

**MINUTES
BOARD OF DIRECTORS
SUNNYSLOPE COUNTY WATER DISTRICT
Regular Meeting
October 21, 2014**

- A. CALL TO ORDER:** The meeting was called to order at 4:45 p.m. by President Villalon, at the Sunnyslope County Water District office, 3570 Airline Highway, Hollister, California.
- B. ROLL CALL: Present:** President Danny Villalon; Directors Dave Clapham, Kathleen Hill, John M. Johnson, and Dave Meraz.
- C. PUBLIC COMMENT ON CLOSED SESSION MATTERS:** None.
- D. CLOSED SESSION (Pursuant to Government Code Section 54957):** At 4:46 p.m. President Villalon closed the meeting to the public so the Board could discuss the following:
1. Conference with labor negotiators: Dave Meraz & Dave Clapham.
- President Villalon reconvened the meeting to open session at 5:19 p.m.
- E. PLEDGE OF ALLEGIANCE:** President Villalon led Directors, staff, and public in the Pledge of Allegiance.
- F. REPORT IN OPEN SESSION ACTION TAKEN IN CLOSED SESSION:**
1. Conference with Labor Negotiators – Attorney Lorca reported that an update was provided to the Board by the negotiation committee and direction was given to the committee, no action taken.
- G. APPROVAL OF AGENDA:** Upon motion made by Director Meraz, seconded by Director Johnson, and carried 5-0, the agenda was approved as presented.
- H. PUBLIC COMMENTS AND AUDIENCE INTRODUCTIONS:** The Board welcomed members of the public and opened the meeting to public comments regarding matters not itemized on the agenda. There were no comments.

Staff present for Open Session: General Manager/Secretary Don Ridenhour; Attorney Alex Lorca; Executive Assistant/Stenographer Carol Porteur; Water/Wastewater Superintendent Jim Filice, and Finance and Human Resource Manager Cathy Buck.

Others present: Two students from San Benito High School.

I. CONSENT AGENDA:

1. Approval of Minutes – for the Regular Meeting of September 16, 2014.
2. Allowance of Claims – Ratify disbursements for the period September 10, 2014 through October 14, 2014 totaling \$868,772.13, which includes \$527,326.23 paid to vendors and for employee compensation, \$338,819.26 paid to the City of Hollister for payments collected on their customer’s sewer billings net of our fees, and \$2,626.64, for customer refunds and deductions for checks returned for insufficient funds. The last check written as of October 13, 2014 was check #20156. The list of disbursements is as follows:

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Amount</u> |
|-------------|------------|---------------------------------|---------------|
| 09/15/14 | ACH 0637 | EFTPS | -293.20 |
| 09/12/14 | ACH 0639 | RETURNED CHECK (Ck. Ret. 09-02) | -262.14 |

