06/01/20	28048	Mission Uniform Service	-1,029.61

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
06/01/20	28049	Palace Business Solutions	-1,183.96
06/01/20	28050	Razzolink.com	-76.95
06/01/20	28051	RJR Recycling	-500.00
06/01/20	28052	San Benito Tire Pros & Automotive	-1,325.09
06/01/20	28053	Shape, Inc.	-2,036.94
06/01/20	28054	True Value Hardware	-53.45
06/01/20	28055	Wright Bros. Indust. Supply	-69.84
06/08/20	28056	Accurate Air Engineering Inc - Lodi	-1,121.26
06/08/20	28057	CATAMOUNT PROPERTIES 2018 LLC	-106.35
06/08/20	28058	SAMANTHA BAILEY & ANTHONY NACCARATO	-71.48
06/08/20	28059	SCOTT A CLIFFORD	-142.16
06/08/20	28060	LINDA S & RONNIE STROUP	-18.03
06/08/20	28061	Ace Hardware (Johnson Lumber Co.)	-508.95
06/08/20	28062	AT&T	-613.99
06/08/20	28063	Bracewell Engineering, Inc.	-272.00
06/08/20	28064	Brenntag Pacific, Inc.	-27,816.49
06/08/20	28065	Central Ag Supply LLC	-93.07
06/08/20	28066	City of Hollister-Finance Dept	-360,063.69
06/08/20	28067	CWEA Membership- TCP	-365.00
06/08/20	28068	Ferguson Enterprises, Inc.	-50.62
06/08/20	28069	MBS Business Systems	-871.84
06/08/20	28070	P G & E	-19,130.98
06/08/20	28071	Pinnacle Agriculture	-797.04
06/08/20	28072	Recology San Benito County	-208.63
06/08/20	28073	Shape, Inc.	-9,212.08
06/08/20	28074	Star Concrete	-668.06
06/08/20	28075	State Water Resources Control Board-DWOCF	-215.00
06/08/20	28076	Toro Petroleum Corp.	-629.75
06/08/20	28077	U.S. Bank Corporate Payment Systems	-3,067.45
06/08/20	28078	USA Blue Book	-823.80
			<b>\$ <u><u>-1,690,584.81</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 Johnson asked to have Item G.3 – Associate Engineer Monthly Status Report, Item G.4 Finance Manager Monthly Status Report and Item G.5 Superintendent Monthly Status Report pulled for discussion, and moved to Agenda Item J.4, J.5 and J.6, Board and Staff Reports.

Director Buzzetta asked to have Item G.2 – Allowance of Claims pulled for discussion, and moved to Agenda Item J.7 Board and Staff Reports.

Upon a motion made by Director Johnson to approve the Consent Agenda as amended, seconded by Director Alcorn, 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.

#### H. NEW BUSINESS:

1. **CONSIDER ADOPTION OF RESOLUTION NO 552 ORDERING A DISTRICT ELECTION, REQUESTING THE COUNTY OF SAN BENITO TO CONDUCT THE ELECTION, AND AUTHORIZING PAYMENT FOR THE COST OF THE ELECTION – ESTIMATED TO BE \$12,000 (Not a project under CEQA per Article 20, Section 15378):** General Manager/Secretary Lander explained that on November 30, 2020, two of the Board of Director's terms will expire requiring an election of Board Members to fill these two upcoming vacancies. The next regular election will be held November 3, 2020 and the District must adopt a resolution ordering the election, requesting the County of San Benito conduct the election, and authorize payment for the County's services to conduct the District's election. This Resolution and a Notice of Elective Offices to be Filled must be certified and delivered to the County Clerk of San Benito County at least 125 days prior to the day of the election (August 7, 2020) in order for the District to utilize the services of the County. The cost for the County to conduct the election on the District's behalf will be dependent on the candidates running and the District's share of the County's overall cost of conducting the election on November 3, 2020, but is not expected to exceed \$12,000. The cost to the District should be less than the estimate due to the District's election being held with several other local, State, and Federal elections reducing the District's share, however the overall election may be a higher cost than prior election cycles due to potential new state requirements associated with adaptation to the Corona Virus and requirements for direct mail in ballots. The actual cost will not be known until sometime late in 2020.

Residents of Sunnyslope County Water District interested in running for open seats on the Board of Directors must submit forms declaring their candidacy between July 13, 2020 and by August 7, 2020 at 5:00 pm. These forms may be obtained from the County Office of Elections between these dates.

Director Alcorn asked if the Directors run unopposed, does the District still pay. Director Johnson confirmed that there is no election charge if the candidates run unopposed. Director Buzzetta inquired about the \$800 cost to file a statement? Director Johnson confirmed that the candidate pays the filing cost, but will be refunded the cost if the candidate runs unopposed.

Upon a motion made by Director Johnson to adopt Resolution No. 552 ordering a District election, requesting the County of San Benito to conduct the election, and authorizing payment for the cost of the election, estimated to be \$12,000, 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.

