

SEELEY COUNTY WATER DISTRICT
1898 West Main Street (P.O. Box 161) Seeley, CA 92273
Telephone: 760.352.6612 Facsimile: 760.352.0589



PRESIDENT: Leslie Hill **VICE PRESIDENT:** Donald Murphy
BOARD OF DIRECTORS: Jason Grima, Esteban Jaramillo, Bianca Vasquez

NOTICE OF REGULAR MEETING

Date: **November 22, Adjourned to November 29, 2023**
Where: SCWD Office, 1898 W. Main Street, Seeley CA 92273
Time: **4:00PM**

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE GENERAL MANAGER AT, (760) 425-0041. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SCWD TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28CFR 35.102-35.104 ADA TITLE II]

A. CALL TO ORDER

PLEDGE OF ALLEGIANCE

QUORUM – ROLL CALL

B. DISCUSSION OF AGENDA

1. Items to be pulled from the Action Calendar.
2. Items to be pulled from the Discussion Calendar.
3. Emergency Items to be added.
4. Approval of the agenda.

C. PUBLIC APPEARANCES

1. Matters not appearing on the agenda. If you wish to address the BOARD OF DIRECTORS concerning any item within the BOARD'S jurisdiction, please raise your hand and be acknowledged by the BOARD PRESIDENT, and at that time state your name and address for the record. The BOARD PRESIDENT reserves the right to place a time limit on each person's presentation of three (3) minutes. It is requested that longer presentations be submitted to the BOARD OF DIRECTORS in writing.

2. Matters appearing on the agenda. If you wish to address the BOARD OF DIRECTORS concerning any item appearing on the agenda, please raise your hand and be acknowledged by the BOARD PRESIDENT, and at that time state your name and address for the record. The BOARD PRESIDENT reserves the right to place a time limit on each person's presentation of three (3) minutes.

D. REPORTS

- 1. President and Vice President/or Board Member comments
- 2. Administrative General Manager and Secretary Report

E. CONSENT AGENDA

All items appearing under the "Consent Agenda" will be acted upon by the Board by one motion without discussion. Should a Board member or other person request that any item be considered separately that item will then be taken up at the time as determined by the Board President.

- 1. Accounts Payable - Demands for Payment List
- 2. Approval of Minutes: REGULAR MEETING:
 - a. September 20, 2023
 - i. October 18, 2023 Cancelled
- 3. Authorize up to 4 Administrative days for the President of the Board for the month of OCTOBER 2023.

F. Community Planning:

John Robert Bates Memorial Discussion points:

- 1. Board of Directors Input
- 2. Park Elements and Community Center and Garden
- 3. Community Input

G. Direction/Discussion:

G-1. SUBJECT: DIRECTION/DISCUSSION: WATER BOARD REGULATORS/INSPECTION OF OXIDATION PONDS/ WWTP IMPROVMENTS UPDATES

H. Action/Discussion

H-1. SUBJECT: DISCUSSION/ACTION: APPROVE RESOLUTION 112923-01 OF SEELEY COUNTY WATER DISTRICT APPROVING AN APPLICATION FOR OUTDOOR EQUITY GRANTS PROGRAM GRANT FUNDS AND DELEGATING THE AUTHORITY TO THE ADMIN GENERAL MANAGER

- 1. APPROVE RESOLUTION 112923-01
- 2. DELEGATE THE AUTHORITY TO THE ADMIN GENERAL MANAGER THE REPRESENTATIVE TO CONDUCT ALL NEGOTIATIONS, SIGN ND SUBMIT ALL DOCUMENTS, INCLUDING, BUT NOT LIMITED TO APPLICATIONS, AGREEMENTS, AND PAYMENT REQUESTS

H-2. SUBJECT: DISCUSSION/ACTION: **RESOLUTION 112923-02 OF SEELEY COUNTY WATER DISTRICT APPROVING A TEMPORARY LOAN FROM THE WASTEWATER FUND TO COMPLETE PHASE (1) ONE UNTIL THE COMMUNITY BENEFIT PROGRAM GRANT IS DISBURSED FROM THE IMPERIAL COUNTY ASSESSORS**

1. APPROVE RESOLUTION 112923-02 TEMPORARY LOAN FOR COMPLETION OF AMENITIES AND FITNESS EQUIPMENT PROJECT AND PAYMENT FOR SERVICES TO A&N QUALITY BUILDERS, INC

H-3. SUBJECT: DISCUSSION/ACTION: **EMERGENCY RESERVE EXPENDITURE DIAPHRAM PUMP OPTIONS 1, 2, OR 3:**

1. APPROVE THE PURCHASE OF 1 (ONE) 3-INCH DIAPHRAM PUMP **\$3697.49**; OR
2. APPROVE THE PURCHASE OF 2 (TWO) 3-INCH DIAPHRAM PUMPS **\$7394.98**; OR
3. APPROVE THE PURCHASE OF 1 (ONE) 4-INCH DIAPHRAM PUMP WITH HITCH AND TRAILER **\$22,876.83**.

H. CLOSED SESSION:

This is a CLOSED SESSION in which the Board of Directors discuss matters in closed session as opposed to open session. Only those matters authorized by the Brown Act function as permissible CLOSED SESSION subjects will be discussed. They are as follows:

1. SUBJECT: CONFERENCE WITH LABOR NEGOTIATORS (Section: §54957.6)
Agency designated representatives: Mitch Driskill and Teri Brownlee
Employee organization: Teamsters Union Local 542
2. SUBJECT: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation Pursuant to Government Code Section §54956.9(b).
(One potential case)
3. SUBJECT: CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
Pursuant to paragraph (4) of subdivision (d) of Government Code Section § 54956.9 (one potential case)
4. SUBJECT: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) (The performance of an existing employee) Title: General Manager and Secretary of the Board

I. ANNOUNCEMENTS:

1. Board of Supervisors Public Meetings: **Tuesdays at 9:30 am**
(open session) at 940 W. Main St.
2. CSDA Newsletter: www.csda.net

J.

ADJOURNMENT:

**NEXT REGULAR BOARD MEMBER MEETING:
Adjourned to December 27, 2023.**

NOTE: Any documents produced by the SCWD and distributed to a majority of the SCWD Board regarding any item on this agenda will be made available at the front counter at Seeley County Water **District**, located at 1898 W. Main Street, Seeley CA 92273, during normal business hours.



Board President: Leslie Hill
 Vice President: Donald Murphy
 Board Members: Jason Grima, Esteban Jaramillo, Bianca Vásquez

Operations Report

To: Miriam Rosales, Admin General Manager	RE: Water and Waste Operation Report
From: Amado Ramirez, Plant Operations Supervisor & Marco Resendiz, Wastewater Ops II	Date: November 29, 2023 Reporting Month: October & November

1. Emergency Items:

- a. Major equipment failures or breakdowns that disrupt essential services.
- b. Contamination incidents that pose an immediate threat to public health and safety.
- c. Large-scale water leaks or sewer overflows that require immediate response.
- d. Natural disasters or extreme weather events affecting the facilities.

Wastewater Facility		Potential Costs:	Water Facility		Potential Costs:
1	None to report this month.		1	Distribution motor/pump #1 needs maintenance.	\$5,500
2			2		

2. Urgent Items:

- a. Pump failures or operational issues that could lead to service interruptions.
- b. Pipeline leaks or breaches that need immediate attention to prevent further damage.
- c. Water quality issues that require investigation and corrective actions.
- d. Power outages or electrical problems impacting critical systems.
- e. Chemical spills or hazardous material incidents within the facilities.

Wastewater Facility		Water Facility	
1	Pinhole in twin filter #2, quote still pending.	1	
2		2	
3		3	

3. Routine Maintenance Items: (Budgeted FY 2023-24)

- a. Regularly scheduled equipment maintenance and inspections.
- b. Status of ongoing repair and maintenance projects.
- c. Upcoming preventive maintenance activities and their impact on facility operations.

- d. Inventory of spare parts and materials needed for routine maintenance.
- e. Updates on compliance with regulatory maintenance requirements.

Wastewater Facility		Dates	Water Facility		Dates
1	Septage station maintenance	Aug 1	1	¾ inch AML meters- Back Ordered	Nov

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2	Manhole maintenance 50% done.	June	2	Distribution Lines maintenance 50% done.	July
3			3	Need to replace TTHM system filters quote \$900.00	Dec.
4			4		

5. Compliance and Regulatory Matters:

- Reports on water quality testing, ensuring compliance with health and environmental standards.
- Status of permits and regulatory compliance at the facilities.
- Any violations or non-compliance issues and steps taken to rectify them.

Wastewater Facility		Due Date	Water Facility		Due Date
1	NPDES Permit effective August 1, 2023-2028	Due 2028	1	Drought Report, Next Drought Report is for April May and June 2023.	July 1, 2023
2	#1 Effluent Chronic Toxicity violation, for quarterly #4.		2	CCR Report Notice	
3			3		
4			4		
5			5		

Notes: (1). Small water suppliers serving less than 1000 service connections are required to add drought planning elements to its emergency notification or response plan by July 1, 2023. (California Water Code 10309.60(b)). *Completed by SCWD.*

6. Long-Term Planning:

- Infrastructure improvement projects to enhance the efficiency and reliability of the facilities.
- Future expansion plans to accommodate the growing population and demand.

Wastewater Facility		Year	Water Facility		Year
1	Wastewater Treatment Improvement "Membrane Bioreactor", MBR system.	2025-2026	1	WTP Equipment Improvements	2024-2025
2	Septic Receiving Station Improvements	2025-2026	2	Solar Shade Parking Structure	2024-2025
3	Solar Shade Parking Structure	2024-2025	3		
4	UV Disinfection Project	2025	4	<i>There is no expansion plan</i>	--
5	<i>There is no expansion plan</i>		5		

7. Community Engagement:

- Updates on public outreach and communication initiatives.
- Responses to customer inquiries and complaints

Wastewater Facility		Water Facility	
1		1	
2		2	

8. Resource Allocation:

- Staffing levels and any personnel issues that may affect operations.
- Budget updates related to maintenance, repairs, and emergency response activities.
- Requests for additional resources to address critical issues effectively.

