

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

REGULAR MEETING

Date: January 15, 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.

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

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

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

6. 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.

7. Demands (Accounts Payable)

8. Approval of Minutes: REGULAR MEETING December 11, 2017

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

10. 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).

11. 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 **\$47.10**} [**\$392** for stamps alone].

12. Approval of purchase from Amazon for diamond gloves. Total not to exceed in the amount of **\$175.00**

13. Approval of purchase of two (2) tires from America Tires for truck #4 Ford F150. Total not to exceed in the amount of **\$221.19**

14. Approval of purchase of supplies for repairs to the Notice Board and purchase of tree for shade in front of office. Total purchase of not to exceed in the amount **\$374.19**

DISCUSSION/ACTION CALENDAR

15. Discussion/Action to approve options for submission and process of Encroachment Permit with County of Imperial Public Works.

The first option would save time in construction of the project and allow for additional construction budget, but the cost would be incurred by Seeley CWD.

Option 1. Submit the Permit Application in mid-January 2018 when it may be reviewed in-house. The cost for an in-house review is approx. \$5,000 of which would be nonrefundable to Seeley County Water District.

The second option would prolong the project and would deduct the \$15,000 from the construction funds, but would be paid by the grant.

Option 2. Submit the Permit Application in June/July 2018, after funding approval and contract execution with CDBG. The permit would be reviewed by County Plan Check consultant at an approximate cost of \$15,000 of which would be refundable to Seeley County Water District.

16. Discussion/Action to approve invoices for immediate payment once “pay-requests” are submitted by The Holt Group, payment contingent only upon USDA disbursement into the Seeley County Water District Capital Improvement Account, and payment will be to A&R Construction in the total amount of **\$166,535.00** and to The Holt Group in the amount of **\$3000.00**. Re: Water Treatment plant TTHM improvement project

17. Discussion/Action for the Board of Directors to provide AGM with directive to prepare a draft of an all-encompassing Utility Service Policy for further review and approval by the board.

18. Discussion/Action seeking approval for Board Member Training “ Special District Leadership Academy Conference” in La Quinta – February 4-7, 2018 at the discounted rate of \$250 per attendee from \$650 for CSDA members. Application is due, January 17, 2018. Total rate for accommodations \$578.99 for (3) nights. Roundtrip 202 miles paid at the rate of 54.5 total reimbursement \$110.09. Total fees/mileage for (2) two board members not to exceed in the amount of **\$1876.18**
(Discount for registration fee, at this location only, possible approval of scholarship will reduce the amount from \$1876.18 down to \$1376.18)

19. Discussion/Action to approve reimbursement of mileage and one (1) meal per day for six (6) sessions, for the following staff Aaron Garcia, Gustavo Pantoja, Nancy Obeso, Nadia Rosas and Miriam Rosales. Training will be through RCAC – Water Board Leadership Institute is a free training which will take place Saturdays on the following dates Feb. 3, March 3, 24, April 14, May 19 and June 9, 2018. Total reimbursement of mileage and meal per employee per session not to exceed in the amount of **\$184.00**

20. Discussion/Action to approve reimbursement to Gustavo Pantoja for Grade II Water Treatment Operator Certification exam fee. Total amount not to exceed in the amount of **\$60.00**

21. Discussion/Action to approve the replacement of office and bathroom window from Valley Auto Glass Co. #95-3533873 with a dual glazed, horizontal slider, frame flush fin, special glass low E bronze, job consists of removing old window and glass and installing new retrofit window, with warranty on window. Labor and tax included. Total price for 2 windows not to exceed in the amount of **\$999.39**

22. Discussion/Action to approve the purchase of 100 Sensus AMR/AMI water meters from Aqua Metric Sales. Total including tax and freight not to exceed in the amount of **\$19,500.00**

23. Discussion/Action to approve financing of a new 2018 Ford F-150 Regular Cab from El Centro Motors, total retail price \$30,548.94 minus Rebate of \$3250 plus fees (document \$80, tire \$8.75, Imperial Co Tax \$2373, license \$368, electronic \$25). Total financing price not to exceed in the amount of **\$30,153.49**. Below are the cash down, and monthly payment options.

Option A. \$2000 cash down payment 48 months @ \$647

Option B. \$3000 cash down payment 48 months @ \$625

Option C. \$4000 cash down payment 48 months @ \$599

24. Discussion/Action to approve Aaron Garcia reimbursement of roundtrip mileage of 22 miles, paid at the rate of 54.5 to attend the Enhanced Joint Monitoring workshop being conducted by The State Water Resources Control Board in El Centro to take place on January 31st, 2018. A response will be required from us in writing regarding our participation, due by February 15, 2018. Total mileage reimbursement not to exceed in the amount of **\$11.99**

25. Discussion/Action to approve **Resolution 011518-01** of The Seeley County Water District creating a job description of Customer Account Clerk II. This will be considered a mid-level entry position

26. Discussion/Action to approve **Resolution 011518-02** of The Seeley County Water District creating a job description of Senior Customer Account Clerk.

27. Discussion/Action to approve the purchase and delivery of a 20'x 8' Standard Container one-trip w/lockbox \$2699 – light grey – special pricing (reg \$2799) plus delivery fee \$825. Total purchase of Container and Delivery fee plus tax, not to exceed in the amount of **\$3733.17**

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
29. CONFERENCE WITH LABOR NEGOTIATORS (54957.6)
Agency designated representatives: Directors Baird, Grima, Jaramillo and Harris
Unrepresented employee: Aaron Garcia, Ops Mgr.

OTHER ITEMS

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

Seeley County Water District

PROFIT AND LOSS

October - December, 2017

LAST CALENDER QTR Reconciled

	TOTAL		
	OCT - DEC, 2017	JUL - SEP, 2017 (PP)	CHANGE
Income			
General Fund Income	150.40	148.79	1.61
Homeowners General Op 35%	3.40		3.40
Interest income	158.59	315.66	-157.07
Sales	2,509.42	1,863.65	645.77
Sewer - Off Site Revenue	26,373.29	33,708.91	-7,335.62
Sewer Charges Base - Commercial	19,644.44	17,308.31	2,336.13
Sewer Charges Base - Residential	65,798.39	65,403.91	394.48
Unapplied Cash Payment Income	1,844.70	262.24	1,582.46
Uncategorized Income		725.00	-725.00
Water Charges - Base - Commercial	15,726.25	14,999.90	726.35
Water Charges Base - Residential	45,640.62	45,097.49	543.13
Water Charges Commercial Metered Usage	1,759.47	2,491.44	-731.97
Water Charges Residential Metered Usage	22,642.52	24,242.21	-1,599.69
Water/Sewer Fees	353.39	514.99	-161.60
Total Income	\$202,604.88	\$207,082.50	\$ -4,477.62
GROSS PROFIT	\$202,604.88	\$207,082.50	\$ -4,477.62
Expenses			
Advertising	2,815.56	3,252.56	-437.00
Alert Services Expense	54.75	58.55	-3.80
Bank Charges/Late Fees/Overlimit Fees	217.34	48.00	169.34
Copy charges	155.21	36.04	119.17
Director Fees	2,825.00	3,075.00	-250.00
Dues and subscriptions	1,490.00	2,663.45	-1,173.45
Employee Insurance	1,179.54	10,577.19	-9,397.65
Fees - Permits/Certifications/Fines	6,012.00		6,012.00
Fuel	2,084.23	2,818.04	-733.81
General Fund Expenses	1,058.13	1,626.16	-568.03
Interest Expense		48.69	-48.69
Lab Testing	12,874.00	12,335.00	539.00
Legal and Professional Fees	11,380.00	9,700.00	1,680.00
Office Expense	912.02	181.12	730.90
Payroll Expenses	87,389.21	66,650.08	20,739.13
Postage and Freight	598.98	712.90	-113.92
Professional & special services	15,123.50	15,941.42	-817.92
Repair & Maintenance	12,407.03	12,538.82	-131.79
Supplies	21,104.99	10,451.94	10,653.05
Telephone Expense	3,835.28	3,258.77	576.51
Transport & Travel		874.95	-874.95
Tuition	1,511.08	1,955.00	-443.92
Uniforms	1,011.42	1,384.23	-372.81
Utilities	13,043.50	25,507.91	-12,464.41

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	TOTAL		CHANGE
	OCT - DEC, 2017	JUL - SEP, 2017 (PP)	
Total Expenses	\$199,082.77	\$185,695.82	\$13,386.95
NET OPERATING INCOME	\$3,522.11	\$21,386.68	\$ -17,864.57
Other Income			
Property Taxes - Curr Sec.	1,493.41		1,493.41
Property Taxes - Curr Unsec.	2.52	1.28	1.24
Property Taxes - Suppl Assmt.	10.13		10.13
Total Other Income	\$1,506.06	\$1.28	\$1,504.78
NET OTHER INCOME	\$1,506.06	\$1.28	\$1,504.78
NET INCOME	\$5,028.17	\$21,387.96	\$ -16,359.79

Seeley County Water District

PROFIT AND LOSS

December 2017

LAST & Previous Month Reconciled

	TOTAL		
	DEC 2017	NOV 2017 (PP)	CHANGE
Income			
Homeowners General Op 35%	3.40		3.40
Interest income	58.01	33.42	24.59
Sales	754.73	661.09	93.64
Sewer - Off Site Revenue	9,614.81	8,716.73	898.08
Sewer Charges Base - Commercial	6,346.48	6,441.38	-94.90
Sewer Charges Base - Residential	21,587.02	23,370.05	-1,783.03
Unapplied Cash Payment Income	1,393.98	-2,354.42	3,748.40
Water Charges - Base - Commercial	5,425.05	4,443.14	981.91
Water Charges Base - Residential	14,956.60	16,186.57	-1,229.97
Water Charges Commercial Metered Usage	737.66	211.56	526.10
Water Charges Residential Metered Usage	7,327.65	7,543.21	-215.56
Water/Sewer Fees	42.46	62.56	-20.10
Total Income	\$68,247.85	\$65,315.29	\$2,932.56
GROSS PROFIT	\$68,247.85	\$65,315.29	\$2,932.56
Expenses			
Advertising	366.56	1,001.00	-634.44
Alert Services Expense	14.95	14.95	0.00
Bank Charges/Late Fees/Overlimit Fees	91.66	31.20	60.46
Copy charges		107.84	-107.84
Director Fees	1,225.00	800.00	425.00
Dues and subscriptions	1,248.00	116.00	1,132.00
Employee Insurance	2,900.11	-1,811.57	4,711.68
Fees - Permits/Certifications/Fines	5,437.00	575.00	4,862.00
Fuel	762.51	438.50	324.01
General Fund Expenses	528.39	529.74	-1.35
Lab Testing	4,983.00	5,108.00	-125.00
Legal and Professional Fees	5,290.00	4,000.00	1,290.00
Office Expense	427.76	87.18	340.58
Payroll Expenses	38,445.76	25,462.65	12,983.11
Postage and Freight	196.00	206.00	-10.00
Professional & special services	4,755.50	4,288.00	467.50
Repair & Maintenance	10,676.92	1,151.82	9,525.10
Supplies	13,486.37	3,145.83	10,340.54
Telephone Expense	1,676.01	788.87	887.14
Tuition	938.00	443.08	494.92
Uniforms		561.90	-561.90
Utilities	6,907.87	5,446.50	1,461.37
Total Expenses	\$100,357.37	\$52,492.49	\$47,864.88
NET OPERATING INCOME	\$ -32,109.52	\$12,822.80	\$ -44,932.32
Other Income			
Property Taxes - Curr Sec.	1,242.26		1,242.26

	TOTAL		
	DEC 2017	NOV 2017 (PP)	CHANGE
Property Taxes - Curr Unsec.	2.52		2.52
Property Taxes - Suppl Assmt.	4.67		4.67
Total Other Income	\$1,249.45	\$0.00	\$1,249.45
NET OTHER INCOME	\$1,249.45	\$0.00	\$1,249.45
NET INCOME	\$ -30,860.07	\$12,822.80	\$ -43,682.87

