

**REGULAR MEETING OF THE BOARD OF DIRECTORS July 20, 2022**  
**1040 El Campo Drive, Pasadena, CA 91107**

**ROLL CALL**

**Directors Present**

Steven R. Seiler  
Lap T. Ng  
Mark J. Sedlacek  
Peter C. Jeong  
John L. Shaw

**Directors Absent**

**Legal Counsel**  
John L. Shaw

**General Manager**

Ken Tcheng

**Proxy Committee**

Peter C. Jeong  
Mark J. Sedlacek  
John L. Shaw

**Staff**

John Langman  
Mel Alberto

**Pursuant to the requirements in California State AB240, a notice was posted regarding guest attendance.**

**GUEST – None**

**STAFF – John Langman, Mel Alberto**

**MINUTES – July 06, 2022 – Approved**

**MANAGER'S REPORT – Approved**

**Business Office/HR**

- Conservation: Conservation team is making great progress on early notifications to customers of potential water waste.

**Financials/Accounting Operations:**

- Mel is retiring from SSWC effective August 08. We are so fortunate and thank him for his support during his time at SSWC. He was instrumental in turning around the company's accounting processes and financial controls. While Mel has been training his replacement Matt, several cyclical functions remain to be transitioned. Mel has agreed to provide "as needed" support via a consultation agreement.

**We wish Mel a Happy Retirement!**

**Field Operations:**

- We recently posted a Water Service technician position (D1/2 and T1/2).

**IT Operations/Facilities:**

- We established a plan for addressing company landscape irrigation. As reported prior, we leverage internal labor for much of the project effort. We will look to contract external labor and/or services on priority tasks to accomplish them.

**FINANCIAL REPORTS -**

- Checks - **Approved**
- Cash - **Approved**
- Income Statement - **Approved**
- UBS Statement - **Approved**

**COMMITTEE REPORTS – None**

**OLD BUSINESS**

- Continuation of Summer Rates – **Approved**
- Penalty Assessment - **Approved**

**NEW BUSINESS - None**

**CLOSED SESSION**

- Board discussed and approved a one-time economic impact bonus for all employees

**MEETING DATES – August 03, 2022 at 6pm & August 24, 2022**

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Mark J. Sedlacek, Secretary