

# SEELEY COUNTY WATER DISTRICT

1898 West Main Street (P.O. Box 161) Seeley, CA 92273

Telephone: 760.352.6612 Facsimile: 760.352.0589



Board President: Patrick Harris

Board Members: Jason Grima, Keith Baird, Esteban Jaramillo, Leslie Hill

## REGULAR MEETING

Date: February 12, 2018, MONDAY

Where: SCWD Office, 1898 W. Main Street, Seeley CA 92273

Time: 6:30 PM

1. Call to Order
  - a. Pledge of Allegiance
  - b. Quorum - Roll Call
  
2. Discussion of the Agenda
  - a. Items to be pulled from the Action Calendar.
  - b. Items to be pulled from the Discussion Calendar.
  - c. Emergency Items to be added.
  - d. Approval of the agenda.
  
3. Board Member Reports / Announcements.

### **ACTION CALENDAR SECTION 1**

4. Discussion/Action to remove Director Grima as Vice President starting February 12, 2018.
  
5. Discussion/Action to nominate and appoint Seeley County Water District, Board Vice President for a term starting February 12, 2018, and ending on December 10, 2018.

### **PUBLIC COMMENT**

This is the opportunity for the members of the public to address the board on any matter within the Board's jurisdiction. Any action taken as a result of public comment shall be limited to direction to staff. State your name for the record prior to providing your comments. Please address the board as a whole, through the chairman. Individuals will be given (3) minutes to address the board. Public comments will be limited to a maximum of 21 minutes. The public will be allowed to comment on specific items on the agenda after board discussion.

### **DISCUSSION CALENDAR SECTION I**

## DISCUSSION CALENDAR SECTION I

6. Engineer's Report: The Holt Group, Juny Marmolejo

7. **Discussion Item #1**- The ACL needs an action plan. The action plan will require coordination between Mr. Kemp and Jack Holt to come up with a compliance schedule that is comprehensive of all the required steps, and timeframes including the CWSRF Applications. It appears Mr. Kemp and Mr. Morita would take the lead in attempts to lower the penalties while Jack Holt can be reached out to for technical questions or representation at RWQCB meetings, as needed, on a Time and Material Basis under the current engineering contract.

8. **Discussion Item #2** -The CWSRF is the District's resource for both soft costs and construction costs related to the compliance project. This is a two-step process. The first step is applying for Planning and Engineering Costs to cover Application Costs, PER and Design Costs in support of a compliance project. An EOOPC will be determined at that point in order to move forward with the construction financing phase. If our proposal for these services is accepted on Monday by the Board, we will then move forward with the application.

9. Secretary Report

- a. Financial Reports
- b. Miscellaneous/Correspondence
- c. Payroll summary

10. Chief Operators Report

- a. Accomplished Tasks
- b. Water Treatment Plant Reports and Laboratory Results
- c. Waste Water Treatment Plant Reports and Laboratory
- d. Dumper Station
- e. Violations/Correspondence

## CONSENT CALENDAR

Any consent item can be removed from the consent list by request of the board or any member of the public for consideration separately.

11. Demands (Accounts Payable)

12. Approval of Minutes: REGULAR MEETING January 15, 2018

13. Authorize 4 Administrative days for the President of the Board for the month of January 2018.

14. Approval of the purchase of Sodium Hypochlorite for Water Treatment Plant from Brenntag Co. for a total cost not to exceed in the amount of **\$1,145.12** (tax and freight included).

15. Approval of purchase of routine office supplies (paper, stamps and cleaning supplies for office (envelopes, copy paper, toner for printers and copier, toilet paper, paper towels, eight rolls of postage stamps, cleaning liquid, trash liners/bags, dish soap, bathroom cleaner, disposable water/coffee cups) not to exceed **\$750.00** {Sparkllets drinking water service **\$50.87**} [**\$400** for stamps alone].

16. Approval of the purchase of supplies from USA Bluebook for parts for repair and upgrade of our waste plant effluent composite sampler. Total not to exceed in the amount of **\$745.44**

17. Approval of the purchase of supplies from USA Bluebook for parts for repair and upgrade of our water plant replacement of chlorine analyzer, polymer pump repair kit, and NTU analyzer replacement part. Total not to exceed in the amount of **\$728.77**

## ACTION CALENDAR II

18. Discussion/Action to approve **Resolution 021218-01** of the Seeley County Water District adopting a Municipal Services Review and Service Area Plan (SAP) for the Seeley County Water District.

19. Discussion/Action seeking authorization from the elected official Director Patrick Harris and the Board of Directors to have Aaron Garcia serve as the Chief Plant Operator (CPO).

20. Discussion/Action that the duly authorized representative Aaron Garcia, Chief Plant Operator (CPO) must have responsibility for “the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company” (40 CFR 122.22(b)).

21. Discussion/Action to approve the purchase of calibration of metering required annually, equipment at both WTP/WWTP facilities. Total not to exceed in the amount of **\$1,182.00**

22. Discussion/Action to extend JHK (John H. Kemp), Consulting Contract Agreement through March 9, 2018.

23. Discussion/Action to amend commencement date (February 2018-August 2018), of agreement previously approved at the December 11, 2017 Regular Board Meeting, for Professional Services of JHK (John H. Kemp) Consulting for six (6) months, to be paid at **\$25** per hour for services rendered. Agreement to commence March 10, 2018 and end September 10, 2018

24. Discussion/Action to authorize the Administrative General Manager and President of the Board to sign documents which may be necessary to consent to acceptance of DAC Grant Funding in the amount of \$335,000 for the following (3)

25. Discussion/Action to authorize the Administrative General Manager and President of the Board to sign documents which may be necessary to consent of the acceptance of the Ocotillo Wind Project Grant Funding, amount requested \$10,000 (funds are exclusively for park improvement only), the application is in review status.

## DISCUSSION CALENDAR SECTION II

26. Discussion of **Resolution \_\_\_\_\_** of the Seeley County Water District establishing a Job Description for a Chief Water Treatment / Wastewater Plant Operator and Chief Distribution (Managerial Position). The position serves at the will and pleasure of the Board of Directors.

27. Discussion of the next steps for the Robert Bates Memorial Park, Kimley-Horn has concluded their site survey. Kimley is in the community involvement process and they are seeking input from the Board of Directors first and any public (Community) present at its regular board meeting of February 12, 2018. The first step is, are there any planned improvements by the County to any of the roads adjacent to the park?, Kimley would like to know before they begin generating concepts as they do not want to plan something that could be impacted by future roadway widening and/or extension. Next, they would like to finalize the program elements that we would like to include in the (2) concepts they are to develop. Kimley needs SCWD to fully envision the future of Bates Park; it will be determined after all elements have been included, what will be phase one (1), phase two (2), and phase three (3). Below are the elements previously discussed?

- Walking trail/path
- Exercise stations
- Playground for different age groups (more traditional items, swings, merry-go-round, etc.)
- Shade ramadas/picnic areas
- Large Group ramada
- Restroom Building
- Skate Park
- Tennis Court
- Splash pad
- Multi-use field
- Native landscape areas
- Re-stripe existing court
- Renovate/relocate existing memorial
- Shade Trees
- Drinking Fountain
- Benches
- Trash Receptacles
- Small Off-leash Area
- Lighting

- Maintenance Yard/Area
- Entry Sign/Monument
- Relocate/repurpose NASA shade structures

**CLOSED SESSION:**

**28. CONFERENCE WITH LEGAL COUNSEL---EXISTING LITIGATION**

Paragraph (1) of subdivision (d) of Government Code Section 54956.9

Name of Case: California Regional Water Quality Control Board Colorado River  
Basin Region Administrative Civil Liability Complaint R7-2017-004

**OTHER ITEMS**

Next regular meeting: MONDAY, March 12, 2018 at 6:30 P.M.

