

MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
Regular Meeting
August 18, 2015

- A. CALL TO ORDER:** The meeting was called to order at 5:15 p.m. by President Hill, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. ROLL CALL: Present:** President Kathleen Hill; Directors, Judi Johnson, Dave Meraz, and Danny Villalon. **Absent:** Director Michael Alcorn
- C. PLEDGE OF ALLEGIANCE:** Eileen Lopez and Aracelli Luis led Directors, staff, and public in the Pledge of Allegiance.
- D. APPROVAL OF AGENDA:** Upon motion made by Director Johnson, seconded by Director Villalon, and carried 4-0 (Director Alcorn absent), the agenda was approved as presented.
- E. PUBLIC COMMENTS AND AUDIENCE INTRODUCTIONS:** The Board welcomed members of the public and opened the meeting to public comments regarding matters not itemized on the agenda. There were no comments.

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

F. CONSENT AGENDA:

1. Approval of Minutes – for the Regular Meeting of July 21, 2015.
2. Allowance of Claims – to ratify disbursements for the period from July 14, 2015 through August 10, 2015, totaling \$432,203.16 which includes \$429,614.77 for payments to vendors and employees, and \$2,588.39, for customer refunds and deductions for customer checks returned for insufficient funds. The last check written as of August 10, 2015 was check #21100. The list of disbursements is as follows:

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/14/15	ACH 0714-1	Merchant Services (June charges)	-49.33
07/14/15	ACH 0716	RETURNED CHECK (Ck. Ret 07-01)	-406.62
07/15/15	ACH 0717	EFTPS	-226.30
07/31/15	ACH 0718	EFTPS	-21,633.56
07/16/15	ACH 0719	RETURNED ACH (ACH Ret 07-01)	-166.61
07/17/15	ACH 0720	RETURNED ACH (ACH Ret 07-02)	-146.92
07/23/15	ACH 0721	RETURNED CHECK (Ck. Ret 07-02)	-164.00
08/03/15	ACH 0722	Merchant Services (July charges)	-380.55
08/03/15	ACH 0723	Merchant Services (July charges)	-1,021.52
08/07/15	ACH 0724	RETURNED CHECK (Ck. Ret 08-01)	-365.01
07/15/15	DD 1410	Alcorn, Michael H	-92.35
07/15/15	DD 1411	Johnson, Judi H	-183.70
07/15/15	DD 1412	Meraz, David E	-183.70
07/15/15	DD 1413	Villalon, Daniel	-252.05
07/31/15	DD 1414	Alvarez, Abel	-4,469.51
07/31/15	DD 1415	Brill, Kelly L.	-4,703.23
07/31/15	DD 1416	Buck, Cathy L.	-6,424.29
07/31/15	DD 1417	Castro, Kevin G.	-5,947.69