| Date | Num | Name | Amount |
|-------------|------------|---|---------------|
| 09/30/14 | ACH 0640 | EFTPS | -19,273.14 |
| 09/17/14 | ACH 0641 | RETURNED CREDIT CARD (CC Ret. 09-01) | -158.56 |
| 09/17/14 | ACH 0642 | RETURNED CHECK (Ck. Ret. 09-03) | -318.00 |
| 09/18/14 | ACH 0643 | RETURNED CHECK (Ck. Ret. 09-04, 09-05, 09-06) | -660.12 |
| 09/23/14 | ACH 0644 | RETURNED CHECK (Ck. Ret. 09-07) | -140.86 |
| 10/03/14 | ACH 0646 | Merchant Services | -787.54 |
| 09/15/14 | DD 1198 | Clapham, David G | -430.75 |
| 09/15/14 | DD 1199 | Johnson, John M | -183.70 |
| 09/15/14 | DD 1200 | Meraz, David E | -183.70 |
| 09/15/14 | DD 1201 | Villalon, Daniel | -252.05 |
| 09/30/14 | DD 1202 | Alvarez, Abel | -5,225.34 |
| 09/30/14 | DD 1203 | Brill, Kelly L. | -4,874.65 |
| 09/30/14 | DD 1204 | Buck, Cathy L. | -6,527.46 |
| 09/30/14 | DD 1205 | Castro, Kevin G. | -5,435.77 |
| 09/30/14 | DD 1206 | Chavez, Jr., Manuel T. | -6,532.34 |
| 09/30/14 | DD 1207 | Eclarin, Ernesto P. | -4,536.03 |
| 09/30/14 | DD 1208 | Filice, James L. | -6,573.46 |
| 09/30/14 | DD 1209 | Hagins, Patrick M. | -4,453.54 |
| 09/30/14 | DD 1210 | Jackson, Patrick W. | -7,702.13 |
| 09/30/14 | DD 1211 | Malko, Kim A. | -2,391.48 |
| 09/30/14 | DD 1212 | Norman, III, Walter R. | -3,573.74 |
| 09/30/14 | DD 1213 | Padilla, David | -5,015.86 |
| 09/30/14 | DD 1214 | Porteur, Carol A. | -4,007.09 |
| 09/30/14 | DD 1215 | Ridenhour, Donald G | -9,974.82 |
| 09/30/14 | DD 1216 | Watson, Scott A. | -6,023.40 |
| 09/30/14 | DD 1217 | Zavala, Anabel G. | -4,162.03 |
| 09/15/14 | 20054 | Castro, Kevin G. | -150.00 |
| 09/15/14 | 20055 | Auto Tech Service Center, Inc. | -36.88 |
| 09/15/14 | 20056 | Bianchi Kasavan & Pope, LLP | -1,526.00 |
| 09/15/14 | 20057 | Calif. Dept. of Public Health - OCP | -330.00 |
| 09/15/14 | 20058 | CM Analytical, Inc. | -2,810.00 |
| 09/15/14 | 20059 | EBCO Pest Control | -55.00 |
| 09/15/14 | 20060 | Greenwood Chevrolet | -58.32 |
| 09/15/14 | 20061 | J L Wingert Co. | -865.72 |
| 09/15/14 | 20062 | John Smith Road Landfill | -482.70 |
| 09/15/14 | 20063 | MBS Business Systems | -1,194.91 |
| 09/15/14 | 20064 | Monterey Bay Water Works Assoc. (MBWWA) | -210.00 |
| 09/15/14 | 20065 | NH3 Service Company | -1,104.00 |
| 09/15/14 | 20066 | Postal Graphics (was Post Net) | -26.90 |
| 09/15/14 | 20067 | Quinn Company | -1,590.97 |
| 09/15/14 | 20068 | Toro Petroleum Corp. | -877.97 |
| 09/15/14 | 20069 | Union Bank of California, N.A. (SF) | -235,544.38 |
| 09/15/14 | 20070 | Hill, Kathleen A | -163.70 |
| 09/15/14 | 20071 | City of Hollister-Finance Dept | -338,819.26 |
| 09/22/14 | 20072 | NH3 Service Company | -948.75 |
| 09/22/14 | 20073 | Mc Master-Carr | 0.00 |
| 09/22/14 | 20074 | Hach Company | -133.89 |
| 09/22/14 | 20075 | First Trust Alarm Company | -431.00 |
| 09/22/14 | 20076 | De Lay & Laredo | -2,000.00 |
| 09/22/14 | 20078 | Bracewell Engineering, Inc. | -126.00 |
| 09/22/14 | 20079 | All Star Ready Mix, LLC | -80.40 |
| 09/22/14 | 20080 | A-1 Services | -403.00 |
| 09/22/14 | 20081 | CM Analytical, Inc. | -2,557.50 |
| 09/22/14 | 20082 | Mc Master-Carr | -123.19 |
| 09/24/14 | 20083 | Postmaster | -235.06 |
| 09/29/14 | 20084 | Jackson, Patrick W. | -150.00 |
| 09/29/14 | 20085 | Ridenhour, Donald G | -63.00 |
| 09/29/14 | 20086 | Kart-Man's, The | -94.75 |
| 09/29/14 | 20087 | Petty Cash | -49.76 |
| 09/29/14 | 20088 | Razzolink.com | -209.85 |
| 09/29/14 | 20089 | Staples Advantage | -485.44 |
| 09/29/14 | 20090 | State Water Resources Control Board-DWPF | -4,930.83 |