# Seeley County Water District

## PROFIT AND LOSS

July 1, 2017 - February 9, 2018

*Fiscal YTD*

	TOTAL
<b>Income</b>	
Billable Expense Income	21.00
General Fund Income	299.19
Homeowners General Op 35%	3.40
Interest income	587.37
Sales	5,642.29
Sewer - Off Site Revenue	77,452.10
Sewer Charges Base - Commercial	47,878.28
Sewer Charges Base - Residential	161,422.26
Unapplied Cash Payment Income	-904.86
Uncategorized Income	9,509.38
Water Charges - Base - Commercial	40,357.10
Water Charges Base - Residential	111,680.96
Water Charges Commercial Metered Usage	5,400.66
Water Charges Residential Metered Usage	56,025.72
Water/Sewer Fees	1,047.61
<b>Total Income</b>	<b>\$516,422.46</b>
<b>GROSS PROFIT</b>	<b>\$516,422.46</b>
<b>Expenses</b>	
Admin - other	40.80
Advertising	6,068.12
Alert Services Expense	129.90
Bank Charges/Late Fees/Overlimit Fees	265.34
Contract Labor	2,963.70
Copy charges	297.34
Director Fees	7,000.00
Dues and subscriptions	4,270.95
Employee Insurance	16,522.80
Employee Relations	226.84
Fees - Permits/Certifications/Fines	10,125.50
Fuel	5,338.81
General Fund Expenses	3,737.96
Interest Expense	48.69
Lab Testing	29,780.00
Legal and Professional Fees	25,430.00
Office Expense	1,194.78
Payroll Expenses	193,998.32
Postage and Freight	1,511.88
Professional & special services	35,350.92
Repair & Maintenance	31,314.01
Supplies	33,033.04
Telephone Expense	7,104.04
Transport & Travel	874.95
Tuition	3,526.08

	TOTAL
Uniforms	3,441.74
Utilities	51,192.58
<b>Total Expenses</b>	<b>\$474,789.09</b>
<b>NET OPERATING INCOME</b>	<b>\$41,633.37</b>
Other Income	
Property Taxes - Curr Sec.	1,493.41
Property Taxes - Curr Unsec.	3.80
Property Taxes - Suppl Assmt.	10.13
<b>Total Other Income</b>	<b>\$1,507.34</b>
<b>NET OTHER INCOME</b>	<b>\$1,507.34</b>
<b>NET INCOME</b>	<b>\$43,140.71</b>



Board President: Patrick Harris  
 Board Members: Jason Grima, Keith Baird, Esteban Jaramillo, Leslie Hill

**1) Board Approved Monthly Routine Office Supplies: \$750.00 [\$400 for stamps alone]. [\$50.87 for Sparkletts Water].**

DATE:	Vendor:	Amount Spent:	Item:	Board Meeting Date:	Remainder:	Description	Notes:
1/5/2018	360 Office Supplies	\$437.10	11	2/12/2018		Routine Monthly Office Supplies	toner, air spray cans
1/17/2018	US Postal	\$200.00	11	2/12/2018		Routine Monthly Office Supplies	US postal stamps for billing
1/21/2018	Sparkletts	\$50.87	11	12/11/2017		Routine Monthly Office Supplies	Drinking Water
		<b>\$687.97</b>			<b>\$ 62.03</b>		

**3) Emergency Monthly Funds per Resolution 041315-04: \$500**

DATE:	Vendor:	Amount Spent:	EF	Remainder:	Description	Reason
1/3/2018	Staples	\$40.96	JAN		Other Office Supplies	velcro, colored paper and creamer
1/31/2018	Uline	\$143.07	JAN		Other Landscape Rock	Landscape rock to use to cover water lines
1/31/2018	Staples	\$67.63	JAN		Other Office Supplies	7" file folder
1/5/2018	360 Office Supplies	\$47.23	JAN		Other Office Supplies	Industrial magnetic whiteboard
1/5/2018	360 Office Supplies	\$84.58	JAN		Other Office Supplies	Instant hand sanitizer 12 oz/12 ct box
		<b>\$383.47</b>		<b>116.53</b>		

	SPENT	BUDGET	REMAINING
1) Total	\$687.97	\$750.00	-\$62.03
3) Total	\$383.47	\$500.00	-\$116.53
	<b>\$1,071.44</b>	<b>1,250.00</b>	<b>-\$178.56</b>

**TOTAL SPENDING: \$1,071.44**  
**BUDGET: (routine + emergency funds) \$1,250.00**  
**REMAINING CREDIT: -\$178.56**

February 12, 2018

VENDOR	AMOUNT	PURPOSE
Patrick Harris	\$600.00	Regular Board Meeting: \$100 1/15/18; Pre-Approved 4 Admin Days @ 1/15/18 BM; Public Hearing SAP 1/25/18 \$100; 1/31 IID joint Monitoring Mtg
Jason Grima	\$100.00	Regular Board Meeting: \$100 1/15/18;
Keith Baird	\$100.00	Regular Board Meeting: \$100 1/15/18;
Esteban Jaramillo	\$100.00	Regular Board Meeting: \$100 1/15/18;
Dennis H. Morita	\$1,190.00	Invoice 2156 12/4, 12/4, 12/5, 12/7, 12/8, 12/8, 12/11, 12/11, 12/12, 12/12, 12/20, 12/21, 12/29
Pam R. Hammond	\$187.50	Invoice 0006 2/7 For services rendered (12/18, 12/20, 12/20, 12/20, 12/21, 1/5, 1/8, 1/10, 1/11, 1/19, 1/29, 1/30, 2/7)
US Postal Service	\$200.00	Four (4) rolls of stamps for Postal Service #FEBRUARY (price of stamps rose up to \$ .50 from \$ .46)
John H Kemp, JHK Consulting	\$4,000.00	Invoice for Water/Waste Invoice Date 2/5/18; Water 1/10/18-2/9/2018 \$2000, Waste 1/10/18-2/9/2018 \$2000
360 Business Products	\$739.38	Invoice 1/5 OE-33973-1 \$568; 1/22 OE-34473-1 \$170.47
ATS Laboratories	\$570.00	Inv 1/8 19922 \$232, 1/18 19993 \$95, 1/16 19997 \$195, 1/17 20002 \$24, 1/17 20003 \$24
America's Finest Fire Pro.	\$1,680.87	Invoice 26M 769819 1/19 Service ID 154497 (annual fire protection and life safety services)
Brenntag	\$1,228.39	Invoice BPI 804817 B/L 2869958 sodium hypochlorite
Dig Alert	\$21.55	Invoice 120180655 Member Code: SEC01 (dig alert tickets) \$11.55 (monthly database maintenance fee) \$10.00
La Brucherie	\$80.08	Invoice 152303c 2/6 (T, teflon 1/2 pint, WTP air scour line leak) [FebEF]
Lori's Sanitation	\$220.00	Invoice 4137 1/5/2018 rental & service of skid #7 & skid 230 (portapotty waste pick-up)
Lowes	\$1,039.63	Acct 9800 640995 1 (supplies and various items for facility building repairs)
Imperial Valley Environmental Lab, Inc.	\$3,135.00	Invoice 9201 waste lab testing in Calexico
California Special Districts Association	\$25.00	Invoice 41828 1/3/2018 (2018 State & Federal Compliance Poster)
CORE&MAIN	\$317.87	Invoice I329255 Acct 091272 (24" manhole cover lid)
CORE&MAIN	\$2,498.84	Invoice I421938 Acct 091272 (3/4" direct read meters, back up meter supply) [Approved 1/15/18#22]
H2O Water Treatment Services	\$540.00	Invoice 1028 (organize project w/Seeley crew, visit project area total 9 hours advisory fee)
O'Reilly	\$45.83	Cust. No# 228237 Invoice #2687-114157 & 2687-113159 (Ext door handle, window handle Truck 1)
Union Bank	\$274.84	Account#8195 Statement 1/29-12/28, 12/29-Amazon \$86.68 (gloves), 1/18- Amazon \$188.16 (gloves)
Union Bank	\$127.50	Account#8203 Statement 12/29-1/28; [12/29 MyFax \$10, 1/5 Intuit Payroll \$52.50, 1/18 QB online \$65]
USA BlueBook		Invoice 448813 Cust No. 69946 SJE (Mech float switch 50' Cvl megamaster intern weighted) (Approved 12/11/17#33, 37) & Emergency Fund
USA BlueBook		Invoice 442231 Cust No. 69946 12/13 (buffer pack) (DecEF)
USA BlueBook		Invoice 441002 Cust. No 69946 12/12/2017 (Approved 12/11/17#33,37) & Emergency Fund
The Reinalt-Thomas Corporation	\$245.40	Invoice 2420629 Acct 24704 (2 tires for F150) [1/15/18#13 & JANEF]