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Wastewater Facility		Costs	Water Facility		Costs
1	West Oxidation pond needs solids removal, and possible damage in liner	\$?	1	Effluent motor/pump and backwash motor/pump for filter #1 needs maintenance and repair.	\$5,000.00
2	Quote for 3 Oxidation pond aerators, that were found inoperable.	\$3,208 \$2,662 \$2,584	2	Effluent motor/pump and backwash motor/pump for filter #2 needs maintenance and repair.	\$5,000.00
3			3		

End of Report

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**ROUTINE AND MEETING DEMANDS
SEPTEMBER, OCTOBER AND NOVEMBER 2023**

Type	Vendor Name	Payable Description	Payable Type	Total Payable	Payments	Balance	Payable Date	Post Date	Due Date	Bank Code
Board Meeting Demands	Core & Main LP	Mr. Baird Project - Water Distribution Supplies	Invoice	\$ 1,142.85	\$ 1,142.85	\$ -	09/11/2023	09/11/2023	10/10/2023	General Acct-AP
Board Meeting Demands	Core & Main LP	MR BAIRD PROJECT	Invoice	\$ 404.59	\$ 404.59	\$ -	10/09/2023	09/09/2023	11/08/2023	General Acct-AP
Board Meeting Demands	Ferguson US Holdings, Inc.	Mr Baird Project	Invoice	\$ 61.66	\$ 61.66	\$ -	09/27/2023	09/27/2023	10/10/2023	General Acct-AP
Board Meeting Demands	H2O Water Treatment	Mr. Baird Project - Water Tap Services	Invoice	\$ 750.00	\$ 750.00	\$ -	09/11/2023	09/11/2023	09/11/2023	General Acct-AP
Board Meeting Demands	Hazen and Sawyer, D.P.C.	WWTP 60% Design - Pending Payable From	Invoice	\$ 22,160.00	\$ 22,160.00	\$ -	06/30/2023	06/30/2023	06/30/2023	General Acct-AP
Board Meeting Demands	Hazen and Sawyer, D.P.C.	60% Design \$33,339 partial of Invoice 2021-003-12	Invoice	\$ 33,339.00	\$ 33,339.00	\$ -	06/30/2023	06/30/2023	06/30/2023	General Acct-AP
Board Meeting Demands	Imperial County Air Pollution	Project Management, Hazen Invoice 20126-003-12	Invoice	\$ 4,159.00	\$ 4,159.00	\$ -	06/30/2023	06/30/2023	06/30/2023	General Acct-AP
Board Meeting Demands	Kenneth J. Stills	Permit Number: 596	Invoice	\$ 221.00	\$ 221.00	\$ -	11/14/2023	11/14/2023	11/14/2023	General Acct-AP
Board Meeting Demands	Kimley-Horn and Associates,	Repelled Wire Through Vaults Gate Opener.	Invoice	\$ 677.37	\$ 677.37	\$ -	09/15/2023	09/15/2023	09/15/2023	General Acct-AP
Board Meeting Demands	Kimley-Horn and Associates,	Bates Park Project Prior Fiscal Year -On Hold	Invoice	\$ 615.00	\$ 615.00	\$ -	07/01/2023	07/01/2023	07/01/2023	General Acct-AP
Board Meeting Demands	Kimley-Horn and Associates,	Bates Park -Prior Yr on Hold Invoice	Invoice	\$ 3,797.50	\$ 3,797.50	\$ -	07/01/2023	07/01/2023	07/01/2023	General Acct-AP
Board Meeting Demands	Kimley-Horn and Associates,	Bates Park -Prior Fiscal Year On Hold Invoice	Invoice	\$ 1,550.00	\$ 1,550.00	\$ -	07/01/2023	07/01/2023	07/01/2023	General Acct-AP
Board Meeting Demands	Kimley-Horn and Associates,	Bates Park Prior Fiscal Year On Hold Invoice	Invoice	\$ 7,913.00	\$ 7,913.00	\$ -	07/01/2023	07/01/2023	07/01/2023	General Acct-AP
Board Meeting Demands	Montrose Environmental	Bates Park Prior Year On Hold Invoice	Invoice	\$ 7,974.50	\$ 7,974.50	\$ -	07/01/2023	07/01/2023	07/01/2023	General Acct-AP
Board Meeting Demands	Montrose Environmental	Permit NPDES "new test" effective 8.1.23	Invoice	\$ 1,275.00	\$ 1,275.00	\$ -	08/31/2023	08/31/2023	09/30/2023	General Acct-AP
Board Meeting Demands	Montrose Environmental	September 2023 - Effluent Testing - NPDES Permit	Invoice	\$ 4,225.00	\$ 4,225.00	\$ -	10/31/2023	10/31/2023	11/30/2023	General Acct-AP
Board Meeting Demands	Superior Ready Mix Concrete,	10 Bags Silica Sand #16	Invoice	\$ 167.14	\$ 167.14	\$ -	10/02/2023	10/02/2023	11/01/2023	General Acct-AP
Board Meeting Demands	Superior Ready Mix Concrete,	15 Bg Silica Sand #16	Invoice	\$ 250.71	\$ 250.71	\$ -	10/03/2023	10/03/2023	11/02/2023	General Acct-AP
Board Meeting Demands	Western Oilfields Supply	Rent Pumping Equipment	Invoice	\$ 3,120.78	\$ 3,120.78	\$ -	10/27/2023	10/27/2023	11/26/2023	General Acct-AP
				\$ 93,804.10	\$ 93,804.10	\$ -				
Type	Vendor Name	Payable Description	Payable Type	Total Payable	Payments	Balance	Payable Date	Post Date	Due Date	Bank Code
Routine Demands	Tyler Technologies	Insite Web transaction 7-1-23 - 9-30-23	Invoice	\$ 22.50	\$ 22.50	\$ -	09/30/2023	09/30/2023	10/30/2023	General Acct-AP
Routine Demands	Aaron Garcia Jr.	monthly consulting services water and sewer	Invoice	\$ 2,537.00	\$ 2,537.00	\$ -	09/22/2023	09/22/2023	10/22/2023	General Acct-AP
Routine Demands	Aaron Garcia Jr.	Water/Wastewater Plan Consulting - September	Invoice	\$ 2,537.00	\$ 2,537.00	\$ -	10/18/2023	10/18/2023	11/18/2023	General Acct-AP
Routine Demands	American Family Life	Water/Wastewater Plan Consulting - October 2023	Invoice	\$ 2,537.00	\$ 2,537.00	\$ -	11/10/2023	11/10/2023	11/10/2023	General Acct-AP
Routine Demands	American Family Life	Aflac Cancer	Invoice	\$ 77.59	\$ 77.59	\$ -	09/14/2023	09/14/2023	09/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Hospital	Invoice	\$ 160.32	\$ 160.32	\$ -	09/14/2023	09/14/2023	09/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Life Insurance	Invoice	\$ 87.92	\$ 87.92	\$ -	09/14/2023	09/14/2023	09/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Accident	Invoice	\$ 107.10	\$ 107.10	\$ -	09/14/2023	09/14/2023	09/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Accident	Invoice	\$ 77.59	\$ 77.59	\$ -	09/28/2023	09/28/2023	09/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Accident	Invoice	\$ 107.10	\$ 107.10	\$ -	09/28/2023	09/28/2023	09/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Life Insurance	Invoice	\$ 87.92	\$ 87.92	\$ -	09/28/2023	09/28/2023	09/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Hospital	Invoice	\$ 160.32	\$ 160.32	\$ -	09/28/2023	09/28/2023	09/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Life Insurance	Invoice	\$ 107.10	\$ 107.10	\$ -	10/12/2023	10/12/2023	10/31/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Hospital	Invoice	\$ 87.92	\$ 87.92	\$ -	10/12/2023	10/12/2023	10/31/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Accident	Invoice	\$ 160.32	\$ 160.32	\$ -	10/12/2023	10/12/2023	10/31/2023	General Acct-AP
Routine Demands	American Family Life	Aflac Cancer	Invoice	\$ 77.59	\$ 77.59	\$ -	10/12/2023	10/12/2023	10/31/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Life Insurance	Invoice	\$ 87.92	\$ 87.92	\$ -	10/26/2023	10/26/2023	10/31/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Hospital	Invoice	\$ 77.59	\$ 77.59	\$ -	10/26/2023	10/26/2023	10/31/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Accident	Invoice	\$ 160.32	\$ 160.32	\$ -	10/26/2023	10/26/2023	10/31/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Hospital	Invoice	\$ 107.10	\$ 107.10	\$ -	10/26/2023	10/26/2023	10/31/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Life Insurance	Invoice	\$ 160.32	\$ 160.32	\$ -	10/26/2023	10/26/2023	10/31/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Accident	Invoice	\$ 87.92	\$ 87.92	\$ -	11/09/2023	11/09/2023	11/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Life Insurance	Invoice	\$ 87.92	\$ 87.92	\$ -	11/09/2023	11/09/2023	11/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Accident	Invoice	\$ 77.59	\$ 77.59	\$ -	11/09/2023	11/09/2023	11/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Accident	Invoice	\$ 107.10	\$ 107.10	\$ -	11/09/2023	11/09/2023	11/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Hospital	Invoice	\$ 160.32	\$ 160.32	\$ -	11/22/2023	11/22/2023	11/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Life Insurance	Invoice	\$ 87.92	\$ 87.92	\$ -	11/22/2023	11/22/2023	11/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac - Accident	Invoice	\$ 107.10	\$ 107.10	\$ -	11/22/2023	11/22/2023	11/30/2023	General Acct-AP
Routine Demands	American Family Life	Aflac Cancer	Invoice	\$ 77.59	\$ 77.59	\$ -	11/22/2023	11/22/2023	11/30/2023	General Acct-AP

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**ROUTINE AND MEETING DEMANDS
SEPTEMBER, OCTOBER AND NOVEMBER 2023**

