



**BRISTOL WATER & SEWER DEPARTMENT  
BOARD OF SEWER COMMISSIONERS**

**Regular Meeting Agenda**

**Tuesday, October 20, 2020 6:00 PM**

**Webex Meeting**

<https://bristolct.my.webex.com/bristolct.my/j.php?MTID=m843bf4f39ae0a9e9679dabde1f91a62d>

**LOGIN:** Meeting Number (access code): 132 875 4289

**PASSWORD:** Sewer2020

**CALL IN:** 1 (408)418-9388

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the September 15, 2020 Regular Board Meeting
5. Public Participation
6. Customer Complaints
  - (1) Bristol Boys & Girls Club
7. Board of Finance Request to Transfer from Contingency Fund \$11,452.00
8. Board of Finance Request for Additional Appropriation of \$103,181.29
9. Board of Finance Request for Additional Appropriation of \$78,690.00
10. Sewer Permit & Connection Fees Committee Report
11. Superintendent's Report
12. Old Business
  - (1) Clean Harbors
13. New Business
14. Adjournment

*Next Meeting: Tuesday, November 17, 2020 at 6:00 pm*



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Water & Sewer  
(Requesting Department)

Date: 10/1/20  
(Submission Date)

For the 27 October 2020 Board of Finance  
Meeting Agenda  
(Date of Meeting)


This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \$11,452
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the Board of Water & Sewer Commissioners  
(governing Board of your department)  
at its meeting held on 10/13/20  
(date)

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.**

  
(Department Head's signature)

Board of Finance Agenda Request Form

Reason for request:

Re-pay General Fund effective 6/30/20 for older sewer assessments that were financed and paid for through the General Fund.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

<b>From:</b> 1183014 589000	<b>To:</b> 1188108 591001	<b>Amount:</b> \$11,452
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____

Grants:

Total Amount: Grant \$ \_\_\_\_\_  
City Share \$ \_\_\_\_\_ %  
Federal/State Share \$ \_\_\_\_\_ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Water & Sewer  
(Requesting Department)

Date: 10/13/20  
(Submission Date)

For the 27 October 2020 Board of Finance  
Meeting Agenda  
(Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ 103,181.29
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the Board of Water & Sewer Commissioners  
(governing Board of your department)  
at its meeting held on 10/20/20  
(date)

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\_\_\_\_\_  
(Department Head's signature)

Board of Finance Agenda Request Form

Reason for request:

Site remediation costs for clean-up and sampling for diesel fuel release on 8/5/20 at the Cherry Hill Drive pumping station

Additional Appropriation(s) and/or Appropriation(s) complete the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
118-324001	Undesignated Fund Balance	\$103,181.29
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____

Grants:

Total Amount: Grant \$ \_\_\_\_\_

City Share \$ \_\_\_\_\_ %

Federal/State Share \$ \_\_\_\_\_ %

Carry-overs list the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Water & Sewer  
(Requesting Department)

Date: 10/13/20  
(Submission Date)

For the 27 October 2020 Board of Finance  
Meeting Agenda  
(Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ 78,690
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the Board of Water & Sewer Commissioners  
(governing Board of your department)  
at its meeting held on 10/20/20  
(date)

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.**



(Department Head's signature)

### Board of Finance Agenda Request Form

**Reason for request:**

A new position of Sewer Inspector was created in the Sewer Division. The employee started in this new position on 7/20/20. The appropriation includes salary and benefits for FY21 out of the Sewer Division's budget.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
118-324001	Undesignated Fund Balance	\$78,690
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From:	To:	Amount:
_____	_____	_____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

**Grants:**

Total Amount: Grant \$ \_\_\_\_\_

City Share \$ \_\_\_\_\_ %

Federal/State Share \$ \_\_\_\_\_ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____