Staples	\$391.67	Acct# 6011 1000 2125 037 Other office supplies (Jan/DecEF)
State Water Resources Control Board		Invoice SM-1014073 water system fees for 7/1/17-6/30/18 (community water system)
Sellers Petroleum	\$331.62	Invoice # CL 95350 Acct 6677 1/31/18 (card total miles: 486)
State Water Resources Control Board		Invoice No EW-1012804 12/8 (water system enforcement fees/activities 8.5hrs)
Verizon	\$900.09	Invoice 9800622882 Acct 242065467-1 (cell phone, mif service 12/27-1/26)
Nancy Obeso	\$58.86	Reimbursement 1/16, 1/18, 1/23, 1/29, 2/1, 2/6, trip t/bank & bookkeeper (paid at the rate of 54.5 per mile)
Xandriah Brown	\$100.00	Request for Deposit Refund (Acct. 69-08) 1/19 new address: 565 W. Neckel Road, Imperial CA 92251
Total	\$20,949.92	

\*To be paid from Capital Improvement Account for TTHM water improvement project

Above demands approved by the Board at the FEBRUARY 12, 2018

Patrick Harris, President of the Board

Administrative General Manager Secretary of the Board

# Seeley County Water District

## BALANCE SHEET

As of January 31, 2018

*LAST MONTH*

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash - A/C 7053000	0.00
Cash with County	0.00
Deposits with others	0.00
Dumper Checking Acct #27754	176,526.83
General Checking-Union Bank	29,350.55
Natural Disaster Fund - Certificate of Deposit	0.00
Petty Cash - Change Box	500.00
<b>Total Bank Accounts</b>	<b>\$206,377.38</b>
Accounts Receivable	
1400 Accounts Receivable	0.00
1410 Allowance for Uncollectible	-15,200.00
<b>Total Accounts Receivable</b>	<b>\$ -15,200.00</b>
Other Current Assets	
Other Rec - Interest	0.00
Payroll Corrections	0.00
Payroll Refunds	26.22
Undeposited Funds	2,241.00
<b>Total Other Current Assets</b>	<b>\$2,267.22</b>
<b>Total Current Assets</b>	<b>\$193,444.60</b>
Fixed Assets	
2018 Ford F-150 Regular Cab	31,035.42
Accumulated Depreciation	-3,638,793.00
Chevrolet Silverado 2014	37,738.93
Computer Panel - Water Plant	12,882.61
Construction in progress-asset (Water)	936,030.66
Equipment	273,599.28
Furniture & Fixtures	4,524.53
Harben trailer Jet, Model E180 (Water)	47,826.12
Lift Station Aerator	1,985.00
Other - Fencing	18,712.00
Other - Fire protection	40,662.00
Q-136528 Storage Container	3,733.17
Sewer - equipment	88,676.27
Sewer - Misc.	18,443.00
Sewer - Mt. Signal Lift	1,239,288.76
Sewer - Office equipment	3,681.00
Sewer - Plant	771,654.00
Sewer - Reclam. Fac. Improv	0.00
Sewer - Structure & improv.	8,643.00
Sewer - Vehicles	14,035.33

	TOTAL
Sewer Project	677,682.35
Waste Effluent Station Pump	7,605.15
Water - Dist. System Improv.	1,700,000.00
Water - Equipment	108,525.59
Water - Grant Proj.	2,090,459.00
Water - Improvements	49,676.63
Water - Office equipment	6,320.43
Water - Plant	857,425.82
Water - TTHM System improv.	2,007,748.39
Water - Vehicles	55,048.33
Water Plant - Land	125,346.50
Water Valve	1,497.43
<b>Total Fixed Assets</b>	<b>\$7,601,693.70</b>
Other Assets	
Other OPS-Equipment-New Assets	0.00
Principal Financial Group - Stock	15,734.40
<b>Total Other Assets</b>	<b>\$15,734.40</b>
<b>TOTAL ASSETS</b>	<b>\$7,810,872.70</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
A/P - Accounts Payable	0.00
Deposits from Others	26,768.18
Direct Deposit Payable	0.00
Other A.P. - A/P	0.00
Other pay. - A/P	0.00
Payable to County of Imperial	0.00
Payroll Liabilities	7,848.82
Vacation and Sick Pay Accrual	16,573.97
<b>Total Other Current Liabilities</b>	<b>\$51,190.97</b>
<b>Total Current Liabilities</b>	<b>\$51,190.97</b>
Long-Term Liabilities	
Contract Payable	0.00
Loan Pay. USDA	-295.26
Loan Payable - USDA	161,769.05
Note Payable - Smith	0.00
<b>Total Long-Term Liabilities</b>	<b>\$161,473.79</b>
<b>Total Liabilities</b>	<b>\$212,664.76</b>
Equity	
Net Assets	7,572,657.90
Net Income	25,550.04
<b>Total Equity</b>	<b>\$7,598,207.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$7,810,872.70</b>

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## GENERAL MANAGER REPORT

### FOR SCWD BOARD MEETING

*For: Regular Board Meeting*

*Date: February 12, 2018*

- a. Financial Reports*
- b. Miscellaneous/ Email / Correspondence*

**c/E 1/5-Verizon One Talk Phone Automated Secretary Set-Up:** The feature of automated secretary was set-up/voicemail on Jan 5, however audio files for SCWD's greeting were corrupted (we sent 4 greetings) and as of Friday, February 09, 2018, we have not had any resolution, but our tech is working diligently with us. Our customer's cannot use our normal business line 760 352-6612. What we have done: Posted the issue on our webpage with our alternate phone lines for billing questions. These are the billing numbers 760 425-0000 and 760 425-0001 to the Google web search for SCWD's name instead of showing the 760 352-6612. We are also adding the two alternate billing phone numbers to the customer's invoices for the next billing cycle.