2. **CONSIDER APPROVAL AND AUTHORIZE THE PRESIDENT TO SIGN AN AGREEMENT FOR WATER FACILITIES AND SERVICE FOR THE ROBERTS RANCH PHASE 1 DEVELOPMENT (Not a project under CEQA per Article 20, Section 15378):** Associate Engineer Rob Hillebrecht explained that the proposed Roberts Ranch Phase 1 Development is located north of Airline Highway between Enterprise Road and the Cielo Vista development. District staff have reviewed the Improvement Plans to ensure that they meet all District standards and requirements.

The irrigation system of all the Valley View Park expansion will be served from the independent irrigation pipeline that Sunnyslope is configuring as various key properties develop. The intent is for the water supply of the irrigation pipeline to eventually be served through the District's Well #5. That will retain more high quality treated surface water for residential customers rather than using it for irrigation of public areas and landscaping. As

part of Sunnyslope's high pressure zone, the pipelines installed by this development will also help provide additional connectivity and resilience in that zone between its southern portion around Ridgemark and its northern portion around Lessalt WTP and Santana Ranch.

The attached Agreement acknowledges the District's right to terminate the Agreement if severe drought or other unforeseen circumstances significantly limit its ability to serve additional development.

Director Alcorn inquired if the Developer was Award Homes. Associate Engineer Rob Hillebrecht clarified that the developer of Roberts Ranch is KB Homes, with the Award Homes project being a different project. Director Alcorn also asked if the project assists with any aspect of the community college project. Mr. Hillebrecht said that the project will assist with the resiliency of the high-pressure zone.

Director Buzzetta inquired if there was any significance to the highlighted words on pages 50-52. Associate Engineer Rob Hillebrecht responded that the highlighting was a mistake in the creation of the PDF and they can be disregarded.

Upon a motion made by Director Johnson to approve and authorize the President to sign an agreement for Water Facilities and Service for The Roberts Ranch Phase 1 Development, seconded by Director Alcorn, 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. AUTHORIZE THE GENERAL MANAGER TO PURSUE MIGRATION OF THE DISTRICT WEBSITE WITH STREAMLINE® WEB SERVICE AND BUDGET FOR ANNUAL SERVICE EXPENSE IN THE AMOUNT OF \$3,600 :**

General Manager/Secretary Lander explained the website format has remained relatively unchanged for more than a decade and currently is not in compliance with public transparency regulations and best management practices. To align the District website with accessibility guidelines the web service company Streamline offers to provide a software as a service (SaaS) package specifically geared toward public agency and special district needs.

The website will be hosted remotely to ensure that the software remains up to date and to meet the latest accessibility requirements including Section 508 / Web Content Accessibility Guidelines (WCAG) 2.0 AA standards. An example of a requirement that would greatly benefit the District is the ability of the Streamline® to provide translation services to the District webpage content. Service includes not only full compliance with public access accessibility best management practices, but also support and training for staff tasked with managing the website.

Mr. Lander concluded that the modernization will be a positive change and add value for the rate payer's online interaction with the District. The website is fully customizable and will provide a platform to advertise future services. Mr. Lander also mentioned Director Johnson inquired about potential future increases in cost. Mr. Lander confirmed the cost will not increase for the basic package before the Board. Mr. Lander did clarify that if additional services are added in the future with other service providers that need to be incorporated into the website, there may be additional costs. Mr. Lander clarified that any additional changes associated with other service providers will be brought for the Board for approval.

The services provided by Streamline were briefly presented to the Board by visiting both the Aromas Water District's website and a rough draft of the District's website. Director

Johnson inquired about the orange bar on the District's draft website. The General Manager reported that it is a notification bar that consistently appears across all pages of the website. The District could place notices advising about COVID related news or other notification.

Director Parker opened the meeting for public comment. No public comment was made.

Director Alcorn inquired if the District retains the right to the content and if District staff is allowed to edit the content. Mr. Lander confirmed Streamline is providing the software tool and the District has the rights to the District content. Mr. Lander continued with clarifying that District staff will be responsible for writing the content, posting pictures and the overall layout of the website.

Upon a motion made by Director Johnson to authorize the General Manager to pursue migration of the District Website with Streamline® Web Service and budget for annual service expense in the amount of \$3,600, 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.

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

1. **Governance Committee:** No meeting held.
2. **Water/Wastewater Committee:** No meeting held.
3. **Finance Committee:** No meeting held.
4. **Policy and Procedure Committee:** No meeting held.
5. **Personnel Committee:** The closed session report was given at the beginning of the meeting. The committee met in closed session on May 22<sup>nd</sup> to discuss labor negotiations. Director Buzzetta requested if there would be a status report on the contract with the managers. Mr. Lander replied that there will be a report at the next meeting.

**Water Resources Association of San Benito County (WRA):** No meeting held.

## **J. BOARD and STAFF REPORTS**

### **1. Directors:**

Director Johnson was appreciative of staff giving a tour of the recently purchased Vector Truck. Director Johnson also encouraged the Board to attend the ACWA virtual conference.

Director Alcorn inquired if the virtual conference will be free. Director Johnson reported there is a cost and that there will be a partial refund of any attendance fees paid for the live conference.