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
07/31/15	DD 1418	Chavez, Jr., Manuel T.	-6,282.57
07/31/15	DD 1419	Eclarin, Ernesto P.	-5,088.53
07/31/15	DD 1420	Filice, James L.	-6,676.08
07/31/15	DD 1421	Hagins, Patrick M.	-4,747.56
07/31/15	DD 1422	Hillebrecht, Robert B	-3,581.45
07/31/15	DD 1423	Jackson, Patrick W.	-5,798.79
07/31/15	DD 1424	Malko, Kim A.	-2,783.89
07/31/15	DD 1425	Marden, Robert E	-2,183.58
07/31/15	DD 1426	Norman, III, Walter R.	-5,100.17
07/31/15	DD 1427	Padilla, David	-5,484.22
07/31/15	DD 1428	Porteur, Carol A.	-4,114.12
07/31/15	DD 1429	Quick, Troy E	-3,691.67
07/31/15	DD 1430	Ridenhour, Donald G	-9,802.89
07/31/15	DD 1431	Watson, Scott A.	-5,284.70
07/31/15	DD 1432	Zavala, Anabel G.	-4,317.79
07/15/15	21013	Hill, Kathleen A	-246.05
07/20/15	21014	RICHARD RUPPRECHT, JR.	-250.00
07/20/15	21015	ROSALIND A SCAGLIONE	-48.21
07/20/15	21016	MARK & JESSICA WALKER	-48.84
07/20/15	21017	J SCOTT LAWSON & BRIAN SKEEL	-150.00
07/20/15	21018	A-1 Services	-403.00
07/20/15	21019	CM Analytical, Inc.	-4,505.00
07/20/15	21020	De Lay & Laredo	-2,000.00
07/20/15	21021	Hach Company	-275.07
07/20/15	21022	Harper & Associates Engineering, Inc.	-11,430.00
07/20/15	21023	Kennedy/Jenks Consultants	-1,610.00
07/20/15	21024	MBS Business Systems	-1,890.69
07/20/15	21025	NH3 Service Company	-931.50
07/20/15	21026	State Water Resources Control Board-OOC	-540.00
07/22/15	21027	Postmaster	-253.81
07/27/15	21028	Auto Tech Service Center, Inc.	-509.02
07/27/15	21029	Bracewell Engineering, Inc.	-126.00
07/27/15	21030	CM Analytical, Inc.	-642.50
07/27/15	21031	Flomotion Systems, Inc.	-146.69
07/27/15	21032	GE Analytical Instruments, Inc.	-454.46
07/27/15	21033	NH3 Service Company	-575.00
07/27/15	21034	Toro Petroleum Corp.	-1,296.56
07/31/15	21035	CalPERS - Health Insurance	-15,604.34
07/31/15	21036	CalPERS - Retirement	-22,142.91
07/31/15	21037	HealthSmart Benefit Solutions, Inc. (VSP)	-336.93
07/31/15	21038	Premier Access Insurance Co.	-3,231.85
07/31/15	21039	Employment Dev. Dept. (EDD) DE88 Pmts.	-7,962.98
07/31/15	21040	CalPERS - Retirement	-1,036.00
07/31/15	21041	Void	0.00
07/31/15	21042	Nationwide Retirements Solutions	-12,740.73
07/31/15	21043	CalPERS - Retirement	-630.11
07/31/15	21044	Dearborn National Life Insurance Company	-288.00
07/28/15	21045	Postmaster	-1,976.61
07/31/15	21046	Petty Cash	-25.79
08/03/15	21047	ANDERSON HOMES	-29.45
08/03/15	21048	ANDERSON HOMES	-27.23
08/03/15	21049	BARONE'S X-MAS TREES	-12.21
08/03/15	21050	IVONE BRANQUINHO	-142.90
08/03/15	21051	MICHAEL BRIGANTINO	-31.01
08/03/15	21052	JOHN KUNZ	-76.98
08/03/15	21053	JULIE & PHILLIP ROSSI	-54.00
08/03/15	21054	RICHARD & JANET SICKLER	-32.37
08/03/15	21055	GERALD E THOMPSON	-22.26
08/03/15	21056	WATTIS CONSTRUCTION	-663.77
08/03/15	21057	Hagins, Patrick M.	-24.41