| Date | Num | Name | Amount |
|-------------|------------|---|---------------|
| 09/29/14 | 20091 | State Water Resources Control Board-DWPF | -5,400.01 |
| 09/29/14 | 20092 | Mc Master-Carr | -589.23 |
| 09/29/14 | 20093 | South Valley Internet, Inc. | -20.45 |
| 09/30/14 | 20094 | Employment Dev. Dept. (EDD) DE88 Pmts. | -7,550.42 |
| 09/30/14 | 20095 | CalPERS - Retirement | -1,036.00 |
| 09/30/14 | 20096 | Nationwide Retirements Solutions | -11,124.16 |
| 09/30/14 | 20097 | United Way of Santa Cruz | -90.00 |
| 09/30/14 | 20098 | ACWA/JPIA | -11,448.96 |
| 09/30/14 | 20099 | CalPERS - Health Insurance | -14,952.26 |
| 09/30/14 | 20100 | CalPERS - Retirement | -28,004.60 |
| 09/30/14 | 20101 | Dearborn National Life Insurance Company | -240.00 |
| 09/30/14 | 20102 | HealthSmart Benefit Solutions, Inc. (VSP) | -288.45 |
| 09/30/14 | 20103 | Premier Access Insurance Co. | -2,871.11 |
| 09/29/14 | 20104 | DANIEL AGUAYO | -90.95 |
| 09/29/14 | 20105 | MARINA DAY | -9.17 |
| 09/29/14 | 20106 | VOID | 0.00 |
| 09/29/14 | 20107 | MOON S KIM | -24.88 |
| 09/29/14 | 20108 | PIVETTI & CO. | -125.08 |
| 09/29/14 | 20109 | RANDAZZO ENTERPRISES INC | -290.33 |
| 09/29/14 | 20110 | JACKIE SALVITTI | -184.36 |
| 09/29/14 | 20111 | WILLIAM STANDEFORD | -57.77 |
| 09/29/14 | 20112 | VIVIAN WARFUEL | -304.42 |
| 09/29/14 | 20113 | AT&T | -237.75 |
| 09/29/14 | 20114 | CM Analytical, Inc. | -206.25 |
| 09/29/14 | 20115 | Postmaster | -1,934.00 |
| 09/29/14 | 20116 | Toro Petroleum Corp. | -412.29 |
| 09/29/14 | 20117 | Toro Petroleum Corp. | -1,463.37 |
| 09/29/14 | 20118 | Norman, III, Walter R. | -31.21 |
| 10/06/14 | 20119 | Ace Hardware (Johnson Lumber Co.) | -339.07 |
| 10/06/14 | 20120 | All Star Ready Mix, LLC | -1,327.51 |
| 10/06/14 | 20121 | AT&T | -109.02 |
| 10/06/14 | 20122 | Auto Tech Service Center, Inc. | -722.55 |
| 10/06/14 | 20123 | Brigantino Irrigation | -388.01 |
| 10/06/14 | 20124 | CM Analytical, Inc. | -2,450.00 |
| 10/06/14 | 20125 | Corix Water Products | -2,071.26 |
| 10/06/14 | 20126 | Don Chapin Co. Inc., The | -150.00 |
| 10/06/14 | 20127 | Everbank Commercial Finance, Inc. | -224.60 |
| 10/06/14 | 20128 | Hach Company | -6,569.73 |
| 10/06/14 | 20129 | Hollister Auto Parts, Inc. | -116.89 |
| 10/06/14 | 20130 | J L Wingert Co. | -1,356.90 |
| 10/06/14 | 20131 | Mid Valley Supply | -582.65 |
| 10/06/14 | 20132 | Mission Uniform Service | -630.91 |
| 10/06/14 | 20133 | National Meter & Automation, Inc. | -4,996.60 |
| 10/06/14 | 20134 | P G & E | -29,404.18 |
| 10/06/14 | 20135 | Palace Art & Office Supply | -803.43 |
| 10/06/14 | 20136 | PAPA | -45.00 |
| 10/06/14 | 20137 | Postal Graphics (was Post Net) | -20.30 |
| 10/06/14 | 20138 | Postmaster | -76.40 |
| 10/06/14 | 20139 | Recology San Benito County | -126.03 |
| 10/06/14 | 20140 | San Benito County Water District | -435.50 |
| 10/06/14 | 20141 | San Benito Tire, Inc. | -1,223.80 |
| 10/06/14 | 20142 | Underground Service Alert | -162.00 |
| 10/06/14 | 20143 | Verizon Wireless | -377.20 |
| 10/06/14 | 20144 | Wright Bros. Indust. Supply | -3.55 |
| 10/13/14 | 20145 | AT&T | -154.70 |
| 10/13/14 | 20146 | Auto Tech Service Center, Inc. | -505.95 |
| 10/13/14 | 20147 | B.W.S. Distributors, Inc. | -20.49 |
| 10/13/14 | 20148 | Bianchi Kasavan & Pope, LLP | -5,235.53 |
| 10/13/14 | 20149 | City of Hollister-Finance Dept | -74.79 |
| 10/13/14 | 20150 | MBS Business Systems | -1,378.57 |
| 10/13/14 | 20151 | Mid Valley Supply | -331.15 |
| 10/13/14 | 20152 | Sierra Chemical Co. | -1,422.65 |