Type	Vendor Name	Payable Description	Payable Type	Total Payable	Payments	Balance	Payable Date	Post Date	Due Date	Bank Code
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 71.05	\$ 71.05	\$ -	09/04/2023	09/04/2023	10/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 81.59	\$ 81.59	\$ -	09/11/2023	09/11/2023	10/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 81.59	\$ 81.59	\$ -	09/18/2023	09/18/2023	10/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 92.13	\$ 92.13	\$ -	09/25/2023	09/25/2023	10/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 71.80	\$ 71.80	\$ -	10/02/2023	10/02/2023	11/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 74.57	\$ 74.57	\$ -	10/09/2023	10/09/2023	10/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 92.87	\$ 92.87	\$ -	10/16/2023	10/16/2023	11/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 71.42	\$ 71.42	\$ -	10/23/2023	10/23/2023	11/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 71.42	\$ 71.42	\$ -	10/30/2023	10/30/2023	11/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 76.60	\$ 76.60	\$ -	11/06/2023	11/06/2023	12/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 71.05	\$ 71.05	\$ -	11/13/2023	11/13/2023	12/10/2023	General Acct-AP
Routine Demands	Aramark Uniform Services	Uniform Services	Invoice	\$ 71.05	\$ 71.05	\$ -	11/20/2023	11/20/2023	12/10/2023	General Acct-AP
Routine Demands	Ashley Hernandez	CRC Planning Development Grant	Invoice	\$ 1,004.87	\$ 1,004.87	\$ -	09/20/2023	09/20/2023	09/30/2023	General Acct-AP
Routine Demands	Babcock Laboratories, Inc	LABS - WATER	Invoice	\$ 576.84	\$ 576.84	\$ -	09/01/2023	09/01/2023	09/29/2023	General Acct-AP
Routine Demands	Babcock Laboratories, Inc	LABS - WASTE	Invoice	\$ 188.74	\$ 188.74	\$ -	09/12/2023	09/12/2023	10/11/2023	General Acct-AP
Routine Demands	Babcock Laboratories, Inc	LABS - WATER	Invoice	\$ 576.84	\$ 576.84	\$ -	09/30/2023	09/30/2023	10/30/2023	General Acct-AP
Routine Demands	Babcock Laboratories, Inc	LABS - WATER	Invoice	\$ 401.09	\$ 401.09	\$ -	10/17/2023	10/17/2023	11/16/2023	General Acct-AP
Routine Demands	Babcock Laboratories, Inc	LABS - WATER	Invoice	\$ 175.75	\$ 175.75	\$ -	10/17/2023	10/17/2023	11/16/2023	General Acct-AP
Routine Demands	Babcock Laboratories, Inc	LABS - WWTP - BOD/TSS + Bacti	Invoice	\$ 188.74	\$ 188.74	\$ -	10/18/2023	10/18/2023	11/17/2023	General Acct-AP
Routine Demands	BlueTarp Financial, Inc	Finance Charge / Past Due Fees	Invoice	\$ 20.00	\$ 20.00	\$ -	09/25/2023	09/25/2023	10/10/2023	General Acct-AP
Routine Demands	Brenntag Pacific, Inc.	Chemicals	Invoice	\$ 1,569.49	\$ 1,569.49	\$ -	09/05/2023	09/05/2023	10/05/2023	General Acct-AP
Routine Demands	Brenntag Pacific, Inc.	Chemicals	Invoice	\$ 1,569.49	\$ 1,569.49	\$ -	09/20/2023	09/20/2023	10/20/2023	General Acct-AP
Routine Demands	Brenntag Pacific, Inc.	Chemicals	Invoice	\$ 1,575.25	\$ 1,575.25	\$ -	10/05/2023	10/05/2023	11/04/2023	General Acct-AP
Routine Demands	Brenntag Pacific, Inc.	Chemicals	Invoice	\$ 1,608.23	\$ 1,608.23	\$ -	10/25/2023	10/25/2023	11/24/2023	General Acct-AP
Routine Demands	California Public Employees'	CalPERS 457	Invoice	\$ 170.00	\$ 170.00	\$ -	09/14/2023	09/14/2023	09/14/2023	General Acct-AP
Routine Demands	California Public Employees'	CalPERS 457	Invoice	\$ 170.00	\$ 170.00	\$ -	09/28/2023	09/28/2023	09/28/2023	General Acct-AP
Routine Demands	California Public Employees'	CalPERS 457	Invoice	\$ 170.00	\$ 170.00	\$ -	10/12/2023	10/12/2023	10/12/2023	General Acct-AP
Routine Demands	California Public Employees'	CalPERS 457	Invoice	\$ 170.00	\$ 170.00	\$ -	10/26/2023	10/26/2023	10/26/2023	General Acct-AP
Routine Demands	California Public Employees'	CalPERS 457	Invoice	\$ 170.00	\$ 170.00	\$ -	11/09/2023	11/09/2023	11/09/2023	General Acct-AP
Routine Demands	California Public Employees'	CalPERS 457	Invoice	\$ 170.00	\$ 170.00	\$ -	11/22/2023	11/22/2023	11/22/2023	General Acct-AP
Routine Demands	California State Disbursement	Penalty Exerpay payment returned	Invoice	\$ 20.00	\$ 20.00	\$ -	07/25/2023	07/25/2023	07/25/2023	General Acct-AP
Routine Demands	California State Disbursement	Case ID #200000001965821	Invoice	\$ 55.84	\$ 55.84	\$ -	09/14/2023	09/14/2023	09/14/2023	General Acct-AP
Routine Demands	California State Disbursement	Case ID #200000001965821	Invoice	\$ 55.84	\$ 55.84	\$ -	09/28/2023	09/28/2023	09/28/2023	General Acct-AP
Routine Demands	California State Disbursement	Case ID #200000001965821	Invoice	\$ 55.84	\$ 55.84	\$ -	10/12/2023	10/12/2023	10/12/2023	General Acct-AP
Routine Demands	California State Disbursement	Case ID #200000001965821	Invoice	\$ 51.23	\$ 51.23	\$ -	10/26/2023	10/26/2023	10/26/2023	General Acct-AP
Routine Demands	California State Disbursement	Case ID #200000001965821	Invoice	\$ 51.23	\$ 51.23	\$ -	11/09/2023	11/09/2023	11/09/2023	General Acct-AP
Routine Demands	California State Disbursement	Case ID #200000001965821	Invoice	\$ 51.23	\$ 51.23	\$ -	11/22/2023	11/22/2023	11/22/2023	General Acct-AP
Routine Demands	CHASE Paymenttech	Paymenttech Fees June 2023	Invoice	\$ 6.48	\$ 6.48	\$ -	07/01/2023	07/01/2023	07/01/2023	General Acct-AP
Routine Demands	CHASE Paymenttech	Paymenttech Fees July 2023	Invoice	\$ 16.00	\$ 16.00	\$ -	08/01/2023	08/01/2023	08/01/2023	General Acct-AP
Routine Demands	CHASE Paymenttech	Paymenttech Fees August 2023	Invoice	\$ 17.48	\$ 17.48	\$ -	09/05/2023	09/05/2023	09/05/2023	General Acct-AP
Routine Demands	CHASE Paymenttech	Paymenttech Fees September 2023	Invoice	\$ 10.80	\$ 10.80	\$ -	10/05/2023	10/05/2023	10/05/2023	General Acct-AP
Routine Demands	CHASE Paymenttech	Paymenttech Fees October 2023	Invoice	\$ 17.28	\$ 17.28	\$ -	11/03/2023	11/03/2023	11/03/2023	General Acct-AP
Routine Demands	CoPower (Administrators), LLC	CO-Power	Invoice	\$ 88.00	\$ 88.00	\$ -	09/14/2023	09/14/2023	09/30/2023	General Acct-AP
Routine Demands	CoPower (Administrators), LLC	CO-Power	Invoice	\$ 88.00	\$ 88.00	\$ -	10/12/2023	10/12/2023	10/31/2023	General Acct-AP
Routine Demands	CoPower (Administrators), LLC	CO-Power	Invoice	\$ 88.00	\$ 88.00	\$ -	11/22/2023	11/22/2023	11/30/2023	General Acct-AP
Routine Demands	CR&R Incorporated	Waste and Recycling Services	Invoice	\$ 53.64	\$ 53.64	\$ -	10/01/2023	10/01/2023	10/31/2023	General Acct-AP
Routine Demands	CR&R Incorporated	Waste and Recycling Services	Invoice	\$ 53.64	\$ 53.64	\$ -	11/01/2023	11/01/2023	11/30/2023	General Acct-AP
Routine Demands	Dell Financial Services LLC	Lease Rental	Invoice	\$ 65.68	\$ 65.68	\$ -	09/16/2023	09/16/2023	11/01/2023	General Acct-AP
Routine Demands	Bell Financial Services LLC	Lease Rental	Invoice	\$ 65.68	\$ 65.68	\$ -	09/29/2023	09/29/2023	11/01/2023	General Acct-AP
Routine Demands	Digital Deployment, Inc	Streamline Web Member 50k-250k - Jul 1 - Aug 1	Invoice	\$ 50.00	\$ 50.00	\$ -	07/01/2023	07/01/2023	07/31/2023	General Acct-AP

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**ROUTINE AND MEETING DEMANDS
SEPTEMBER, OCTOBER AND NOVEMBER 2023**