Seeley County Water District

BALANCE SHEET

As of December 31, 2017

LAST Calendar QTR Reconciled

	TOTAL		
	AS OF DEC 31, 2017	AS OF OCT 31, 2017 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
Cash - A/C 7053000	0.00	0.00	0.00
Cash with County	0.00	0.00	0.00
Deposits with others	0.00	0.00	0.00
Dumper Checking Acct #27754	167,506.02	149,036.49	18,469.53
General Checking-Union Bank	206,984.45	268,783.63	-61,799.18
Natural Disaster Fund - Certificate of Deposit	0.00	0.00	0.00
Petty Cash - Change Box	500.00	500.00	0.00
Total Bank Accounts	\$374,990.47	\$418,320.12	\$ -43,329.65
Accounts Receivable			
1400 Accounts Receivable	0.00	0.00	0.00
1410 Allowance for Uncollectible	-15,200.00	-15,200.00	0.00
Total Accounts Receivable	\$ -15,200.00	\$ -15,200.00	\$0.00
Other Current Assets			
Other Rec - Interest	0.00	0.00	0.00
Payroll Corrections	0.00	0.00	0.00
Payroll Refunds	26.22	26.22	0.00
Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	\$26.22	\$26.22	\$0.00
Total Current Assets	\$359,816.69	\$403,146.34	\$ -43,329.65
Fixed Assets			
Accumulated Depreciation	-3,638,793.00	-3,638,793.00	0.00
Chevrolet Silverado 2014	37,738.93	37,738.93	0.00
Computer Panel - Water Plant	12,882.61	12,882.61	0.00
Construction in progress-asset (Water)	808,215.66	779,150.66	29,065.00
Equipment	273,599.28	273,599.28	0.00
Furniture & Fixtures	4,524.53	4,524.53	0.00
Harben trailer Jet, Model E180 (Water)	47,826.12	47,826.12	0.00
Lift Station Aerator	1,985.00	1,985.00	0.00
Other - Fencing	18,712.00	18,712.00	0.00
Other - Fire protection	40,662.00	40,662.00	0.00
Sewer - equipment	88,676.27	88,676.27	0.00
Sewer - Misc.	18,443.00	18,443.00	0.00
Sewer - Mt. Signal Lift	1,239,288.76	1,239,288.76	0.00
Sewer - Office equipment	3,681.00	3,681.00	0.00
Sewer - Plant	771,654.00	771,654.00	0.00
Sewer - Reclam. Fac. Improv	0.00	0.00	0.00
Sewer - Structure & improv.	8,643.00	8,643.00	0.00
Sewer - Vehicles	14,035.33	14,035.33	0.00
Sewer Project	677,682.35	677,682.35	0.00

	TOTAL		
	AS OF DEC 31, 2017	AS OF OCT 31, 2017 (PP)	CHANGE
Waste Effluent Station Pump	7,605.15	7,605.15	0.00
Water - Dist. System Improv.	1,700,000.00	1,700,000.00	0.00
Water - Equipment	108,525.59	108,525.59	0.00
Water - Grant Proj.	2,090,459.00	2,090,459.00	0.00
Water - Improvements	49,676.63	49,676.63	0.00
Water - Office equipment	6,320.43	6,320.43	0.00
Water - Plant	857,425.82	857,425.82	0.00
Water - TTHM System improv.	2,007,748.39	2,007,748.39	0.00
Water - Vehicles	55,048.33	55,048.33	0.00
Water Plant - Land	125,346.50	125,346.50	0.00
Water Valve	1,497.43	1,497.43	0.00
Total Fixed Assets	\$7,439,110.11	\$7,410,045.11	\$29,065.00
Other Assets			
Other OPS-Equipment-New Assets	0.00	0.00	0.00
Principal Financial Group - Stock	15,734.40	15,734.40	0.00
Total Other Assets	\$15,734.40	\$15,734.40	\$0.00
TOTAL ASSETS	\$7,814,661.20	\$7,828,925.85	\$ -14,264.65
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
A/P - Accounts Payable	0.00	0.00	0.00
Deposits from Others	26,668.18	26,468.18	200.00
Direct Deposit Payable	0.00	0.00	0.00
Other A.P. - A/P	0.00	0.00	0.00
Other pay. - A/P	0.00	0.00	0.00
Payable to County of Imperial	0.00	0.00	0.00
Payroll Liabilities	10,871.23	7,298.61	3,572.62
Vacation and Sick Pay Accrual	16,573.97	16,573.97	0.00
Total Other Current Liabilities	\$54,113.38	\$50,340.76	\$3,772.62
Total Current Liabilities	\$54,113.38	\$50,340.76	\$3,772.62
Long-Term Liabilities			
Contract Payable	0.00	0.00	0.00
Loan Pay. USDA	-295.26	-295.26	0.00
Loan Payable - USDA	161,769.05	161,769.05	0.00
Note Payable - Smith	0.00	0.00	0.00
Total Long-Term Liabilities	\$161,473.79	\$161,473.79	\$0.00
Total Liabilities	\$215,587.17	\$211,814.55	\$3,772.62
Equity			
Net Assets	7,572,657.90	7,572,657.90	0.00
Net Income	26,416.13	44,453.40	-18,037.27
Total Equity	\$7,599,074.03	\$7,617,111.30	\$ -18,037.27
TOTAL LIABILITIES AND EQUITY	\$7,814,661.20	\$7,828,925.85	\$ -14,264.65



Regular Board Meeting: January 15, 2018
 Monthly Approved vs Spent Report for: **DECEMBER**
 Clerical and Administration Department:

Board President: Patrick Harris
 Board Members: Jason Grima, Victor Ibarra, Keith Baird, Esteban Jaramillo

1) Board Approved Monthly Routine Office Supplies: **\$750.00** [**\$392** for stamps alone]. [**\$47.10** for Sparkletts Water].

DATE:	Vendor:	Amount Spent:	Budget:	Item:	Board Meeting Date:	Description:	Notes:
12/28/2017	US Postal	\$196.00		11	12/11/2017	Routine Monthly Office Supplies	US postal stamps for billing
12/6/2017	Sparkletts	\$50.77		11	12/11/2017	Routine Monthly Office Supplies	Drinking Water
		\$246.77					
							\$ 503.23

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

DATE:	Vendor:	Amount Spent:	EF	Description:	Reason
11/26/2017	Staples	\$256.90	Dec	Other Office Supplies	Other office supplies: incline sorter, ergonomic keyboard, rolodex, desktop organizer, dry-erase board, desk tray and 5 drawer hanging file cart
11/27/2017	Staples	\$156.75	Dec	Other Office Supplies	Other office supplies: purell, post it, multipurpose storage, 3 tier desk shelf, incline sorter

	\$413.65	86.35			
	660.42	589.50			
SPENT	BUDGET	REMAINING			
\$660.42	\$750.00	-\$89.58			
\$413.65	\$500.00	-\$86.35			
<u>\$1,074.07</u>	<u>1,250.00</u>	<u>-\$175.93</u>			

TOTAL SPENDING: \$881.37
 BUDGET: (routine + emergency funds) \$1,250.00
 REMAINING CREDIT: **\$373.82**

1) Total Board Monthly approved routine office supplies (including postage/stamps)
 3) Total Monthly Emergency Funds:

Item 5b

SEELEY COUNTY WATER DISTRICT

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Telephone: 760.352.6612 Facsimile: 760.352.0589



Board President: Patrick Harris

Board Members: Jason Grima, Keith Baird, Esteban Jaramillo

GENERAL MANAGER REPORT

FOR SCWD BOARD MEETING

For: Regular Board Meeting

Date: January 15, 2018

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

Accomplished Tasks/Events

1/10 – If anyone knows of an interested candidate to fill the vacant seat of Director, please extend the invitation. Application in on the webpage or they may come into the office and pick one up.

1/12 – **The 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 will require revisions effective January 2018.**

A workshop to present and answer questions regarding the Enhanced Joint Monitoring Program will be held on January 31st, Wednesday from 3pm to 5pm at the Public Training room located at 935 Broadway St, El Centro. (Agenda Item#24)

c/E 12/18 - Kimley-Horn Update: Randall, was able to speak with the surveyor. They were plan on-site January 4th-5th and will be back possibly for a final visit around the middle or end of January to pick up any spots they may have missed in the base file. Kimley-Horn is anticipating a complete digital base file to begin their initial concept design work on by the end of January or Mid-February

12/29 - (DAC) County Grant 335K: *Grant funding has been approved. These are the project studies SCWD pursued: Water Distribution System Study, WWTP Collection System Study, and Sewer and Water Master Plan. **1/10- Update:** Info from Mr. Rogers (Hazen and Sawyer) According to the last minutes of the CVRWGMG, the State is in the process of finalizing the contract.*

5b

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Board Members: Jason Grima, Keith Baird, Esteban Jaramillo

1/8 - Meeting - January 8, 2018. Time: 9am. Hazen and Sawyer Overview of Prop 1 IRWM DAC Initiative Planning Grant Projects and how SCWD may be helped.

Hazen can offer services in preparing applications for funding, assistance revising the DAC funding agreement, performing design work on the treatment plant improvements, and coordination with State and IRWM. Additionally, Hazen has staff regionally and nationally that have experience with implementing Biolac treatment systems. They also have regional and national wastewater treatment experts to examine the treatment process to avoid stranded assets at the plant and reach permit requirements. Furthermore, regarding the new river, if Seeley were treating to effluent to where it could be land applied, habitat could be created within the river. Mr. Rogers to see, what if he can come up with funding options. He will also reach out to his contacts at the State to see if they have recommendations. He will be getting back to me. (Email sent for some prospective dates to meet together with the Holt Group)

c/E

12/20 – Water Boards Leadership Institute: Employees to attend, Aaron Garcia, Gustavo Pantoja, Nadia Rosas, Nancy Obeso and Miriam Rosales (comparable programs include San Diego Leadership Institute, Rural Community Leadership Program and the Ford Institute Leadership Program). This program strengthens community leadership by teaching skills and tools to be more intentional, effective and energized leaders and by building a network of other leaders in your area.

- c **12/11 –Mr. Ibarra** – Resigned as of December 11, 2017. Notice of Board Vacancy Posted at the Post Office, webpage and newspaper (The Desert Review) Newspaper ad ran the open vacancy for (1) week.

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.

- c **12/7 – IID Local Entity release of funds update.** 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.

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

- c **12/21** – 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

12/19 – Kimley-Horn will start on Master Plan and Construction phases of the project, the first IID Local Entity disbursement of \$75,000 is enough to cover this phase. Surveyor visited the park to start digital base file to begin initial concept design work mid-January.

1/5 – TTHM Water Improvement Project continues, email updates to all board members and key staff. A&R Construction came to SCWD on Monday January 8, 2018 to conduct testing, electrical work, and painting. A&R is on schedule to complete construction by the end of the following week.

- c/E **1/9** – The Holt Group submitted their first “Payment Request” to USDA. USDA to will deposit into the capital improvement account, by end of this week, there was a delay due to different account number.

1/10 – Board Member Training: Aside from the February 4-7 dates, there are two other training dates available. 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?” Please note, regular attendee fee is **\$650**, for February date only, there is a discount at the rate of **\$250**

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c/E 1/10- RDA Oversight Board/Special District (Information Meeting): Lafco to further discuss a Special District Selection Committee formation and appointment of Special District official from each District.

Letter from LAFCo

On July 1, 2018, some 400-redevelopment agency (RDA) oversight boards will be consolidated into one oversight board in each county.

So why is this important to you or why should you care?

Well, when this happens, each county's Special Districts Selection Committee will be granted the authority to appoint one member, representing the special districts, to this board.

Again, why should you concern yourself with this?