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
08/03/15	21058	Ace Hardware (Johnson Lumber Co.)	-321.54
08/03/15	21059	AT&T	-264.24
08/03/15	21060	Auto Tech Service Center, Inc.	-210.51
08/03/15	21061	Bianchi Kasavan & Pope, LLP	-1,502.85
08/03/15	21062	Brenntag Pacific, Inc.	-812.26
08/03/15	21063	Buckles-Smith	-243.06
08/03/15	21064	City of Hollister-Finance Dept.	-6,300.00
08/03/15	21065	Everbank Commercial Finance, Inc.	-224.60
08/03/15	21066	Hollister Auto Parts, Inc.	-723.13
08/03/15	21067	Interstate All Battery Center	-37.43
08/03/15	21068	Mark Nicholson, Inc.	-2,816.03
08/03/15	21069	Mid Valley Supply	-445.48
08/03/15	21070	Mission Uniform Service	-626.30
08/03/15	21071	O'Reilly Auto Parts	-37.02
08/03/15	21072	P G & E	-28,936.92
08/03/15	21073	Paso Robles Tank, Inc.	-163,244.20
08/03/15	21074	Razzolink.com	-209.85
08/03/15	21075	San Benito County-Public Works	-308.00
08/03/15	21076	San Benito Tire, Inc.	-70.00
08/03/15	21077	Serfilco, Ltd.	-133.70
08/03/15	21078	Shape Products	-149.85
08/03/15	21079	Underground Service Alert	-515.64
08/03/15	21080	Verizon Wireless	-379.94
08/03/15	21081	Wright Bros. Welding & Sheet Metal, Inc.	-400.00
08/04/15	21082	Data Flow	-225.76
08/10/15	21083	Ace Hardware (Johnson Lumber Co.)	-35.39
08/10/15	21084	AT&T	-298.11
08/10/15	21085	Auto Tech Service Center, Inc.	-36.88
08/10/15	21086	BHI Management Consulting	-50.00
08/10/15	21087	Bianchi Kasavan & Pope, LLP	-1,218.00
08/10/15	21088	CM Analytical, Inc.	-412.50
08/10/15	21089	EBCO Pest Control	-55.00
08/10/15	21090	Fastenal Company	-50.78
08/10/15	21091	Northern Tool & Equipment Co.	-137.36
08/10/15	21092	Postal Graphics (was Post Net)	-29.46
08/10/15	21093	Recology San Benito County	-126.03
08/10/15	21094	San Benito County Water District	-332.00
08/10/15	21095	South Valley Internet, Inc.	-20.45
08/10/15	21096	State Water Resources Control Board-DWOCF	-65.00
08/10/15	21097	Tadco Supply	-98.72
08/10/15	21098	Toro Petroleum Corp.	-1,402.35
08/10/15	21099	U.S. Bank Corporate Payment Systems	-408.97
08/10/15	21100	USA BlueBook	-1,107.66
Total Disbursements			<u>-432,203.16</u>

Director Johnson commented that quite a few new vendors are listed on the Allowance of Claims for the period of July 14, 2015 through August 10, 2015. Director Johnson stated that she was told that most of these new vendors are related to operation of the Lessalt Water Treatment Plant, and she wanted to point out that this facility is doing so much for the community, the District is spending money to maintain and operate the plant, and she complimented the staff for doing a good job.

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

G. NEW BUSINESS:

- 1. RECEIVE WEST HILLS WATER TREATMENT PLANT BID RESULTS AND AUTHORIZE THE EXPENDITURE OF \$1,700,000 IN RESERVES AND \$2,000,000 IN FINANCING FOR THE PROJECT (\$3,700,000 TOTAL):** General Manager/Secretary Ridenhour explained that on July 29, 2015 San Benito County Water District (SBCWD) opened bids for the West Hills Water Treatment Plant Project. The following list details the bids received:

<u>Contractor</u>	<u>Total Bids</u>	
Auburn Constructors	\$23,736,300	(lowest responsible bidder)
Mountain Cascade	\$24,740,000	
Anderson Pacific	\$24,811,000	
Flatiron West Inc.	\$26,350,604	
Western Water	\$26,740,000	
Engineers Estimate	\$23,000,000	

On August 26, 2015 the SBCWD Board is scheduled to consider awarding the contract to Auburn Constructors. There was originally \$30,000,000 in financing allocated by SBCWD to the Hollister Urban Area Water Project. Expenses and funding to date including costs for the West Hills Water Treatment Plant design and environmental work, grant funds, and the Lessalt Water Treatment Plant upgrade construction have resulted in \$20,603,837 in remaining funds available for the West Hills Water Treatment Plant construction. The anticipated total project cost for West Hills Water Treatment Plant construction, a 5% construction contingency, construction management, engineering support, and other related expenses is \$27,973,000. Additional funding of approximately \$7,400,000 is needed for the project. These costs are to be shared equally between the City of Hollister and the District. Additional funding was contemplated in the Water Supply and Treatment Agreement approved by the Board in June of 2013, but the amount has increased nearly \$4,000,000 due to environmental costs, delays in construction, and increases in construction costs due to an improving economy.

SBCWD has agreed to obtain financing for the additional funds needed on behalf of the City and the District, and is requesting each agency authorize the additional costs. As of June 30, 2015, the District had in excess of \$4,000,000 in unrestricted reserves and \$2,800,000 in restricted reserves for unspecified capital improvements including \$1,000,000 designated for the West Hills Water Treatment Plant. To meet the District's share of the \$3,700,000 funds needed, staff is proposing to use \$1,700,000 of available reserves and request SBCWD obtain additional financing in the amount of \$2,000,000 on behalf of the District for the project. The city of Hollister considered a similar request at their August 17, 2015 Council Meeting which was approved.