Type	Vendor Name	Payable Description	Payable Type	Total Payable	Payments	Balance	Payable Date	Post Date	Due Date	Bank Code
Routine Demands	Digital Deployment, Inc	Streamline Web Member 50k-250k Aug 1 - Sep 1,	Invoice	\$ 50.00	\$ 50.00	\$ -	09/01/2023	09/01/2023	10/03/2023	General Acct-AP
Routine Demands	Digital Deployment, Inc	Streamline Web Member 50k-250k - Sep 1 - Oct 1,	Invoice	\$ 50.00	\$ 50.00	\$ -	09/01/2023	09/01/2023	10/03/2023	General Acct-AP
Routine Demands	Digital Deployment, Inc	Streamline Web Member 50k-250k - 10/1/23 -	Invoice	\$ 50.00	\$ 50.00	\$ -	10/01/2023	10/01/2023	10/31/2023	General Acct-AP
Routine Demands	Digital Deployment, Inc	Streamline Web Member 50k-250k - 12/1/23 -	Invoice	\$ 50.00	\$ 50.00	\$ -	10/30/2023	10/30/2023	01/01/2024	General Acct-AP
Routine Demands	DS Services of America, Inc.	Streamline Web Member 50k-250k - 11/1/23 -	Invoice	\$ 50.00	\$ 50.00	\$ -	10/30/2023	10/30/2023	11/30/2023	General Acct-AP
Routine Demands	DS Services of America, Inc.	Drinking Water Services	Invoice	\$ 118.91	\$ 118.91	\$ -	09/24/2023	09/24/2023	10/16/2023	General Acct-AP
Routine Demands	DS Services of America, Inc.	Drinking Water Services	Invoice	\$ 85.94	\$ 85.94	\$ -	10/22/2023	10/22/2023	11/14/2023	General Acct-AP
Routine Demands	Empire Southwest, LLC	Support Agreement Generator - Water Plant	Invoice	\$ 98.93	\$ -	\$ 98.93	11/19/2023	11/19/2023	12/12/2023	General Acct-AP
Routine Demands	Employment Development	State Disability Insurance	Invoice	\$ 4,593.00	\$ 4,593.00	\$ -	09/14/2023	09/14/2023	09/14/2023	General Acct-AP
Routine Demands	Employment Development	State Withholding Payable	Invoice	\$ 103.88	\$ 103.88	\$ -	09/14/2023	09/14/2023	09/14/2023	General Acct-AP
Routine Demands	Employment Development	State Withholding Payable	Invoice	\$ 301.86	\$ 301.86	\$ -	09/14/2023	09/14/2023	09/14/2023	General Acct-AP
Routine Demands	Employment Development	State Withholding Payable	Invoice	\$ 296.17	\$ 296.17	\$ -	09/28/2023	09/28/2023	09/28/2023	General Acct-AP
Routine Demands	Employment Development	State Disability Insurance	Invoice	\$ 101.96	\$ 101.96	\$ -	09/28/2023	09/28/2023	09/28/2023	General Acct-AP
Routine Demands	Employment Development	State Withholding Payable	Invoice	\$ 288.14	\$ 288.14	\$ -	10/12/2023	10/12/2023	10/12/2023	General Acct-AP
Routine Demands	Employment Development	State Disability Insurance	Invoice	\$ 101.68	\$ 101.68	\$ -	10/12/2023	10/12/2023	10/12/2023	General Acct-AP
Routine Demands	Employment Development	State Withholding Payable	Invoice	\$ 72.96	\$ 72.96	\$ -	10/26/2023	10/26/2023	10/26/2023	General Acct-AP
Routine Demands	Employment Development	State Disability Insurance	Invoice	\$ 115.33	\$ 115.33	\$ -	10/26/2023	10/26/2023	10/26/2023	General Acct-AP
Routine Demands	Employment Development	State Withholding Payable	Invoice	\$ 366.00	\$ 366.00	\$ -	10/26/2023	10/26/2023	10/26/2023	General Acct-AP
Routine Demands	Employment Development	State Disability Insurance	Invoice	\$ 9.18	\$ 9.18	\$ -	10/26/2023	10/26/2023	10/26/2023	General Acct-AP
Routine Demands	Employment Development	State Disability Insurance	Invoice	\$ 107.70	\$ 107.70	\$ -	11/09/2023	11/09/2023	11/09/2023	General Acct-AP
Routine Demands	Employment Development	State Withholding Payable	Invoice	\$ 349.36	\$ 349.36	\$ -	11/09/2023	11/09/2023	11/09/2023	General Acct-AP
Routine Demands	Employment Development	State Disability Insurance	Invoice	\$ 103.01	\$ 103.01	\$ -	11/22/2023	11/22/2023	11/22/2023	General Acct-AP
Routine Demands	Employment Development	State Withholding Payable	Invoice	\$ 292.75	\$ 292.75	\$ -	11/22/2023	11/22/2023	11/22/2023	General Acct-AP
Routine Demands	First Foundation Bank	Weebly Subscription Monthly	Invoice	\$ 14.00	\$ 14.00	\$ -	08/19/2023	08/19/2023	10/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	Fax Subscription Monthly	Invoice	\$ 16.95	\$ 16.95	\$ -	08/24/2023	08/24/2023	10/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	Google Workspace Subscription Monthly	Invoice	\$ 102.00	\$ 102.00	\$ -	08/31/2023	08/31/2023	10/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	Staples binder, labels,calc., batteries, ink nboo	Invoice	\$ 432.47	\$ 432.47	\$ -	09/01/2023	09/01/2023	10/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	Carbonite Subscription Yearly	Invoice	\$ 587.96	\$ 587.96	\$ -	09/03/2023	09/03/2023	10/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	QuickBooks Subscription Monthly	Invoice	\$ 200.00	\$ 200.00	\$ -	09/08/2023	09/08/2023	10/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	Credit Card 0867 Statement Closing 09/08/23	Invoice	\$ 5.81	\$ 5.81	\$ -	09/08/2023	09/08/2023	10/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	INTUIT *QBBOOKS ONLINE CL.INTUIT.COM CA	Invoice	\$ 200.00	\$ 200.00	\$ -	09/18/2023	09/18/2023	11/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	SQ *SQUAREWEEBLY GOSQ.COM CA	Invoice	\$ 14.00	\$ 14.00	\$ -	09/19/2023	09/19/2023	11/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	IJ *MYFAX SERVICES 877-437-3607 CA	Invoice	\$ 12.00	\$ 12.00	\$ -	09/24/2023	09/24/2023	11/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	GOOGLE GSUITE_SEELEYW MOUNTAIN VIEW CA	Invoice	\$ 102.00	\$ 102.00	\$ -	09/30/2023	09/30/2023	11/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	Credit Card 0867 - Statement Closing 10/10/23	Invoice	\$ 276.03	\$ 276.03	\$ -	10/10/2023	10/10/2023	11/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	Statement as of 11/09/23	Invoice	\$ 442.99	\$ -	\$ 442.99	11/09/2023	11/09/2023	12/04/2023	General Acct-AP
Routine Demands	First Foundation Bank	Statement as of 11/09/23	Invoice	\$ 328.00	\$ -	\$ 328.00	11/09/2023	11/09/2023	12/04/2023	General Acct-AP
Routine Demands	HB Petroleum, INC	FUEL	Invoice	\$ 637.88	\$ 637.88	\$ -	09/30/2023	09/30/2023	11/15/2023	General Acct-AP
Routine Demands	Home Depot Credit Services	FUEL	Invoice	\$ 689.83	\$ 689.83	\$ -	10/31/2023	10/31/2023	11/15/2023	General Acct-AP
Routine Demands	Home Depot Credit Services	4 pack 15amp GFI Outlets	Invoice	\$ 60.26	\$ 60.26	\$ -	09/06/2023	09/06/2023	09/06/2023	General Acct-AP
Routine Demands	Home Depot Credit Services	Double switch for bathroom in the office	Invoice	\$ 12.12	\$ 12.12	\$ -	09/11/2023	09/11/2023	10/31/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Raw Water Canal Consumption	Invoice	\$ 1,240.00	\$ 1,240.00	\$ -	09/06/2023	09/06/2023	09/30/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Park Lights	Invoice	\$ 38.89	\$ 38.89	\$ -	09/13/2023	09/13/2023	10/03/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Water Plant	Invoice	\$ 3,850.73	\$ 3,850.73	\$ -	09/18/2023	09/18/2023	10/09/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Dump Station, Generator, Clemson Pond	Invoice	\$ 1,528.57	\$ 1,528.57	\$ -	09/18/2023	09/18/2023	10/19/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Admin Office, WWTP	Invoice	\$ 2,760.76	\$ 2,760.76	\$ -	09/18/2023	09/18/2023	10/09/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Raw Water Canal Consumption	Invoice	\$ 1,200.00	\$ 1,200.00	\$ -	10/04/2023	10/04/2023	10/31/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Dump Station, Generator, Clemson Pond	Invoice	\$ 1,570.04	\$ 1,570.04	\$ -	10/12/2023	10/12/2023	11/01/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Admin Office, WWTP	Invoice	\$ 2,181.86	\$ 2,181.86	\$ -	10/12/2023	10/12/2023	11/01/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Water Plant	Invoice	\$ 3,827.28	\$ 3,827.28	\$ -	10/12/2023	10/12/2023	11/01/2023	General Acct-AP

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**ROUTINE AND MEETING DEMANDS
SEPTEMBER, OCTOBER AND NOVEMBER 2023**