First, if the special districts in this county (collectively) do not make an appointment, then the Governor will make that appointment. The Special District Association has strongly urged that the special districts make the appointment and not let it default to the governor.

Second, for the special districts in this county to make the appointment, a Special District Selection Committee needs to be formed. Since the special districts in Imperial County have never been represented on LAFCO, no such committee to our knowledge has ever been constituted.

A Special District Selection Committee is formed by having one member from each special district which shall be the "presiding officer from each of the independent special districts" located in the county.

As the Executive Officer to LAFCO, it is my responsibility to call for and give notice of such a Special District Selection Committee meeting. During that meeting the representatives attending the meeting may make the appointment to the RDA oversight board.

At that time LAFCO would also like to discuss with your representative the possibility of having special districts be seated on the LAFCO Commission.

**c/E 1/3 – Notice of Hearing – Service Area Plan (SAP)
When: January 25, 2017, THURSDAY
Where: 1275 Main Street, (El Centro City Council Chambers)
Time: 8:30 am**

Payroll Summary Report**Dec 01, 2017**

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
12/01/2017	Garcia, Jr., Aaron	\$1,493.28	80.00
12/01/2017	McHone, Allen A.	\$388.31	37.85
12/01/2017	Medrano, Jonan	\$373.93	30.33
12/01/2017	Obeso, Nancy L.	\$972.71	80.42
12/01/2017	Pantoja, Gustavo	\$1,311.89	80.00
12/01/2017	Ramirez, Amado	\$1,005.80	81.22
12/01/2017	Rosales, Miriam A.	\$1,597.70	80.00
12/01/2017	Rosas, Nadia	\$828.47	73.81
12/01/2017	Thornburg, Gary L.	\$1,172.40	80.55
	Totals	\$9,144.49	624.18

Payroll Summary Report

Dec 29, 2017

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
12/29/2017	Garcia, Jr., Aaron	\$1,521.44	80.00
12/29/2017	McHone, Allen A.	\$533.35	52.15
12/29/2017	Medrano, Jonan	\$725.13	67.07
12/29/2017	Obeso, Nancy L.	\$956.43	77.09
12/29/2017	Pantoja, Gustavo	\$1,338.76	80.00
12/29/2017	Ramirez, Amado	\$981.25	77.41
12/29/2017	Rosales, Miriam A.	\$1,632.76	80.00
12/29/2017	Rosas, Nadia	\$867.45	75.53
12/29/2017	Thornburg, Gary L.	\$1,140.73	76.35
	Totals	\$9,697.30	665.60

January 15, 2018

VENDOR	AMOUNT	PURPOSE
Patrick Harris	\$600.00	Regular Board Meeting: \$100 12/11/17; Pre-Approved 4 Admin Days @ 12/11/17 BM (12/18 Mr. Woo Financial Mtg \$100); 1/8 Prop 1 Hazen Mtg \$100, 1/10 CSDA Mtg \$100, 1/10 Lafco RDA mtg \$100
Jason Grima	\$100.00	Regular Board Meeting: \$100 12/11/17;
Keith Baird	\$300.00	Regular Board Meeting: \$100 12/11/17; 1/8 Prop 1 Hazen Mtg \$100, 1/10 CSDA Mtg \$100
Esteban Jaramillo	\$100.00	Regular Board Meeting: \$100 12/11/17;
Dennis H. Morita	\$725.00	Invoice 2147 11/1, 11/7, 11/13, 11/15, 11/16, 11/28, 11/29, 11/30, 11/30
US Postal Service	\$196.00	Four (4) rolls of stamps for Postal Service #January
John H Kemp, JHK Consulting	\$4,000.00	Invoice for Water/Waste Invoice Date 12/6/17; Water 12/10/17-1/9/2018 \$2000, Waste 12/10/17-1/9/2018 \$2000
ATS Laboratories	\$3,424.00	Inv. 19645 12/7 \$272, 19644 12/7 \$300, 19775 12/15 \$272, 9148 1/3/18 \$2580
ATS Laboratories	\$922.00	Inv 19646 12/7 \$232, 19718 12/14 \$95, 19776 12/15 \$250, 19777 12/15 \$150, 19794 12/19 \$130, 19828 12/21 \$65
Applied Water Science Solutions	\$150.00	Invoice #297 12/7 Job # Sly. '17 BCK Nov 2017
Dig Alert	\$16.60	Invoice 1220170643 Member Code: SEC01 (dig alert tickets) \$6.60 (monthly database maintenance fee) \$10.00
George Woo, CPA	\$500.00	12/14/17 statement for Professional Services (final 2nd progress for audit of financial statements fiscal yr ended 6/30/17)
Greg Bentley Electric	\$2,963.70	Invoice 2017157 12/14 (troubleshoot influent lift station wastewater)
Lowes	\$17.44	Acct 9800 640995 1 (concrete mix-supplies) repair of loose post no longer in cement
The Holt Group	\$45,000.00	Invoice No 17-11-010 Re: Prof. Engineering Services for Water Pipeline Improvement Project (distribution) THG Project No. 1186-011
Image Source	\$50.41	Invoice AR701970 1/7 Acct#28 (1/7-2/6) (supply fulfillment fee, contract base rate)
HACH	\$1,172.98	Invoice ??? P.O.#12.12.17.HACH.LAG Order #314904239 (Approved 12.11.17#25)
H2O Water Treatment Services	\$225.00	Invoice 1236 Backflow testing for Carl Meyer, Apt 308/149
O'Reilly	\$9.69	Invoice 2687-111570 1/4 PO 010418 Truck #5 light repair
O'Reilly	\$7.75	Invoice 2687-111569 1/4 PO 010518 Truck #5 back up light repair
Union Bank	\$166.99	Account#8195 Statement 11/28-12/28 . Amazon \$68.92, Amazon \$105.84 (gloves)
Union Bank	\$354.33	Account#8203 Statement 11/28-12/28; [11/29 MyFax \$10, 12/4 Intuit Payroll \$52.50, 12/18 QB online \$66] Total \$127.50 WWD Dues/Subscriptions, [Approved 1/13/17#16- Aldi \$15.43, Lowes -party favors \$225] Total 240.43 WWD Employee Appreciation (minus interest credit \$13.60)
USA BlueBook	\$254.71	Invoice 448813 Cust No. 69946 SJE (Mech float switch 50' Cvl megamaster Intern weighted) (Approved 12/11/17#33, 37) & Emergency Fund
USA BlueBook	\$118.70	Invoice 442231 Cust No. 69946 12/13 (buffer pack) (DecEF)
USA BlueBook	\$1,633.22	Invoice 441002 Cust. No 69946 12/12/2017 (Approved 12/11/17#33,37) & Emergency Fund
Republic Services	\$89.13	Invoice 0467-001492420 Acct3-0467-0014051 (Dumper Station (One (1) 2 cu yd container) 1 lift per wk JANUARY)
State Water Resources Control Board	\$2,694.00	Invoice SM-1014073 water system fees for 7/1/17-6/30/18. (community water system)
Sellers Petroleum	\$358.69	Invoice # CL93523-in Acct 6677 12/31/17 (card total miles: 121.093)
State Water Resources Control Board	\$1,419.50	Invoice No EW-1012804 12/8 (water system enforcement fees/activities 8.5hrs)
Romtec Utilities	\$455.20	Invoice SO239-IN Cust#MSCA218 (check valve discs/flapper qty 2) Approved 12/11/17#24)
Walker and Driskill PLC	\$125.00	Invoice 8447 12/1/17 draft audit letter to George Woo
Wes Tech	\$4,007.59	Invoice 65817 12/29/17 Acct SEE000 screen gaskets (10/25/17#4A)

*A&R Construction	\$73,815.00	Invoice 1579 10/31 Job#2017-77 (TTHM removal contract \$253,000) to be paid from USDA 335k Grant capital improvement account
*The Holt Group	\$4,000.00	Invoice No 17-11-013 Re: Water Treatment Plant TTHM Improvement, THG Project No 1186.007 To be paid from USDA 335k Grant capital improvement account
Nancy Obeso	\$77.58	Reimbursement 12/11, 12/14, 12/18, 12/22, 12/28, 1/4/18, 1/9/18, 1/11/18 trip t/bank & bookkeeper
Total		
	\$150,050.21	

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

Above demands approved by the Board at the January 15, 2018

Patrick Harris, President of the Board

Administrative General Manager Secretary of the Board

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Board President: Patrick Harris

Board Members: Jason Grima, Keith Baird, Victor Ibarra, Esteban Jaramillo

1/10/2017

Accomplished Tasks:

- Routine system operations and maintenance
 - WWTP Clemson ponds receive CuSO₄ dosages two times weekly
 - Dead ends in distribution system continue to receive weekly flushing
- 5 backflow devices pending otherwise all backflows have been tested and repaired
- Clarifier media was removed, issues with air scour were addressed, media was cleaned and put back into clarifier. Retainer screens are ready for installation during the week of 1/15/2018
- Alleys are being cleaned on a continuous basis
- 17 water meters are verified frozen and needing replacement (quote for more meters on agenda)
- 1 leaking curb stop replaced
- School lead testing samples collected and analyzed. Results received. Must hold for 60 days prior to release to school
- 53% of city manholes cleaned of debris. With the exception of a few manholes most appear to be in good condition
- 77% of distribution system valves have been exercised
- Preparing to start city wide hydrant flushing/exercising program

December 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>
12.5.17	-----	-----	Pass	Pending Lab	Pending Lab	Pending Lab	ND
12.6.17	18.5	11.50	-----				
12.11.17	-----	-----	Pass				
12.13.17	24.80	14.4	-----				
12.18.17	-----	-----	Pass				
12.20.17	15.4	23.4	-----				
12.27.17	-----	-----	Pass				
12.27.17	14.6	22.3	Pass				

December Water/Distribution Lab Results

No violations

Item #6a

December Monthly Spending Report
 Operations and Maintenance Department

Date	Vendor	Amount Spent	Item Description	Reason
12.05.2017	Lowe's	17.45	Concrete	Post repairs
12.12.2017	Hach	1093.39	ph probe/DO sensor	Spares, replacement, maintenance
12.12.2017	Usa Bluebook	1862.28	NTU analyzer replacement & accessories, cl2 reagent, chart recorder paper, 3 float switches	Equipment replacement
12.12.2017	Amazon	\$174.76	Gloves	Hygiene/Safety
12.12.2017	Romtec	\$455.20	Check Valves	Inf. Pump station maintenance
12.13.2017	Usa Bluebook	\$115.49	pH Buffer	probe calibrations
12.27.2017	Amazon	\$86.68	D.I. Water	Lab Supplies
12.21.2017	USA Bluebook	254.71	Various	Calibration kits, chart paper, more

\$649.09 of \$2000 Emergency Funds Spent
 \$3410.87 Board Approved Funds Spent
 \$4,059.87 total money spent

December 2017(Dumpers) Total Gallon Per Month

Manzanos Harvesting Inc.,	500	\$45.00
Alpha Site Logistics	52,000	4,680.00
Diamond Enironmental	5,400	\$486.00
El Don	2,000	\$180.00
Galeekos Inc,	1,200	\$108.00
J & H Rent-A-Can	18,800	\$1,692.00
JosMar Packing, Inc.	600	\$54.00
Loris Sanitation Services	18,400	\$1,656.00
Perc Water Corp,(Ancon)	10,000	\$900.00
Prime Ag. Services	4,000	\$360.00
QT Sanitation	8,400	\$756.00
Roto Rooter	18,000	\$1,620.00
RS Harvesting	1,000.00	\$90.00
S & S Harvesting	1,500.00	\$135.00
Sharp Sanitation	39,200	\$3,528.00
Star Sanitation	11,700	\$1,053.00
Glamis Rentals	1,500	\$135.00
Safety Harvest/Prime Sanitator	1,800	\$162.00
Perez&Ramirez	1,260	\$113.40
Total	197,260	\$17,753.40

item#6d

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Board President: Patrick Harris

Board Members: Jason Grima, Keith Baird, Victor Ibarra, Esteban Jaramillo

MINUTES OF REGULAR MEETING

Date: December 11, 2017, MONDAY

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

Time: 6:30 PM

1. Call to Order

a. Pledge of Allegiance

Pledge of Allegiance was led by Director Grima

b. Quorum - Roll Call

Director 1 Jason Grima

Director 2 Victor Ibarra - Absent

Director 3 Keith Baird

Director 4 Patrick Harris

Director 5 Esteban Jaramillo Absent/Late 6:35

Also Present:

Admin General Mgr. /Secretary of the Board Miriam Rosales, Maintenance Manager Aaron Garcia, Assistant Maintenance Manager Gustavo Pantoja, General Counsel Dennis Morita, Chief Operator John Kemp, Mike Morales, Teamster Representative. Juny Marmolejo, Todd Richardson, and Jack Holt. Other members of the Public Gustavo Pantoja, Nadia Rosas, Amado Ramirez, Nancy Obeso

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.

