

# 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: Keith Baird

Board Members: Jason Grima, Esteban Jaramillo, Leslie Hill, Donald Murphy

## REGULAR MEETING

Date: July 9, 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 SECTION I**

4. Engineer's Report: The Holt Group, Jack Holt
5. Administrative General Manager and Secretary Report
  - a. Financial Reports
  - b. Miscellaneous/Correspondence
  - c. Payroll summary

6. Chief Operators Report – Water & Wastewater Treatment Plant Reports
  - a. Accomplished Tasks
  - b. Monthly Expenditures
  - c. Laboratory Results
  - d. Dumper Station
  - e. Violations
  - f. Correspondence

### CONSENT CALENDAR SECTION I

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: a. REGULAR MEETING June 11, 2018
9. Authorize 4 Administrative days for the President of the Board for the month of JULY 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 \$93.41} [\$400 for stamps alone].

### DISCUSSION/ACTION CALENDAR

12. Discussion/Action Hazen presented an updated proposal dated June 11, 2018. The proposal includes survey, preliminary design report, and CEQA. If we refer to the schedule, it is recommended that the Seeley County Water District, move forward with preparing the application for Clean Water State Revolving Fund (CWSRF) planning money for the remaining portion of the engineering design. Hazen can prepare applications at the cost of \$26,380. This amount would be funded by the District and reimbursed as part of the CWSRF Grant. Board shall authorize the Administrative General Manager / Secretary of the Board to execute a professional services agreement with Hazen in the amount not to exceed \$26,380.

13. Discussion/Action to approve the billing utility plug-in UBMax from Softline Data, Inc. Initial start-up fees include; UbMax utility billing software, yearly technical support, ACH/Online bill & pay plus customer support, set-up and training plus additional training classes for free if needed. Total start-up fees not to exceed in the amount of **\$1685.00**  
The annual fees thereafter will be in the amount of \$540

14. Discussion/Action the Seeley County Water District Board at its regular meeting of January 15 of 2018, provided a directive to the Administrative General Manager ("AGM") to prepare and draft an all-encompassing policy. The AGM is now seeking from the board the approval of one (1) component of the all-encompassing policy, titled "SURPLUS DISTRICT PROPERTY DISPOSAL POLICY". The purpose of the policy is to establish a policy for disposition of surplus personal property, operations equipment, supplies, furnishings and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from disposal.

15. Discussion/Action seeking approval from the Board for the purchase of a Commercial Steel Door to replace the broken door in the conference room, which is currently sealed, and is considered an emergency exit.

**Option 1** Primed Steel Slab Solid Core Door w/no frame or hardware **\$105.00**

**Option 2** Armor Door, Fire rated steel prehung commercial door /frame w/panic bar and hardware \$679.00 plus tax \$60.09 Total **\$739.09**

**Option 3** Flush Steel Commercial Door with Hardware \$360.45 plus tax Total **\$392.34**

**Option 4** Armor Door, Fire rated steel commercial door with knock down frame & hardware \$419.00 plus tax \$37.08. Total **\$456.08**

16. Discussion/Action seeking approval from the Board for the purchase of materials to support and properly install emergency door, materials include 2x4's, shims, caulking, and sheet of drywall. This is a rough estimate of materials needed, we cannot fully determine the extent of damage to the frame and surrounding area until removal and installation begin. Total estimate of cost **\$400**

17. Discussion/Action seeking approval from the Board to extend agreement for professional consulting services, with Pam Hammond, Consultant. Services will be for six (6) months and become effective starting July 9, 2018 through January 14, 2018.

18. Discussion/Action to approve **RESOLUTION 70918-01** of the Seeley County Water District approving the project completion for the Seeley County Water District - Water Treatment Plant TTHM Improvement Project. The resolution is a required item that should be submitted to the Local USDA office before (RUS) Rural Utilities Services can approve the final payment.

**CLOSED SESSION:**

**19. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 3.8 Acres Unimproved ground – APN 051-430-009-000

Agency Negotiator: District Legal Counsel

Negotiating Parties: Imperial Valley Desert Museum Society, Inc.

Under Negotiation: Price and Terms for an acquisition.

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

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

Name of Case: California Regional Water Quality Control Board Colorado River Basin

Region Administrative Civil Liability Complaint R7-2017-004

**OTHER ITEMS**

**Next SPECIAL Meeting Workshop: MONDAY, July 16, 2018 at 6:45 P.M.**

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President, SCWD Board

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Administrative General Manager & Secretary of the Board

# Regular Board Meeting: JULY 9, 2018

Monthly Approved vs Spent Report for: **JUNE**

Clerical and Administration Department:

Board President: Keith Baird

Board Members: Jason Grima, Esteban Jaramillo, Leslie Hill, Donald Murphy



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

DATE:	Vendor:	Amount Spent:	Item:	Board Meeting Date:	Remainder:	Classification	Description
6/15/2018	Staples	\$139.87	12	6/11/2018		Routine Monthly Office Supplies	sharpie, highlighters, bic pens, frames for certificates, trash bags, speaker for conferencing-
6/15/2018	Staples	\$82.47	12	6/11/2018		Routine Monthly Office Supplies	3 boxes of copy paper.
6/25/2018	Staples	\$51.01	12	6/11/2018		Routine Monthly Office Supplies	6 boxes of file folder for end of fiscal year filing/New fiscal year.
6/11/2018	US Postal	\$300.00	12	6/11/2018		Routine Monthly Office Supplies	US postal stamps for billing (6-rolls)
6/10/2018	Sparkletts	\$93.41	12	6/11/2018		Routine Monthly Office Supplies	Drinking Water (7 ct. @ 6.99) 5 gal jugs
6/25/2018	US Postal	\$63.00	12	6/11/2018		Routine Monthly Office Supplies	US postal stamps for billing (unit price \$0.21)
		<b>\$729.76</b>			<b>\$83.24</b>		

## 3) Emergency Monthly Funds per Resolution 04/315-04: \$500

DATE:	Vendor:	Amount Spent:	EF	Remainder:	Reason	Description
6/24/2018	Lowes	\$158.27	12		keys to GM were not found	a keypad lock was purchased for GM office. To be charged to capital improvement/plus wood for one shelf
6/29/2018	Staples	\$87.55			Other non routine office supplies	every lables, staples colored files, and expanding hanging files to accommodate reports
6/29/2018	Staples	\$110.37			Other non routine office supplies	staples standard invoice double window security 9" envelopes for billing. (3 bx at \$50.39 each)
6/26/2018	360 Business Products	\$7.97			Other non routine office supplies	Name Plate for new director: #Donald Murphy (special order)

**\$364.16**  
1022.95

**143.81**  
227.05

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

SPENT	BUDGET	REMAINING
\$729.76	\$750.00	-\$20.24
\$364.16	\$500.00	-\$135.84
<b>\$1,093.92</b>	<b>1,250.00</b>	<b>-\$156.08</b>

**TOTAL SPENDING:** \$1,093.92  
**BUDGET:** (routine + emergency funds) \$1,250.00  
**REMAINING CREDIT:** -**\$156.08**

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## ADMINISTRATIVE GENERAL MANAGER & SECRETARY OF THE BOARD REPORT FOR SCWD BOARD MEETING

*For: Regular Board Meeting*

*Date: July 9, 2018*

### *a. Miscellaneous/ Email / Correspondence*

#### ***SEMS Training***

**6-13-18** As of June 13 all District staff have completed (SEMS) Standardized Emergency Management System training successfully. This course is a will help to improve the coordination between responding agencies and allows for mutual aid. Within the state of California, SEMS falls under Senate Bill 1841 and can also be found in Government Code 8607. This training will allow government agencies, including special districts to be eligible for state funding for disaster recovery and response related personnel cost. The state reimburses 75% of expenses incurred by an incident which causes substantial losses to an area and Federal (FEMA) covers 75% of what was not covered by the State.

#### ***Update Budget***

**6-21-18**

In an email dated June 21<sup>st</sup>, an update was sent to the Ad-Hoc Committee and Board in regards to meeting with Admin Consultant for assistance as board directed. We will meet in July.