| Date | Num | Name | Amount |
|----------------------------|------------|---|--------------------|
| 10/13/14 | 20153 | South Valley Newspapers (Main St Media) | -4,212.00 |
| 10/13/14 | 20154 | Stargazer Packaging | -394.57 |
| 10/13/14 | 20155 | Toro Petroleum Corp. | -1,414.72 |
| 10/13/14 | 20156 | U.S. Bank Corporate Payment Systems | -1,104.41 |
| Total Disbursements | | | -868,772.13 |

3. Authorization to Purchase a Spare Pump for the Ridgemark II Sewer Lift Station for Approximately \$7,300.

Upon motion made by Director Clapham, seconded by Director Meraz, and carried 5-0, the consent agenda was approved as presented.

J. NEW BUSINESS:

- 1. CONSIDER APPROVAL OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF HOLLISTER, SAN BENITO COUNTY WATER DISTRICT, AND SUNNYSLOPE COUNTY WATER DISTRICT FOR THE UPDATE OF THE HOLLISTER URBAN AREA WATER AND WASTEWATER MASTER PLAN:** General Manager/Secretary Ridenhour explained that in 2008, the City of Hollister (City), San Benito County, San Benito County Water District (SBCWD), and Sunnyslope County Water District (Sunnyslope) completed the Hollister Urban Area Water and Wastewater Master Plan (Master Plan). Since 2008 most of projects identified in the Master Plan have been completed, are under construction, or are nearing construction. The original Master Plan contemplated an update being necessary in 2014 to guide the agencies collaborative water and wastewater projects into the future. On July 9, 2014, the Board approved a Statement of Intent and on September 16, 2014 the Board authorized the District's share of the expense for the Hollister Urban Area Water and Wastewater Master Plan Update.

On August 20, 2014 the Governance Committee received a presentation regarding the Hollister Urban Area Water and Wastewater Master Plan Update and formally recommended each agency take the Memorandum of Understanding (MOU) back to their respective agency for adoption and signature. The City and the SBCWD have already approved the MOU. The total expenditure for the update to the Master Plan is \$219,882. The Governance Committee has approved the use of \$40,000 from an existing contract with HDR to begin the Master Plan update. The Governance Committee has recommended each agency approve their respective share of the remaining \$179,882 to complete the Master Plan Update. Sunnyslope's share is 32% or approximately \$58,000.

Upon motion made by Director Hill, seconded by Director Meraz, and carried 5-0, the Board approved the Memorandum of Understanding between the City of Hollister, San Benito County Water District, and Sunnyslope County Water District for the update of the Hollister Urban Area Water and Wastewater Master Plan.

- 2. CONSIDER APPROVAL OF THE MODIFICATIONS TO DISTRICT POLICIES:**
 - A. POLICY NO. 7020: BOARD COMPENSATION:**
 - B. POLICY NO. 7070: TRAINING, EDUCATION, CONFERENCES:**
 - C. POLICY NO. 8150: EXPENSE REIMBURSEMENT:**

General Manager/Secretary Ridenhour stated that at the September 16th Board Meeting, Director Meraz requested the Board be given more of an outline clarifying when a Director would be paid for attendance at a non-Board meeting. The Policy and

Procedures Committee reviewed Policy #7020, #7070, and #8150 and recommends revisions to each of the policies. Revisions to Policy #7020 and Policy #7070 will result in Board Members being compensated \$100 per day for attending conferences, training, and seminars on behalf of the District. Revisions to Policy #8150 adjusts meal expense reimbursements.