Director Grima made a motion to approve the Agenda. Seconded by Director Baird. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

3. Board Member Reports / Announcements.

No Board Member Reports

**DISCUSSION/ACTION CALENDAR
SECTION 1**

item 8

4. Discussion and Action to nominate and appoint Seeley County Water District Board President and Vice President for a term starting December 11, 2017, and ending on December 10, 2018.

Director Grima made a motion to nominate Mr. Harris as President; Seconded by Director Baird, the Board cast votes by voicing their vote. The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative. Ayes:

Directors Grima, Baird and Harris Noes- Absent: Director Ibarra, Jaramillo

Director 1	Jason Grima	Yes
Director 2	Victor Ibarra	Absent
Director 3	Keith Baird	Yes
Director 4	Esteban Jaramillo	Yes – absent/late
Director 5	Patrick Harris	Yes

Director Harris made a motion to nominate Director Grima as Vice President. Seconded by Director Baird, the Board cast votes by voicing their vote. The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative. Ayes: Directors Grima, Baird and Harris Noes- Absent:

Director Ibarra, Jaramillo

Director 1	Jason Grima	Yes
Director 2	Victor Ibarra	Absent
Director 3	Keith Baird	Yes
Director 4	Esteban Jaramillo	Yes – absent/late
Director 5	Patrick Harris	Yes

5. Discussion and Action to nominate and appoint Seeley County Water District Director to the seat vacated by Director Jaramillo, the term is a (4) four years starting December 11, 2017, and ending on December 10, 2021.

Director Baird made a motion to appoint Director Jaramillo (No applicants after notice of director seat on The Desert Review). Seconded by Director Grima. Discussion of the Board and Public followed the motion was taken to a roll call vote. The motion passed with all members voting in the affirmative. Ayes: Directors

Grima, Baird and Harris Noes- Absent: Director Ibarra, Jaramillo

Director 1	Jason Grima	Yes
Director 2	Victor Ibarra	Absent
Director 3	Keith Baird	Yes
Director 4	Esteban Jaramillo	Yes – absent/late
Director 5	Patrick Harris	Yes

6. Oath of Office and Certificate of Appointment for President and Vice President
Oath of Office taken and Certificate of appointment signed by all board members

7. Oath of Office and Certificate of Appointment for new Director
Director Jaramillo appointed by roll call vote to the formerly vacated Director Seat which ended November 30, 2017, Mr. Jaramillo submitted his intention to run for the Director Seat.

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.

No Public Comment

DISCUSSION CALENDAR

8. Engineer's Report: The Holt Group, Jack Holt and Juny Marmolejo
Waiting on piece of equipment to continue project for the Water Improvement Project Service Area Plan; the Holt Group to receive comments from LAFCo in December, they will share comments with staff.

CDBG submitted on time November 17, 2017;

Encroachment permit needed with IV Public Works Dept. for the water pipeline project; project estimate \$1,050,000.00.

SRF – Violations

Director Grima made a motion to approve Engineer's Report. Seconded by Director Baird. Discussion of the Board and Public followed the motion carried with all members voting in the affirmative.

9. Secretary Report

a. Financial Reports

b. Financial Audit Draft - Request for Directive from the Board to authorize AGM
For authority to sign letter of representation after review and comments are concluded and received. Directive to sign letter of representation.

c. Miscellaneous/Correspondence

d. Payroll summary

Director Grima made a motion to approve Secretary Report. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

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

d. Sensus meter readers and programming

Director Grima made a motion to approve Operator's Report. Aaron Garcia gave his Accomplished Monthly Report. Seconded by Director Baird. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

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)
Remove A&R Construction and The Holt Group invoice from demands list, this should be paid through the 355,000 TTHM Grant
- 12. Approval of Minutes: **REGULAR MEETING November 13, 2017**
- 13. Authorize 4 Administrative days for the President of the Board for the month of December 2017.
- 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** {Sparklets drinking water service **\$47.10**} [**\$392** for stamps alone].

Director Grima made a motion to approve all items 11 through 15 under the consent calendar. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

**DISCUSSION/ACTION CALENDAR
SECTION II**

16. Discussion/Action to approve **Resolution 12112017-01** of the Seeley County Water District Confirming Action approving Agreement with The Holt Group taken by the Board of Directors at its special meeting of October 25, 2017

Director Jaramillo made a motion to approve Resolution 12112017-01. Seconded by Director Baird. Discussion of the Board and Public followed. The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative.

**Ayes: Directors Grima, Jaramillo, Baird and Harris Noes- Absent:
Director Ibarra**

Director 1	Jason Grima	Yes
Director 2	Victor Ibarra	Absent
Director 3	Keith Baird	Yes
Director 4	Esteban Jaramillo	Yes
Director 5	Patrick Harris	Yes

17. Discussion/Action seeking approval of the board to accept Independent Auditor's Report from Mr. George Woo, CPA of the Financial Audit report for the fiscal year ended June 30, 2017

Director Harris made a motion to approve Mr Woo's Audit report. Seconded by Director Baird. Discussion of the Board and Public followed. The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative.

**Ayes: Directors Grima, Jaramillo, Baird and Harris Noes- Absent:
Director Ibarra**

Director 1	Jason Grima	Yes
Director 2	Victor Ibarra	Absent
Director 3	Keith Baird	Yes
Director 4	Esteban Jaramillo	Yes
Director 5	Patrick Harris	Yes

18. Discussion/Action of customer who paid for roto roter services for a plugged 4" line, customer is requesting reimbursement in the amount of \$76.50.

Director Grima made a motion to deny reimbursement to customer. Director Grima made a motion to deny reimbursement to customer. Seconded by Director Jaramillo.

"Customer sewer line; their laterals are their property up until the connection at our city sewer main". The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative. Ayes: Directors Grima, Jaramillo, Baird and

Harris Noes- Absent: Director Ibarra

Director 1	Jason Grima	Yes
Director 2	Victor Ibarra	Absent
Director 3	Keith Baird	Yes
Director 4	Esteban Jaramillo	Yes
Director 5	Patrick Harris	Yes

19. Discussion/Action to approve agreement with JHK (John H. Kemp) Consulting, Professional Services for (6) months, to be paid at \$25 per hour for services rendered. Agreement starting February 2018 and Ending August 2018.

Director Grima made a motion to approve JHK Consulting Agreement. Seconded by Director Baird. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

20. Discussion/Action to approve agreement with Pam Hammond Administrative Consulting, Professional Services for (6) months, to be paid at \$25 per hour for services rendered, (total paid up to date by the District \$600.92), Agreement starting January 2018 and Ending July 2018.

Director Grima made a motion to approve Pam Hammond Administrative Consulting Agreement. Seconded by Director Baird. Discussion of the Board and Public followed. The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative. Ayes: Directors Grima, Jaramillo, Baird and Harris Noes- Absent: Director Ibarra

Director 1	Jason Grima	Yes
Director 2	Victor Ibarra	Absent
Director 3	Keith Baird	Yes
Director 4	Esteban Jaramillo	Yes
Director 5	Patrick Harris	Yes

21. Discussion/Action seeking approval of the board for reimbursement to Aaron Garcia, for Grade III Wastewater Treatment Plant Operator examination fee. Total reimbursement not to exceed in the amount of \$350.00

Director Grima made a motion to approve agreement reimbursement to Aaron Garcia. Seconded by Director Baird. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

22. Discussion/Action seeking approval of the board for reimbursement to Aaron Garcia, for T3 Licensing Certificate. Total reimbursement not to exceed in the amount of \$90.00

Director Grima made a motion to approve agreement reimbursement to Aaron Garcia. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

23. Discussion/Action to approve increase of hourly pay by 2.5%, pursuant to the MOU for all hourly employees covered thereunder, effective retroactively December 1, 2017. **Director Harris made a motion to remove item. Seconded by Director Grima. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.**

24. Discussion/Action to approve the purchase from Romtec Utilities for a set of 2 flapper check valves for the influent pump station at the waste plant (*this expense may be added to the SRF application for reimbursement). Total purchase not to exceed in the amount of \$500

Director Baird made a motion to approve the purchase from Romtec. Seconded by Director Grima. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

25. Discussion/Action to approve the purchase of spare and replacement of PH Probes from HACH for the water and wastewater plant. Total not to exceed in the amount of \$1200.39

Director Baird made a motion to approve the purchase of spare PH probes from HACH. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

26. Discussion/Action to approve the purchase of Lifting assembly for influent lift station muffin monster removal at the wastewater, purchase from JWC environmental (*this expense may be added to the SRF application for reimbursement). Total not to exceed in the amount of \$1,200

Director Harris made a motion to table item 26, staff to get quotes for crane removal of muffin monster/or repair of lift station. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

27. Discussion/Action to approve replacement of turbidity meter current analyzer was lost due to water damage with USA Bluebook. Quote is for meter, calibration kit, and cuvettes. Also purchase of more chlorine test reagent. Total not to exceed in the amount of \$1,500.70

Director Baird made a motion to approve the replacement of turbidity meter from USA Bluebook. Seconded by Director Grima. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative

28. Discussion/Action to approve quotes from Applied Water Science Solutions for the repair of 3 backflow prevention devices that failed initial testing, quotes include parts and labor. Fee schedule below.

Item #A – Backflow located at wastewater plant, DCV 2” Wilkins, SN 1726233 \$707.85

Item #B – Backflow located at wastewater plant, RP 4” Ames, SN 1266569 \$451.52

Item #C – Backflow Located at wastewater plant, RP 1.5” Watts, SN A 02365 \$398.25

Item #D - Backflow Located at Potable Water Plant, DCV 1# Febco, SN A47316 \$507.85

Total proposed amount not to exceed in the amount of \$2,065.47

Director Grima made a motion to approve Items B & C from fee schedule. Seconded by Director Baird. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

29. Discussion/Action seeking approval of the board to pay Liquivision Technology for cleaning and inspection of tank #1 and #2. Additional cost in invoice (doubled) vs. contract as that the job took 2 days to complete due to additional sand/plastic chips removal (amount of \$4600 previously approved at the Sept 11th Board Meeting). Total not to exceed in the amount of \$4,150.00

Director Grima made a motion to approve Item 29. Seconded by Director Baird. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

30. Discussion/Action seeking approval of the board to accept quote from LiquiVision Technology for Removal of 18" accumulated sediment from the floor of the west tank. The effluent will be disposed of at the districts direction. A final and comprehensive inspection will be performed documenting the conditions of the entire structure and recorded on DVD. Other conditions that may affect the cost of the quote are the following points.

- Charges for time delays due to incorrect information provided by SCWD **\$200** per hour. (*how much sediment there is or if unforeseen repairs are needed*)
- For coating repair in steel tanks LiquiVision charges **\$550** per hour and **\$35** per tube of Manus or epoxy.
- If dechlorination is required SCWD will be charged at **\$15** per hour
- If Filtration is required SCWD will be charged at **\$200** per bag. Unless specified LVT does not remove the bags they become the district's responsibility to dispose of.