#### ***Update Re: Adding Hazen Consulting Services to County List***

**6-19-19** We were informed by Esperanza Warren Colio (IRWM Contact) via email dated June 19 that Hazen Consulting Services has been added to the County's distribution list. A request for proposals (RFP) will be issued to procure a consultant to prepare the project submitted by the District: SCWD Improvements Preliminary Engineering Report. If Hazen submits a proposal, they will be competing with other proposals received from the RFP. A selection committee will be setup, which will include a person from our District and 4 other individuals to determine the most qualified consultant to complete the report.

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## Old Business:

### ***Hazen / (SRF) State Revolving Fund and Prop 1 2016 IRWM Grant Implementation Funding.***

#### **Agenda Item 12**

If Imperial County's IRWM (Sponsor) does not receive the grant funding in the amount of \$710,078 from the State of California through the Colorado River Disadvantage Community (DAC) Involvement Grant, the District will not have the funds (\$206,800) to complete the survey, preliminary design report, and CEQA. Given the uncertainty funding from the DAC Involvement grant, it is recommended we move forward with the proposal and application for the State Revolving Fund (SRF) planning funds to complete the engineering design for the treatment plant improvements. Additionally, the District will be ready to apply for the 2nd round of the Prop 1 2016 IRWM Grant Implementation Funding in April of 2019.

Again, the County will act as our sponsor and direct contact for the implementation funding, the State gives higher priority to applicants where engineering design is completed and are "shovel ready." However, if the District does not receive funding from IRWM Prop 1 Implementation Grant, the District can authorize an additional amount for preparing the application for CWSRF construction funding.

## Old Business:

### ***Small Utility Billing Program***

#### **Agenda Item 13**

The reason we looked into the software is to save hours of work a month, its multi-user, email billing option, exports all reports to Excel, it is also compatible with QuickBooks our current accounting software and smart meter software. Over 40 reports provide instant data. Automatic backup every day. Credit Card payments accepted with a customer support line open from 8am-8pm. The convenience fee is \$3.00 per \$100. The cost comparison to Tyler Encode (\$50,000) for initial startup, or Clerk books which is (\$5000).

90 Day Guarantee... Softline Data provides a 90 day money back satisfaction guarantee, based on two conditions.

1. Data must have been converted or entered into UBmax
2. One Billing must have been completed in UBmax

5 b.

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## ***Surplus Property***

### **Agenda Item 14**

1.1 Rotary Drum Screen

2.1 Two aerators

3.1 Chemical tank

4.1 Pressure filters

5.1 Multi media Pressure Filter

6.1 Sensus handheld units that the touch readers would have connected to.

7.1 Out of date electronics, and old computer.

## **Old Business:**

### ***Coyne Water & Sewer Studies and Methodology Fee Workshop***

Topics of Discussion:

- The Holt Group will give their assessment of development documents that include the water supply assessment, sewer study, and specific plan
- Review of Draft Resolution Establishing fees for review, plan check, inspection, and related administrative work of subdivisions, development projects and public improvements within the District Service Area.
- Establish Methodology of Fees: This is not a negotiation workshop but a workshop to determine the actual cost to the District for the various expenses incurred for any future development.

### **WORKSHOP:**

When: July 16, 2018

Time: 6:45 p.m.

Where: 1898 W. Main St, Seeley (Conference Room)

5. b.



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## Old Business:

### Public Meeting

Regarding Development Processing Fee: In order to consider the approval of a resolution establishing the review fees for new development a notice of hearing needs to occur first. Government Code Section 66017 sets forth the process associated with implementing fees associated with "...the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use...". Government Code Section 66016 requires at least one public hearing, published notice of the hearing twice at least 10 days before the hearing, mailed notice at least 14 days in advance to any interested person who has filed a written request and making available to the public at least 10 days before the meeting data indicating the amount of estimated cost required to provide the service for which the fee or charge is levied and the revenue sources anticipated to provide the service. Fees cannot take effect for 60 days, unless adopted as an urgency measure by a 4/5 vote of the board.

5 b.

## Payroll Summary Report

Jun 29, 2018

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
06/29/2018	Garcia, Jr., Aaron	\$1,927.24	80.00
06/29/2018	Medrano, Jonan	\$679.87	58.93
06/29/2018	Obeso, Nancy L.	\$1,053.69	82.23
06/29/2018	Pantoja, Gustavo	\$1,384.42	80.00
06/29/2018	Ramirez, Amado	\$1,085.33	81.85
06/29/2018	Rosales, Miriam A.	\$1,548.14	80.00
06/29/2018	Rosas, Nadia	\$880.60	80.09
06/29/2018	Thornburg, Gary L.	\$1,280.69	82.73
	<b>Totals</b>	<b>\$9,839.98</b>	<b>625.83</b>

<https://qbo.onlinepayroll.intuit.com/reports/payrollSummaryPrinterFriendly.js>

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## Payroll Summary Report

Jun 15, 2018

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
06/15/2018	Garcia, Jr., Aaron	\$1,927.23	80.00
06/15/2018	Medrano, Jonan	1682.41	58.54
06/15/2018	Obeso, Nancy L.	\$1,031.49	80.43
06/15/2018	Pantoja, Gustavo	\$1,384.42	80.00
06/15/2018	Ramirez, Amado	\$1,065.27	80.70
06/15/2018	Rosales, Miriam A.	\$1,548.13	80.00
06/15/2018	Rosas, Nadia	\$881.67	80.23
06/15/2018	Thornburg, Gary L.	\$1,231.64	80.28
<b>Totals</b>		<b>\$9,752.26</b>	<b>620.18</b>

## Payroll Summary Report

Jun 01, 2018

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
06/01/2018	Garcia, Jr., Aaron	\$1,927.25	80.00
06/01/2018	Medrano, Jonan	\$710.03	61.83
06/01/2018	Obeso, Nancy L.	\$1,037.44	80.75
06/01/2018	Pantoja, Gustavo	\$1,384.42	80.00
06/01/2018	Ramirez, Amado	\$1,048.67	79.28
06/01/2018	Rosales, Miriam A.	\$1,548.14	80.00
06/01/2018	Rosas, Nadia	\$882.40	80.21
06/01/2018	Thornburg, Gary L.	\$1,300.44	83.70
Totals		\$9,838.79	625.77

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7/3/2018

## Updates:

- **General**
  - Alleys continue to be cleaned on an as needed basis
  - Office remodeling complete.
  - Trucks received routine maintenance. 2 Ford Rangers received airbag recall repair
- **Water and Water Distribution**
  - Dead ends in distribution system continue to receive weekly flushing
  - Existing water meters are being changed out for new smart water meters. Frozen meters are being replaced with smart meters.
  - Changing sampling locations for NTU in line analyzers

## **Wastewater and collection system**

- Backwash pump was returned on 6.29.18. As of this writing pump has not yet been reinstalled.
- Work will need to be done on Wedeco UV system. Lamp fail alarm. I suspect at least one broken sleeve. At the time of this writing operators are disassembling the unit to verify damage.

ba.

Monthly Expenditure log 2018

June

Date	Vendor	Amount Spent	Description/Reason	Fund Source	Book keeping Code	Item #	Demands to be Paid	Invoice/Order #	P.O.	TOTAL	Acct#8195
06.04.2018	Lowe's	\$31.96	See Note [1]	Emergency	MR:OFFICE						
06.05.2018	Lowe's	\$29.21	See Note [2]	Emergency	MR: OFFICE						
06.05.2018	O'Reilly	\$57.84	See Note [3]	Emergency	SUPPLIES: WW						
06.07.2018	USABlueBook		See Note [4]	Emergency	MR: Vehicles/Equipment						
					Supplies: Water						
06.07.2018	Brenntag	\$1,145.12	See Note [5]	Approved at ___ meeting	Supplies: water						
06.07.2018	La Brucherie	\$66.31	See Note [6]	Emergency	Supplies: W						
06.08.2018	The Home Depot	\$134.06	See Note [7]	Emergency	MR: Office						
06.11.2018	The Home Depot	-\$97.55	See Note [8]	Credit	MR: Office						
06.11.2018	The Home Depot	\$37.41	See Note [9]	Emergency	MR: Office						
06.13.2018	Lowe's	\$98.16	See Note [10]	Emergency	Supplies: WW						
06.14.2018	Lowe's	\$45.78	See Note [11]	Emergency	MR: Office						
06.15.2018	Lowe's	\$158.79	See Note [12]	Emergency	MR: office & ?						
06.20.2018	Lowe's	-\$15.40	See Note [13]	emergency							
06.20.2018	Lowe's	\$65.04	See Note [14]	Emergency	MR: office						
06.26.2018	Amazon	\$20.45	See Note	Emergency	S.W/WW						
06.27.2108	O'Reilly	\$102.89	See Note	Emergency	MR:Auto						
				Board							
06.27.2018	Brenntag	\$1,415.12	See Note [15]	Approved	S:W						
06.28.2018	Lowe's	\$47.03	See Note [16]	Emergency	MR: office						
	Board Approved:	\$2,560.24									
	Emergency Funds:	\$781.98									
	Total Spending:	\$3,342.22									

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6 b.