The following changes are as follows: Policy No. 7020 adds conferences and training to the Board Compensation; Policy No. 7070 states that Directors will be compensated at their current daily rate for attendance; and Policy No. 8150 states the maximum meal per diem allowed per day would exclude tip not to exceed 20%.

President Villalon inquired about “Petty Cash” and General Manager/Secretary Ridenhour explained that is for reimbursements that are under fifty dollars, and Cathy Buck added that petty cash normally would not apply to Board of Directors unless it was for a parking fee or mileage that is under fifty dollars.

Upon motion made by Director Meraz, seconded by Director Clapham, and carried 5-0, the Board approved the modifications presented to District Policies No. 7020: Board Compensation, No. 7070: Training, Education, Conferences; and No. 8150: Expense Reimbursement.

- 3. CONSIDER AUTHORIZING BOARD MEMBERS TO ATTEND THE ASSOCIATION OF CALIFORNIA WATER AGENCIES CONFERENCE FROM DECEMBER 1ST THROUGH DECEMBER 5TH IN SAN DIEGO, CALIFORNIA:** General Manager/Secretary Ridenhour stated that the Association of California Water Agencies (ACWA) is holding their fall conference and Joint Powers Insurance Authority (JPIA) Meeting in San Diego this year from December 1st through December 5th. The cost of registration is \$695 and the total expenditure for attending the conference is approximately \$2,300 per person including registration, mileage reimbursement, air fare, hotel, and meals. Estimated cost assumes traveling to San Diego Sunday, November 30th and returning Thursday evening December 4th. Costs may vary depending on flights and days traveling.

The Board of Directors must approve any Director’s participation when representing the District in any official capacity and for them to receive expense reimbursement for any eligible expenses under District policy.

General Manager/Secretary Ridenhour explained that the ACWA/JPIA normally holds two conferences a year, one in Northern California and one in Southern California. President Villalon recommended that each of the Directors sign-up to access the ACWA website, as there is a wealth of information on their website. The Directors also had some discussion regarding “Sexual Harassment and Brown Act” training that will need to take place the first part of 2015. Directors Clapham and Hill expressed interest in possibly attending the San Diego Conference but would like to find out when the spring conference will be held in Northern California.

Upon motion made by Director Meraz, seconded by Director Johnson, and carried 5-0, the Board authorized up to two Board Members to attend the Association of California Water Agencies Conference and Joint Powers Insurance Authority Meeting in San Diego, California.

- 4. CONSIDER APPROVAL OF A CONTRACT WITH THE CITY OF HOLLISTER FOR CONSTRUCTION INSPECTION SERVICES FOR AN AMOUNT NOT TO EXCEED \$40,000:** General Manager/Secretary Ridenhour explained that due to a

personnel vacancy, the District needs assistance with construction inspection services. There are currently four new developments in the District's service area under construction and several nearing construction that will require inspection services for water and sewer infrastructure. The Associate Engineer staff person that would normally provide these services for the District resigned in September, 2014, and the District is currently advertising to fill the position. Applications are being received through November 7, 2014 and it will take some time to complete the recruitment process and have a new engineering staff person begin work for the District. A contract has been drafted for the Board's consideration that would allow the District to utilize the City of Hollister's Construction Inspector for our inspection needs. The Contract has been drafted with a not to exceed amount of \$40,000 and through the end of 2015 to allow the use of the City's Construction Inspector to assist training the District's new engineering staff if we are unable to find an experienced engineer. The City will charge the District \$75.00 per hour of inspection services each month, which includes their Construction Inspectors salary, benefits, vehicle, and City overhead costs.

The cost of the construction inspection will be passed on to private development projects and will not impact the District's budget. Many of the development projects anticipated will require the City to perform inspection services on City sewer lines so utilizing City staff to inspect District water facilities at the same time is very cost effective. The City of Hollister will be considering the proposed contract at their October 20, 2014 Council Meeting.

Upon motion made by Director Meraz, seconded by Director Hill, and carried 5-0, the Board approved a contract with the City of Hollister for Construction Inspection Services for an amount not to exceed \$40,000.