**The Holt Group:** This ties in to Agenda Item#2, Justina's notes From The Holt Group on step two:

*"Step Two is the Construction phase application for the selected project.*

*The project is to include and address, at minimum, all of the compliance items noted by the RWQCB and by John and Aaron in your email below.*

**These are some of the concerns and notes after discussion with John and Aaron.**

1. Addressing the dump station as it would tie to the BioLac systems, Additional wet well for dumpers, Dump station - utilize existing Clemson ponds for aeration, and primary treatment (to lessen the load on the BioLac system)  
Blower Building
2. Electrical upgrades
3. Rotary drum screens
4. Office/Lab Building
5. Lab Equipment to do in house (not for compliance) BOD suspended solids etc...
6. Sludge Handling, (Belt Press or Centrifuge, self-contained, 3 small concrete slabs for drying beds)
7. 5 yd. Dump Truck
8. We are expecting 403 houses to be built within the next 10 years. (Coyne)
9. We need to build to accommodate future development and growth.

*Regarding Cost: Please note that the items listed below by your team are big ticket items and there is a grant cap of **\$6 Million**. Any amount over the \$6 million will need to be*

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*financed by the District (which may affect rates) or will need another joint grant application (funding partner such as USDA). Subsidized loan financing through the SRF is available, however, all installment payments impact rates.*

*Some priority decisions may need to be made.*

*The RWQCB compliance division will also need to accept the selected compliance project. The finance division will underwrite the project based on most current Financials and projections which we will submit and they will then determine if a rate increase will be required as a condition of any concurrent loan or simply to meet O&M and a reasonable Capital Reserve.*

*The entire process will reasonably take 24 months, considering the design timeframe alone is a 12- 14 month process.*

c/E **1/22** – On 8/4/2016 I appeared in Court for a small claims case, the defendant: Mr. Ruth (Don Ruth Hydroblasting and Plumbing) owed SCWD in the amount of \$8,410.00 for disposing 9000 gal of hauled waste into the Waste Treatment Plant on June 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> of 2015. The District obtained a judgment against Mr. Ruth for unpaid dumper fees. Legal Counsel, Mr. Morita then prepared an Abstract of Judgement which was then recorded in Imperial County and San Diego County. We also received a demand from Oakwood Escrow Metro (they are requesting how much Ruth must pay for SCWD to release the lien). By way of process, we submit the demand and we are paid that amount upon close of the escrow. If escrow does not close, then we are not paid and the liens remain in place.

By recording the abstract it created a lien on any real property owned or thereafter acquired by Mr. Ruth in which the abstract is recorded. Pursuant to law, simple interest accrues on the judgement at the rate of 10%. The amount of Judgment was (\$8410.00), interest at 10% from November 29, 2017 through January 22, 2018. The total amount owed including interest (\$9396.53). For every day after January 22 until we are paid, interest of \$2.31 must be added to the amount we are paid for every day after. Once we are paid, we have no choice but to release the liens.

c/E **2/9** – **Update: We received communication directly form the buyer that she mailed a check out in the agreed upon amount of \$9438.11. Although the buyer of Don Ruth's Property was advised to have Oakwood Escrow process the check for payment. She went ahead and mailed it herself. Check should be expected to arrive by Wednesday**

**1/23 – CSDA (California Special Districts Association):** Within the next few weeks, CSDA will be launching an upgraded website and new online community platform that will enable members to connect with peers and gain access to a wide range of resources and services. Board Members and Key Staff will have the ability to log into the member only section of [www.csda.net](http://www.csda.net). Your username is your email address. If you are unsure of your password, you can set it to something you can easily remember by going to [www](http://www) > **click on register** > **click on sign in** > **click on forgot password** > **enter their email**

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**as username and an email will be sent to them with a link that will allow them to reset their password to something they can easily remember.**

Logging in with your unique email address allows to:

- Register for workshops, webinars, and conferences
- Track trainings attended and print certificates of completion
- Make peer-to-peer connections with other districts through online communities
- Download free publications and other resources
- Post open jobs (and resumes) in the Career Center

**1/31 – Meeting 3pm-5pm: State Water Resources Control Board – Division of Drinking Water and County of Imperial, Public Health Dept. Division of Environmental Health have conducted a review of the Imperial Irrigation District Joint Monitoring Program and required revisions effective January 2018. \*Aaron Garcia attended the workshop to present and answer questions regarding the Enhanced Joint Monitoring Program which was held on January 31<sup>st</sup>, Wednesday at 935 Broadway St, El Centro.**

- c/E 12/29 - (DAC) County Grant 335K: Grant funding has been approved. These are the project studies SCWD pursued. PROJECT STUDIES: Water Distribution System Study, WWTP Collection System Study, and Sewer and Water Master Plan. 2/5 – On February 5, 2018, Based upon the Holt Group's recommendation, we reaffirmed our pursuit of the same projects studies we originally submitted by letter December 20, 2016 to Esperanza Warren Colio Community & Economic Development Manager.**

- c/E 12/14 - Westerra Solar Update: Westerra ordered title reports from Chicago Title in El Centro. Copies will be forwarded to SCWD for our records. They are also gearing up with the civil solar designer and to kick off preliminary design and permitting. No Updates**

- c 12/7 – IID Local Entity release of funds. First disbursement check released and to be deposited to the Capital Improvement Account under its own category for better tracking with IID's expense report.**

**A reminder of how funds will be disbursed.**

1. First Disbursement: 50% of approved funds: \$75,000 – disbursed up front after the final acceptance of grant agreement;
  2. Second disbursement: 40% of approved funds: \$60,000 – disbursed up front after submission of all required reports and documentation verifying expenditure of 90% of funds from the first disbursement;
  3. Final disbursement: 10% of approved funds: \$15,000 – disbursed as a reimbursement after submission of all required reports and documentation verifying expenditure of 100% of project funds and completion of 100% of milestones.
- c 2/9 – Ocotillo Wind Imperial Valley Fund grant opportunity for parks. Application submitted December 1, 2017. Grant Fund Amount available to applicants if approved by committee, 10,000.00. Grant Application Status: Under Review**

# SEELEY COUNTY WATER DISTRICT

1898 West Main Street (P.O. Box 161) Seeley, CA 92273

Telephone: 760.352.6612 Facsimile: 760.352.0589



Board President: Patrick Harris

Board Members: Jason Grima, Keith Baird, Esteban Jaramillo, Leslie Hill

**c/E 2/12 – CSDA - Board Member Training:** April 15-18 (Monterey) and July 8-11 (Napa Valley). The topics are "Building a Foundation for Good Governance", "Fulfilling your District's Mission: Charting the Course", "Defining Board/Staff Roles and Relationships", "Get the Word Out! Best Practices for Communication and Outreach", "Show me the Money! What do Board Members need to know about District Finances?" Attendee fee is **\$650**, full scholarship available for first time board members, to be submitted together with registration form and short bio.

**c/E 1/25 - LAFCO Notice of Hearing – Service Area Plan (SAP)** Mr. Harris and Admin General Manager, attended the Lafco meeting. That took place January 25, 2018, at the El Centro City Council Chambers.

**2/9 –** As a way of introduction to our new Board Member; I would like to introduce our two (2) union stewards at SCWD, Gary Thornburg is the main Steward and Nadia the alternate. Both Stewards, as of Friday February 9, 2018 will be taking a more active role in their respective field. We have three (3) employees represented by Teamsters Union 542, under Michael Morales. Here is a brief description of a Shop Steward: An employee may request either of the stewards to be present (or not be present) in meetings with management that will lead or may lead to discipline. Stewards are to be familiar with the Collective Bargaining Agreement. They are to take notes of what is discussed in discipline meeting and clarify any violations of the Agreement. They cannot make any decisions on behalf of the membership or the Union.