- [1] parts for office project #35660, #816305
- [2] parts for office project  
#74220, #810471
- [3] motor oil, fluid pump, armorall, microcloth, air freshener
- [4] purchase of check valves for water treatment plant. (2) 76139, (2) 61017
- [5] purchase of cl2 for water plant
- [6] Parts for repair of leaking chlorine line (2) 210-543, (1) 012181102282, (1) 044752110167, (2) 050-0200-080, (2) 807-005
- [7] Receipt #1059 00005 97880
- [8] Receipt #1059 00015 86171 crediting receipt #1059 00005 97880
- [9] Receipt #1059 00015 86197 Purchase of AC ducting supplies for office repair/upgrade project
- [10] Shade and parts for dump station mister #806328, #456833, #228717, #456832
- [11] Supplies for texturing and painting office. #154757, #11793, #11751
- [12] Replacement air compressor, canvas to cover office floor for painting #292361, #807258
- [13] return of ready mix 4.5 gallon original receipt 061418 inv 3440
- [14] 288672 permanent mount  
571432 pine sol  
735915 13 gal trash bags
- [15] cl2 delivery for water treatment plant
- [16] 222557 AC air filter  
505223 12 x 12 floor tile laminate

6h.

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## Wastewater Treatment Plant Discharge Violations under 2017-2022 NPDES Permit

December 2017

- Copper: 162.1ug/l

January 2018

- Copper: 104.2ug/l
  - Total recoverable daily maximum: 104 ug/l
  - Total recoverable 30 day average: 0.217 lbs/day
  - Total recoverable daily maximum limit: 0.217 lbs/day
- Enterococci: 110 MPN/100 ml

February 2018

- Copper: 71.5ug/l
  - Total recoverable daily maximum: 71.5 ug/l
  - Total recoverable 30 day average: 0.149 lbs/day
  - Total recoverable daily maximum limit: 0.149 lbs/day

March 2018

- Copper: 89.49ug/l
  - anticipating 3 total copper violations
- Cyanide: 8 ug/l
  - anticipating 3 total cyanide violations

April 2018

- Cyanide: 6 ug/l
  - anticipating 3 total cyanide violations

May 2018

- No Violations

June 2018

Results Pending

### Legal and Regulatory Considerations

23. Water Code section 13385, subdivision (1), also requires the Colorado River Basin Water Board to assess an MMP of three thousand dollars (\$3,000) for each violation, not counting the first three violations, if the Discharger does any of the following four or more times in a six-month period (hereafter "chronic violation"):

- Violates a waste discharge requirement effluent limitation;
- Fails to file a report pursuant to Section 13260;
- Files an incomplete report pursuant to Section 13260; or
- Violates a toxicity effluent limitation contained in the applicable waste discharge requirements where the waste discharge requirements do not contain pollutant-specific effluent limitations for toxic pollutants.

24. Water Code section 13385, subdivision (2) states: For the purpose of this section, a "period of six consecutive months" mean the period commencing on the date that one of the violations described in this subdivision occurs and ending 180 days after that date.

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July 9, 2018

VENDOR	AMOUNT	PURPOSE
Keith Baird	\$500.00	Regular Board Meeting: \$100 6/11/18; Pre-Approved 4 Admin Days @ 6/11/18 BM \$400;
Jason Grima	\$100.00	Regular Board Meeting: \$100 6/11/18;
Esteban Jaramillo	\$100.00	Regular Board Meeting: \$100 6/11/18;
Leslie Hill	\$100.00	Regular Board Meeting: \$100 6/11/18;
Donald Murphy	\$100.00	Regular Board Meeting: \$100 6/11/18;
John H. Kemp	\$500.00	Invoice June 2018 (prof consulting services for Compliance Project)
US Postal Service	\$300.00	Four (6) rolls of stamps for Postal Service #JUNE (price of stamps rose up to \$.50 from \$.46)
ATS Laboratories	\$232.00	Inv 20998 \$232
Brenntag	\$1,216.43	Invoice BPI 844934 customer #186694 Clorine for WTP, disinfection of water
La Brucherie Irrigation Supply	\$66.31	Re: 159049c P.O. Gary 122 valve union ball, clear primer, red hot glue, sch80 nipple
RS Instruments	\$294.00	Inv. 19167 Job#CA18558 calibration of flow & analytical meters at the WWTP
RS Instruments	\$888.00	Inv. 17144 Job#CAL15980 calibration of flow & analytical meters at WTP
Personnel Concepts	\$656.34	Cust No. 25p6042831 (renewal notice compliance management)
PepBoys	\$132.54	Cust No. 80887373 6/17 tire repairs on work truck/and other maintenance wk.
USA BlueBook	\$354.22	Inv. 592892 Cust#69946 [discharge valve assembly/ Imi repair kit] [JuneEF]
USA BlueBook	\$230.52	Inv. 559201 Cust#69946 [4108AG 4/30/18) remaining past due amount (cynide test kit)
Staples	\$221.09	Acct 2090516431 Inv. 2090516431 (various front and back office supplies)
O'Reilly	\$57.84	Invoice No 2687-133664 6/5 (ac maintenance anti-freeze, oil change)
Amado Ramirez	\$100.00	6/17/2018-Reimbursement steel toe work boots (per MOU article XIXpg16)
Miriam Rosales	\$109.66	Reimbursement 3/19, 3/24, 3/24, 4/14, 4/20, 5/7, 5/14, 5/19, 6/9 (paid at the rate of 54.5 per mile)
Nancy Obeso	\$39.24	Reimbursement 6/14, 6/20, 6/28, 6/29, t/bank & bookkeeper (paid at the rate of 54.5 per mile)
General Fund	\$6,298.19	
Dumper Fund	\$7,900.00	
Total		Above demands approved by the Board at the July 9, 2018

Total \$14,198.19 Board President

Administrative General Manager &amp; Secretary of the Board

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## REGULAR MEETING

Date: June 11, 2018, MONDAY

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

Time: 6:30 PM

1. Call to Order
  - a. Pledge of Allegiance

The Pledge was led by

- b. Quorum - Roll Call

**Director 1 Jason Grima ABSENT**

**Director 2 Keith Baird**

**Director 3 Esteban Jaramillo**

**Director 4 Leslie Hill**

**Director 5 Open**

Also Present:

**Administrative General Mgr. & Secretary of the Board Miriam Rosales, Chief Plant Operator, Aaron Garcia, General Counsel Dennis Morita, Consultant John Kemp**

Members of the Public:

**Michael Morales from Teamster, Nancy Obeso, 2 other members of the Public**

2. Discussion of the Agenda
  - a. Items to be pulled from the Action Calendar. **Items to be removed 18 and 19**
  - b. Items to be pulled from the Discussion Calendar.
  - c. Emergency Items to be added.
  - d. Approval of the agenda. Recommendation for action on Item 6, before item 4 and 5

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

3. Board Member Reports / Announcements.

### DISCUSSION/ACTION CALENDAR SECTION 1

Hill/

8a.