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

3. **General Manager:** General Manager/Secretary Lander reported that the current costs associated with the impact of COVID are \$32,494.46 with \$20,313.07 in lost late fee revenue, \$10,500 in lost Administrative Collection Fees and \$1,681.39 in expenses for legal services and supplies. As the County will be moving to Phase 4 with re-opening all buildings, the District is planning for reopening on Monday, June 22<sup>nd</sup> to the public. Plastic shields have been installed at the front desk, masks will be required to enter the facility and

hand sanitizer will be available. Mr. Lander will be bringing a policy change for late payments to the Policy Committee in July as the District will be looking to lift the hold on late fees billed.

General Manager/Secretary Lander then moved onto the summary of the City Council presentation given on June 1<sup>st</sup> to the City of Hollister. Mr. Lander reported that the Mayor would like to put the Operation of the Wastewater Plant out to a Request for Proposal (RFP). Director Alcorn inquired as to how long the process will take. Mr. Lander replied that the process is expected to take several months. Mr. Lander emphasized that the District is available to assist the City immediately if the need arises.

4. Associate Engineer Monthly Status Report: Director Johnson pulled Item G.4 and requested Rob Hillebrecht to summarize their discussion about item 4 of the Associate Engineer's Monthly Status Report for the Board. Mr. Hillebrecht reported the District is moving forward with putting together the Request for Bids for the CCTV video inspection and assessment of all gravity sewer pipes within the District as part of the Sewer System Management Plan (SSMP) approved on April 21<sup>st</sup>, 2020.
5. Finance Manager Monthly Status Report: Director Johnson pulled Item G.4 and requested Travis Foster to discuss two items, the past due percentage on pg. 20 and the Board Reserve Summary on pg. 31. Mr. Foster reported that all though there is a small increase in the past due percentage, the increase is consistent to prior year as water consumption typically starts to increase annually in April. This increase results in an increase in the Accounts Receivable balance, with a correlated increase in the past due balance. The variance is consistent to the prior year.

Mr. Foster also reported on the Board Reserve Summary on pg. 31. As the Board had requested the status of the reserves in my first couple of meetings with the District, I have included the Board Reserve Summary as a new item e. with the monthly report. We will continue to include this page so the information is kept up to date and can be referred to in future monthly meetings.

6. Superintendent Monthly Status Report: Director Johnson pulled Item G.5 and requested Jose Rodrigues to report on the 1<sup>st</sup> and 4<sup>th</sup> bullet points of the Narrative of the Superintendent's Monthly Status Report. Mr. Rodriguez reported that the Unregulated Contaminant Monitoring Rule (UCMR 4) requires that once every five years, the US Environmental Protection Agency (EPA) issues a new list of no more than 30 unregulated contaminants to be monitored. The sampling will be completed by August.

Director Johnson requested when the work on Well#2 will commence, which was the fourth item on the narrative.

Mr. Rodriguez reported that the work started on June 8<sup>th</sup>.

7. Allowance of Claims for Disbursements: Director Buzzetta pulled Item G.2. Director Buzzetta referred to Check 27998 paid to Brenntag Pacific, Inc. in the amount of \$18,657.42 to report back to the Board on the improvement of paperwork support for this vendor. He reported that from the previous meeting in May, there were some issues with respect to the support documents for the invoices. Director Buzzetta commented that staff have done a great job improving the sign off of support documents and correlating weight tags of the invoices. Mr. Lander commented he appreciates the great job of scrutinizing the paperwork and the staff is also looking into the chemical costs and potential cost reductions with vendors.

Mr. Buzzetta also reported on the Check series 28026-28029 for payroll related items. The checks were prepared by staff while Director Johnson was in the office in order to pay



payroll liabilities. In addition, there were two checks, check 28030 to the Postmaster for \$2,192.21 and check 28031 to Petty Cash for \$8.49 to reimburse the Petty Cash Box that were signed by staff. Mr. Foster reported that staff has asked Directors in the past to have a Director sign checks if they are in the office and the postage and petty cash checks have been processed when needed only on an as needed basis. Mr. Lander also commented that the check support is available for the Directors to review if there are any questions.

Director Buzzetta also pulled checks 28053 and 28073 written to Shape, Inc. in the amounts of \$2,036.94 and \$9,212.08 respectively. Director Buzzetta commented the supporting invoices were for 2 pumps and asked about how the pumps are used.

Mr. Lander replied the two pumps are a flight pump and a chopper pump that needed to be replaced. The old pumps were 7 to 10 years old and are used for the lift station. Mr. Lander also added that he was able to negotiate a discount of \$500 from the first invoice and a discount of \$1,000 on the chopper pump.

**K. FUTURE AGENDA ITEMS:**

1. Director Johnson requested that new pictures of employees be taken. Mr. Lander commented that this is in the works and due to the inability of staff to get haircuts with the COVID pandemic we are hoping to get this completed as salon's and barbershops have recently opened.

**L. ADJOURNMENT:** President Parker adjourned the meeting at 6: 23 p.m.

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

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