Total cost of the removal may exceed the amount quoted of **\$5000.00** if conditions pointed above, apply during the inspection of the west tank.

Director Baird made a motion to turn down the quote. Seconded by Director Grima. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

31. Discussion/Action to approve the purchase from JWC Environmental for a replacement cutter cartridge for muffin monster grinder at influent lift station repair project, life expectancy 3-5 years. Total price not to exceed in the amount of **\$12,277**

Director Harris made a motion to scratch item 31, the board so directs to research more on this item. Seconded by Director Grima. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

32. Discussion and Action seeking board approval to pursue the purchase of a new work truck or used truck, total amount received from insurance co. \$8784.38, this is the value for totaled 2006 Chevy Colorado, the board previously approved the purchase price of \$25,513 for a used 2017 Chevy Colorado with (1) year warranty. However dealer did not include doc fee, sales tax, DMV fees, smog abatement fee, CA tire fee, and electronic filing fee. Total out the door purchase price including all the fees not to exceed in the amount of **\$27,681.38**, a difference of **\$1886.00** dollars more.

Director Baird made a motion to table item 32, staff directed to research into making monthly payments instead of cash purchase, the current purchase price of the 2017 Chevy Colorado is in the amount of \$27,681.38. Seconded by Director Grima. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

33. Discussion/Action to approve the purchase of 3 float switches for influent lift station repair project from USA Bluebook Total not to exceed in the amount of **\$400.00**
Director Baird made a motion to approve Item 33. Seconded by Director Grima. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

CLOSED SESSION:

34. Conference with Real Property Negotiators
Property: 1826 W. Park Street, and Parcel Number 051-192-001
Agency Negotiator: District Legal Counsel
Negotiating Parties: County of Imperial, Ms. Robin Hodgkin's Interim, and CEO.
Under Negotiation: Price and Terms of Lapsed Lease Agreement and related issue
35. Conference with Labor Negotiators (54957.6)
Agency designated representatives: Directors Baird, and Director Harris
Employee organization: Teamsters
36. Conference with Labor Negotiators (54957.6)
Agency designated representatives: Directors Baird, Grima, Jaramillo and Harris
Unrepresentative employee: Gustavo Pantoja, Assist Mgr.; Aaron Garcia, Ops Mgr.;
Miriam Rosales, AGM

OTHER ITEMS

Nothing to report out of closed session.

Director Grima made a motion to adjourn. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

Next regular meeting: MONDAY, January 15, 2018 at 9:30 P.M.

Board President

Secretary



Shopping Cart

	Price	Quantity
--	-------	----------

\$16.07

6

**Diamond Gloves Black Advance Nitrile Examination Powder-Free
Gloves, 6.3 mil, Heavy Duty, X-Large, 100 Count** by Diamond Gloves



In Stock

Eligible for FREE Shipping

This is a gift [Learn more](#)

Delete

[Save for later](#)

\$12.28

6

**Diamond Gloves Black Advance Nitrile Examination Powder-Free
Gloves, Heavy Duty, Large, 100 Count** by Diamond Gloves



In Stock

Eligible for FREE Shipping

This is a gift [Learn more](#)

Delete

[Save for later](#)

Subtotal (12 items): \$170.10

Item 12

Shopping cart

PROVIDER
ENTRADA HT
235 /70 R16 106T SL RBL

Item #12132 4.4

📍 MY STORE INVENTORY

3 in stock
2010 N Imperial Ave
El Centro, CA 92243

EACH	QTY	PRICE
\$80.00	<input type="text" value="2"/>	\$160.00

remove

check inventory
at nearby stores

show fee details

subtotal **\$47.50**

<input type="checkbox"/> Certificates	\$12.10	0	\$0.00
---------------------------------------	---------	---	--------

👉 \$30 Mail in Rebate when you buy 4 Good Rated tires with your America'sview
Tire credit card details

Item Subtotal **\$207.50**

ORDER SUMMARY

Cart Subtotal	\$207.50
Estimated Tax (92243)	\$13.69

TRUCK #4
F150
TIRES

Total \$221.19

Item 13



Open until 9PM!
El Centro Lowe's

Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Secure Checkout

1 Review & Pay

Review and Pay

Cart Summary

Products in Cart Unit Price Quantity Total

Store Pickup at LOWE'S OF EL CENTRO, CA

Valspar Ultra 4000 High Hide White Semi-gloss
Item #: 447522 | Model #: 007.0447522.008

Available by: Estimated 01/10/2018

Available by: Estimated 01/10/2018

Available by: Estimated 01/10/2018

Special Fees

CA PAINTCARE RECOVERY FEE \$1.60 2 \$3.20

(Common, 2-in x 4-in x 8-ft, Actual: 1.5-in x ... Item #: 330568 | Model #: 495641

Available by: Estimated 01/10/2018

Available by: Estimated 01/10/2018

Available by: Estimated 01/10/2018

Special Fees

CA LUMBER FEE \$0.04 2 \$0.07

Severe Weather Natural Cedar Fence Picket (Com... Item #: 430921 | Model #: 750932802851

Available by: Estimated 01/10/2018

Available by: Estimated 01/10/2018

Available by: Estimated 01/10/2018

Special Fees

CA LUMBER FEE \$0.03 4 \$0.11

11 1-Gallon Honey Mesquite Feature Tree (L14... Item #: 376315 | Model #: NURSERY

Available by: Estimated 01/10/2018

Item 14

Available by: Estimated 01/10/2018

Available by: Estimated 01/10/2018

Billing Summary

Subtotal	\$260.96
Store Pickup	FREE
Estimated Tax	\$21.52
Balance Due	\$282.48

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Open until 9PM!
El Centro Lowe's

Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Shopping Cart

Your purchase is always

Lowe's Of El Centro, CA | [Change Store >](#)

2053 North Imperial Avenue, El Centro, CA 92243

Print

Products in Cart	Select a Delivery Method	Quantity	Unit Price	Total
 <p>Blue Hawk 20-ft Black Plastic Landscape Edging Roll Item #:303969 Model #:BH-ND-20</p>	<p>Store Pickup Available for pickup today.</p>	4	\$14.98	\$59.92
	<p>Lowe's Truck Delivery You'll be contacted to arrange your delivery</p>			
	<p>Parcel Shipping Sent by carriers like UPS, FedEx, USPS, etc.</p>			
 <p>Blue Hawk 3-Pack 9-in Plastic Edging Stake Item #:17751 Model #:BH-PS-R3</p>	<p>Store Pickup Available for pickup today.</p>	10	\$2.48	\$24.80
	<p>Lowe's Truck Delivery You'll be contacted to arrange your delivery</p>			
	<p>Parcel Shipping Sent by carriers like UPS, FedEx, USPS, etc.</p>			

Cart Summary

**5% OFF
EVERY DAY**

OR

**6 MONTHS
SPECIAL FINANCING****
\$299 minimum purchase



[Get Details >](#)

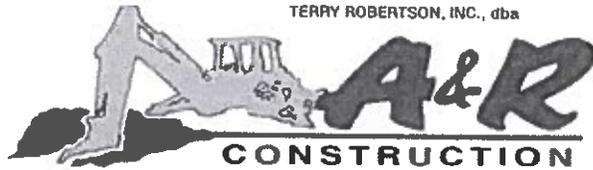
Promotion Code

Subtotal	\$84.72
Estimated Sales Tax	\$6.99
Estimated Total	\$91.71

Items may remain in your cart for up to 30 days.

Need Help?
Call 1-800-445-6937

Products & Sales
Call 1-877-GO-LOWES



TERRY ROBERTSON, INC., dba

CONSTRUCTION

LICENSE NO. 787760

OFFICE (760) 344-4653 • FAX (760) 344-4146
1631 RIVER DRIVE • BRAWLEY, CA 92227-1747

CONTRACT INVOICE

TO: Seeley County Water District
P.O. BOX 161
Seeley CA 92273

Invoice#: 1579-2
Invoice Date: 01/10/2018
Due Date: 02/09/2018
Phase# 0

Description	Amount
Unitary Billing# 2	175,300.00

Notes:

JOB# 2017-77

JOB NAME: Seeley County Water District

JOB LOCATION: Seeley Water Plant

JOB DESCRIPTION: TTHM Removal

CONTRACT: \$253,000.00

Non-Taxable Amount:	175,300.00
Taxable Amount:	0.00
Sales Tax:	0.00
Retention:	8,765.00
Amount Due:	166,535.00

Please Pay This Amount

\$166,535.00

A service charge of 0.00 % per annum will be charged on all amounts overdue on regular statement dates.

*Please make check payable to Terry Robertson, Inc. dba: A&R Construction
Thank You for your prompt payment!*

Item 16

TERRY ROBERTSON, INC., dba



LICENSE NO. 787760

OFFICE (760) 344-4653 • FAX (760) 344-4146
1631 RIVER DRIVE • BRAWLEY, CA 92227-1747

Unit Billing

Application: 2

Period: 01/10/2018

Owner: Seeley County Water District
P.O. BOX 161
Seeley CA 92273

Job Description: Seeley County Water District
P.O. BOX 161
Seeley CA 92273

Application For Payment On Contract

Contract Sum to Date	253,000.00
Net Change by Change Orders	0.00
Total Complete to Date	253,000.00
Total Retained	12,650.00
Total Earned Less Retained	240,350.00
Less Previous Billings	73,815.00
Current Payment Due	166,535.00
Balance on Contract	0.00

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor: Ryne Plunkett Date: 01/10/18

Terms: Invoices are due and payable 30DY from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per anum. Please make checks payable to: Terry Robertson, Inc. dba:

Thank you for your prompt payment.

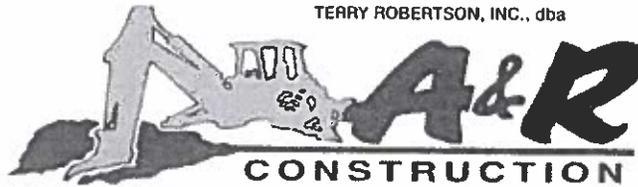
Unit Billing

Application: 2

Period: 01/10/2018

Schedule of Work Completed

Bid Item Description	Price/Unit	Contract Plus Changes	Previous Units Billed	Current Units Complete	Total Units Complete	Previous Value	Current Value	Total Value	Retained
1 Mobilization	20,000.00	20,000.00	0.75	0.25	1.00	15,000.00	5,000.00	20,000.00	1,000.00
2 12 X 8 Hot Tap &	5,000.00	5,000.00	1.00		1.00	5,000.00		5,000.00	250.00
3 Skid Mounted Pu	75,000.00	75,000.00		1.00	1.00		75,000.00	75,000.00	3,750.00
4 Electrical Control	15,000.00	15,000.00		1.00	1.00		15,000.00	15,000.00	750.00
5 8" C900 Dr-18	100.00	2,000.00	20.00		20.00	2,000.00		2,000.00	100.00
6 6" C900 Dr-18	65.00	28,600.00	440.00		440.00	28,600.00		28,600.00	1,430.00
7 3" Sch 80 burried	25.00	3,000.00	120.00		120.00	3,000.00		3,000.00	150.00
8 3" above ground	4,000.00	24,000.00		6.00	6.00		24,000.00	24,000.00	1,200.00
9 1" Sprayheads	200.00	1,200.00		6.00	6.00		1,200.00	1,200.00	60.00
10 6" Rw GV's	1,500.00	9,000.00	6.00		6.00	9,000.00		9,000.00	450.00
11 Cincinnati Fans &	10,100.00	20,200.00	1.00	1.00	2.00	10,100.00	10,100.00	20,200.00	1,010.00
12 Electrical	50,000.00	50,000.00	0.10	0.90	1.00	5,000.00	45,000.00	50,000.00	2,500.00
Totals:		253,000.00	588.85	16.15	605.00	77,700.00	175,300.00	253,000.00	12,650.00



TERRY ROBERTSON, INC., dba

OFFICE (760) 344-4653 • FAX (760) 344-4146
1631 RIVER DRIVE • BRAWLEY, CA 92227-1747

CONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT
California Civil Code Section 8132

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. YOU SHOULD NOT RELY ON THIS DOCUMENT UNLESS YOU ARE SATISFIED THAT THE CLAIMANT HAS RECEIVED A PAYMENT.