K. BOARD COMMITTEE and STATUS REPORTS

- 1. Governance Committee:** No report / no meeting held.
- 2. Water/Wastewater Committee:** No report / no meeting held.
- 3. Finance Committee:** No report / no meeting held.
- 4. Policy and Procedure Committee:** General Manager/Secretary Ridenhour reported the committee met on October 1st and reviewed the District Code re-formatting; Board compensation for attending workshops & conferences on District business; and documentation of personnel benefits.
- 5. Personnel Committee:** Director Meraz reported the committee met on October 8th to discuss the General Manager's employment contract.
- 6. Water Resources Association of San Benito County (WRA):** Director Johnson reported no meeting held; the next scheduled meeting is set for November 6th.
- 7. Operation Summary, Statement of Income, Investment Summary, Maintenance, City Meter Reading, and Groundwater Level Measurement Reports:** Finance and Human Resource Manager Cathy Buck prepared a narrative report on the Operations Summary (thru September 30, 2014), Statement of Income (thru August 31, 2014), and Investment Summary (thru September 30, 2014). Ms. Buck reported that water sales revenue is up as well as the sewer revenue being up a little, but stated that due to the drought customers are conserving water and holding revenue down.

The District's Investment Summary report reflects the total cash balance as of September 30, 2014 of \$7,079,695.23, which includes three-months earned interest totaling \$2,735.67. Ms. Buck reported that the District made their first SRF Loan payment and our last payment on the CSCDA series 2002A revenue bond that is being refinanced, which created an anticipated drop in our cash balance. Ms. Buck added, the refinancing of the Bond was finalized on October 16th as anticipated and we now have a private loan with City National Bank with a 3.4% interest rate and a 15 year term.

Water/Wastewater Superintendent Jim Filice reviewed the September 2014, Maintenance Staff Report. Mr. Filice reported that all field personnel are continuing education training regarding the operation of the Lessalt upgrades, which is still offline but now in the testing stage.

During review of the Meter Reading Report for the period August 13, 2014 to September 15, 2014, Mr. Filice noted the City is continuing to repay us some of the water owed, due to the Lessalt WTP being shut down during construction.

Jim Filice reviewed the groundwater level report and noted that the wells are trending down.

8. **Active Tasks Update:** General Manager/Secretary Ridenhour reported that recruitment for a Water/Wastewater Maintenance position's deadline is October 24th and we have currently received 56 applications; the Assistant/Associate Engineer position's deadline is November 7th and we have received 1 application. Mr. Ridenhour reported that the start-up of the Lessalt WTP upgrade is scheduled for December, the final paving will take place in a few weeks, and Jim Filice has ordered chemicals for the plant. The sewer manhole repairs are expected to be complete by mid-November; we have received 100% plans and specifications for the two Ridgemark Tanks and Fairview Tank and should be ready for bid in December or January. Mr. Ridenhour toured the San Ardo Oil field and received a presentation regarding Measure J. He noted that the design of the West Hills WTP will be complete by December; and he expects to have a development agreement with Santana Ranch for the November or December Board meeting. Mr. Ridenhour added, that he has been approached by a staff member in regards to installing a flag pole at the District office and will look into doing so.

L. BOARD and STAFF REPORTS

1. **Directors:** President Villalon reported that he attended the ACWA Region 5 program in Livermore and they discussed the water bond dropping from \$11B to \$7B, and the Delta infrastructure issues; Propositions 1 & 2; water treatment storage for the future; big city projects; and climate study.
2. **District Counsel:** No report.
3. **Finance & HR Manager:** Cathy Buck reported that the auditors were here for two days conducting their field work and are currently back at their office to finish up the audit. Ms. Buck reported that the District has received an investment opportunity proposal for an "Add-on" Certificate deposit with a better interest rate than LAIF offers, from Will Sutton at Heritage Bank of Commerce, which she will take to the Finance Committee.
4. **General Manager:** No report.

M. FUTURE AGENDA ITEMS: Water Code update Ordinance; District fee Resolution; Santana Ranch Agreement; and General Manager's contract.

N. ADJOURNMENT: Upon motion made by Director Hill, seconded by Director Clapham, and unanimously carried (5-0), the meeting was adjourned at 6:11 p.m.

APPROVED BY THE BOARD: s/ Danny Villalon
Danny Villalon, President

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