Conservative financial projections of the District's revenues and expenditures have been prepared through fiscal year 2021/2022 that considers a reduction in revenue due to drought and the additional expenditures for the West Hills Water Treatment Plant. This analysis has been shared with the Water and Wastewater Committee, SBCWD, and City staff and demonstrates the District can afford the additional \$3,700,000 in additional expense.

Director Johnson asked what the West Hills Treatment Plant will "buy" the District, and General Manager/Secretary Ridenhour responded that this plant will treat surface water brought in from San Luis Reservoir and the Central Valley Water Project in addition to what is already being treated at the Lessalt Water Treatment Plant. The plant is being

constructed to serve 4.5 million gallons a day and can be doubled in size to 9 million gallons per day, with future need. Mr. Ridenhour explained that a future project is needed to construct a cross town pipeline that would deliver the water from the West Hills Treatment Plant to the District. He also shared that this project may come sooner, rather than later, since it would allow Sunnyslope to share water with the City and allow them to blend water from us with their well water and help them meet their Chromium 6 regulation.

General Manager/Secretary Ridenhour stated that essentially the surface water plants are being built to improve not only the drinking water quality, but to meet the State requirements on the wastewater discharge, salt being the biggest problem, into the collection system.

President Hill asked how many years for the financing of the loan on the project, and General Manager/Secretary Ridenhour explained that the estimated annual financing cost would be for 20 years at 5% interest rate but staff from the City, SBCWD, and the District will be looking at many options considering interest rates and number of years.

Upon motion made by Director Meraz, seconded by Director Johnson, and carried 4-0 (Director Alcorn absent), the Board authorized the expenditure of \$1,700,000 in reserves and \$2,000,000 in financing for the project (\$3,700,000 total).

2. CONSIDER APPROVAL OF THE WATER RESOURCES ASSOCIATION (WRA) OF SAN BENITO COUNTY'S REQUEST TO USE RESERVES TO COVER THE FISCAL YEAR 2014-2015 BUDGET SHORTFALL OF \$42,510:

General Manager/Secretary Ridenhour stated that the Water Resources Association (WRA) has exceeded their 2014-2015 budget by 14%, or \$42,509.89, and is requesting the use of WRA reserves to cover the budget shortfall. Currently the WRA has approximately \$462,000 in their reserves and is requesting member agencies authorization to utilize nearly \$43,000 of the reserves to cover last fiscal year's shortfall. The member agencies have already authorized the use of \$40,000 of the reserves to augment the turf removal and rebate program so the remaining reserves will be approximately \$379,000. An letter and spreadsheet requesting the use of the reserves and detailing the expenses from Fiscal Year 2014-2015 was given to the Directors.

The Water Resources Association Committee met on August 6, 2015, and after discussion recommended the use of the reserves to cover the budget shortfall. Due to the drought and the increase in conservation efforts, the budget for Fiscal Year 2015-2016 will be monitored to ensure WRA stays within the approved budget or identifies a potential shortfall earlier in the fiscal year so appropriate adjustments can be made.

General Manager/Secretary Ridenhour explained that the fiscal impact of approving the additional \$42,510 to cover the Fiscal Year 2014-2015 budget shortfall will reduce the District's share of the WRA reserves by approximately \$12,750. The District's share of the WRA reserves is approximately 30% based on the District's share of the WRA funding.

Upon motion made by Director Johnson, seconded by Director Villalon, and carried 4-0 (Director Alcorn absent), the Board approved the Water Resources Association of San Benito County's request to use reserves to cover the Fiscal Year 2014-2015 budget shortfall of \$42,510.

3. CONSIDER AUTHORIZING THE DISTRICT PRESIDENT TO EXECUTE ALL NECESSARY DOCUMENTS TO ACCEPT THE CITY OF HOLLISTER

FAIRVIEW ROAD TANK PROPERTY AND FACILITIES (APN 062-101-001):

General Manager/Secretary Ridenhour explained that the City of Hollister owns a 2.0 million gallon water tank that sits on a 0.664 acre parcel of land (APN 062-101-001) adjacent to the District's 3.5 million gallon water tank property east of Fairview Road. The City's tank was constructed in 1964 and needs significant repairs to keep operational. The City's tank is tied into the District's water system, and along with the District's tank, provides emergency and operational storage to the middle pressure zone areas in both the City and District water service areas. The 2.0 million gallon storage is not needed to meet emergency and operational storage needs in the middle pressure zone and once the District's tank repainting project is complete, staff from the City and the District plan to take the City's 2.0 million gallon tank out of service, drain it, and leave the tank empty.