IDENTIFYING INFORMATION:

Name of Claimant: Terry Robertson, Inc. dba: A&R Construction

Name of Customer: Seeley County Water District

Job Location: _____

Owner: Seeley County Water District

Through Date: 01/10/2018

CONDITIONAL WAIVER AND RELEASE

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the Claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: Seeley County Water District

Amount of Check: \$ 166,535.00

Check Payable To: Terry Robertson, Inc. dba: A&R Construction

EXCEPTIONS:

This document does not affect any of the following:

1. Retentions
2. Extras for which the Claimant has not received payment
3. The following progress payments for which the Claimant has previously given a conditional waiver and release but has not received payment

Date(s) of waiver and release: _____

Amount(s) of unpaid progress payment(s): \$ _____

4. Contract rights, including:
 - a. A Right based on rescission, abandonment, or breach of contract, and
 - b. The right to recover compensation for work not compensated by the payment

Claimant's Signature: Melissa Plunkett

Claimant's Title: Office Personnel

Date of Signature: 01/10/18



James G. Holt, P.E.

Robert K. Holt, P.E.

Engineering ■ Planning ■ Surveying

December 31, 2017
(Hand Delivered January 10, 2018)

Mr. Patrick Harris – President of the Board
Ms. Miriam Rosales – Administrative General Manager
Seeley County Water District
1898 W. Main Street
P.O. Box 161
Seeley, CA 92273

**RE: SEELEY COUNTY WATER DISTRICT– WATER TREATMENT PLANT TTHM IMPROVEMENT
PROJECT
THG PROJECT NUMBER: 1186.007**

**INVOICE NUMBER
17-12-003**

For professional engineering and planning services rendered from December 1, 2017 to December 31, 2017 in connection with the above referenced project:

The Holt Group Engineering Staff conducted construction management services as per the agreement dated June 21, 2017.

- The Holt Group Engineering Staff coordinated with Seeley County Water District (SCWD) Operators and A&R Construction (A&R) regarding project scope of work, schedule of work and impacts of daily water treatment plant operations.
- The Holt Group Engineering Staff coordinated RFI and submittal reviews and responses with A&R Construction. The Holt Group Engineering Staff reviewed submittal documents with manufacturers as required.
- The Holt Group Engineering Staff traveled to the project site and observed construction activities. The Holt Group Engineering Staff prepared construction activity logs for the days construction work. The construction activity logs were forwarded to all pertinent parties.
- The Holt Group and Labor Compliance of Southern California conducted labor compliance services.
- The Holt Group Engineering Staff administered progress meetings. The Holt Group Engineering Staff prepared meeting memoranda for all meetings and distributed the memoranda to all pertinent parties.
- The Holt Group Engineering Staff coordinated and reviewed payment requests with A&R, SCWD Staff, and USDA RD.

Hem 16



James G. Holt, P.E.

Robert K. Holt, P.E.

Engineering ■ Planning ■ Surveying

- The Holt Group Engineering Staff coordinated with SWRCB - Division of Drinking Water in regard to project progress.

No	Item Summary	Total Per Contract	Percent Complete	Costs To Date	Amount Remaining	Prior Invoicing	Balance Due
1	Preliminary Engineering Report	\$20,000.00	100%	\$20,000.00	\$0.00	\$20,000.00	\$0.00
2	Design Services	\$20,000.00	100%	\$20,000.00	\$0.00	\$20,000.00	\$0.00
3	Contract Bidding and Award Services	\$5,000.00	100%	\$5,000.00	\$0.00	\$5,000.00	\$0.00
4	Resident Inspection Services	\$20,000.00	65%	\$13,000.00	\$7,000.00	\$10,000.00	\$3,000.00
TOTALS		\$65,000.00		\$58,000.00	\$7,000.00	\$55,000.00	\$3,000.00
						Due this Invoice	\$3,000.00



Miriam Rosales <mrosales@seeleywaterdistrict.com>

Got New Board Members? Special Offer!

1 message

Megan Hemming <meganh@csda.net>
Reply-To: meganh@csda.net
To: mrosales@seeleywaterdistrict.com

Tue, Jan 9, 2018 at 10:02 AM

If this email does not display properly, please view our [online version](#).
To ensure receipt of our email, please add 'CSDA@informz.net' to your address book.



SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE

presented by CSDA and
co-sponsored by SDRMA



Special Offer - Just for Board Secretary/Clerk Conference Attendees

Discount on February Board Member Training

Hey! I know it's the New Year and you're really busy but remember the Board Secretary/Clerk Conference last October and what a great learning experience that was? Don't you want the same type of experience for all your new board members? Wouldn't it be awesome if your board was all on the same page and clear on what their role is?

CSDA is offering a ONE TIME discounted rate for your board members to attend the [Special District Leadership Academy Conference in La Quinta](#) - February 4 - 7, 2018 at the rate of \$250 per attendee for CSDA members- normally \$650. That's a \$400 savings! To take advantage of this discount - you'll need to call 877-924-2732 and ask for Marina - to register over the phone OR scan in the registration and send it directly to meganh@csda.net on or before **Wednesday, January 17, 2018**. Discount is valid at this location ONLY. I've even gotten the hotel to extend the [room reservation](#) cut-off to January 17 so you can still get rooms - because I'm all about showing the love to the Board Secretaries and Clerks!

P.S. Here's some insider scoop for you! The [2018 Board Secretary/Clerk Conference](#) will take place October 22 - 24, 2018 in beautiful South Lake Tahoe. On Monday, October 22 - there will be TWO optional additional fee pre-conference workshops - "Policy and Procedure Writing" and a NEW workshop "E-Records, E-Mail, Trustworthy Electronic Records, Retention, Document Imaging, and Other Leadership Opportunities." Each pre-conference workshop is **limited to 50 attendees** each so if I were you - I'd register early!

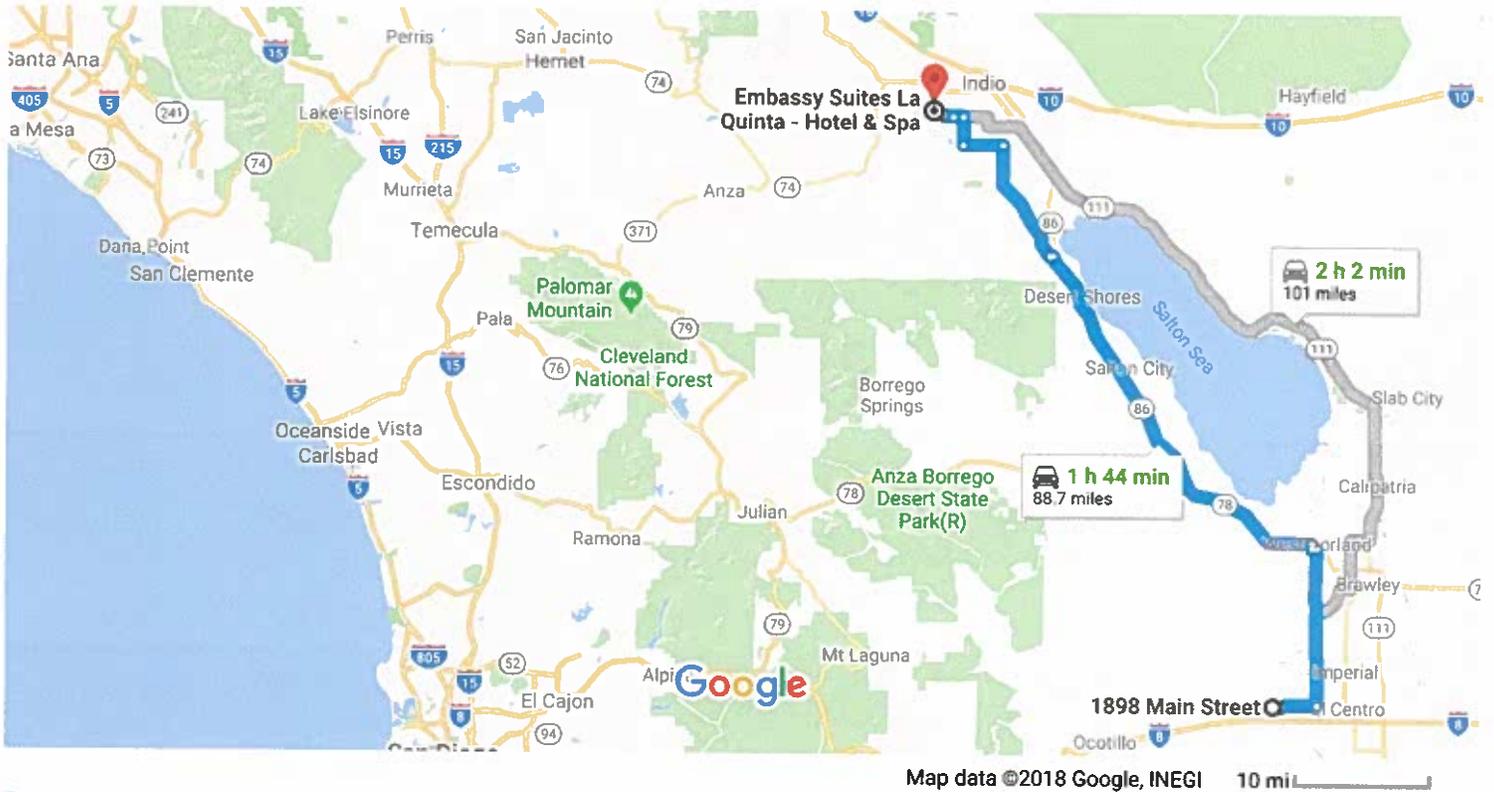
Item 18

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814



If you do not wish to receive e-mail newsletters from CSDA, [click here to unsubscribe](#). Please note: unsubscribing from individual mailings will unsubscribe you from all mailings.

Board Member: Special District Leadership Academy (mileage)



- 
 via CA-86 N
 Fastest route, the usual traffic
 1 h 44 min
 88.7 miles

- 
 via CA-111 N
 2 h 2 min
 101 miles

Roundtrip.
 $54.5 \times 202 \text{ miles} = \110.09

Imperial County Water Boards Leadership Institute

Do you sometimes wonder if your board is complying with all the Brown Act rules? Do you ever wonder if there is a better way to manage staff, finances and projects? Would you like help understanding some of the technical aspects of a water system? Have you heard about Sustainable Groundwater Management Act (SGMA) and wonder how, or if, the new ground water regulations will impact your community or your board?

Save these 2018 dates (9:00 am–4:00pm):

- *February 3*
- *March 3*
- *March 24*
- *April 14*
- *May 19*
- *June 9*

Rural Community Assistance Corporation (RCAC), the Environmental Defense Fund (EDF) and Imperial County invite you to join a uniquely effective leadership development institute. This program strengthens community leadership by teaching skills and tools to be more intentional, effective and energized leaders and by building a network of other leaders in your area. Participants must be current or aspiring members of water or sewer district boards of directors from disadvantaged communities, staff, operators and community stakeholders.

We are excited to bring this Leadership Institute to Imperial County for the first time and free of charge. Comparable programs include: San Diego Leadership Institute; Rural Community Leadership Program; and the Ford Institute Leadership Program. **We are limiting to 30 participants so please register soon!**

The Institute begins on February 3, 2018. The course lasts six months, and meets approximately one weekend day per month. 9 am to 4 pm. The hands on workshops are very interactive. Time goes by fast!