## Payroll Summary Report

Jan 12, 2018

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
01/12/2018	Garcia, Jr., Aaron	\$1,524.14	80.00
01/12/2018	McHone, Allen A.	\$400.49	38.03
01/12/2018	Medrano, Jonan	\$576.50	48.25
01/12/2018	Obeso, Nancy L.	\$1,061.46	82.05
01/12/2018	Pantoja, Gustavo	\$1,346.32	80.00
01/12/2018	Ramirez, Amado	\$1,216.02	96.08
01/12/2018	Rosales, Miriam A.	\$721.79	80.00
01/12/2018	Rosas, Nadia	\$911.38	78.06
01/12/2018	Thornburg, Gary L.	\$1,349.04	88.05
	<b>Totals</b>	<b>\$10,006.15</b>	<b>670.52</b>

**Payroll Summary Report****Jan 26, 2018**

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
01/26/2018	Garcia, Jr., Aaron	\$1,524.14	80.00
01/26/2018	McHone, Allen A.	\$580.02	57.18
01/26/2018	Medrano, Jonan	\$658.10	60.30
01/26/2018	Obeso, Nancy L.	\$1,012.97	81.28
01/26/2018	Pantoja, Gustavo	\$1,340.33	80.00
01/26/2018	Ramirez, Amado	\$1,034.71	81.52
01/26/2018	Rosales, Miriam A.	\$1,634.39	80.00
01/26/2018	Rosas, Nadia	\$924.43	80.59
01/26/2018	Thornburg, Gary L.	\$1,168.83	77.90
	<b>Totals</b>	<b>\$9,877.92</b>	<b>678.77</b>

# SEELEY COUNTY WATER DISTRICT

1898 West Main Street (P.O. Box 161) Seeley, CA 92273

Telephone: 760.352.6612 Facsimile: 760.352.0589



**Board President:** Patrick Harris

**Board Members:** Jason Grima, Keith Baird, Esteban Jaramillo

2/09/2018

## Updates and accomplished tasks:

- Routine system operations and maintenance
  - WWTP Clemson ponds receive CuSO<sub>4</sub> dosages two times weekly
  - Dead ends in distribution system continue to receive weekly flushing
- Backflows in system are tested although results for 2 devices are pending
- WTP unit 2 remains offline. Will be replacing air scour line check valves
- Alleys continue to be cleaned on an ongoing basis
- New vehicle has arrived is on insurance
- Generators received their final service on existing contract
- Sludge in east oxidation pond has been piled up, waiting on next step
- 19 frozen meters in distribution system have been changed out

## January Waste Plant Lab Results

Date	BOD <small>(65 mg/l max)</small>	TSS <small>(65 mg/l max)</small>	Bacti <small>(Pass/Fail)</small>	Cyanide <small>(4.3 ug/l)</small>	Copper <small>(25 ug/l)</small>	Mercury <small>(0.051 ug/l)</small>	Bis(2-ethylhexyl) Phtalate <small>(5.9 ug/l)</small>
1.3.18	-----	-----	Pass	Pending Lab	Pending Lab	Pending Lab	ND
1.3.18	23.1	26.1	-----				
1.8.18	-----	-----	Pass				
1.10.18	21.7	24.5	-----				
1.15.18	-----	-----	Pass				
1.16.18	22.9	18.7	-----				
1.22.18	-----	-----	Pass				
1.24.18	12.6	21.5	-----				
1.29.18	-----	-----	Pass				

## January Water/Distribution Lab Results

No violations

## January Monthly Spending Report

Operations and Maintenance Department

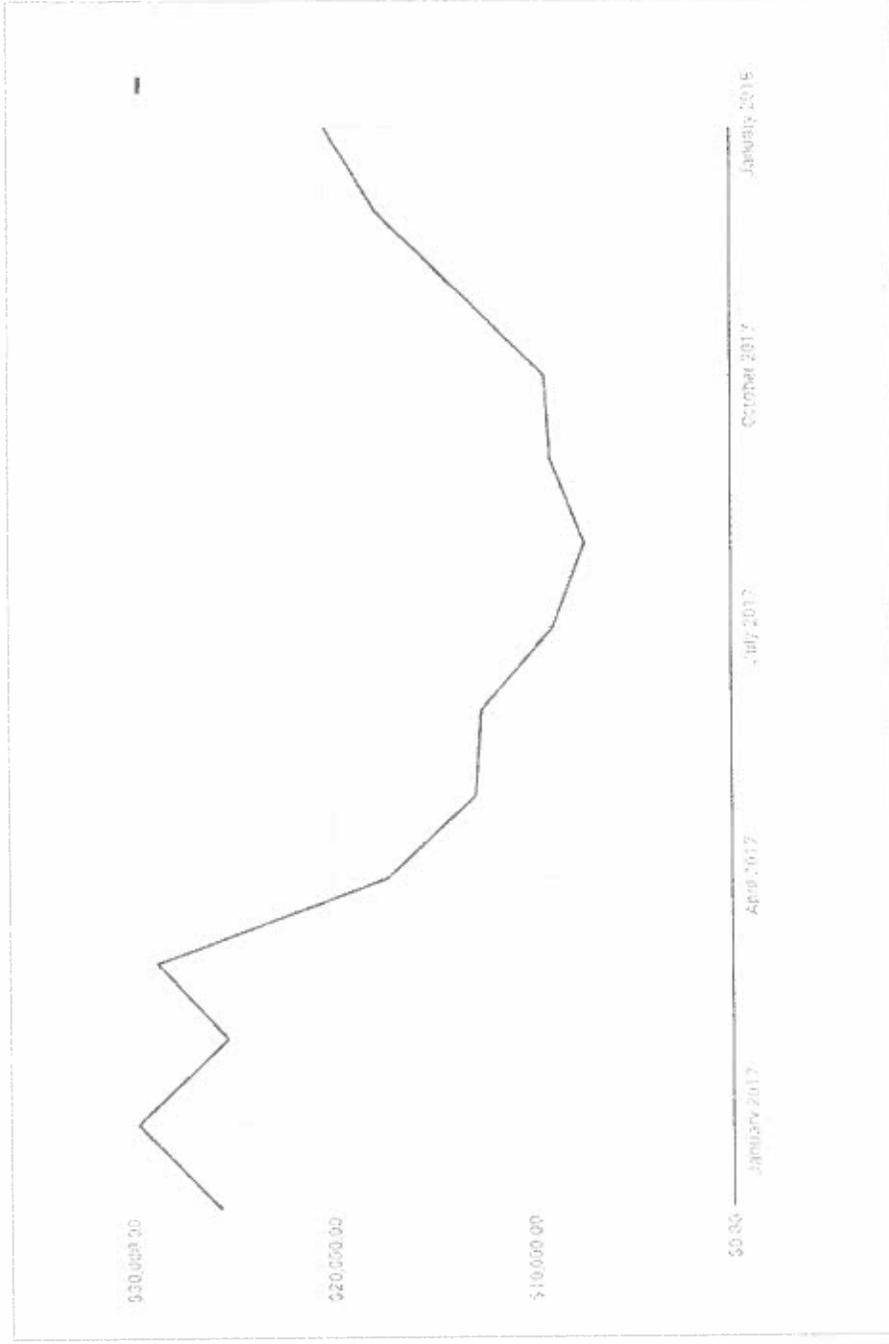
Date	Vendor	Amount Spent	Item Description	Reason
------	--------	--------------	------------------	--------