The District's 3.5 million gallon water tank was actually constructed partially on City property with the consent of the City in 2002, and the District's property nearly surrounds the City's property. Staff from the District and the City believe it would be better for the District to control and maintain the property rather than it be the responsibility of both agencies. District staff believes the value of the land offsets the poor condition of the water tank. Controlling the property would allow the District to build a new tank or repair the existing water tank at some future date when water demands require more storage in the middle pressure zone. The majority of future development and customer growth in the middle water pressure zone will occur in the District's water service area so it will be appropriate for the District to control and be responsible for additional water storage.

General Manager/Secretary Ridenhour stated that the City was going to consider the quitclaim of this property and water facilities to the District at the August 17, 2015 Council Meeting, but the item did not make it on the Agenda. Mr. Ridenhour suspects it may have been delayed pending City attorney approval, and expects it will be on their next agenda in September.

Discussion was held regarding the District's tank built partially on the City's property and Attorney Quinn responded that she did not foresee a problem with the City turning over the tank and property to the District, but in the case that did not happen, the property which the District's tank is on, could have some type of lease drawn up to clarify in writing the arrangement.

Upon motion made by Director Johnson, seconded by Director Meraz, and carried 4-0 (Director Alcorn absent) the Board authorized the District President to execute all necessary documents to accept the City of Hollister Fairview Road Tank Property and Facilities (APN 062-101-001), when and if it happens.

H. BOARD COMMITTEE and STATUS REPORTS

1. **Governance Committee:** No meeting.
2. **Water/Wastewater Committee:** General Manager/Secretary Ridenhour reported that the committee met on July 30, 2015 to discuss the West Hills Water Treatment Plant bid results; additional financing needs; and District financing capabilities for the Water Treatment Plant. An update was given on the Fairview & Ridgemark tank painting project, and Mr. Ridenhour explained that the half million gallon tank at Ridgemark has been completed and staff is currently in the process of doing the testing on the tank. The Fairview tank should be complete in early September and then the contractor will move back to Ridgemark to work on the one million gallon tank. An update was also given on the Verizon Wireless Antenna site, with not much progress to report; and the City Intertie & Farm Labor Camp water service. General Manager/Secretary Ridenhour reported that

there are about three separate entities involved in the City Intertie & Farm Labor Camp water service and there are a few different options, so it will be a matter of the agencies coming together to decide on the best option.

The committee met again on August 13, 2015 to discuss the West Hills Water Treatment Plant costs, additional financing and District financing options.

3. Finance Committee: No meeting.

4. Policy and Procedure Committee: President Hill reported that the committee met on August 11, 2015 to review proposed changes to Chapter 2 of the District's Personnel Policies and Procedures Manual. The manual is a work-in-progress, with additional chapters still to be updated, and will also require attorney review before the updated Manual is brought to the full board for approval.

General Manager/Secretary Ridenhour added that the committee also reviewed the cash advance per day, petty cash/advance/reimbursement limit, travel advance per day, and per day meal expense reimbursement allowed for breakfast, lunch, and dinner. The committee decided to recommend changing the petty cash reimbursement from \$50 to \$100, as well as the travel cash advance from \$50 to \$100. These items will be brought back to the Board at a future Board meeting for approval.

5. Personnel Committee: No meeting.

6. Water Resources Association of San Benito County (WRA): Director Johnson submitted a written report on topics discussed at the WRA committee meeting held on August 6, 2015. Discussions centered on the need for meeting the projected potential fiscal shortfall of the association due to increased costs of programs relating to the drought, which are being voted on from local agencies this month. An announcement was made that the "Dollars for Turf" program exceeded the original goal and no longer has funds to continue the program. There was a review and discussion of a program available through an affiliation with KSBW News, which would provide access information in both English and Spanish; and numbers were reported on the replacements/refunds for low water use washing machines, toilets, and water softeners. The next meeting is scheduled for October 1, 2015.