4. 5 Discussion and Action to elect President of the Board to fill the unexpired Presidency until the term ends at the first Seeley County Water District regular meeting December of 2018. Oath of Office and Certificate of Appointment for the President. Hill/Jaramillo  
**Director Hill made a motion to nominate Mr. Baird to the Presidency. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

5. 6 Discussion and Action to elect Vice President of the Board to fill the unexpired Vice Presidency until the term ends at the first Seeley County Water District regular meeting December of 2018. Oath of Office and Certificate of Appointment for the President. **Director Jaramillo made a motion to nominate Leslie Hill to the Vice Presidency. Seconded by Director Baird. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

6. 4 Discussion and Action. Review of applications of candidates to fill the vacant seat on the Board previously held by Patrick Harris; selection and appointment of Board Member to fill the Seeley County Water District Board of Director seat for the duration of the term. The term of the seat shall commence June 11, 2018, and end December of 2021. Oath of Office and Certificate of Appointment for new Director.

**Director Baird made the motion to approve the appointment of Mr. Donald Murphy to the vacated seat previously held by Director Harris. Discussion of the Board and Public followed. The motion was taken to a roll call vote. The motion carried with all members voting in the affirmative. Oath of Office followed and certificate of appointment.**

Director 1	Jason Grima	ABSENT
Director 2	Keith Baird	YES
Director 3	Esteban Jaramillo	YES
Director 4	Leslie Hill	YES
Director 5	Open	

#### 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.

Special Meeting for workshop with legal

**Legal Counsel recommended a workshop to discuss various aspects of a Director's duties in relation to the law. The workshop will be noticed and special meeting held.**

#### DISCUSSION CALENDAR SECTION I

7. Engineer's Report: The Holt Group, Jack Holt  
**No Holt Group Representatives present, Report was given via email**

8. Administrative General Manager and Secretary Report
  - a. Financial Reports
  - b. Miscellaneous/Correspondence
  - c. Payroll summary

**Director Jaramillo made a motion approve General Manager Report. Seconded by Director Baird. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

9. Chief Operators Report – Water & Wastewater Treatment Plant Reports
  - a. Accomplished Tasks
  - b. Violations
  - c. Laboratory Results
  - d. Dumper Station
  - e. Monthly Expenditures

**Director Jaramillo made a motion approve Chief Operators Report. Seconded by Director Baird. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

#### CONSENT CALENDAR SECTION I

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

10. Demands (Accounts Payable)
11. Approval of Minutes: a. REGULAR MEETING May 14, 2018  
b. SPECIAL MEETING June 4, 2018
12. Authorize 4 Administrative days for the President of the Board for the month of JUNE 2018.
13. 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).
14. 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 \$71.91} [\$400 for stamps alone].

**Director Hill made a motion to approve items 10 through 14. Seconded by Director Baird. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

#### DISCUSSION/ACTION CALENDAR

8a.



15. Action to direct staff to move forward to publicize a notice of public hearing to consider a resolution establishing the review fees for new development.

**Directive to staff to move forward to publicize a notice of public hearing to establish fees, the publication will occur once the workshop concludes. Date of workshop to be determined.**

16. Discussion/Action to approve payment of invoice #18-05-009 for the TTHM Improvement Project to the Holt Group. The invoice pertains to the assistance in preparation of the Operations Plan. Payment is contingent upon USDA's approval and release of funds and deposit into Seeley's Capital Improvement account.

**Director Hill made a motion to approve payment of invoice contingent upon deposit. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

17. Discussion/Action on June 4, of its Special Meeting the Seeley County Water District Board discussed to establish an Ad-Hoc Committee for a workshop to discuss fees and The Holt's Groups results from the water and sewer study. In addition, we are to establish a methodology determining actual cost of fees and its supporting data, workshop will include the review of current capacity fees in place. Date of workshop to be determined.

**Director Hill made a motion to approve payment of invoice contingent upon deposit. Seconded by Director Baird. Special Meeting workshop scheduled Wednesday 6:45 p.m. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

#### **Tabled**

18. Discussion/Action to accept the proposal from Hazen and to authorize the Administrative General Manager and Board President to execute the professional service agreement between the District and Hazen for the Seeley Water District Wastewater Plant Improvements (agreement will be provided at a later date). The proposal includes the design, permitting, bidding, and construction services of the improvements at the wastewater treatment plant. Scope and Fees are broken out by tasks to allow the District to approve the parts of the scope as funding allows. Currently, the main priorities will be the completion of a preliminary design report, 30-percent design plans, and the CEQA/MND for a total fee not to exceed **\$206,800** or current funding. *(Proposal date June 11, 2018 attached for review)*

#### **Tabled**

19. Discussion/Action consideration of the Board to authorize the Administrative General Manager and President of the Board to sign the letter requesting advance payment of **fifty percent** 50% of the grant award of \$206,800, half of the award is \$103,400. The purpose of the letter is to request the funding earlier, which will help the District finance the engineering work. The payment will be used to retain Hazen as the engineer for a preliminary design report, CEQA documentation, survey and geotechnical. Total amount to be requested **\$103,400.**

20. **Discussion** Hazen presented an updated proposal dated June 11, 2018. Proposal includes survey, preliminary design report, and CEQA. If we refer to the schedule, it is recommended that the District, move forward with preparing the application for CWSRF planning money for the remaining portion of the engineering design in July. Hazen can prepare applications at the cost of \$26,380 this amount would be funded by the District, but could count towards the compliance

project. The cost of \$26,380 is a separate item from the (DAC) grant funding the District will use for the WWTP.

**The board so directs to contact Consultant Pam Hammond to assist the Administrative General Manager with budget projections.**

21. Discussion/Action to approve amendment No. 1 to the current professional service agreement between the Seeley County Water District and John H Kemp, Consulting. The purpose of the amendment in Section 6 of the agreement is to change the compensation, this is due to the consultant's dedication to the Compliance Project and the Waste Water Treatment Plant Improvements. In Section 3 description of work also changes and includes points A through G. a. *(agreement for professional services effective March 10, 2018 is attached for review)*  
Total expense to the District not to exceed in the amount of \$500 monthly to be charged to the professional & special services account.

**Director Baird made the motion to approve amendment No. 1. Discussion of the Board and Public followed. The motion was taken to a roll call vote. The motion carried with all members voting in the affirmative.**

Director 1	Jason Grima	ABSENT
Director 2	Keith Baird	YES
Director 3	Esteban Jaramillo	YES
Director 4	Leslie Hill	YES
Director 5	Donald Murphy	YES

22. Discussion/Action the Seeley County Water District board remains interested in having representation on the LAFCO board, but will not agree if the cost to SCWD is over the recommended maximum of \$1000. The alternate cost share will be determined by the IID Board's willingness to approve the new formula, their meeting takes place June 24th. If it does not, Seeley's cost based on the first formula proposed by Lafco is \$6995.

**Director Hill made the motion to approve a cap of no more than a maximum of \$1000 for Seeley's yearly allocation. Seconded by Direct Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

23. **Discussion** - during discussion item 21a at the May 14, 2018 board meeting, the Board agreed to use meter fund money to purchase 20 Kamstrup ultrasonic smart water meters with integral radios for a trial. At this meeting the Board did not agree to use meter fund money to cover the costs for initial startup, the meter reading equipment, and the cost for the software.

The total amount of costs for the software, reading equipment, and start up fees, a total of \$4091.53 will be included in the District's 2018-2019 fiscal budget projections for review at Ad-Hoc Budget meeting.

A breakdown of all fees is listed for the board's consideration.

*Kamstrup Ready Smartphone Remote Reading Kit \$1,800 (one time charge)*

*Hosted Ready Management Software and Ready App \$1,338.78 (one time charge)*

*Hosted Ready Hosting Subscription Agreement (annual charge of \$952.75)*

Total not to exceed \$4,091.53

**The Board has determined that the purchase of 27 meters does not constitute the investment into the software for the Kamstrup smart meters. A recommendation, Management to determine the number of meters installed before the purchase of software makes sense. To be reviewed in budget projections.**

24. **Discussion** on May 22 the staff joined in a webinar by Softline Data about UBmax a small utility software tailored specifically for small water utilities. The reason we looked into using UBmax, it's less expensive than other programs we have been looking into, and it also offers more features.

A breakdown of all fees is listed for the board's consideration.

UBmax – Pro \$1,145.00

Support Fee \$475.00

Bill & Pay \$65.00

Total start up fees to be included in budget projections for review at Ad-Hoc Budget meeting.

