

SEELEY COUNTY WATER DISTRICT

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

Telephone: 760.352.6612 Facsimile: 760.352.0589



Board President: Patrick Harris

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

REGULAR MEETING

Date: March 12, 2018, MONDAY

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

Time: 6:30 PM

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

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.

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DISCUSSION CALENDAR SECTION 1

4. Discussion of the Engineer's Report: The Holt Group, Jack Holt & 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 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: SPECIAL MEETING February 9, 2018
REGULAR MEETING February 12, 2018
9. Authorize 4 Administrative days for the President of the Board for the month of February 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 \$50.87} [\$400 for stamps alone].
12. Approval of purchase of "check valves" for rebuilding the offline filter at the water plant. The following (2) parts to be purchased from TECHNO. Total with tax included not to exceed in the amount of \$1,090.00
 - 1) Techno 5002-BR,
3.0 EHT BR BR V NS 150 MP
3" Male NPT, Brass Body, Brass Internals, Viton Seal, No Spring, 150 psi
Net Price \$ 476.00, Each Qty 1
 - 2) Techno 5002-BR

4.0 EHT BR BR V NS 150 MP

4" Male NPT, Brass Body, Brass Internals, Viton Seal, No Spring, 150 psi

Net Price \$ 529.00, Each Qty 1

DISCUSSION / ACTION CALENDAR SECTION I

13. Discussion/Action seeking approval of **Resolution 031218-01** Regarding Seeley County Water District establishing a Job Description for a Chief Water Treatment / Wastewater Plant Operator and Chief Distribution Operator.

14. Discussion/Action to authorize the Administrative General Manager under the title of Secretary of the Board, and President of the Board, or Vice President to sign documents which may be necessary to consent of the acceptance of the USDA Community Facilities Direct Loan & Grant Program, this grant program will be for the Robert Bates Memorial Park Shade Structures over the current playground and over the proposed exercise station. Grant fund amount determined after application has been submitted and approved.

15. Discussion/Action to authorize the Administrative General Manager ("AGM") under the title of Secretary of the Board, and Board President, or Vice President to sign any documents relating to the production of the ("TRA") Tax Rate Area map, the AGM requested from the County Assessor's Office a TRA map for the purpose of determining Seeley's tax rates per area. Having a TRA map will also help Seeley in the future to set-up a tax rate agreement with the County, within its area of influence. Total set-up plus TRA map for indicated area not to exceed in the amount of **\$39.00**

16. Discussion/Action to review and approve changes to the ("DAC") Disadvantaged Community Grant letter of interest submitted December 2016 to the Community & Economic Development Manager, Esperanza Colio Warren. The Grant amount is for \$335,000 for the following project studies: Water Distribution System Study, WWTP Collection System Study, and Sewer and Water Master Plan. In lieu of recently identified different needs of SCWD, The Administrative General Manager is making the recommendation to change some of the projects to better identify scope of work based on the proposed Wastewater Treatment Plant expansion, and or Compliance Project required by the Regional Water Quality Control Board. Esperanza Colio Warren confirmed we may submit a different project, however the funding amount stays the same.

17. Discussion to install a water meter at the John Robert Bates Memorial Park for the purpose of metering water usage, this will help the District establish an estimated overall cost. In addition, we can more accurately assess projected charges to the County. The County Parks and Recreation department installed the irrigation system and maintains them, and Seeley County Water District provides water at no charge. Our Operations Manager, Aaron Garcia, and his crew will have more details regarding what modifications are needed to connect to the water pipeline and have quotes available at the next board meeting.

18. Discussion/Action to authorize D'Marcos Fencing & Ironworks to install (3) Seeley Road Signs at the entrances coming into Seeley, excluding the entrance coming in from El Centro, (west) on Evan Hewes Hwy. Administrative General Manager recommends adding to the quote a timeline for the completion of the proposed project. Signs will be bolted on two (2) steel posts and mounted into cement. Estimate needs to include Total amount not to exceed in the amount of **\$975.00**

19. Discussion/Action seeking approval from the Board to purchase a 3 ft. x 4 ft. flagstone from La Jolla Etching, for the entrance of the park. Sign to read "*Welcome to John Robert Bates Memorial Park*" with images and the following acknowledgement "*Made possible by the IID Local Entity Grant Funding*". This will be funded through the IID Local Entity Grant Fund. Please review options (1-4) in your packet. Total amount with acknowledgement **\$1,428.00** and amount without **\$1388.00**

20. Discussion/Action to approve the purchase of (5) Seeley County Water District logo decals [\$65x5=\$325], and (5) Number Decals [\$15x5=\$75] for all work trucks, from Mad Graphix. The total includes an extra logo, and number decal for backhoe for \$30, the quote includes tax, and labor to affix decals. Total not to exceed in the amount of **\$430.00**

21. Discussion/Action to approve the rental of a 5 cu yd. trash container and pick up, once a week. Our current 2 cu yd. container does not support the combination of office/facility waste plus the large amount of dumpers that dump during the peak season, Dumpers clean out obstructions that block the flow of their discharge (paper towels, plastic wrappers, etc....).

Option A. CR&R Trash Services one time delivery fee \$26.78 with a monthly rental service fee of **\$178.71**. It's an increase of \$89.58 from \$89.13 we are currently paying.