Type	Vendor Name	Payable Description	Payable Type	Total Payable	Payments	Balance	Payable Date	Post Date	Due Date	Bank Code
Routine Demands	Imperial Irrigation District	Power: Park Lights	Invoice	\$ 38.97	\$ 38.97	\$ -	10/18/2023	10/18/2023	10/18/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Raw Water Canal Consumption	Invoice	\$ 1,240.00	\$ 1,240.00	\$ -	11/06/2023	11/06/2023	11/30/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Water Plant	Invoice	\$ 3,638.71	\$ 3,638.71	\$ -	11/09/2023	11/09/2023	11/29/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Admin Office, WWTP	Invoice	\$ 779.17	\$ 779.17	\$ -	11/09/2023	11/09/2023	11/29/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Dump Station, Generator, Clemson Pond	Invoice	\$ 1,446.32	\$ 1,446.32	\$ -	11/09/2023	11/09/2023	11/29/2023	General Acct-AP
Routine Demands	Imperial Irrigation District	Power: Park Lights	Invoice	\$ 39.67	\$ 39.67	\$ -	11/13/2023	11/13/2023	12/04/2023	General Acct-AP
Routine Demands	Internal Revenue Service	Medicare Taxes Payable	Invoice	\$ 3,001.01	\$ 3,001.01	\$ -	09/14/2023	09/14/2023	09/14/2023	General Acct-AP
Routine Demands	Internal Revenue Service	Medicare Taxes Payable	Invoice	\$ 2,942.89	\$ 2,942.89	\$ -	09/28/2023	09/28/2023	09/28/2023	General Acct-AP
Routine Demands	Internal Revenue Service	Medicare Taxes Payable	Invoice	\$ 2,934.31	\$ 2,934.31	\$ -	10/12/2023	10/12/2023	10/12/2023	General Acct-AP
Routine Demands	Internal Revenue Service	Medicare Taxes Payable	Invoice	\$ 297.04	\$ 297.04	\$ -	10/26/2023	10/26/2023	10/26/2023	General Acct-AP
Routine Demands	Internal Revenue Service	Medicare Taxes Payable	Invoice	\$ 3,349.19	\$ 3,349.19	\$ -	10/26/2023	10/26/2023	10/26/2023	General Acct-AP
Routine Demands	Internal Revenue Service	Medicare Taxes Payable	Invoice	\$ 3,158.46	\$ 3,158.46	\$ -	11/09/2023	11/09/2023	11/09/2023	General Acct-AP
Routine Demands	Internal Revenue Service	Medicare Taxes Payable	Invoice	\$ 2,974.87	\$ 2,974.87	\$ -	11/22/2023	11/22/2023	11/22/2023	General Acct-AP
Routine Demands	John H. Kemp	ACL Consulting August 2023	Invoice	\$ 500.00	\$ 500.00	\$ -	09/15/2023	09/15/2023	09/15/2023	General Acct-AP
Routine Demands	La Brucherie Irrigation Supply	WTP Supplies	Invoice	\$ 6.15	\$ 6.15	\$ -	09/06/2023	09/06/2023	09/15/2023	General Acct-AP
Routine Demands	La Brucherie Irrigation Supply	Mr Baird Water Line Project	Invoice	\$ 81.72	\$ 81.72	\$ -	09/18/2023	09/18/2023	10/06/2023	General Acct-AP
Routine Demands	La Brucherie Irrigation Supply	Mr. Baird Project - Water Service Line	Invoice	\$ 2,225.45	\$ 2,225.45	\$ -	10/06/2023	10/06/2023	10/18/2023	General Acct-AP
Routine Demands	La Brucherie Irrigation Supply	Mr Baird Project - Water Line Service	Invoice	\$ 25.08	\$ 25.08	\$ -	10/10/2023	10/10/2023	11/05/2023	General Acct-AP
Routine Demands	La Brucherie Irrigation Supply	Mr Baird Project - Water Service Line	Invoice	\$ 50.16	\$ 50.16	\$ -	10/12/2023	10/12/2023	11/09/2023	General Acct-AP
Routine Demands	La Brucherie Irrigation Supply	Female Adapter	Invoice	\$ 5.99	\$ 5.99	\$ -	10/27/2023	10/27/2023	11/11/2023	General Acct-AP
Routine Demands	Lowe's	Spectracide weed & grass killer - fo all facilitie	Invoice	\$ 123.36	\$ 123.36	\$ -	09/19/2023	09/19/2023	11/26/2023	General Acct-AP
Routine Demands	Lowe's	Supplies (Muriatric acid, 2 brooms, 5 buck	Invoice	\$ 67.06	\$ 67.06	\$ -	10/11/2023	10/11/2023	11/20/2023	General Acct-AP
Routine Demands	Lowe's	Material for the 12" ball to inflate	Invoice	\$ 107.66	\$ 107.66	\$ -	10/13/2023	10/13/2023	11/20/2023	General Acct-AP
Routine Demands	Lowe's	20FT x 30 FT blue screen - Tarp	Invoice	\$ 94.59	\$ 94.59	\$ -	10/24/2023	10/24/2023	11/20/2023	General Acct-AP
Routine Demands	O'Reilly Automotive, Inc.	Cross 20" Lug - change spare tire for both Rangers	Invoice	\$ 58.43	\$ 58.43	\$ -	09/07/2023	09/07/2023	10/20/2023	General Acct-AP
Routine Demands	O'Reilly Automotive, Inc.	For Sealing gasket on access door, filter entry po	Invoice	\$ 77.92	\$ 77.92	\$ -	09/19/2023	09/19/2023	10/20/2023	General Acct-AP
Routine Demands	O'Reilly Automotive, Inc.	Dual Pressurized sand filters - Gaskets	Invoice	\$ 31.38	\$ 31.38	\$ -	10/03/2023	10/03/2023	11/02/2023	General Acct-AP
Routine Demands	O'Reilly Automotive, Inc.	Diesel Can - to refill the water pump rental	Invoice	\$ 31.38	\$ 31.38	\$ -	10/13/2023	10/13/2023	11/12/2023	General Acct-AP
Routine Demands	O'Reilly Automotive, Inc.	Diesel Can - use WWTP	Invoice	\$ 31.38	\$ 31.38	\$ -	10/16/2023	10/16/2023	11/20/2023	General Acct-AP
Routine Demands	Sharp Sanitation Services, Inc.	Sanitation Services	Invoice	\$ 200.95	\$ 200.95	\$ -	09/15/2023	09/15/2023	09/30/2023	General Acct-AP
Routine Demands	Sharp Sanitation Services, Inc.	Sanitation Services	Invoice	\$ 200.95	\$ 200.95	\$ -	10/16/2023	10/16/2023	11/15/2023	General Acct-AP
Routine Demands	Sharp Sanitation Services, Inc.	Sanitation Services	Invoice	\$ 200.95	\$ 200.95	\$ -	11/15/2023	11/15/2023	12/14/2023	General Acct-AP
Routine Demands	SIMNSA	SIMSA-Medical	Invoice	\$ 2,897.17	\$ 2,897.17	\$ -	09/14/2023	09/14/2023	09/30/2023	General Acct-AP
Routine Demands	SIMNSA	SIMSA-DENTAL	Invoice	\$ 236.07	\$ 236.07	\$ -	09/14/2023	09/14/2023	09/30/2023	General Acct-AP
Routine Demands	SIMNSA	SIMSA-Medical	Invoice	\$ 2,897.17	\$ 2,897.17	\$ -	10/12/2023	10/12/2023	10/31/2023	General Acct-AP
Routine Demands	SIMNSA	SIMSA-DENTAL	Invoice	\$ 236.07	\$ 236.07	\$ -	10/12/2023	10/12/2023	10/31/2023	General Acct-AP
Routine Demands	SIMNSA	SIMSA-DENTAL	Invoice	\$ 236.07	\$ 236.07	\$ -	11/22/2023	11/22/2023	11/30/2023	General Acct-AP
Routine Demands	SIMNSA	SIMSA-Medical	Invoice	\$ 2,897.17	\$ 2,897.17	\$ -	11/22/2023	11/22/2023	11/30/2023	General Acct-AP
Routine Demands	State Compensation Insurance	State Compensation Insurance Fund	Invoice	\$ 1,249.66	\$ 1,249.66	\$ -	09/06/2023	09/06/2023	10/02/2023	General Acct-AP
Routine Demands	State Compensation Insurance	03-06-23-10-06-23 Policy Change Adjustment	Invoice	\$ 2,645.75	\$ 2,645.75	\$ -	10/04/2023	10/04/2023	10/30/2023	General Acct-AP
Routine Demands	State Compensation Insurance	State Compensation Insurance Fund 100623-	Invoice	\$ 1,593.15	\$ 1,593.15	\$ -	10/06/2023	10/06/2023	11/03/2023	General Acct-AP
Routine Demands	State Compensation Insurance	State Compensation Insurance Fund	Invoice	\$ 1,593.15	\$ 1,593.15	\$ -	11/06/2023	11/06/2023	12/02/2023	General Acct-AP
Routine Demands	Teamsters Local 542	Uniton Dues	Invoice	\$ 22.50	\$ 22.50	\$ -	09/14/2023	09/14/2023	09/30/2023	General Acct-AP
Routine Demands	Teamsters Local 542	Uniton Dues	Invoice	\$ 22.50	\$ 22.50	\$ -	09/28/2023	09/28/2023	09/30/2023	General Acct-AP
Routine Demands	Teamsters Local 542	Uniton Dues	Invoice	\$ 22.50	\$ 22.50	\$ -	10/12/2023	10/12/2023	10/31/2023	General Acct-AP
Routine Demands	Teamsters Local 542	Uniton Dues	Invoice	\$ 22.50	\$ 22.50	\$ -	10/26/2023	10/26/2023	10/31/2023	General Acct-AP
Routine Demands	Teamsters Local 542	Uniton Dues	Invoice	\$ 22.50	\$ 22.50	\$ -	11/09/2023	11/09/2023	11/30/2023	General Acct-AP
Routine Demands	Teamsters Local 542	Uniton Dues	Invoice	\$ 22.50	\$ 22.50	\$ -	11/22/2023	11/22/2023	11/30/2023	General Acct-AP
Routine Demands	Theresa K Brownlee	HR Consulting Services	Invoice	\$ 1,620.00	\$ 1,620.00	\$ -	10/13/2023	10/13/2023	10/30/2023	General Acct-AP
Routine Demands	Umpqua Holdings Corporation	Ice 20#Bag 330083	Invoice	\$ 28.04	\$ 28.04	\$ -	09/29/2023	09/29/2023	10/25/2023	General Acct-AP

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**ROUTINE AND MEETING DEMANDS
SEPTEMBER, OCTOBER AND NOVEMBER 2023**

Type	Vendor Name	Payable Description	Payable Type	Total Payable	Payments	Balance	Payable Date	Post Date	Due Date	Bank Code
Routine Demands	Umpqua Holdings Corporation	Statement November - CC 7572 AR	Invoice	\$ 291.00	\$ 291.00	\$ -	10/31/2023	10/31/2023	11/25/2023	General Acct-AP
Routine Demands	Underground Service Alert Of	Underground Tickets	Invoice	\$ 5.25	\$ 5.25	\$ -	07/23/2023	07/23/2023	08/15/2023	General Acct-AP
Routine Demands	Underground Service Alert Of	Underground Tickets	Invoice	\$ 10.50	\$ 10.50	\$ -	09/01/2023	09/01/2023	10/16/2023	General Acct-AP
Routine Demands	Underground Service Alert Of	Underground Tickets	Invoice	\$ 1.75	\$ 1.75	\$ -	10/01/2023	10/01/2023	11/15/2023	General Acct-AP
Routine Demands	Underground Service Alert Of	Underground Tickets	Invoice	\$ 12.25	\$ -	\$ 12.25	11/01/2023	11/01/2023	12/16/2023	General Acct-AP
Routine Demands	United States Postal Service	Postage Stamps	Invoice	\$ 528.00	\$ 528.00	\$ -	09/20/2023	09/20/2023	09/20/2023	General Acct-AP
Routine Demands	United States Postal Service	Postage Stamps	Invoice	\$ 330.00	\$ 330.00	\$ -	10/25/2023	10/25/2023	10/25/2023	General Acct-AP
Routine Demands	Verizon Communications INC.	Bill Aug27 - Sep26	Invoice	\$ 882.69	\$ 882.69	\$ -	09/26/2023	09/26/2023	10/18/2023	General Acct-AP
Routine Demands	Verizon Communications INC.	Cell, Desk Phones, Internet	Invoice	\$ 829.52	\$ 829.52	\$ -	10/26/2023	10/26/2023	11/18/2023	General Acct-AP
Routine Demands	Visual Edge IT, Inc.	Xerox Services	Invoice	\$ 111.61	\$ 111.61	\$ -	09/07/2023	09/07/2023	10/07/2023	General Acct-AP
Routine Demands	Visual Edge IT, Inc.	Xerox Services	Invoice	\$ 121.70	\$ 121.70	\$ -	10/06/2023	10/06/2023	11/05/2023	General Acct-AP
Routine Demands	Visual Edge IT, Inc.	Xerox Services	Invoice	\$ 107.34	\$ 107.34	\$ -	11/07/2023	11/07/2023	12/07/2023	General Acct-AP
Routine Demands	Walker & Driskill	legal services Mitch Driskill	Invoice	\$ 427.00	\$ 427.00	\$ -	08/01/2023	08/01/2023	08/31/2023	General Acct-AP
Routine Demands	Walker & Driskill	legal counsel service Mitch Driskill	Invoice	\$ 4,453.00	\$ 4,453.00	\$ -	08/01/2023	08/01/2023	08/07/2023	General Acct-AP
				\$ 109,068.42	\$ 103,733.60	\$ 5,334.82				