In the amount of \$1,685.00. Total annual fees thereafter \$540.00

**To be reviewed in budget projections.**

25. **Discussion** - Update of Robert Bates Park upgrades, survey has been made available to Seeley resident via webpage and handout at District office. It is to be turned into the District office by June 22<sup>nd</sup>. The public survey questionnaire will be used by Kimley-Horn to determine which components are desired by the public for inclusion in the first phase of the final masterplan concept design.

26. **Discussion** of Copper and Cyanide probes for use at dump station. No specific models have been identified or selected but pricing for cyanide probes is in the range of \$730+ with the benchtop or handheld unit priced between \$400 - \$2000

No copper probe and benchtop/handheld unit pricing yet.

27. **Discussion** of alternatives to deal with cyanide and possibly copper issues.

Option 1 Change copper and cyanide sampling schedule and routine (if permitted by NPDES) to allow for averaging and to possibly eliminate false positives

Option 2 complete shutting down of dump station for 60 - 90 days to see if cyanide levels in our discharge drop below limitations

**Tabled**

28. Discussion/Action to approve the purchase of one 603lb drum of Aluminum Sulfate from Brenntag. For trial replacement of coagulant chemical at water treatment plant.  
Price not to exceed \$ 566.82 (price not including shipping and tax). Approximate Total not to exceed **\$770.00**

29. **Discussion** of commercial cannabis activity license lottery notification in the area of Seeley, 3 activity licenses were for Whole Distribution, Virtual Retail, and Physical Medicinal. Of Cannabis. The proposed location is at 1702 Evan Hewes Hwy.

**CLOSED SESSION:**

30. Conference with Real Property Negotiators  
Property: Directly South of District Office 3.8 Acres  
Agency Negotiator: District Legal Counsel  
Negotiating Parties: Imperial Valley Desert Museum Society  
Under Negotiation: Price and Terms for an acquisition.

**OTHER ITEMS**

**There's nothing to report out of closed session.**

**Director Hill made the motion to adjournment of meeting. Seconded by Direct Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

**Meeting Adjourned at 9:17 p.m.**

**Next regular meeting: MONDAY, July 9, 2018 at 6:30 P.M**

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President, SCWD Board

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Administrative General Manager & Secretary of the Board



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



ORDINANCE NO. 4

AN ORDINANCE OF THE SEELEY COUNTY WATER  
DISTRICT ESTABLISHING COMPENSATION FOR  
THE BOARD OF DIRECTORS

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF SEELEY COUNTY WATER  
DISTRICT AS FOLLOWS:

Section 1. Authority.

California Water Code Sections 30507 and 20200 et seq. provide the authority and procedure for establishing compensation for members of the board of directors of the District. Section 30507 stipulates that a director can receive not to exceed one hundred dollars (\$100.00) for each day's attendance at meetings or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month. Section 30507 also allows for reimbursement of expenses incurred in the performance of his or her duties required or authorized by the board.

Section 2. Compensation.

- |   |                       |
|---|-----------------------|
| a) Regular Board meetings:                      | \$100.00 per meeting. |
| b) Special Board Meetings:                      | \$ 75.00 per meeting. |
| c) Emergency Board Meetings:                    | \$ 75.00 per meeting. |
| d) Attendance at meetings/rendering of services | \$100.00 per day.     |

approved in advance by the Board.

The total number of days' compensated as set forth herein shall not exceed six days  
in any calendar month.

9 1 of 2

Section 3. Travel Expenses.

Provided the Board has approved use of a private vehicle in advance for the purpose of facilitating the performance of activities on behalf of the District, the Director shall be reimbursed for mileage at the IRS business allowance rate now in effect or as hereafter established from time to time.

Section 4. Severability.

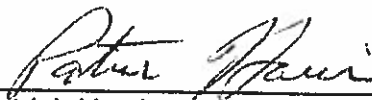
If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance, or any part thereof, is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The Seeley County Water District hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared invalid.

Section 5. Repeal of Prior Enactments.

Any prior enactments regarding the subject matter of this ordinance are hereby repealed.

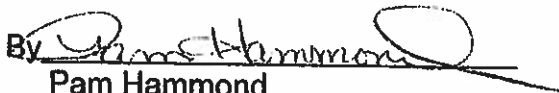
Section 6. Effective Date. This Ordinance shall take effect sixty (60) days from and after its adoption. Within fifteen (15) days after adoption, it shall be published in a newspaper of general circulation published and circulated in the District, or if there is none, it shall be posted in at least three public places in the District or published in a newspaper of general circulation printed and published in the county and circulated in the District.

Adopted, passed and approved at a regular Meeting of the Board of Directors of Seeley County Water District of Seeley, California, held on the 9<sup>th</sup> day of March, 2015.



Patrick Harris  
President of the Board of Directors  
Seeley County Water District

Attest:



Pam Hammond  
Secretary to the Board of Directors  
of Seeley County Water District





Hazen and Sawyer  
36-923 Cook Street, Suite 101  
Palm Desert, CA 92211 • 442.227.4980

June 11, 2018

Ms. Miriam Rosales  
Administrative General Manager/Secretary of the Board  
Seeley County Water District  
1898 W. Main Street  
Seeley, CA 92273

**Re: Proposal for Seeley County Water District Wastewater Plant Improvements**

Dear Ms. Rosales:

*Hazen and Sawyer is excited about the opportunity to serve the Seeley community and is providing the attached scope and fee proposal for the preliminary design, and CEQA/MND for the improvements at the wastewater treatment plant.*

**Our Scope.** Our scope provides the services necessary to ensure that the preliminary design, and CEQA/MND is completed. Hazen will work with the District to apply for additional funding as proposed in our proposal letter dated May 10, 2018.

**Our Fee.** The main priorities will be to prepare the preliminary design report and complete the CEQA/permitting for a total fee not to exceed \$206,800. Our total fee is broken down as follows for approval and authorization.

<u>WWTP Improvements</u>	<u>Fee</u>
Predesign	\$162,652
CEQA	\$20,648
Survey	<u>\$22,000</u>
<b>Total</b>	<b>\$206,800</b>
<b>Grant Funding</b>	<b>\$206,800</b>

*Our team will assist the District as an extension of your staff and work to achieve necessary improvements at the wastewater Plant*

**Our Approach.** Hazen understands that Seeley needs grant funding to pursue the remaining engineering and construction of WWTP Improvements. With the reduction of DAC Planning funding from the Imperial Integrated Water Management Plan Group from \$335,000 to \$206,800. Hazen has taken this into account and adjusted our scope so that our fees do not exceed the funding yet achieves the goals necessary for applying for additional funding.

**Future Scope.** We will assist the District in preparing applications for Clean Water State Revolving Fund Small Communities Wastewater Grant and Integrate Regional Water Management Proposition 1 Implementation Grant Round 1 Funds for an additional amount of \$26,380. Additional funds will allow the remaining engineering, and construction services in the amount of \$454,271 to be completed and construction of the improvement to the WWTP. Hazen is ready to assist the District to achieve a successful completion of the WWTP Improvements.

As a firm, Hazen is committed to assisting the District. Hazen is excited to assist the District. Please do not hesitate to contact us at (442) 227-4988 or by email at [SRogers@hazenandsawyer.com](mailto:SRogers@hazenandsawyer.com) should you have additional questions or need clarification with our proposal.

Very truly yours,



Scott Rogers, PE  
Project Manager



Marc Solomon, PE  
Vice President

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# Softline Data, Inc.