1.4.2018	Lowe's	\$2.58	Office sewer clean out plug	Office Maintenance	January Emergency Funds
1.4.2018	O'Reilly	\$9.69	Truck Light	Truck Maintenance	January Emergency Funds
1.4.2018	O'Reilly	\$7.75	Truck Backup light	Truck Maintenance	January Emergency Funds
1.10.2018	Core&Main	\$317.87	24" Manhole cover/lid	Sewer System Maintenance	January Emergency Funds
1.11.2018	Lowe's	\$115.25	Various	Supply Replenishment	January Emergency Funds
1.12.2018	UsaBlueBook	\$134.00	25ft 7 pin cable	Compliance	January Emergency Funds
1.15.2018	O'Reilly	\$5.87	light bub	Truck Maintenance	January Emergency Funds
1.17.2018	Amazon	\$188.16	Disposable gloves	Hygiene/Safety	1.15.2018 Board Morning
1.17.2018	Amazon	\$13.16	Disposable gloves	Hygiene/Safety	January Emergency Funds
1.17.2018	Lowe's	\$339.74	Supplies for front bulletin board, painting, tree	Office Maintenance	1.15.2018 Meeting & Emergency Funds
1.22.2018	America's Tire	\$245.40	2 tires for F150	Truck Maintenance	1.15.2018 Meeting + Emergency Funds
1.22.2018	America's Tire	\$24.21	remaining balance for 2 tires	Truck Maintenance	1.15.2018 Meeting + Emergency Funds
1.22.2018	Lowe's	\$12.60	window screen, window screen repair tool & gasket	Office Maintenance	January Emergency Funds
1.23.2018	Brenntag	\$?	Cl2 for wtp	WTP disinfection	1.15.2018 Board Meeting
1.23.2018	O'Reilly	\$39.96	Ext door handle, window handle Truck 1	Truck Maintenance	January Emergency Funds
1.26.2018	Lowe's	\$89.59	painting supplies, hallway repair supplies	Office Maintenance	January Emergency Funds
1.29.2018	Lowe's	\$9.62	Keys for Gustavo as well as keyrings	Replacement due to loss	January Emergency Funds
1.31.2018	Lowe's	\$3.41	2x4x8 stud	Office Maintenance	January Emergency Funds

1.31.2018	Lowe's	\$39.98	Various	Office Maintenance	January Emergency Funds
1.31.2018	ULINE	\$943.47	46" picnic table	Office Maintenance	January Emergency Funds

\$1,744.80 of \$2000 Emergency Funds Spent  
 \$797.51 Board Approved Funds Spent  
 \$2,542.31 total money spent

November 2016	\$19,506.15
December 2016	\$25,536.60
January 2017	\$29,681.10
February 2017	\$25,199.10
March 2017	\$28,684.80
April 2017	\$17,284.50
May 2017	\$12,811.50
June 2017	\$12,518.35
July 2017	\$8,918.10
August 2017	\$7,296.30
September 2017	\$9,016.60
October 2017	\$9,292.00
November 2017	\$13,583.00
December 2017	\$17,753.40
January 2018	\$20,275.20



**JANUARY 2018(DUMPERS)  
Total Gallon Per Month**

Manzanos Harvesting Inc.,	0	\$0.00
Alpha Site Logistics	47,050	4,234.50
Diamond Enironmental	39,600	\$3,564.00
El Don	1,500	\$135.00
Galeekos Inc,	0	\$0.00
J & H Rent-A-Can	21,400	\$1,926.00
JosMar Packing, Inc.	600	\$54.00
Loris Sanitation Services	18,400	\$1,656.00
Perc Water Corp,(Ancon)	0	\$0.00
Prime Ag. Services	3,600	\$324.00
QT Sanitation	4,800	\$432.00
Roto Rooter	25,200	\$2,268.00
RS Harvesting	1,000.00	\$90.00
S & S Harvesting	3,000.00	\$270.00
Sharp Sanitation	51,900	\$4,671.00
Star Sanitation	5,400	\$486.00
Glamis Rentals	750	\$67.50
JJL Harvesting	180	\$16.20
Perez&Ramirez	900	\$81.00
<b>Total</b>	<b>225,280</b>	<b>\$20,275.20</b>

Now In: Please confirm your order

5 ORDER CONFIRMATION | 6 ORDER COMPLETED

You are now ready to complete your order. Please review your order below, and then click the 'Place Order' button only once below to process your order...

[Place Order](#)

**Billing Address:**

Seeley County Water District  
Seeley County Water District  
Po Box 161  
Seeley, CA 92273  
UNITED STATES  
760-352-6612

**Shipping Address**

[Change](#)  
Seeley County Water District  
SEELEY COUNTY WATER DISTRICT  
  
1898 W MAIN ST  
SEELEY, CA 92273  
UNITED STATES

**Payment Method:**

Purchase Order #: 1.16.18.AGUSABB

[Order Summary](#)

[To edit your order, click here.](#)

Product	Quantity	SubTotal
Replacement Desiccant Tube for Hach Sigma SD900 and Hach A5950 Samplers, 8755600 Item: 28953	2	\$39.18
Hach Sigma Sampler Pump Tubing 3/8" ID x 5/8" OD, 15ft, 460015 Item: 28932	2	\$228.00
Clear PVC Suction Tubing, 3/8" ID x 5/8" OD, 100 ft Roll Item: 28889	1	\$147.95
5.5 Gal LDPE Wide Mouth Carboy w/ Cap (Nalgene Series 2234) Item: 28164	2	\$243.60

[Order Options](#)

The Following Order Options Are Available:	Cost	Select
		Sub Total: \$658.73
		Estimated Shipping: (UPS Ground) \$33.09
		Estimated Tax: \$53.62
		Estimated Total: \$745.44

[Order Notes](#)

Enter any special instructions or notes about this order:

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Itam16

Now In: Please confirm your order



You are now ready to complete your order. Please review your order below, and then click the 'Place Order' button only once below to process your order...

**Place Order**

**Billing Address:**

Seeley County Water District  
Seeley County Water District  
Po Box 161  
Seeley, CA 92273  
UNITED STATES  
760-352-6612

**Shipping Address**

[Change](#)  
Seeley County Water District  
SEELEY COUNTY WATER DISTRICT  
  
1898 W MAIN ST  
SEELEY, CA 92273  
UNITED STATES

**Payment Method:**

Purchase Order #: TEST

Order Summary [To edit your order, click here](#)

Product	Quantity	SubTotal
LMI Repair Kit for Non-LiquiPro™ Pumps, SP-86 Item: 61017	1	\$89.00
Hach Chlorine Pocket Colorimeter II, 0-8 mg/L, 5870000 Item: 32125	1	\$445.00
Replacement Desiccant Bag Refill Only, for MicroTOL 1,2,3 Item: 41483	2	\$115.90

Order Options

The Following Order Options Are Available:	Cost	Select
		Sub Total: \$649.90
	Estimated Shipping: (UPS Ground)	\$26.45
	Estimated Tax:	\$52.42
	Estimated Total:	\$728.77

Order Notes

Enter any special instructions or notes about this order:

[Submit Notes](#)

**Place Order**

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Item 17

# SEELEY COUNTY WATER DISTRICT

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



**Board President: Patrick Harris**

**Board Members: Jason Grima, Keith Baird, Esteban Jaramillo, Leslie Hill**

## RESOLUTION NO. 021218-01

### A RESOLUTION OF THE SEELEY COUNTY WATER DISTRICT ADOPTING A MUNICIPAL SERVICES REVIEW AND SERVICE AREA PLAN FOR THE SEELEY COUNTY WATER DISTRICT

**WHEREAS**, Section 56430 of the of the Cortese-Knox Local Government Reorganization Act of 2000 requires that Local Agency Formation Commissions (LAFCo's) conduct municipal service reviews also known as Service Area Plans; and

**WHEREAS**, the Imperial County LAFCo has required that the Seeley County Water District (SCWD) prepare a Service Area Plan for their review in conformance with Section 56430 of the Cortese-Knox Local Government Reorganization Act of 2000; and

**WHEREAS**, The Holt Group, Inc., at the direction of the SCWD, prepared an updated Service Area Plan in 2017 which was completed and submitted by SCWD management as a Draft to LAFCO on August 29<sup>th</sup>, 2017; and

**WHEREAS**, the Imperial County LAFCO held a Public Hearing and approved the Seeley County Water District Service Area Plan on January 25, 2018; and

**WHEREAS**, the project is exempt from the California Environmental Quality Act per Section 15306, Class 6 which consists of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource; and

**WHEREAS**, the Service Area Plan was presented to the Seeley County Water District Board at a regular public meeting for consideration and adoption.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Seeley County Water District Board of Directors hereby **ADOPTS** the Seeley County Water District Service Area Plan dated January 2018 as the Final Service Area Plan document and incorporated hereto by reference.