Director Johnson pointed out that on her written report was a question as to whether or not City of Hollister residents are encouraged/permitted to wash vehicles on lawns and asked General Manager/Secretary Ridenhour to respond to the question. Mr. Ridenhour stated that the City has conflicting ordinances because one ordinance states that you are not allowed to park a vehicle on your lawn and another ordinance states that if you are washing your vehicle with a positive shut off nozzle, you are to rinse the soap off of your vehicle on your lawn so that soap is filtered prior to going into the storm drain.

7. Operation Summary, Statement of Income, Investment Summary, Maintenance, City Meter Reading, and Groundwater Level Measurement Reports: Finance and Human Resource Manager Cathy Buck reported that she did not prepare her monthly written narrative report or the Statement of Income due to being on vacation. Ms. Buck stated that the Operations Summary (thru July 31, 2015) only has one month for the new fiscal year and the numbers are as expected with water sales down due to drought and the water conservation situation.

The District's Investment Summary report reflects the total cash balance as of July 31, 2015 of \$9,005,332.74, which includes one month earned interest totaling \$3,897.58

(which is actually L.A.I.F. interest for the quarter ended June 30). The Investment Summary shows the cash balance in the checking account is up but the District has a \$750,000 SRF loan payment coming due in September which will bring that balance down.

Water/Wastewater Superintendent Jim Filice reviewed the July 2015, Maintenance Staff Report, pointing out #15, the blending of Wells #7 and #11 to meet new Chromium 6 regulations, and a formal application has been submitted to the Division of Drinking Water for their review and the District is awaiting their approval.

Director Johnson commented on #3, delivery of water conservation door hangers to all of the District's water customers, stating that she believes this is helping customers in conserving water and complimented staff on a good job with the door hangers.

President Hill inquired about #16, locking out City of Hollister Booster Pumps and Nob Hill Well 6 to prepare for Chromium 6 regulation. Mr. Filice responded that the City is having issues with complying with State requirements on Chromium 6, so the District does not want water from Park Hill zone or the Nob Hill well to enter into the District's system.

Director Johnson inquired about not flushing fire hydrants due to the drought suspension, and whether this would cause problems to our system. Mr. Filice responded that it would not, and if the District receives a complaint from a customer about the taste of their water, staff will go out and flush the hydrant to evaluate the complaint.

Review of the City Meter Reading Report for the period June 16, 2015 to July 16, 2015, reflects the City owes the District less water. The intertie meter data indicates the City received 17.7% of Lessalt water, while the District received 82.3%.

Water/Wastewater Superintendent Jim Filice reviewed the groundwater level report and noted the water levels are holding steady.

- 8. Active Tasks Update:** General Manager/Secretary Ridenhour reported on water conservation effort,s and that the District continues to get a good response from customers with water consumption down 42% in July. Once he gets the numbers for August, staff may consider ramping down the water conservation efforts. Mr. Ridenhour also stated that the turf removal and rebate program is nearly out of funding so no new applications are being taken.

Mr. Ridenhour gave an update on Chromium 6, stating that staff has submitted a blending plan for Well #7 to the State and staff is working through the details with Division of Drinking Water staff to get the plan approved. The City of Hollister has completed their compliance plan and will be sending it to the State in the coming months. State legislation that will allow agencies more time to comply with the new regulations is still being negotiated and is moving through the State Legislature.

General Manager/Secretary Ridenhour reported that the Lessalt Water Treatment Plant warranty repairs on the middle zone pumps have been completed and new equipment has been added to protect the pumps from voltage surges.

I. BOARD and STAFF REPORTS

- 1. Directors:** President Hill reported that she went on a tour of the Fairview Tank to see the rehabilitation project and stated it was very interesting and amazing to see.

2. District Counsel: No report.

3. Finance and Human Resource Manager: No report.

4. General Manager: No report.

J. FUTURE AGENDA ITEMS: Policy amendments for the Petty Cash and Travel Cash Advance Policies; and the financing of the West Hills Water Treatment Plant.

K. ADJOURNMENT: President Hill adjourned the meeting at 6:30 p.m.

APPROVED BY THE BOARD: s/ Kathleen A. Hill
Kathleen A. Hill, President

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