CREDITS APPLIED

Type	Vendor Name	Payable Description	Payable Type	Total Payable	Payments	Balance	Payable Date	Post Date	Due Date	Bank Code
Routine Demands	HD SUPPLY, INC.	OP Supplies-ACLC	Invoice	\$ 3,566.14	\$ 3,566.14	\$ -	01/13/2023	01/13/2023	01/17/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	Operator Supplies	Invoice	\$ 3,341.39	\$ 3,341.39	\$ -	01/13/2023	01/13/2023	01/17/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	Invoice due to HD-USA Bluebook as per Statement	Invoice	\$ 258.90	\$ 258.90	\$ -	08/11/2023	08/11/2023	08/11/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	Check returned \$20 and Service Charge \$ 44.70	Debit Memo	\$ 64.70	\$ 64.70	\$ -	08/26/2023	06/30/2023	08/26/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	Credit Memo as HD USA Bluebook 04.28.23	Credit Memo	\$ (4,170.63)	\$ (4,170.63)	\$ -	08/26/2023	06/30/2023	08/26/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	4 Injection Valve DPD Dispense 10ml Sample	Invoice	\$ 484.84	\$ 484.84	\$ -	09/05/2023	09/05/2023	10/04/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	RETURNED ITEMS TO SUPPLIER	Credit Memo	\$ (194.92)	\$ (194.92)	\$ -	09/11/2023	09/11/2023	09/11/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	W02: Special / Motor C-1819VSG-90	Invoice	\$ 543.26	\$ 543.26	\$ -	09/11/2023	09/11/2023	10/10/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	Tracing Dye 1 gal Yellow and Green Case of 4	Invoice	\$ 128.74	\$ 128.74	\$ -	10/13/2023	10/13/2023	11/12/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	Chart Pens	Invoice	\$ 460.99	\$ 460.99	\$ -	10/18/2023	10/18/2023	11/17/2023	General Acct-AP
Routine Demands	HD SUPPLY, INC.	Membrane Replacement Kit -CLF10sc and	Invoice	\$ 281.25	\$ -	\$ 281.25	11/13/2023	11/13/2023	12/12/2023	General Acct-AP
				\$ 4,764.66	\$ 4,483.41	\$ 281.25				

BOARD MEMBER PAYMENTS

Payment Date	Full Name	Description	Payment Type	Earnings	Deductions	Taxes	Net Pay
09/28/2023	Grima, Jason	Special Meeting Sep 8 2023 & Board Meeting Sep 20 2023	Check	175	0	0	175
09/28/2023	Hill, Leslie	Special Meeting Sep 8 2023 & Board Meeting Sep 20 2023	Direct Deposit	175	0	0	175
09/28/2023	Jaramillo, Esteban	Special Meeting Sep 8 2023 & Board Meeting Sep 20 2023	Check	175	0	0	175
09/28/2023	Murphy, Donald	Special Meeting Sep 8 2023 & Board Meeting Sep 20 2023	Direct Deposit	175	0	0	175
09/28/2023	Vasquez, Bianca	Special Meeting Sep 8 2023 & Board Meeting Sep 20 2023	Check	175	0	0	175

Next schedule payment - December 7 2023



SEELEY COUNTY WATER DISTRICT
1898 West Main Street (P.O. Box 161) Seeley, CA 92273
Telephone: 760.352.6612 Facsimile: 760.352.0589



PRESIDENT: Leslie Hill **VICE PRESIDENT:** Donald Murphy
BOARD OF DIRECTORS: Jason Grima, Esteban Jaramillo, Bianca Vasquez

MINUTES OF REGULAR MEETING

Date: **SEPTEMBER 20, 2023, WEDNESDAY**
Where: SCWD Office, 1898 W. Main Street, Seeley CA 92273
Time: **4:00PM**

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE GENERAL MANAGER AT, (760) 425-0041. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SCWD TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28CFR 35.102-35.104 ADA TITLE II]

A. CALL TO ORDER

The regular Meeting of the Board of Directors of the Seeley County Water District was held at the district's meeting room and called to order @ 4:04 p.m. by Director L. Hills.
PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Director L. Hills.
QUORUM – ROLL CALL

Director's present at Roll Call: Directors L. Hill, D. Murphy, D. Jaramillo, D. Vasquez via conference call, D. J. Grima (4:15PM)

B. DISCUSSION OF AGENDA

1. Items to be pulled from the Action Calendar.
2. Items to be pulled from the Discussion Calendar.
3. Emergency Items to be added.
4. Approval of the agenda.

C. PUBLIC APPEARANCES

1. Matters not appearing on the agenda. If you wish to address the BOARD OF DIRECTORS concerning any item within the BOARD'S jurisdiction, please raise your hand and be acknowledged by the BOARD PRESIDENT, and at that time state your name and address for the record. The BOARD PRESIDENT reserves the right to place a time limit on each person's presentation of three (3) minutes. It is requested that longer presentations be submitted to the BOARD OF DIRECTORS in writing.

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2. Matters appearing on the agenda. If you wish to address the BOARD OF DIRECTORS concerning any item appearing on the agenda, please raise your hand and be acknowledged by the BOARD PRESIDENT, and at that time state your name and address for the record. The BOARD PRESIDENT reserves the right to place a time limit on each person's presentation of three (3) minutes.

D. REPORTS

1. President and Vice President/or Board Member comments
2. Administrative General Manager and Secretary Report

E. CONSENT AGENDA

All items appearing under the "Consent Agenda" will be acted upon by the Board by one motion without discussion. Should a Board member or other person request that any item be considered separately that item will then be taken up at the time as determined by the Board President.

1. Accounts Payable - Demands for Payment List
2. Approval of Minutes: REGULAR MEETING:
a. JULY 26, 2023
3. Approval of Minutes: SPECIAL MEETING:
b. September 9, 2023
4. Authorize up to 4 Administrative days for the President of the Board for the month of SEPTEMBER 2023.
5. Authorize and Approve the AGMSB to reimburse out-of-pocket/mileage expense to Amado Ramirez in the amount not to exceed \$187.41
6. Authorize and Approve the AGMSB to reimburse out-of-pocket expense/mileage to Miriam Rosales in the amount not to exceed \$163.40

Director D. Murphy made a motion to approve the agenda as presented.

Seconded by Director E. Jaramillo.

Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

AYES: Director L. Hill, Director J. Grima., Director D. Murphy, Director E. Jaramillo., Director B. Vásquez vía conference call.

ABSTAIN:

F. Direction/Discussion:

F-1. SUBJECT: DIRECTION/DICUSSION: ENERGY AND WATER INFRASTRUCTURE MODERNIZATION AND UTILITY SAVING PROGRAM SESSION

E-2

F-2. SUBJECT: DIRECTION/DISCUSSION: **CFCC INQUIRY FUNDING RESPONSE FOR THE SEPTAGE RECEIVING STATION IMPROVEMENTS TO SATISFY THE STATE'S COMPLIANCE PROJECT AND STATE WATER BOARD MEETING RELATING TO THE ENFORCEMENT FINE**

G.

Action/Discussion

G-1. SUBJECT: DISCUSSION/ACTION: **RESOLUTION 092023-02 OF THE BOARD OF THE SEELEY COUNTY WATER DISTRICT APPROVING AGREEMENT WITH IMPERIAL COUNTY TO PROVIDE PUBLIC BENEFIT FUNDS FOR PAYMENT OF ENERGY BILL TO THE IMPERIAL IRRIGATION DISTRICT FOR STREET LIGHTS**

1. APPROVE RESOLUTION 092023-02
2. AUTHORIZE THE PRESIDENT AND AGMSB TO EXECUTE AGREEMENT ON BEHALF OF SEELEY COUNTY WATER DISTRICT
3. AUTHORIZE AND APPROVE THE AGMSB TO CARRY OUT THE FINANCIAL RESPONSIBILITY FOR PAYMENT OF THE ENERGY BILL ACCOUNT 50019862

Director J. Grima made a motion to approve G-1.

Seconded by Director E. Jaramillo.

Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

AYES: Director L. Hill, Director J. Grima., Director D. Murphy, Director E. Jaramillo., Director B. Vásquez vía conference call.

ABSTAIN:

G-2. SUBJECT: DISCUSSION/ACTION: **SERVICE CONTRACT AGREEMENT WITH ASHELY HERNANDEZ FOR GRANT-RELATED TASKS**

1. APPROVE INDEPENDENT CONTRACTOR AGREEMENT AS PRESENTED
2. AUTHORIZE THE PRESIDENT AND AGMSB TO EXECUTE CONTRACT AGREEMENT ON BEHALF OF SEELEY COUNTY WATER DISTRICT
3. AUTHORIZE AND APPROVE THE AGMSB AS THE REPRESENTATIVE OF THE DISTRICT TO CARRY OUT THE FINANCIAL RESPONSIBILITY FOR THE PROPER PAYMENT UNDER THE CONDITIONS OF THE CONTRACT.
4. APPROVE RATIFYING THE CONTRACT SERVICE AGREEMENT EFFECTIVE AUGUST 28, 2023.

Director J. Grima made a motion to approve G-1.

Seconded by Director D. Murphy.

Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

AYES: Director L. Hill, Director J. Grima., Director D. Murphy, Director E. Jaramillo., Director B. Vásquez vía conference call.

ABSTAIN:

E-2

H.