Item 16

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Seeley County Water District held on the 12<sup>th</sup> day of February 2018.

\_\_\_\_\_  
Patrick Harris Board President

ATTEST:

I, MIRIAM ROSALES, Secretary of the Board of the Seeley County Water District, County of Imperial, State of California, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved and adopted by the Board of Directors of the Seeley County Water District at its regularly scheduled meeting held on the 12<sup>th</sup> day of February 2018.

\_\_\_\_\_  
By: Miriam Rosales, Secretary of the Board

# RS Instruments & Services

**RS Instruments & Services**  
 7306 Melrose Street  
 Buena Park, CA 90621-3226  
 Phone: (951) 678-6371  
 Fax: (714) 521-9300

## Service Estimate

Quote Description: 2018 Calibration  
 Quote No: 2593  
 Date: 1/15/2018  
 Electronic Signature: David Jordan

Customer:	Seeley County Water District	Phone:	760-332-9059
Attention:	Aaron Garcia	Mobile:	760-332-9059
Location Name:	Waste Water Treatment Plant	Fax:	
Location:	1850 Alamo Street Seeley CA 92273	Email:	

Qty	Description	Unit Price	Ext Price
3.00	Scope: Calibration of flow and analytical meters at the WWTP combined with WTP calibration Hourly rate for calibration	\$98.00	\$294.00

To indicate acceptance of this service estimate sign at the bottom and/or provide a purchase order number and return by fax or e-mail. By signing this estimate you agree to have the work performed. We appreciate your business. If you have any questions regarding this estimate, please feel free to contact our office.

**Subtotal:** \$294.00  
**Sales Tax (7.75%):** \$0.00  
**Total:** \$294.00

Name:
Signature:
Purchase Order # (If Applicable):

Thank you for your business!

2/12/18  
 Item 19  
 1 of 2



**RS Instruments & Services**  
7306 Melrose Street  
Buena Park, CA 90621-3226  
Phone: (951) 678-6371  
Fax: (714) 521-9300

### Service Estimate

Quote Description: 2018 Calibration  
Quote No: 2594  
Date: 1/15/2018  
Electronic  
Signature:

Customer:	Seeley County Water District	Phone:	760-425-0099
Attention:	Aaron Garcia	Mobile:	
Location Name:	Seeley Water Treatment Plant	Fax:	
Location:	1850 Alamo Street Seeley CA 92273	Email:	operators.scwd@gmail.com

Qty	Description	Unit Price	Ext Price
1.00	Scope: Calibration of analytical meters and chart recorders at the WTP	\$0.00	\$0.00
6.00	Hourly rate for calibration	\$98.00	\$588.00
1.00	Travel mileage charge (time at reduced rate and mileage)	\$300.00	\$300.00

To indicate acceptance of this service estimate sign at the bottom and/or provide a purchase order number and return by fax or e-mail. By signing this estimate you agree to have the work performed. We appreciate your business. If you have any questions regarding this estimate, please feel free to contact our office.	<b>Subtotal:</b>	<b>\$888.00</b>
	Sales Tax (7.750%):	\$0.00
	<b>Total:</b>	<b>\$888.00</b>

Name:
Signature:
Purchase Order # (If Applicable):

Thank you for your business!

2 of 2

# SEELEY COUNTY WATER DISTRICT

1898 West Main Street (P.O. Box 161) Seeley, CA 92273

Telephone: 760.352.6612 Facsimile: 760.352.0589



Board President: Patrick Harris

Board Members: Jason Grima, Keith Baird, Esteban Jaramillo

## AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES ("Agreement") is made and entered by and between Seeley County Water District, a county water district of the State of California ("Client"), and John Kemp ("Consultant").

### RECITALS

WHEREAS, Client desires to engage Consultant to perform certain technical and professional services, as provided herein.

NOW, THEREFORE, the parties agree as follows:

1. Parties to the Agreement

The parties to this Agreement are:

A. Client:  
Seeley County Water District  
1898 West Main Street  
P.O. Box 161  
Seeley, CA 92273

B. Consultant:

John H Kemp,  
JHK Consulting  
2332 Victoria Court  
Imperial, CA 92251

2. Representatives of the Parties and Service of Notices

The representatives of the parties who are primarily responsible for the administration and performance of this Agreement, and to whom formal notices, demands and communications shall be given, are as follows:

A. The principal representative of the Client shall be:  
Board President and Administrative General Manager

B. The principal representative of the Consultant shall  
be: John H Kemp

C. Formal notices, demands and communications to be given hereunder by either party shall be made in writing and may be affected by personal delivery or by first class mail, postage prepaid.

D. If the name of the principal representative designated to receive the notices, demands or communications, or the address of such person, is changed, written notice shall be given within five (5) working days of said change.

### 3. Description of Work

Client hereby engages Administrative Consultant, and Consultant accepts such engagement; provide training to Client staff relative to Administrative duties. The overall intent of such training is to maintain and enhance the knowledge and skills of Client staff. Provide Monday through Friday, seven (7) hours a day, availability to Client Staff via telephone or other appropriate electronic means to Client personnel on matters related to Administrative procedures.

### 4. Data Provided to Consultant

Client shall provide to Consultant, upon request and without charge, all data, including reports, records, maps and other information, now in the Client's possession which may facilitate the timely performance of the work described in Section 3. The parties hereto acknowledge and agree that such data will include confidential information. For purposes of this Agreement, confidential information includes any and all data, however stored, which is not subject to disclosure under the California Public Records Act. Consultant shall not disclose such confidential information and shall limit its use to that necessary for the performance of this Agreement. Consultant shall maintain the confidentiality of such data.

### 5. Consultant's Responsibility

A. Except as specifically provided herein, all administrative consulting services under this Agreement will be performed by Pam Hammond as needed.

6. Compensation.

The compensation to be paid by Client to Consultant for all work and services described in Section 3 shall be \$25 per hour, payable in arrears and within 45 days of the presentation of an invoice by Consultant unless Client notifies Consultant in writing of any dispute, in which case Client shall pay any undisputed portion. In the event of out of town travel, Consultant shall be reimbursed for mileage at the current IRS rate and time spent traveling. Compensation shall not exceed \$1500.00 in 6 months.

7. Indemnity

To the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless the Client and all of its officials, employees and agents from and against any and all losses, liabilities, damages, costs and expenses to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, or employees in the performance of professional services under this Agreement.

8. Insurance

WORKERS COMPENSATION. During the term of this Agreement, and to the extent required by law, Consultant shall fully comply with the terms of the law of California concerning worker's compensation.