By the end of the course, you will be equipped to take up challenging problems in your community and lay out practical, achievable approaches to solving those problems.



Item 19



Imperial County Water Board Leadership Institute

Schedule of Sessions

Session One	Saturday, February 3, 2018
Session Two	Saturday, March 3, 2018
Session Three	Saturday, March 24, 2018
Session Four	Saturday, April 14, 2018
Session Five	Saturday, May 19, 2018
Session Six	Saturday, June 9, 2018

Training Time: 9:00 AM to 4:00 PM – 8:30 AM registration

Training Location: County of Imperial
Administration Building
940 W Main Street
Conference Room C & D
El Centro, CA 92243



EDMUND G. BROWN JR.
GOVERNOR



MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

State Water Resources Control Board

December 22, 2017

Gustavo Pantoja
P.O. Box 199
Seeley, CA 92273

Congratulations! You passed the Grade 2 Water Treatment Operator Certification Examination. **Your score was 70 percent.**

In order to obtain your certification, you must return the bottom portion of this letter along with the appropriate certification fee before November 18, 2020. **If you also hold a Distribution certification, your Distribution number will be in the space provided and you will need to pay the discount fee.** Please note that all fees are non-refundable. Review your name and grade to make sure the information is correct. If you find an error, please make the correction on the information you are returning to this office.

You have three years from the date of the exam to apply for certification. If your request for certification is not received by November 18, 2020 you will be required to retake the water treatment operator exam by submitting a new application and filing fee. You are not considered a certified operator until you have returned the bottom portion of this letter with the certification fee and the certification request has been approved.

To insure that any correspondence reaches you on time, you must notify this office in writing if your address changes. Again, congratulations on passing the examination. Your knowledge of water treatment will help ensure that safe and potable water is served by California's public water systems.

Drinking Water Operator Certification Program
(916) 449-5611

Item 20

Cut here and return bottom part with certification fee to acquire certificate.

TREATMENT CERTIFICATION REQUEST - November 18, 2017 EXAM

Name: **Gustavo Pantoja**
 (printed on certificate)

Address: **P.O. Box 199**

City, State, ZIP & ZIP Extension: **Seeley CA 92273**

Day Phone: **760 847-0738** Distribution # (if any) **47805**

E-mail: **Gus_Chabo@hotmail.com**

Treatment Number **40363** office use only

Grade Passed **Grade 2**

Fee Due; **\$80** Cash is not accepted

Discount Fee: **\$60** (must currently hold Distribution)

Please make check payable to SWRCB-DWOC and return by 11/18/2020 to:

State Water Resources Control Board
Drinking Water Operator Certification Program
P O Box 944212
Sacramento, CA 94244-2120

Signature: _____ Date: _____

VALLEY AUTO GLASS CO.
 1010 IMPERIAL AVE.
 CALEXICO, CA 92231
 PH: (760) 357-3288 FAX: (760) 357-8955

STATE LIC. 519559

Quote
 12-22-2017 QUOTE

95-3533873

SEELEY COUNTY WATER DISTRICT
 1898 W. MAIN ST.
 SEELY, CA 92273

Wk:760-352-6612 EX 0041

Qty Description	List	Sell	Total
1 6200 DUAL GLAZED ALUMINUM WINDOW TYPE HORIZONTAL SLDER XO, FRAME FLUSH FIN, SPECIAL GLASS LOW E BRONZE	425.00	425.00	425.00
1 LABOR & CLADS	180.00	180.00	180.00
1 6200 DUAL GLAZED ALUMINUM WINDOW TYPE HORIZONTAL SLDER XO, FRAME FLUSH FIN, P516 OBSCURE/ LOW E GLASS	248.80	248.80	248.80
1 LABOR	90.00	90.00	90.00

Comments

JOB CONSISTS OF THE FOLLOWING: REMOVE OLD WINDOW
 & GLASS & INSTALL NEW RETROFIT WINDOW, CUSTOMER
 WILL REMOVE SECURITY BARS.
 CONTACT PERSON: MIRIAN ROASLES
 mrosales@seeleywaterdistrict.com

Item# 21

Subtotal 943.80
 8.25% Tax 55.59

Cash 999.39



Miriam Rosales <mrosales@seeleywaterdistrict.com>

Warranty and scheduling info

1 message

Valley Auto Glass . <valleyglass@yahoo.com>

Fri, Jan 5, 2018 at 12:13 PM

To: mrosales@seeleywaterdistrict.com

Once written approval has been sent via email, my supplier takes 3-4 weeks to build window and I need 1 week lead time in order to schedule work to be done. Below is the warranty certificate provided by IWC. It is a 6200 alum frame window.

<http://www.intlwindow.com/wp-content/uploads/2012/02/IWC-Warranty.pdf>

<http://www.intlwindow.com/international-window-warranties/>

Thank you
Alex H
Valley Auto Glass Co
Calexico CA 92231
O. 760 357 3288
F. 760 357 8955

Sent from my iPhone



LIFETIME WARRANTY*

International Window Corporation (IWC) warrants its window and door products to be free from defects in material or workmanship that significantly impair their proper operation for the lifetime of your home for as long as you own it.

Coverage:

The lifetime coverage of this warranty applies to original owners of single-family homes and owners of single-family homes who purchase IWC products for remodeling or replacement. Proof of purchase and of continuous ownership will be required.

*For commercial buildings, multi-family dwellings, apartments and other types of buildings, the warranty period shall be ten (10) years following the date of purchase.

Coverage for Glass Breakage:

For Gentry 5400 Series products only, the Lifetime Warranty will extend to glass breakage, including tempered glass, unless attributable to acts of nature, (e.g. hurricane, fire, etc.) building settling, vandalism, civil disorder, structural failures of walls or foundation or improper installation, storage, applied films or handling. Specialty glass such as Laminated, V-Groove, etc. are not covered under this glass breakage warranty. This glass breakage warranty applies to products sold after October 1, 2015.

Limitations:

This warranty is limited, may not be assigned or transferred and does not include component failure due to improper installation, application or use, abuse, abnormal stresses due to vibration, heat and settlement, or acts of God. IWC is not liable for natural weathering of exterior finishes or for corrosion in highly corrosive environments. All glass warranties are void if any sun control film is applied to the glass surface. Insulating unit seal failure resulting from glass breakage is also not covered.

Remedy:

IWC will, at its sole discretion, repair or replace free of charge, including parts and labor; any window or door proven to be defective in material or workmanship during the applicable warranty period. If IWC is unable to provide replacement, or if repair is not commercially practical, IWC will refund the original purchase price.

Claims:

To claim service under this warranty, the homeowner shall provide written notification of the defect along with dated proof of purchase and proof of original home ownership to your nearest IWC facility or authorized IWC dealer. IWC reserves the right to conduct an on-site inspection of defective products in place and as originally installed.

Other Conditions:

THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER ORAL OR WRITTEN WARRANTIES, LIABILITIES OR OBLIGATIONS. IN NO EVENT SHALL IWC BE LIABLE FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES OF ANY KIND, INCLUDING ANY DAMAGE TO THE BUILDING, ITS CONTENTS OR ANY PERSON THEREIN, RESULTING FROM THE BREACH OF ANY WARRANTY SET FORTH HEREIN. SOME STATES DO NOT ALLOW LIMITATIONS ON OR THE EXCLUSION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE EXCLUSIONS MAY NOT APPLY TO YOU!

This limited warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

This warranty applies to products sold after July 1, 2011.

**International Window Corporation
Southern California: 1-800-477-4032**

Aqua Metric

February 24, 2017

Seely County Water District

Attn. Aaron Garcia

Maintenance Manger

Aqua-Metric Sales Company is pleased to offer you the following prices on Sensus AMR/AMI water meter products.

Model / Size	Price
SRII 5/8X3/4 TRPL 1000 gallons	\$175.00

Prices are firm through December 31, 2017. Full freight allowed on orders of more than \$7,500.00. Prices are net Tax not included. Terms are Net 30 days.

Sincerely,

Ed Funk

Ed Funk

Item 22

Michael Morris (El Centro Motors)

Deal

Business Office



Buyer

1631 RIVER RD, BRAVLEY, CA, 92277
 Home: (760) 455-1765 Cell: (760) 455-1771
 Email: dmh@a.com
 County:

Stock # 180733
 N 18 FORD F-150
 1FTMF1CB6JKD25864

Trucks

POI



APR	Finance Ctg	Amt Financed	Total Payments	Tot Sale Price
4.900	2,906.37	28,154.43	31,060.80	36,310.80

Recap

48 Payments of 647.10
 Beginning 01/26/18
 Total Down 5,250.00

Summary

Commissions

Item	Amount	Item	Amount
Selling Price	30,548.94	Down Payment	-2,000.00
	-3,250.00	Imperial Co Tax*OVR*	2,373.74
DOCUMENT FEE	80.00	LICENSE FEE	368.00
TIRE FEE	8.75	ELECT FILING FEE	25.00

Forms

OK

30,548⁹⁴
 - 3,250 REBATE

27,298 Plus Tax & Lic

2000 Cash 48 @ 647 -
 3000 Cash 48 @ 625 -
 4000 Cash 48 @ 599 -

Item # 23

VA / VA2 / 4551765 / 180733 / 127 / 180733



State Water Resources Control Board
Division of Drinking Water

January 11, 2018

Patrick Harris
Board President, Seeley CWD
PO BOX 808
Seeley, CA 92273

RECEIVED
JAN 12 2018
BY: [Signature]

Dear Patrick Harris:

**SEELEY CWD, SYSTEM NO. 1310013
IMPERIAL VALLEY JOINT MONITORING PROGRAM UPDATE 2018**

The State Water Resources Control Board – Division of Drinking Water (DDW) and the County of Imperial, Public Health Department, Division of Environmental Health (DEH) have conducted a review of the Imperial Irrigation District (IID) Joint Monitoring Program and will require revisions effective January 1, 2018. A workshop to present and answer questions regarding the Enhanced Joint Monitoring Program will be held on January 31st, from 3pm to 5pm at the Public Health Training Room located at 935 Broadway Street, El Centro, CA 92243. You are encouraged to participate, and DDW and DEH staff are available to discuss the program outside of this meeting if you are unable to attend. **Please note a response to this letter is required by February 15, 2018.**

The purpose of the Joint Monitoring Program is to characterize the raw source water supplied by IID to its customer public water systems and allow participating systems to meet their California Code of Regulations (CCR) Title 22 source water monitoring requirements. All public water systems that purchase raw surface water from IID have the option to participate in the Joint Monitoring Program or conduct the source water monitoring on their own at their surface water treatment plant intake.

In the 1990's, DDW approved a Joint Monitoring Program that included four representative sample sites. The first sample site is at the All American Canal Drop 4 (PScode 1310014-004), which is a site on the canal system prior to the water branching off into the three main Imperial County canals. The other three sample sites are located on the three main canal branches: East High Line (1310014-003), Central Main (1310014-002), and Westside Main (1310014-001). All laboratory results from the four sites is accessible online at the Drinking Water Watch website: <https://sdwis.waterboards.ca.gov/PDWWW/>

Based on a review of the current Joint Monitoring Program, it was determined that the current program does not provide enough data to make a determination that the existing four sample sites adequately characterize the water quality in the inner canals and laterals. Of specific concern is the potential impact of the use of agricultural chemicals adjacent to some inner canals.

