

MEETING MINUTES, BOARD OF DIRECTORS  
HAMMOND WATERWORKS DEPARTMENT  
Thursday, September 25, 2025

Electronic Communication was available via Zoom – No Public Attended

Those members in person:

S. Daniels	President	M, McLaughlin, Chief Executive Operator
B. Grisolia	Vice President	J. Prieto, Deputy Chief Executive Operator
P. Walker	Secretary	S. Levinson, Board Attorney

V. Lopez appeared via Zoom

Those not present: R. Lendi

Also present: Phil Gavrilos, Project Facilitator

- The Board President called the meeting to order.
- The Board Attorney informed the Board that there are two disciplinary actions that are pending presently. One is Benjamin Caine he was a no call, no show beginning on September 16<sup>th</sup> 17<sup>th</sup> and 18<sup>th</sup>. He received a certified letter, a notice saying he was no call, no show, essentially AWOL, and we have yet to hear from him. He's now eight days out and now asks the Board to consider termination beginning tomorrow.

A motion was made by B. Grisolia to terminate employee Benjamin Caine effective September 26, 2025, motion was seconded by P. Walker and motion carried.

ROLL CALL VOTE (Disciplinary action Benjamin Caine)

YES: Grisolia, Lopez, Walker, Daniels

NO: NONE

ABSENT: R. Lendi

Motion carried

- The Board Attorney stated the next disciplinary issue is regarding Jacob Smith that came to the attention of the Water Department, not through Jacob that he was in fact was arrested on September 11<sup>th</sup>. She stated she had review the probable cause affidavit in that matter. It seems there are potential problems, emotional problems potentially. To ensure the safety of our fellow employee and the public she recommended that he be placed on unpaid administrative leave pending the outcome of a psychological evaluation performed by a licensed therapist. Prior to receiving a licensed therapist opinion that he's emotionally and psychologically fit to return to work and safe, that he may not report for duty. He can procure the evaluation through either EAP or any private means. He can utilize his vacation, sick days and any other accumulated benefits during that time. This is not from formal charges, this is in the interest of public safety. Formal charges and potential discipline will be forthcoming, including that based on his failure to report within 72 hours. But at this point, we just want to address the primary concern, which is his health and well-being. If the Board wished to entertain that motion.

B. Grisolia made the motion as suggested by the Attorney, seconded by P. Walker and motion carried to place Jacob Smith on leave per the Attorney's terms as suggested and outlined by the Attorney.

ROLL CALL VOTE (Disciplinary action Jacob Smith)

YES: Grisolia, Lopez, Walker, Daniels

NO: NONE

ABSENT: R. Lendi

Motion carried

- A motion was made by B. Grisolia seconded by P. Walker and motion carried to approve and place on file the previous meeting's Minutes as submitted to the Board.

ROLL CALL VOTE (Minutes)

YES: Grisolia, Lopez, Walker, Daniels

NO: NONE

ABSENT: R. Lendi

Motion carried

- A motion was made by B. Grisolia seconded by P. Walker and motion carried to approve Accounts Payable Voucher Ledger (Claims List), Refund Vouchers and Payroll Vouchers as submitted to the Board.

ROLL CALL VOTE (AP Voucher, Refund Vouchers and PR Vouchers)

YES: Grisolia, Lopez, Walker, Daniels

NO: NONE

ABSENT: R. Lendi

Motion carried

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- A motion was made by B. Grisolia, seconded by P. Walker and motion carried to approve the miscellaneous reports as submitted.

ROLL CALL VOTE (Reports)

YES: Grisolia, Lopez, Walker, Daniels

NO: NONE

ABSENT: R. Lendi

Motion carried

Board Meeting Claims – Operating Fund \$491,305.96

Board Meeting Claims – Capital Improvement \$0.00

Board Meeting Claims – Depreciation \$106,946.87

3 Year Pumpage Comparison for September

Filtration Plant Overtime Report – 4 Hours of Overtime 9/13/25

- The Deputy CEO submitted his report as follows:

*CEO/Deputy CEO Report for Board Meeting 9/25/25*

Rimbach is moving along. Carpet is in, more cameras have been installed and the landscaping is done. We took delivery of the work stations and are awaiting their install. Next steps will be getting IT in there to finish the final trim work and installation of new servers as well as taking delivery of the conference room table and chairs, and office furniture. We are still awaiting the glass work, which has already begun manufacturing.

As previously discussed we had 2 employee disciplinary issues that occurred.

We have gotten word from ARCADIS about the 2<sup>nd</sup> round of LSL replacements. Paperwork is in IFA's hands and we should be going out for bid for a plumbing outfit later this year, for work to begin in 2026.

We will be having a kickoff meeting with ARCADIS, Lochmueller Group and American Structurepoint on October 6th at the Plant in regards to the Plant Expansion RFQ.

- The Project Facilitator, Phil Gavrilos updated the Board they are waiting on partitions for the work stations. If they come in soon with the conference table and Executive's furniture it should be wrapped up around the 22<sup>nd</sup> of October and then it will all be up to IT. Still hoping before the end of the year. The glass walls are still in fabrication.
- New and Unfinished Business

There was no other New or Unfinished Business.

- The Distribution Superintendent Submitted his report as follows:

*Distribution monthly work summary 8/28/2025 thru 9/25/2025*

*(11) Service line issues resolved  
(11) Corp issues resolved  
(1) Fire Hydrant replaced  
(10) Fire Hydrant repaired  
(4) New valves installed  
(30) Valves exercised  
(4) Valve boxes installed  
(53) Meters exchanged  
(2) Hot taps performed*

*Crews are working with Grimmer on Phase 2 of the Hohman Ave. Water Main and Sewer project.*

*Fall City wide hydrant flushing has started.*

*Sincerely,  
Bruce Long  
Distribution Superintendent*

- The Board President asked if anyone had anything further.

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- A motion was made by V. Lopez seconded P. Walker and motion carried to adjourn the meeting.

ROLL CALL VOTE (Adjourn)  
YES: Grisolia, Lopez, Walker, Daniels  
NO: NONE  
ABSENT: R. Lendi  
Motion carried

ATTEST:

VP. Brenda Grisolia  
SECRETARY

Sharon M. Daniels  
PRESIDENT