9. Term and Termination for Convenience.

The term of this agreement is for six (6) months, effective March 10, 2018 and ending September 10, 2018. Either party hereto may terminate this Agreement at any time without cause by giving a two (2) week notice to the other of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall, at the option of Client, become the Client's property. Client shall pay Consultant for all work satisfactorily performed through the date of termination.

10. Amendments.

- A. No attempted waiver of any of the provisions hereof, nor any modification in the nature, extent or duration of the work to be performed by Consultant hereunder, shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

11. Resolution of Disputes.

A. Disputes regarding the interpretation or application of any provisions of this Agreement shall, to the extent reasonably feasibly, be resolved through good faith negotiations between the parties.

B. If any action at law or in equity is brought to enforce or interpret any provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney’s fees; cost and necessary disbursements, in addition to such other relief as may be sought and awarded.

14. Effective Date.

This Agreement shall become effective as of the date set forth below on which the last of the parties, whether Client or Consultant, executes said Agreement.

15. Assignment.

This agreement shall not be assigned by either party without the prior written approval of the other.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their respective officers thereunto duly authorized.

“CLIENT”

Seeley County Water District

\_\_\_\_\_  
Patrick Harris, Board President

ATTEST:

\_\_\_\_\_  
Miriam Rosales, Secretary to the Board

“CONSULTANT”

John Kemp, Consulting

\_\_\_\_\_  
John Kemp, Consultant

Dated: \_\_\_\_\_

# SEELEY COUNTY WATER DISTRICT

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



**Board President:** Patrick Harris

**Board Members:** Jason Grima, Keith Baird, Esteban Jaramillo, Leslie Hill

## **RESOLUTION \_\_\_\_\_ ESTABLISHING A JOB DESCRIPTION FOR A CHIEF WATER TREATMENT OPERATOR AND CHIEF WASTEWATER TREATMENT OPERATOR AND CHIEF DISTRIBUTION OPERATOR**

**DATE:** ~~February 12, 2018~~ \_\_\_\_\_

**Job Title:** CHIEF PLANT OPERATOR (Water, Wastewater and Distribution)

**Job Description:** CHIEF WATER TREATMENT / CHIEF WASTEWATER TREATMENT /  
CHIEF DISTRIBUTION PLANT OPERATOR (Managerial Position)

**Salary Range:** \$66,227. ANNUAL, FULL-TIME POSITION WITH BENEFITS

### **Position Summary:**

Under direct supervision of the Administrative General Manager of the Seeley County Water District ("AGM") and the Board of Directors of the Seeley County Water District ("Board"), the Chief Plant Operator is a salaried, non-union management position who at all times carries out the decisions and directives of the AGM ~~Administrative General Manager~~ and policies of the Board. It is the duty of the Chief Plant Operator to oversee the operations and maintenance of the water treatment plant, water distribution system, wastewater treatment plant, dump station, and the sewer collection system. The Chief Plant Operator oversees and supervises the duties of system operations and maintenance staff. In addition the Chief Plant Operator covers duties as necessary and performs related work as required. The position serves at the will and pleasure of the AGM ~~Administrative General Manager~~ and the Board.

### **Reporting Relationships:**

This position reports directly to the AGM ~~Administrative General Manager~~ and the Seeley County Water District Board.

### **Essential Duties and Responsibilities:**

The following duties and responsibilities have been provided as examples of the type of work performed by this position. The AGM ~~Seeley County Water District Administrative General Manager~~ reserves the right to add, modify, change, or rescind work assignments as needed, provided such changes are consistent with the experience and training of the incumbent and is consistent with the duties set forth herein.

1. Oversee and plan work related to the operation and maintenance of the water treatment plant, water distribution system, sewer collection system, dump station, and wastewater treatment plant facilities and related equipment
2. Trains, supervises, and instructs operations and maintenance staff

3. Creates and enforces operations and maintenance policies and standards
4. Order and stock supplies and equipment necessary for system operations and maintenance
5. Coordinates work with outside technicians, vendors, and others as necessary
6. Prepare, sign, and submit reports to the California State Water Resources Control Board Division of Drinking Water, Regional Water Quality Control Board, and other regulatory agencies as necessary
7. Consult with regulatory agencies regarding conditions related to the operations and maintenance of water/wastewater treatment plant and related facilities
8. Attend seminars, classes, and training as necessary subject to the budget and prior approval by the AGM ~~Administrative General Manager~~
9. Coordinate with Engineers and Construction crews as necessary during major upgrades or expansions of water and wastewater treatment plants and related facilities
10. Respond to and investigate customer concerns and complaints
11. Advise and make recommendations to the AGM ~~Administrative General Manager~~ and Board of ~~Directors~~ on any changes to water and wastewater policy
12. Prepare and present reports to ~~Seelye County Water District~~ Board highlighting the status of the operations and maintenance of District facilities and related costs.
13. Must be able to work cooperatively with other employees and members of the general public
14. Perform related operations and maintenance duties including daily checklist duties as necessary

**Knowledge of:**

1. Considerable knowledge of State and Federal regulations related to the water and wastewater treatment industry especially as they relate to Public Health and Safety
2. Considerable knowledge of the principles of water treatment, water distribution, sewer collection, and wastewater treatment plant operations.
3. Considerable knowledge of chemistry, bacteriology, and mathematics as they relate to the operation of water and wastewater treatment
4. Considerable knowledge of the operating principles of industry related equipment such as, but not limited to, filters, valves, meters, hydrants, pumps, motors, and aerators, as well as the safe and proper use of hand tools/power tools.
5. Methods and techniques for operating, maintaining, and troubleshooting system equipment and system processes.
6. Water and wastewater systems sampling procedures and techniques.

**Ability to:**

1. Research and plan intelligently and effectively
2. Supervise, oversee, and instruct the work and conduct of staff
3. Work efficiently and effectively under little to no supervision
4. Follow verbal and written directions
5. Give clear directions to staff and offer guidance and assistance as necessary
6. Remain calm and retain the ability to think clearly under highly stressful emergency situations
7. Effectively use computers for research, report creation, communication, and other duties as necessary
8. Monitor, operate, and troubleshoot water, water distribution, and wastewater system equipment

9. Read and interpret gauges, meters, and other recording devices related to system operations
10. Take samples for water quality analysis
11. Keep logs and records of system operations
12. Read and interpret maps
13. Communicate clearly and concisely, both orally and in writing
14. Establish and maintain effective working relationships with those contacted in the course of work including Seeley County Water District customers

**Physical:**

Position requires working outdoors while exposed to intense heat, gases, and waste. Position requires continuous walking, balancing, bending, stooping, kneeling, crouching, lifting and transporting of objects weighing up to 50 pounds, as well as the dexterity to operate hand tools and controls.

**Minimum Requirements:**

1. High school diploma or G.E.D. and the necessary education and/or training required to take and pass California SWRCB administered licensing exams
2. Two (2) years' experience in the operations and maintenance of water/wastewater industry facilities and equipment
3. Valid California driver's license
4. Minimum Grade T3
5. Minimum Grade D2
6. Minimum Wastewater Grade 2

Motion made by:        Director: \_\_\_\_\_

Motion seconded by:    Director: \_\_\_\_\_

Esteban Jarmillo	Yes	No
Jason Grima	Yes	No
Keith Baird	Yes	No
Leslie Hill	Yes	No
Patrick Harris	Yes	No

Date: February 12, 2018

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 PATRICK E. HARRIS  
 President of the Board

A T T E S T:

\_\_\_\_\_  
 Miriam Rosales  
 Administrative General Manager and  
 Secretary of the Board