In order to further characterize source water quality and ensure all public water systems are meeting the monitoring requirements of CCR Title 22, DDW has made a number of revisions to the Joint Monitoring Program. The revisions are considered a pilot and will be re-evaluated after four

Item 24

Patrick Harris
January 11, 2018

Seeley CWD
Water System No. 1310013

years of source water quality data has been collected. The revisions include the addition of 21 sample points (see enclosure 1) for better coverage of the inner canal system with many sites closer to the actual intake of more public water systems, while continuing to monitor at the four historical representative sample site locations. In addition, instead of only sampling during November of each year, the revised program will characterize the seasonality of source water quality by collecting one sample set from each calendar quarter over the four-year monitoring period. The first sample set will be collected by IID in the 2nd quarter of 2018. Subsequent sample sets will be collected in 3rd quarter 2019, 4th quarter 2020, and 1st quarter 2021.

In an effort to reduce the financial impact on public water systems, DDW has determined that some chemical constituents can be waived based on lack of use or susceptibility. See enclosure 2 for a list of waived constituents. Note that the ACC Drop 4 site has no constituents waived, since a use or susceptibility waiver cannot be granted due to the size and complexity of the Colorado River watershed.

If the water quality analysis at any of the sample sites in the Enhanced Joint Monitoring Program have detections for SOCs or VOCs, IID must notify DDW and collect a confirmation sample within 48 hours. If any sampling results are above the trigger or MCL levels, additional monitoring may be necessary and will be determined on a case by case basis by DDW.

Enclosure 1 also includes your public water system name and the representative sample site for your system. Please ensure you use data from this sample site in your future Consumer Confidence Reports.

Please respond in writing by February 15, 2018 regarding your intent to participate in the IID Enhanced Joint Monitoring Program. If you have any questions regarding this letter, please contact Bill DiBiase or me at (619) 525-4159.

Sincerely,



Sean Sterchi, P.E.
District Engineer

Enclosure:

- (1) Sample Locations
- (2) Chemical Constituent Waivers
- (3) Water Quality and Sample Site Matrix

cc: Jeff Lamoure, Deputy Director - Division of Environmental Health, Imperial County Public Health Department (via email)

Steve Charlton, Senior Program Manager, Imperial Irrigation District, PO Box 937, Imperial, CA, 92251 (via email)

Corine Li, P.E., Manager, Drinking Water Office, USEPA Region 9 (via email)

Luis Olmedo Executive Director, Comite Civico De Valle, Inc. (via email)

Enhanced Joint Monitoring workshop by State Water Resources Control Board
1/31/18



Map data ©2018 Google 2 mi

 via County Hwy S80 17 min
 Best route, lighter traffic than usual 8.3 miles

 via I-8 E 17 min
11.0 miles

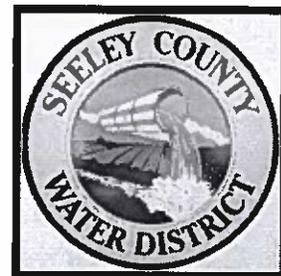
Roundtrip
miles

$$54.5 \times 22 = \$1199$$

Item 24

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

RESOLUTION 011518-01 OF THE SEELEY COUNTY WATER DISTRICT CREATING A JOB DESCRIPTION OF CUSTOMER ACCOUNT CLERK II

January 15, 2018

CLASS TITLE: ACCOUNT CLERK

JOB DESCRIPTION: CUSTOMER ACCOUNT CLERK II

Hourly Rate: \$15.00 per hour, Full-Time position with benefits. Starting with an introductory wage rate of \$14.50 for six (6) months.

BASIC FUNCTION: Under the direction of an assigned supervisor, perform a variety of general and routine accounting clerical and cashier duties combined with financial and statistical record-keeping and report generation in an assigned area; perform a variety of general clerical duties.

DISTINGUISHING CHARACTERISTICS: The CUSTOMER ACCOUNT CLERK II classification is the Mid-level classification in the Account Clerk series. Incumbents perform routine clerical accounting duties and provide general assistance in an assigned office; Assist the Administrative General Manager / Secretary of the Board in preparing agendas and minutes, and attending Board Meetings as needed. CUSTOMER ACCOUNT CLERK II shall also assist SENIOR CLERK in absence of the General Manager / Secretary of the Board or as needed; and have the ability to establish priorities, work independently, and proceed with objectives with minimal supervision

REPRESENTATIVE DUTIES: Receive, inspect and verify accuracy and completeness of a variety of routine documents; maintain records and files as directed; follow up on questions and concerns and adjust documents and records as needed. Prepare and process a variety of documents including purchase orders, requisitions, work orders and special requests; follow-up with vendors and employees and assure proper fulfillment of orders, requisitions, payments or receivables. Prepare and maintain a variety of files and records; perform periodic inventories; investigate and resolve discrepancies and errors in accounts, financial information and other accounting data. Perform a variety of general clerical duties including answering phones, typing forms, copying and filing; prepare and maintain records and files as directed. Distribute and pick up a variety of materials and supplies; drive to various sites as assigned.

Perform other related duties as assigned. Be open and cooperate with management in efforts to change or improve customer service and office procedure. Treat the board of directors, customers and staff in a polite professional manner. Receive, document and deposit cash and checks as directed.

KNOWLEDGE AND ABILITIES OF: Modern office practices, procedures and equipment. Statistical and financial record-keeping techniques. Correct oral and written usage of English. Telephone and electronic (email) techniques and etiquette. Basic math.

ABILITY TO: Perform clerical accounting duties in the maintenance of assigned routine accounts. Utilize alpha and numeric filing systems. Answer telephones and greet the public courteously. Perform clerical duties such as filing, typing, duplicating and maintaining routine records. Understand and follow oral and written directions. Add, subtract, multiply and divide quickly and accurately. Establish and maintain cooperative and effective working relationships with others. Type at an acceptable rate of speed. (50 wpm). Be proficient in Microsoft Word and Excel.

EDUCATION AND EXPERIENCE: Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS: Office environment; subject to attending meetings during evening hours. Physical abilities required include hearing to answer telephones, speaking to exchange information, and seeing to read materials, sort mail and drive a vehicle. May be requested to work overtime as needed.

Motion made by: Director _____

Motion seconded by: Director _____

Jason Grima	Yes	No
Keith Baird	Yes	No
Esteban Jaramillo	Yes	No
Patrick Harris	Yes	No

Date: January 15, 2018

PATRICK E. HARRIS
President of the Board

ATTEST:

Miriam Rosales
Secretary of the Board

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

RESOLUTION 011518-02 OF THE SEELEY COUNTY WATER DISTRICT CREATING A JOB DESCRIPTION OF SENIOR CUSTOMER ACCOUNT CLERK

January 15, 2018

CLASS TITLE: ACCOUNT CLERK
JOB DESCRIPTION: SENIOR CUSTOMER ACCOUNT CLERK
Hourly Rate: \$18.00 per hour, Full-Time position with benefits. Starting with an introductory wage rate of \$18.50 for six (6) months.

BASIC FUNCTION: Under the direction of an assigned supervisor, perform a variety of general and routine accounting clerical and cashier duties combined with financial and statistical record-keeping and report generation in an assigned area; perform a variety of general clerical duties.

DISTINGUISHING CHARACTERISTICS: The SENIOR CUSTOMER ACCOUNT CLERK classification is an advanced level classification in the Account Clerk series. Incumbents perform routine clerical accounting duties and provide general assistance in an assigned office, including assisting the Administrative General Manager / Secretary of the Board with functions of reporting payroll and preparing demands or lists of accounts payable or receivable in the absence of the Administrative General Manager / Secretary of the Board or as needed. The SENIOR CUSTOMER ACCOUNT CLERK shall also assist in preparing agendas and minutes, and attending Board Meetings in the absence of the Secretary to the Board or as needed. S shall have the ability to establish priorities, work independently, and proceed with objectives without supervision

REPRESENTATIVE DUTIES: Receive, inspect and verify accuracy and completeness of a variety of routine documents; maintain records and files as directed; follow up on questions and concerns and adjust documents and records as needed. Prepare and process a variety of documents including purchase orders, requisitions, work orders and special requests; follow-up with vendors and employees and assure proper fulfillment of orders, requisitions, payments or receivables. Prepare and maintain a variety of files and records; perform periodic inventories; investigate and resolve discrepancies and errors in accounts, financial information and other accounting data. Perform a variety of general clerical duties including answering phones, typing forms and letters, copying and filing; prepare and maintain records and files as directed. Distribute and pick up a variety of materials and supplies; drive to various sites as assigned.

Perform other related duties as assigned. Be open and cooperate with management in efforts to change or improve customer service and office procedure. Treat the board of directors, customers and staff in a polite professional manner. Receive, document and deposit cash and checks as directed.

KNOWLEDGE AND ABILITIES OF: Modern office practices, procedures and equipment. Statistical and financial record-keeping techniques. Correct oral and written usage of English. Telephone and electronic (email) techniques and etiquette. Basic math.

ABILITY TO: Perform clerical accounting duties in the maintenance of assigned routine accounts. Utilize alpha and numeric filing systems. Answer telephones and greet the public courteously. Perform clerical duties such as filing, typing, duplicating and maintaining routine records. Understand and follow oral and written directions. Add, subtract, multiply and divide quickly and accurately. Establish and maintain cooperative and effective working relationships with others. Type at an acceptable rate of speed. (50 wpm). Be proficient in Microsoft Word and Excel.

EDUCATION AND EXPERIENCE: Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS: Office environment; subject to attending meetings during evening hours. Physical abilities required include hearing to answer telephones, speaking to exchange information, and seeing to read materials, sort mail and drive a vehicle. May be requested to work overtime as needed, or may work overtime as needed in the absence of the Administrative General Manager / Secretary of the Board.

Motion made by: Director _____

Motion seconded by: Director _____

Jason Grima	Yes	No
Keith Baird	Yes	No
Esteban Jaramillo	Yes	No
Patrick Harris	Yes	No

Date: January 15, 2018

PATRICK E. HARRIS
President of the Board

A T T E S T:

Miriam Rosales
Secretary of the Board



Order

O-101588

Container Alliance
510 Castillo St. Suite 340
Santa Barbara, CA 93101

Ruston Calmes
P: (888) 896-5084 F: (805) 620-3504
info@containeralliance.com
www.containeralliance.com

Created 1/12/2018
Modified 1/12/2018

Customer

Seeley Water District
Seeley, CA 92243

Shipping Address

1898 West Maine St.
Seeley, CA 92273

Contact

Miriam Rosales
(760) 442-0041 (work)
mrosales@seeleywaterdistrict.com

PO:
Shipping: None

Product Code	Description	Sell	Qty	Total
20DC-NEW	20' STANDARD CONTAINER - ONE TRIP W/ LOCKBOX - LIGHT GRAY - SPECIAL PRICING (Regular \$2799.00/unit, \$100.00/unit Discount)	\$2699.00	1	\$2699.00
DEL-S 20	20' SALE CONTAINER DELIVERY	\$825.00	1	\$825.00

Notes

DOOR DIRECTION: REAR
SECONDARY CONTACT: AARON (760) 332-9059
DELIVERY HOURS: M-F 7-4, LUNCH 12:30-1
PAYMENT: MAILING CHECK

Payment Instructions and Options:

We accept: Visa, Mastercard, American Express, Discover, Paypal, Check by Phone and wire. For wire instructions see info below.

California Department of General Services small business certified Supplier #1737121
Account # 015010320

Terms and Conditions: An interest charge of 1.8% per month will be added to all past due invoices. Purchaser shall pay for all collection fees and cost including attorney's fee. Purchaser is responsible for & shall pay any sales or use tax, other customs, or duty tax in which may be applicable.

Make all checks payable to Container Alliance Co. and indicate our invoice number.

DOMESTIC:
BENEFICIARY BANK:
AMERICAN RIVIERA BANK
1033 ANACAPA ST
SANTA BARBARA, CA 93101

ROUTING NUMBER: 122244333
ACCOUNT NUMBER: 705009717

BENEFICIARY INFO:
Container Alliance Co.
510 Castillo St. Suite 340
Santa Barbara, CA 93101

Item # 27

Subtotal	\$3524.00
STATE-CA	\$209.17
Total	\$3733.17