

MEETING MINUTES, BOARD OF DIRECTORS
HAMMOND WATERWORKS DEPARTMENT
Wednesday, November 26, 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
R. Lendi	Treasurer	S. Levinson, Board Attorney
V. Lopez	Assistant Secretary-Treasurer	

Those not present: P. Walker

- The Board President called the meeting to order.
- The Board President asked if there were any conflicts of interest. There were no conflicts of interest.
- A motion was made by B. Grisolia seconded by V. Lopez and motion carried to approve and place on file the Minutes from November 13, 2025 as submitted to the Board.
- A motion was made by B. Grisolia seconded by V. Lopez and motion carried to approve and place on file the Minutes from November 18, 2025 as submitted to the Board.
- A motion was made by R. Lendi seconded by B. Grisolia and motion carried to approve Accounts Payable Voucher Ledger (Claims List), Refund Vouchers and Payroll Vouchers as submitted to the Board.
- A motion was made by B. Grisolia, seconded by P. Walker and motion carried to approve the miscellaneous reports as submitted.

Board Meeting Claims – Operating Fund \$729,869.58

Board Meeting Claims – Capital Improvement \$0.00

Board Meeting Claims – Depreciation \$38,732.26

3 Year Pumpage Comparison for November

Filtration Plant Overtime Report – 27.5 Hours of Overtime 11/2/25 & 11/9/25

- The CEO/Deputy CEO verbally submitted his report as follows:

CEO/Deputy CEO Report for Board Meeting 11/26/25

I only have one thing. I would like the Board recognize Melanie as well as all the ladies in our office. Two weeks ago Melanie had a great idea of raising funds for families. After the whole SNAP benefit thing came about, and prices of groceries and or whatnot, so she went ahead, took the initiative and reached out to Hammond Water employees to make donations. Then she reached to Owanna to get some families that might be in need for some assistance. So I am happy to say that we raised around \$1,200.00 and we were able to give gift cards for groceries, Walmart and a choice of a McDonalds or Dunkin card. I would like to recognize Melanie and all the ladies. Melanie went ahead and attached it and she got the help of some of the ladies to drop those off to the families.

The Board President asked that a letter be put together on behalf of the Board to put in her file and to anyone who was instrumental in getting that project together.

- The Deputy CEO stated the 36" valve bids were opened at a previous meeting and they have been looked over by him, Bruce and Nies Engineering. Their recommendation is to award the bid to H&G as they were the lowest bidder.

R. Lendi asked if we have checked references on this company.

The Deputy CEO stated that they worked in the City of Hammond previously. They are in the process of getting licensed in Hammond again. The company is out of LaPorte. And Nies has worked with them before. The project would begin in March sometime.

A motion was made by R. Lendi, seconded by B. Grisolia and motion carried to award the bid for the 36" Valve replacement project to H&G.

- The Chief Executive Operator presented proposal to the Board for The Branding Room. He informed the Board that although we have a website it does need updating and needs to be interactive. The proposal is to update the site and allow for sign ups, marketing and payments. And also to make the payment option more user friendly. The Branding Room will also have KPIs which are key performance indicators and provide us with useful data. Proposal indicates on time fee of \$15,000.00 and the monthly charge of \$1,500.00.

A motion was made by R. Lendi, seconded by B. Grisolia and motion carried to accept the proposal from The Branding Room Floor for website and marketing.

- New and Unfinished Business
- The Distribution Superintendent Submitted his report as follows:

Distribution monthly work summary 10/22/2025 thru 11/25/2025

(87) Service line issues resolved
(24) Corp issues resolved
(1) Fire Hydrant replaced
(19) Fire Hydrant repaired
(15) Valves exercised
(73) Meters exchanged
(6) Hot taps performed