5252 St. Albans Bay Rd  
Excelsior, MN 55331-8635

*Copy of  
Invoice emailed*

## Invoice

Date	Invoice #
6/14/2018	7406

<b>Bill To</b>
SEELEY CTY WATER DISTRICT P.O. BOX 161 SEELEY, CA 92273

<b>Ship To</b>
SEELEY CTY WATER DISTRICT 1898 W MAIN ST SEELEY, CA 92273

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt	DD	6/14/2018			
Quantity	Item Code	Description	Price Each	Amount		
1	PUBMAX	PRO UBMAX UTILITY BILLING SOFTWARE	1,145.00	1,145.00T		
1	P-SUPP	PRO UBMAX YEARLY SUPPORT	475.00	475.00		
1	NBP	BILL&PAY YEARLY ACTIVATION	65.00	65.00T		
1	BCL	BLUE BILL CARD LASER 2000 CARDS/ BOX NO CHARGE	0.00	0.00T		
	SPDISC3%	SPECIAL 3% DISCOUNT FOR PAYING WITHIN 7 DAYS	-50.55	-50.55		
		YEARLY UBMAX SUPPORT WILL BE GOOD THRU JULY 2019				
		90 Day Guarantee... Softline Data provides a 90 day money back satisfaction guarantee, based on two conditions. 1. Data must have been converted or entered into UBmax 2. One Billing must have been completed in UBmax				
		Sales Tax	0.00%	0.00		
Please remit to above address.			<b>Total</b>	<del>\$1,634.45</del>		
<b>Phone #</b>		<b>Fax #</b>				
800-657-0880		952-449-9150				

*13*  
\$ 1685.00



## SEELEY COUNTY WATER DISTRICT

### SURPLUS DISTRICT PROPERTY DISPOSAL POLICY

Board Approved - July 09, 2018

#### PURPOSE

This policy provides for the disposition of surplus personal property, equipment, supplies, furnishings, and materials. This policy does not apply to real property and exists to ensure the receipt of all revenues from the disposal of surplus personal property, equipment, and materials.

#### POLICY

The Administrative General Manager ("AGM"), or his/her designee, shall develop a surplus supplies and equipment list ("List"). The List shall be submitted to the Board for its approval. The AGM shall make a recommendation to the Board as to the method of disposal and sales price. Upon approval of the List, the Board shall also direct the manner of disposal.

#### DEFINITIONS

- SURPLUS SUPPLIES AND EQUIPMENT LIST - List of personal property which has been determined "surplus" by the Administrative General Manager. The List shall be submitted to the Board for its approval.
- SURPLUS - Personal property which has little or no remaining useful life for the District.

#### MEANS OF PROPERTY DISPOSAL AND ACCOUNTING

Upon approval of the List and sales price by the Board, the Board shall also direct the method of disposal. The Board shall consider the following methods, but may also direct other means which, in its discretion, will be in the best interest of the District.

1. Sale on the open market. The Administrative General Manager shall cause to be published at least three days before the sale, in a newspaper circulated throughout the District, and/or by posting on any District website, a notice of sale setting forth a general description of the personal property to be sold, price and the day, time and location of the sale. The terms of all such sales shall be cash, cashier's check or money order in the amount of the full purchase price. The District also may conduct a public auction in this manner. Where the Board directs a public auction, it may establish a minimum bid.
2. Sale by sealed bid. The Administrative General Manager shall post such property for sale on the District website or on another website for the sale of surplus items (such as eBay) subject to posted rules developed for such sale or the rules of that website.



## SEELEY COUNTY WATER DISTRICT

### SURPLUS DISTRICT PROPERTY DISPOSAL POLICY

Board Approved - July 09, 2018

3. Donation. Where the Board determines that the sale, taking into account the costs of sale, of surplus personal property is infeasible or will result in minimal return to the District, it may direct such surplus property to be donated to any other governmental organization or non-profit group or corporation exempt from federal taxes pursuant to Internal Revenue Code Section 501(c) (3) located within or serving the District.
4. Selling for Scrap. Surplus property may be sold as scrap where the Board determines that the value of its parts exceeds the value of the surplus property as a whole.
5. No Value Item. Where the Board determines that the cost of sale/disposal of surplus property would exceed the recovery value, the AGM may be authorized to dispose of the same in such a manner he or she deems appropriate and in the best interest of the District.
6. No employee or Director of the District or his/her immediate family may acquire any District surplus property.

#### **Accounting for the disposition of personal property, equipment and materials:**

When so authorized to sell, donate, recycle, or scrap District property, the employee directed to undertake such activity shall:

1. Remit the entire proceeds from any such activity to the AGM.
2. Complete receipt documentation form for the disposal of surplus personal property, equipment and materials and submit with proceeds, if any, to the District's Administrative General Manager.

Administrative Department shall take all measures necessary to convey right, title and interest to the transferred surplus property and properly memorialize the process associated with disposal of the surplus property so that any question regarding why property was disposed of, the method of disposal and the consideration received can be addressed. Such documentation will, at minimum, include the following:

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## SEELEY COUNTY WATER DISTRICT

### SURPLUS DISTRICT PROPERTY DISPOSAL POLICY

Board Approved - July 09, 2018

1. Make adjustments to the Surplus Supplies and Equipment List
2. Deposit all proceeds from the disposition of surplus personal property, equipment and materials into the Capital Improvement Fund under sub-category Surplus Property Disposal Fund.
3. Cause licenses and title documents to be executed and transferred upon verification of receipt of funds.
4. Authorize the delivery of the surplus property.
5. All property disposed of pursuant to this policy shall be in an "as-is" condition with warranty, express or implied of its condition or fitness for a particular purpose.

By: \_\_\_\_\_

Printed Name: Keith Baird

Title: President, Seeley County Water District

Dated: July 9, 2018

ATTEST:

\_\_\_\_\_  
Miriam Rosales, Administrative General Manager

Secretary to the Board

Dated: July 9, 2018

14



FREE PARCEL SHIPPING WITH NYLOWE'S. GET STARTED >



Open until 10PM!  
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.

option 1

Item # 355923 Model # 306PNLSLABDB

ReliaBilt Universal Reversible Primed Steel Slab  
Entry Door Solid Core (Common: 36-in X 80-in;  
Actual: 36-in x 79-in)

6 Ratings  
★★★★☆  
3.5 Average

60%  
Recommend this  
product

Community Q&A  
View Now



- Strong and durable 24-gauge steel with attractive, classic style
- Fully insulated core provides a protective barrier from heat and cold for energy efficiency and exceptional insulation from outside...
- Internal 12-in solid wood lock block and a hidden reinforced steel plate in the door frame improve security and resistance against...

  
**FREE Store Pickup**

  
**Delivery**

Unavailable for Pickup at El  
Centro Lowe's

Delivery available

Buy 2, Get 10% Off



**Get 5% OFF\* Every Day**

Subject to credit approval. Exclusions apply. Cannot be combined with Special Financing.

[Get Details >](#)

## Product Information

 Description

- Strong and durable 24-gauge steel with attractive, classic style
- Fully insulated core provides a protective barrier from heat and cold for energy efficiency and exceptional insulation from outside noise
- Internal 12-in solid wood lock block and a hidden reinforced steel plate in the door frame improve security and resistance against forced

 **CHAT WITH LOWE'S**

15  
option 1

entry

- 6-panel traditional door features raised panels, these panels add architectural interest to your entry door
- Features 2 coats of baked-on enamel primer for easy finishing on all six sides
- Sold as slab only - does not include frame or hinges
- Reversible handing allows flexibility when installing
- Limited Lifetime Warranty