CLOSED SESSION:

This is a CLOSED SESSION in which the Board of Directors discuss matters in closed session as opposed to open session. Only those matters authorized by the Brown Act function as permissible CLOSED SESSION subjects will be discussed. They are as follows:

1. SUBJECT: CONFERENCE WITH LABOR NEGOTIATORS (Section: §54957.6)
Agency designated representatives: Mitch Driskill and Teri Brownlee
Employee organization: Teamsters Union Local 542
2. SUBJECT: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation Pursuant to Government Code Section §54956.9(b).
(One potential case)
3. SUBJECT: CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
Pursuant to paragraph (4) of subdivision (d) of Government Code Section § 54956.9 (one potential case)
4. SUBJECT: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).) (The performance of an existing employee) Title: General Manager and Secretary of the Board

I.

ANNOUNCEMENTS:

1. Board of Supervisors Public Meetings: **Tuesdays at 9:30 am**
(open session) at 940 W. Main St.
2. CSDA Newsletter: www.csda.net

J.

ADJOURNMENT:

**Director E. Jaramillo made a motion to adjourn the meeting at 4:59p.m.
Seconded by. Director D. Murphy.**

NEXT REGULAR BOARD MEMBER MEETING: October 18, 2023.

NOTE: Any documents produced by the SCWD and distributed to a majority of the SCWD Board regarding any item on this agenda will made available at the front counter at Seeley County Water District, located at 1898 W. Main Street, Seeley CA 92273, during normal business hours.

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AGENDA REPORT

TO: Board of Directors - Seeley County Water District
 FROM: Administrative General Manager, Miriam Rosales *MAR*

SUBMITTED BY	<u>Miriam Rosales</u>	Board Action	[x]
		Resolution	[]
DATE ACTION REQUIRED	<u>11/29/2023</u>	Public Hearing	[]
		Discuss.Direct	[]

AGENDA ITEM: G-1

SUBJECT:	<p>DIRECTION/DISCUSSION: WATER BOARD REGULATORS/INSPECTION OF OXIDATION PONDS/ WWTP IMPROVMENTS UPDATES</p> <ol style="list-style-type: none"> 1. No updates yet from the WATER Board Regulators on our request for an installment arrangement 2. Oxidation ponds were inspected; the ponds outside the oxidation were not attributed to the ponds. 3. WWTP design will include oxidation ponds and other elements; once complete we will submit information to Gabriel Berzamina (Water Board – Finance) <p>Department Involved: ADMINISTRATION/OPERATION</p>
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Updates:

1. We are working on updating the MBR project construction costs – should have those in a week or two (my cost estimator is on PTO, and I will be next week).
2. We will develop a construction estimate for replacing the liner in Pond 2, with the following steps (will also take a couple of weeks):
 - a. Install bypass pumping to go to existing Clemson Ponds (five smaller ponds).
 - b. Remove six floating aerators from Pond 2, store onsite (assume outside), and reinstall.
 - c. Pump out Pond (250 feet x 125 feet x 3 feet deep water) and transfer to adjacent Pond 1.
 - d. Remove remaining sludge (assume 1 foot thick) and transfer to Pond 1 for dewatering.
 - e. Remove existing lining in Pond 2 and remove 2 feet of soil/sludge below the former liner.
 - f. Replace the removed soil/sludge with 1-foot aggregate base and 1 foot sand.
 - g. Install new HDPE liner, including 6 utility boots around pipes and wrapping around two 5-foot by 5-foot concrete boxes.
 - h. Remove dried sludge from Pond 1 and dispose.
 - i. Place Pond 2 back in service and remove bypass pumping.
3. The cost for #2 above is anticipated to be a worst case. It may be possible to patch the existing liner, but we wouldn't know until Pond 2 is dewatered.
4. I don't know what kind of guarantee the current liner came with. It may be longer than 10 years, but the manufacturer will want to confirm that the liner bed was prepared properly (typically by over excavating and recompacting).
5. In the short term, Pond #1 could perhaps be used to dewater Pond #2 and let the sludge dry so it can be hauled away and disposed of – but you'll need to confirm with the Regional Board that they're OK allowing percolation into the groundwater. If not then you may need to install a temporary liner (e.g., thin layer of gunite) prior to using Pond #1 for dewatering Pond #2 (may be less expensive to rent Baker tanks). For longer term, we'd need to work with the Regional Board to see if they'd allow an unlined pond to be used for dewatering. More likely is they'd require it to be lined and used as an evaporation

Seeley County Water District | Staff Report

pond rather than percolation pond. The lining would likely be concrete or gunite to allow trucks to drive into the pond for sludge removal, although a clay liner with sacrificial sand on top could potentially work.

6. During the Pond 2 relining work, the main treatment process would be the Clemson ponds. You might need to make some adjustments to these ponds, but even with this the effluent quality may suffer. All of this would need Regional Board buy-in.
7. An option to using the Clemson ponds would be to bring in a trailer mounted treatment system. This could get somewhat costly.

Conclusion:

Hazen can help SCWD develop a more formal plan for addressing Pond 2 but to do this they need to develop a proposal for Seeley and set up a new contract (similar to what Hazen did for the water/sewer line work).

AGENDA REPORT

TO: Board of Directors - Seeley County Water District
 FROM: Administrative General Manager, Miriam Rosales *M.R.*

SUBMITTED BY	<u>Miriam Rosales</u>	Board Action	[x]
		Resolution	[x]
DATE ACTION REQUIRED	<u>11/29/2023</u>	Public Hearing	[]
		Discuss.Direct	[]

AGENDA ITEM: H-1

SUBJECT: DISCUSSION/ACTION: **RESOLUTION 112923-01 OF THE SEELEY COUNTY WATER DISTRICT APPROVING THE APPLICATION FOR OUTDOOR EQUITY GRANTS PROGRAM GRANT FUNDS AND DELEGATING THE AUTHORITY TO THE ADMIN GENERAL MANAGER**

1. APPROVE RESOLUTION 112923-01
2. DELEGATE THE AUTHORITY TO THE ADMIN GENERAL MANAGER THE REPRESENTATIVE TO CONDUCT ALL NEGOTIATIONS, SIGN AND SUBMIT ALL DOCUMENTS, INCLUDING, BUT NOT LIMITED TO APPLICATIONS, AGREEMENTS, AND PAYMENT REQUESTS
3. APPROVE A MAXIMUM ALLOWANCE REQUEST OF \$700,000

Department Involved: ADMINISTRATION/OPERATION

Introduction: The California State Department of Parks and Recreation administers the Outdoor Equity Grants Program as delegated by the state legislature, overseeing application procedures.

Summary: The resolution, a procedural component, designates the administrative general manager as the representative for conducting negotiations and signing/submitting documents.

Background: The Seeley County Water District Staff is pursuing the Outdoor Equity Grants Program to advance park phases. These earmarked funds, if awarded, are exclusively allocated for park improvements.

Conclusion/Recommendation: It is recommended that the Board continues to actively seek grant funds, particularly from the Outdoor Equity Grants Program, to fulfill the vision of the John Robert Bates Park phases initiated in 2018. This financial support will be instrumental in realizing the complete development of the park.

Alternatives:

- 1). Accept the recommendation to approve the Resolution.
- 2). Do not accept the recommendation and provide an alternate direction.

FISCAL IMPACT: The 2023-24' operating budget annual fiscal impact on the budget for this grant includes staff time and upfront expenditures, such as consultant services and permits, which necessitate payment in advance before seeking reimbursement from the grant.

GENERAL MANAGER'S RECOMMENDATION:
 Staff recommends approving recommended action.

H-1



SEELEY COUNTY WATER DISTRICT
1898 West Main Street (P.O. Box 161) Seeley, CA92273
Telephone: 760.352.6612 Facsimile: 760.352.0589

Board President: Leslie Hill Vice President: Donald Murphy
Board Members: Jason Grima, Esteban Jaramillo, Bianca Vásquez

RESOLUTION NO. 112923-01

RESOLUTION OF THE SEELEY COUNTY WATER DISTRICT Approving the Application for OUTDOOR EQUITY GRANTS PROGRAM GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Equity Grants Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope program.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SEELEY COUNTY WATER DISTRICT HEREBY DETERMINES AND ORDAINS AS FOLLOWS:

APPROVES THE FILING OF AN APPLICATION FOR THE OUTDOOR EQUITY GRANTS PROGRAM GRANT FUNDS; AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criteria response, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and

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4. Delegates the authority to the Administrative General Manager and Secretary to the Board to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED AND ADOPTED by the Board of Directors on this 29 day of November of 2023 by the following vote:

Motion made by: **Director:**
Motion seconded by: **Director:**

AYES:
NAYS:
ABSENT:
ABSTAIN:

Date: **November 29, 2023**

LESLIE M. HILL
President of the Board

A T T E S T:



MIRIAM A ROSALES
Administrative General Manager

CERTIFICATE OF SECRETARY
The undersigned Secretary of the Board of Seeley County Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 112923-01 Adopted November 29, 2023.



MIRIAM A ROSALES, Secretary of the Board

H-1

AGENDA REPORT

TO: Board of Directors - Seeley County Water District
 FROM: Administrative General Manager, Miriam Rosales *Miriam*

SUBMITTED BY	<u>Miriam Rosales</u>	Board Action	[x]
		Resolution	[x]
DATE ACTION REQUIRED	<u>11/29/2023</u>	Public Hearing	[]
		Discuss.Direct	[]

AGENDA ITEM: H-2

SUBJECT: DISCUSSION/ACTION: **RESOLUTION 112923-02 OF THE SEELEY COUNTY WATER DISTRICT APPROVING A TEMPORARY LOAN FROM THE SEWER FUND TO COMPLETE PHASE (1) ONE UNTIL THE COMMUNITY BENEFIT PROGRAM GRANT IS DISBURSED FROM THE IMPERIAL COUNTY ASSESSOR OFFICE**

1. APPROVE RESOLUTION 112923-02
2. AUTHORIZE AND APPROVE THE GENERAL MANAGER A TEMPORARY LOAN FROM THE SEWER TO PARKS TO BE REFUNDED BY 2024 WHEN FUNDS ARE RECEIVED FROM THE COMMUNITY BENEFIT GRANT PROGRAM

Department Involved: ADMINISTRATION/OPERATION

Introduction: This report documents a request by SCWD staff to seek approval from the board for a resolution, which aims to formalize the request for a temporary loan from the sewer fund to park.