option 1

## Specifications

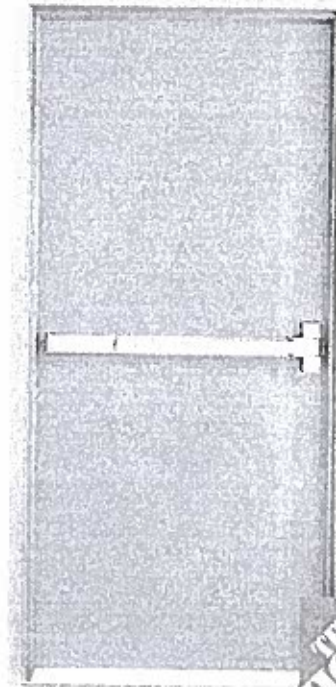
<b>Material</b>	Steel	<b>Glass Insulation</b>	N/A
<b>Wood Species</b>	Pine	<b>Glass Caming</b>	No glass
<b>Finish</b>	Primed	<b>Caming Finish</b>	N/A
<b>Manufacturer Color/Finish</b>	Primed	<b>Brickmould Included</b>	X
<b>Color/Finish Family</b>	Off-white	<b>Weatherstripping Included</b>	X
<b>Common Size (W x H)</b>	36-in x 80-in	<b>Lockset Bore</b>	Ready for lockset and deadbolt
<b>Type</b>	Entry door	<b>Core Type</b>	Solid core
<b>Impact Resistant</b>	X	<b>Impact Resistant Glass</b>	No glass
<b>Fire Rated</b>	X	<b>3-Point Locking System</b>	X
<b>Fire Rating</b>	N/A	<b>Commercial/Residential</b>	Residential
<b>Actual Width (Inches)</b>	36	<b>For Use with Mobile Homes</b>	X
<b>Actual Height (Inches)</b>	79	<b>Sill Type</b>	N/A
<b>Jamb Width (Inches)</b>	1.375	<b>Sill Finish</b>	N/A
<b>Actual Width with Sidelights (Inches)</b>	36	<b>Lowe's Exclusive</b>	X
<b>Actual Depth (Inches)</b>	1.375	<b>ENERGY STAR Certified Northern Zone</b>	✓
<b>Glass Style</b>	N/A	<b>ENERGY STAR Certified North/Central Zone</b>	✓
<b>Rough Opening Width (Inches)</b>	35.5	<b>ENERGY STAR Certified South/Central Zone</b>	✓
<b>Rough Opening Height (Inches)</b>	79.5	<b>ENERGY STAR Certified Southern Zone</b>	✓
<b>Panel Type</b>	6-panel	<b>Warranty</b>	Limited lifetime
<b>Glass Shape</b>	No glass	<b>Locking System Included</b>	X
<b>Door Style Modern</b>	✓	<b>Common Width (Inches)</b>	36
<b>Door Style Victorian</b>	X	<b>Collection Name</b>	N/A
<b>Door Style Craftsman</b>	✓	<b>Common Depth (Inches)</b>	1.375
<b>Door Style Rustic</b>	X	<b>Handle Finish</b>	N/A (no handle)
<b>Door Style Mid Century</b>	✓	<b>Handle(s) Included</b>	X
<b>Door Style Contemporary</b>	✓	<b>Handing</b>	Universal reversible
<b>Privacy Rating</b>	N/A	<b>Hardware Finish</b>	N/A

Projects, Tips & Services

15.  
option 1

Model # VSDFRWD3680EL Internet #207153515

Option 2



Exclusive



Save to Favorites

### Armor Door

36 in. x 80 in. Fire-Rated Gray Left-Hand Flush Steel Prehung Commercial Door and Frame with Panic Bar and Hardware

☆☆☆ (22) Write a Review

**\$679<sup>00</sup>** /each

### Choose Your Options

Gray



Door Size (WxH) in.

36 x 80

15.  
option 2

**Model #:** VSDFRWD3680EL

**Internet #:** 207153515

Option 2

The 36 in. x 80 in. Entrance Door comes ready to be installed with a welded steel frame. It comes complete with a commercial grade exit lever and entrance trim set, two 4-1/2 in. x 4-1/2 in. heavy duty spring hinges and one 4-1/2 in. x 4-1/2 in. heavy duty concealed hinge. The door and frame assembly is fire rated with a 1-1/2-hour fire rating. The door panel and frame are both made from galvanized steel to secure and protect your home or building. The frame is compatible with walls that have a thickness of 4-7/8 in. and can be used with new masonry and drywall construction when the wall is being built. It can also be installed into existing drywall rough openings. The frame comes complete with combination anchors for either masonry or drywall applications. Installation instructions, finishing guide lines and warranty information can be downloaded for your convenience in the info and guides section to the right.

- Heavy duty steel door and frame provides long lasting durability
- Provides protection from the spread of both fire and smoke
- Can be used in both interior and exterior walls
- Commercial grade weather stripping sold separately provides added protection against the elements
- Steel surface allows for easy painting for any color match
- Commercial grade hardware for additional security and long lasting durability
- 90-minutes fire-rated steel door frame and hinges provide a safety barrier
- Requires 82.125 in. H x 40.25 in. W rough opening for a secure fit
- Durable construction
- 1-year warranty
- Questions? Call 404-361-7799 and our customer service team would be happy to assist you

### Info & Guides

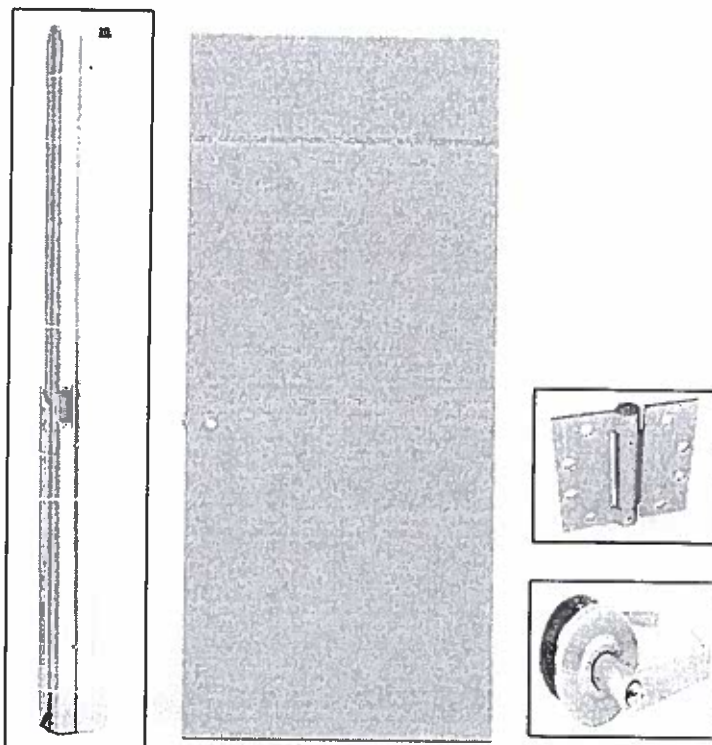
- Installation Guide
- Instructions / Assembly
- Specification
- Warranty

15.  
option 2

Home / Doors & Windows / Exterior Doors / Commercial Doors

Model # UKE3680L Internet #202516026

Option 3



Save to Favorites

## L.I.F. Industries

36 in. x 80 in. Gray Flush Steel Commercial Door with Hardware

★★★★ (36) Write a Review

Was \$400.50

**\$360<sup>45</sup>** /each

Save \$40.05 (10%)  
Red White and Blue Savings

### Choose Your Options

Gray



Door Size (WxH) in.

36 x 80

Door Handing

15  
option 3

**Model #:** UKE3680L

**Internet #:** 202516026

Option 3

Heavy duty steel flush entrance unit with Knock-down frame. Complete with a commercial grade lever entrance lockset and spring hinges in a satin chrome finish. Equipped with a 90-minutes fire and smoke label. Manufactured with the highest quality Galvanneal steel. Even though it looks like raw steel it is not. The Priming process is done at the Steel Mill when the steel is being manufactured. Included with every order are the Installation Instructions which include a detailed summary of the priming process and Finish Painting Guidelines. Frame can be used with steel or wood studs with a single layer of 5/8 drywall on both sides of the wall for a total wall thickness of 4-7/8 in. Used primarily in drywall construction after the wall has been constructed. Frame comes complete with top pressure clamps and bottom strap anchors and sharp mitered corners for fast and easy installation and assembly for a clean uniform appearance. Installation instructions as well as finishing guidelines and warranty information can be downloaded for your convenience.

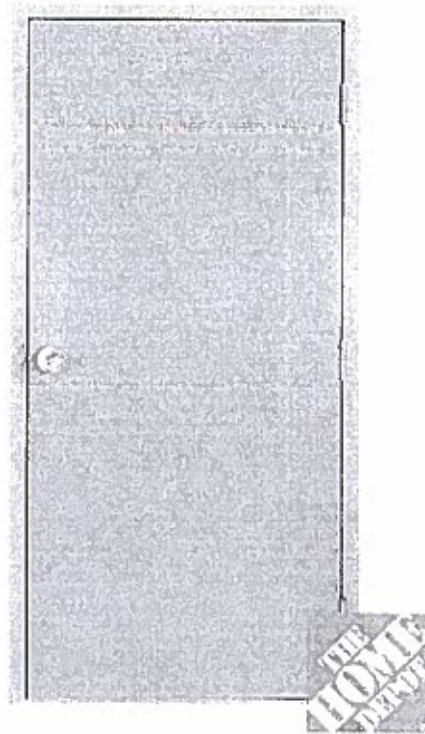
- Heavy duty steel to secure and protect your home or building
- Ready to install
- Environmentally friendly
- Heavy duty steel door and frame provides long lasting durability and carefree use
- Provides protection from the spread of both fire and smoke
- Can be used in both interior and exterior walls
- Steel frame provides superior protection compared to normal wood jambs
- Commercial grade weatherstripping sold separately provides added protection against the elements
- Satin smooth steel surface allows for easy painting for any color match
- Commercial grade hardware for additional security and long lasting durability
- Ships in 10 days

### Info & Guides

- Instructions / Assembly

15  
Option 3

Model # VSDFPKD3680EL Internet #207153507



**Exclusive**

option 4

[Save to Favorites](#)

## Armor Door

36 in. x 80 in. Fire-Rated Gray Left-Hand Flush Steel Commercial Door with Knock Down Frame and Hardware

★★★★ (39) [Write a Review](#)

**\$419<sup>00</sup>** /each

## Choose Your Options

Gray



Door Size (WxH) in.

36 x 80

Door Handing

Left Hand/Outswing

15.  
option 4

**Model #:** VSDFPKD3680EL

**Internet #:** 207153507

option 4

The 36 in. x 80 in. Entrance Door supplied with a knockdown steel door frame. It comes complete with an entrance cylinder lever lockset, two 4-1/2 in. x 4-1/2 in. heavy duty spring hinges and one 4-1/2 in. x 4-1/2 in. heavy duty commercial hinge. The door and frame assembly is fire rated with a 1-1/2 hour rating. The door panel and frame are made from galvanized steel to ensure good final paint adhesion. The frame is compatible with stud walls that have a thickness of 4-7/8 in. and can be used with drywall construction when a wall is being built. The frame is supplied with compression anchors and two sets of strap anchors for drywall applications. Installation instructions, finishing guide lines and warranty information can be downloaded for your convenience in the info and guides section to the right.

Live Chat

- Heavy duty steel door and frame provides long lasting durability
- Provides protection from the spread of both fire and smoke
- Can be used in both interior and exterior walls
- Commercial grade weather stripping sold separately provides added protection against the elements
- Steel surface allows for easy painting for any color match
- Includes hardware for additional security and long lasting durability
- 90-minutes fire-rated steel door frame and hinges provide a safety barrier
- 1-1/2 hour fire rating
- Durable construction
- 1-year warranty
- Questions? Call 404-361-7799 and our customer service team would be happy to assist you

## Info & Guides

- Installation Guide
- Instructions / Assembly
- Specification
- Warranty

15.  
option 4



# 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: Keith Baird

Board Members: Jason Grima, Esteban Jaramillo, Leslie Hill, Donald Murphy

## AGREEMENT FOR PROFESSIONAL SERVICES

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

### RECITALS

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

NOW, THEREFORE, the parties agree as follows:

#### 1. Parties to the Agreement

The parties to this Agreement are:

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

B. Consultant:  
  
Pam Hammond, Consulting  
11481 East 39<sup>th</sup> Place  
Yuma, AZ 85367

#### 2. Representatives of the Parties and Service of Notices

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

17

- A. The principal representative of the Client shall be:  
Board President and Administrative General Manager
- B. The principal representative of the Administrative Consultant shall  
be: Pam Hammond
- C. Formal notices, demands and communications to be given hereunder by  
either party shall be made in writing and may be affected by personal delivery  
or by first class mail, postage prepaid.
- D. If the name of the principal representative designated to receive the  
notices, demands or communications, or the address of such person, is changed,  
written notice shall be given within five (5) working days of said change.

3. Description of Work

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

4. Data Provided to Consultant

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

5. Consultant's Responsibility

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

6. Compensation.

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

7. Indemnity

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

8. Insurance

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

9. Term and Termination for Convenience.

The term of this agreement is for six (6) months, starting July 9, 2018 and ending January 14, 2018. Either party hereto may terminate this Agreement at any time without cause by giving a two (2) week notice to the other of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials shall, at the option of Client, become the Client's property. Client shall pay Consultant for all work satisfactorily performed through the date of termination.

10. Amendments.

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

17

11. Resolution of Disputes.

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

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

14. Effective Date.

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

15. Assignment.

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

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

"CLIENT"

Seeley County Water District

\_\_\_\_\_  
Keith Baird, Board President

Dated: July 9, 2018

ATTEST:

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

Dated: July 9, 2018

"CONSULTANT"

Pam Hammond Consulting

\_\_\_\_\_  
Pam Hammond, Consultant

Dated: July 9, 2018

APPROVED

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17  
Previous agreement

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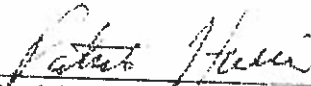
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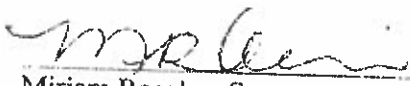
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"CLIENT"

Seeley County Water District

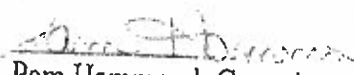
  
Patrick Harris, Board President

ATTEST:

  
Miriam Rosales, Secretary to the Board

"CONSULTANT"

Pam Hammond Consulting

  
Pam Hammond, Consultant

Dated: 07-17-17

17



# SEELEY COUNTY WATER DISTRICT

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

Telephone: 760.352.6612 Facsimile: 760.352.0589



Board President: Keith Baird

Board Members: Jason Grima, Esteban Jaramillo, Leslie Hill, Donald Murphy

July 9, 2018

## RESOLUTION NO. 70918-01

### **A RESOLUTION OF THE SEELEY COUNTY WATER DISTRICT APPROVING THE PROJECT COMPLETION FOR THE SEELEY COUNTY WATER DISTRICT – WATER TREATMENT PLANT TTHM IMPROVEMENT PROJECT**

**WHEREAS**, the Seeley County Water District has received a United States Department of Agriculture Grant for an amount not to exceed \$355,000.00 for the Water Treatment Plant TTHM Improvement Project (Project), and

**WHEREAS**, the Project includes the construction of a total trihalomethane (TTHM) removal system within the Water Treatment Plant, and

**WHEREAS**, the Seeley County Water District entered into an Agreement (Construction Contract) with Terry Robertson, Inc. dba A&R Construction on September 22, 2017 for construction of the Project, and

**WHEREAS**, The Holt Group, Inc. provided Construction Management services for the construction contract, and

**WHEREAS**, The Holt Group, Inc. has verified that Terry Robertson, Inc. dba A&R Construction has completed all scope of work as outlined in the Contract Documents, and

**WHEREAS**, a final walk-through of the Project was completed on April 20, 2018 and it was noted that all scope of work had been completed per the Contract Documents, and

**WHEREAS**, Terry Robertson, Inc. dba A&R Construction's Construction Contract with Seeley County Water District totaled \$260,252.73, and

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Seeley County Water District does hereby Approve the Project Completion for the Seeley County Water District - Water Treatment Plant TTHM Improvement Project as constructed by Terry Robertson, Inc. dba A&R Construction.

**PASSED AND ADOPTED** by the Board of Directors on this 9th day of July 2018 by the following vote:

18

AYES:\_\_\_\_\_ NAYES:\_\_\_\_\_ ABSTAINED:\_\_\_\_\_ EXCUSED OR  
ABSENT:\_\_\_\_\_

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

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

Director Jason Grima	YES	NO
Director Leslie Hill	YES	NO
Director Keith Baird	YES	NO
Director Donald Murphy	YES	NO
Director Esteban Jaramillo	YES	NO

ATTEST:

\_\_\_\_\_  
MIRIAM ROSALES

Secretary of the Board

\_\_\_\_\_  
KEITH BAIRD

President of the Board

**CERIFICATE OF SECRETARY**

**The undersigned Secretary of the Board of Seeley County Water District hereby  
certifies that the foregoing is a full, true and correct copy of Resolution No. 70918-01  
Adopted July 9, 2018.**

\_\_\_\_\_  
MIRIAM ROSALES, Secretary of the Board