Summary: SCWD is anticipating the \$25,000 grant allocation recommended by the Community Benefit Grant Program in August. When combined with the \$177,982 from OGALS, this amount will enable the completion of the project. While awaiting the County's recommended grant, a loan from the sewer will temporarily assist the general fund (park account) in making payments to the contractor.

Background: Seeley County Water District secured \$177,982 through the Per Capita Grant Program. Additionally, an application for a \$25,000 grant from the Community Benefit Grant Program was submitted. On August 22, 2023, the District received an official letter from the plan administrators, containing their recommendation for the grant. Refer to the attached letter for details.

Conclusion/Recommendation: Approve the resolution to document the request for a temporary loan from the sewer to parks in the amount of \$25,000.

Alternatives:

- 1). Accept the recommendation to approve the Resolution.
- 2). Do not accept the recommendation and provide an alternate direction.

FISCAL IMPACT: The 2023-24 operating budget will be impacted by \$25,000 due to the temporary loan, until the grant is received.

GENERAL MANAGER'S RECOMMENDATION:
 Staff recommends approving recommended action.

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SEELEY COUNTY WATER DISTRICT
1898 West Main Street (P.O. Box 161) Seeley, CA92273
Telephone: 760.352.6612 Facsimile: 760.352.0589

Board President: Leslie Hill Vice President: Donald Murphy
Board Members: Jason Grima, Esteban Jaramillo, Bianca Vásquez

RESOLUTION NO. 112923-02

RESOLUTION OF THE SEELEY COUNTY WATER DISTRICT APPROVING A TEMPORARY LOAN FROM SEWER FUND TO PARKS (GENERAL FUND)

WHEREAS, the Seeley County Water District is in need of financial support; and

WHEREAS, a temporary loan from the sewer to parks in the amount of \$25,000 is deemed necessary to address payment of services; and

WHEREAS, it is anticipated that the loan will be repaid by the conclusion of the fiscal year 2024 or upon receipt of funds from the Community Benefit Fund Program; and

WHEREAS, the prescribed accounting process involves the seamless transfer of cash from the sewer account to the parks account, accompanied by the creation of an account payable entry in account 100-00-2400 in the sewer account and a corresponding receivable entry in account 300-00-1260 in the parks account.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SEELEY COUNTY WATER DISTRICT HEREBY DETERMINES AND ORDAINS AS FOLLOWS:

1. This establishes a receivable in the sewer account to reflect the amount owed by parks, balancing the transaction.
2. The monies in the parks account and the accounts payable entry in the sewer account are classified as "due to other funds."

PASSED AND ADOPTED by the Board of Directors on this 29 day of November of 2023 by the following vote:

Motion made by: Director:
Motion seconded by: Director:

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AYES:
NAYS:
ABSENT:
ABSTAIN:

Date: **November 29, 2023**

LESLIE M. HILL
President of the Board

ATTEST:



MIRIAM A ROSALES
Administrative General Manager

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of Seeley County Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 112923-01 Adopted November 29, 2023.



MIRIAM A ROSALES, Secretary of the Board



COUNTY EXECUTIVE OFFICE

Miguel Figueroa
County Executive Officer
miguelfigueroa@co.imperial.ca.us
www.co.imperial.ca.us



County Administration Center
940 Main Street, Suite 208
El Centro, CA 92243
Tel: 442-265-1001
Fax: 442-265-1010

August 22, 2023

Leslie Hill, President
Seeley County Water District
1898 W. Main Street
Seeley, CA 92273

SUBJECT: Imperial County Community Benefit Grant Program

Dear Ms. Hill:

Thank you for your recent Community Benefit Grant Program application with the County of Imperial.

The County of Imperial received numerous requests within the Third Phase and are faced with selecting projects/programs that provide the best utilization and benefit to the community. At this time, the Community Benefit Grant Program Selection Committee is pleased to inform that it has recommended to the Board of Supervisors for approval in the amount of \$25,000.00.

The County Executive Office will be working with your agency to disburse the approved allocation. This office reserves the right to request clarification of information submitted, request additional and adequate documentation to permit the determination, through an audit if requested by the County, of the accuracy of the records and the allowability of expenditures.

It is important to note that funds are subject to an audit and inspection at any time during participation in this program and that all requested items must be received prior to the disbursement of funds. Funding for work completed or funds spent before award will not be paid or reimbursed. In accordance with applicable provisions of federal, state and local law governing contracts, a Grant Agreement will be established. We will be reaching out to meet and go over the approved project/program.

Thank you, again for taking the time to apply. Should there be any questions on the requested information and/or any other assistance please contact Rosa Lopez at 442-265-1001 or rosalopez@co.imperial.ca.us.

Sincerely,

Rosa Lopez-Solis
Executive Office Budget and Program Administrator

AGENDA REPORT

TO: Board of Directors - Seeley County Water District
 FROM: Administrative General Manager, Miriam Rosales *M. Rosales*

SUBMITTED BY	<u>Miriam Rosales</u>	Board Action	[x]
		Resolution	[]
DATE ACTION REQUIRED	<u>11/29/2023</u>	Public Hearing	[]
		Discuss.Direct	[]

AGENDA ITEM: H-3

<p>SUBJECT:</p> <p>Department Involved:</p>	<p>DISCUSSION/ACTION: EMERGENCY RESERVE EXPENDITURE DIAPHRAM PUMP</p> <p>OPTIONS 1, 2, OR 3:</p> <ol style="list-style-type: none"> 1. Approve The Purchase Of 1 (One) 3-Inch Diaphragm Pump <u>\$3697.49</u>; Or 2. Approve The Purchase Of 2 (Two) 3-Inch Diaphragm Pumps <u>\$7394.98</u>; Or 3. Approve The Purchase Of 1 (One) 4-Inch Diaphragm Pump with Hitch and Trailer, not to exceed in the amount of <u>\$23,000</u>. 4. Approve An Increase to The Capital Outlay – Equipment Account to Attend to The Purchase to Attend to The Emergency. <p>ADMINISTRATION/OPERATION</p>
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Introduction: The SCWD Operators are actively exploring the acquisition of a diaphragm pump designed to efficiently handle elevated solid content.

Summary: This report justifies the emergency purchase of a 4-inch diaphragm pump, essential for handling elevated solids, unbudgeted and to be funded from the emergency reserve.

Background: Operators have encountered an increased requirement for handling solids in our operations. After careful evaluation, it has been determined that a diaphragm pump and trailer is the most suitable solution due to its versatility in managing diverse materials efficiently.

Conclusion/Recommendation: I recommend the emergency purchase of this equipment from the capital reserve. While this deviates from our budget, it is a necessary step to ensure the continued efficiency and effectiveness of our processes. Your approval is sought to increase the budget line item for the Capital Outlay- Equipment account from \$0.00 to \$23,000 to attend to this emergency.

Alternatives:

- 1). Accept the recommendation to increase the Capital Outlay account and attend to the emergency.
- 2). Do not accept the recommendation and provide an alternate direction

FISCAL IMPACT: The 2023-24' Operating Budget annual fiscal impact. This emergency purchase is not included in the existing budget or the Capital Improvement Plan (CIP). The estimated life expectancy of the pump is 9 to 10 years.

To fund this acquisition, we propose utilizing the emergency reserve. While this deviation from the budgetary plan is regrettable, it is essential to ensure the continued smooth operation of our processes.

The cost of the 4-inch diaphragm pump is approximately **\$22,876.83**, which is considered reasonable compared to the expenses associated with renting such equipment over an extended period. The rental of a 3-inch pump for a few days is estimated at \$4000

GENERAL MANAGER'S RECOMMENDATION:

Staff recommend approving recommended action.

H-3



K-C WELDING & RENTALS, INC.
 1549 Dogwood Rd.
 El Centro, CA 92243

PHONE: (760) 352-3832
 25% RESTOCKING FEE ON ALL RETURNS!
 NO RETURNS ON SPECIAL ITEMS*

CUST NO: 1551	JOB NO: 000	PURCHASE ORDER:	REFERENCE: QUOTE AMAR	TERMS: NET 30 DAYS	CLERK: MO	DATE / TIME: 11/13/23 12:56
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SOLD TO:
 SEELEY COUNTY WATER DISTRICT
 P.O. BOX 161

 SEELEY CA 92273
 760-352-6612

SHIP TO:

EXP. DATE: 11/27/23
 SALESPERSON: 02 MO
 TAX: CA CA SALES TAX
 TERMINAL: 551

ESTIMATE: 612841

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1		1	EA	K-C	PN#64751-00/99999-99		1	21133.33 /EA	21,133.33
2					4" MUD SUCKER DIAPHRAGM PUMP				
3					4FAC-M W/9HP HONDA GAS UINT				
4					UTILITY TRAILER MOUNT				
5					QUOTE ONLY PLUS FREIGHT				
6					A				
7					RAMIREZ@SEELEYWATERDISTRICT.CA.G				
8					OV 760 332 9059				

TAXABLE 21133.33
 NON-TAXABLE 0.00
 SUBTOTAL 21133.33

TAX AMOUNT 1743.50

TOTAL 22876.83

TOT WT: 0.00

X _____
 Received By
 H-3



K-C WELDING & RENTALS, INC.
 1549 Dogwood Rd.
 El Centro, CA 92243

PHONE: (760) 352-3832

25% RESTOCKING FEE ON ALL RETURNS!
 NO RETURNS ON SPECIAL ITEMS*

CUST NO: 1551	JOB NO: 000	PURCHASE ORDER:	REFERENCE: QUOTE ONLY	TERMS: NET 30 DAYS	CLERK: MO	DATE / TIME: 11/21/23 9:18
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SOLD TO:
 SEELEY COUNTY WATER DISTRICT
 P.O. BOX 161

 SEELEY CA 92273
 760-352-6612

SHIP TO:

EXP. DATE: 11/28/23
 TERMINAL: 551

SALESPERSON: 02 MO
 TAX: CA CA SALES TAX

ESTIMATE: 612922

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1		1	EA	TD5-300	3" DIAPHRAM MUD PUMP		1	2999.99 /EA	2,999.99
2		1	EA	FREIGHT	FREIGHT CHARGE		1	450.00 /EA	450.00 N

KEEPRINT

TAXABLE 2999.99
 NON-TAXABLE 450.00
 SUBTOTAL 3449.99

TAX AMOUNT 247.50

TOTAL 3697.49

TOT WT: 0.00

X _____
 Received By
 H-3