Option B. Republic Trash Services (Current Services), one time removal fee of \$30.25 for the 2 cu yd. container. A one time delivery fee of \$80, with a monthly rental service fee of **\$122.89**. It's an increase of \$33.76 from \$89.13 we are currently paying.

22. Discussion/Action to approve the per required annual calibration for metering and equipment at both the Wastewater Treatment Plant and Water Treatment Plant facilities. Options are as follows:

Option A. Gold Coast Environmental: Water Treatment Plant \$3,300.00, Waste Water Treatment Plant \$1,650.00 (per diem vs per meter). Total not to exceed in the amount **\$4,950.00**

Option B. Gold Coast Environmental: Wastewater Facility calibration of 20 meters. Water Facility (Effluent) \$5000.00, Wastewater Facility (Influent) \$1750.00 (per meter). Total not to exceed in the amount of **\$6750.00**

Option C. DDP Electric Inc.: Wastewater Treatment Plant \$500.00, Water Treatment Plant \$500.00. Total calibration of both facilities **\$1000.00**

Option D. RSIS Instruments & Services: Water Treatment Plant \$888.00, Waste Water Treatment Plant \$294.00. Total not to exceed in the amount of **\$1,182.00**

CLOSED SESSION:

23. CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Patrick Harris, Jason Grima, Keith Baird, Esteban Jaramillo, and Leslie Hill

Employee organization: Teamsters Local 542

24. CONFERENCE WITH LEGAL COUNSEL---EXISTING LITIGATION

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

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

OTHER ITEMS

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

Regular Board Meeting: March 12, 2018

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

Board President: Patrick Harris

Clerical and Administration Department:

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

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:	Classification	Reason	Description
2/21/2018	360 Office Supplies	\$170.47	11	2/12/2018	Office Expense	Routine Monthly Office Supplies	toner for various printers
2/5/2018	Staples	\$63.12	11	2/12/2018	Office Expense	Routine Monthly Office Supplies	coffee supplies for district employees and board meetings / frames for training certificates
2/5/2018	Staples	\$26.95	11	2/12/2018	Office Expense	Routine Monthly Office Supplies	coffee supplies for district employees and board meetings
2/7/2018	Staples	\$21.57	11	2/12/2018	Office Expense	Routine Monthly Office Supplies	coffee supplies for district employees and board meetings / tape
2/12/2018	US Postal	\$200.00	11	2/12/2018	Office Expense	Routine Monthly Office Supplies	US postal stamps for billing & all other outgoing correspondence
2/18/2018	Sparkletts	\$64.85	11	2/12/2018	Office Expense	Routine Monthly Office Supplies	Drinking Water
		\$546.96			\$	203.04	

3) Emergency Monthly Funds per Resolution 041315-

\$500

04.

DATE:	Vendor:	Amount Spent:	EF	Classification	Reason	Description
2/27/2018	Lowes	\$499.69	Feb	Repair/Maintenance: office	Repair/Maintenance: ce: office	Supplies to repair and renovate the Operator Office into Admin Office, paint, 2x4's, drywall, hardware
		\$499.69			0.31	

\$499.69
702.73

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

SPENT	BUDGET	REMAINING
\$546.96	\$750.00	-\$203.04
\$499.69	\$500.00	-\$0.31
\$1,046.65	1,250.00	-\$203.35

TOTAL SPENDING:

\$1,202.42

BUDGET: (routine + emergency funds)

\$1,250.00

REMAINING CREDIT:

\$47.58

56

Payroll Summary Report

Feb 09, 2018

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
02/09/2018	Garcia, Jr., Aaron	\$1,577.08	80.00
02/09/2018	McHone, Allen A.	\$461.57	44.07
02/09/2018	Medrano, Jonan	\$681.37	61.30
02/09/2018	Obeso, Nancy L.	\$1,039.65	80.87
02/09/2018	Pantoja, Gustavo	\$1,384.41	80.00
02/09/2018	Ramirez, Amado	\$1,046.07	81.47
02/09/2018	Rosales, Miriam A.	\$1,667.28	80.00
02/09/2018	Rosas, Nadia	\$934.81	80.21
02/09/2018	Thornburg, Gary L.	\$1,233.12	80.49
Totals		\$10,025.36	668.41

Payroll Summary Report**Feb 23, 2018**

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
02/23/2018	Garcia, Jr., Aaron	\$1,577.08	80.00
02/23/2018	McHone, Allen A.	\$425.00	39.98
02/23/2018	Medrano, Jonan	\$703.60	63.70
02/23/2018	Obeso, Nancy L.	\$1,031.31	80.42
02/23/2018	Pantoja, Gustavo	\$1,384.42	80.00
02/23/2018	Ramirez, Amado	\$988.91	76.99
02/23/2018	Rosales, Miriam A.	\$1,667.28	80.00
02/23/2018	Rosas, Nadia	\$935.59	80.17
02/23/2018	Thornburg, Gary L.	\$1,219.31	79.15
Totals		\$9,932.50	660.41

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3/06/2018

Updates:

- Routine system operations and maintenance
 - WWTP Clemson ponds receive CuSO_4 dosages two times weekly
 - Dead ends in distribution system continue to receive weekly flushing
- WTP unit 2 remains offline. Waiting on check valve replacements
- Alleys continue to be cleaned on an ongoing basis
- Project to bring all manhole lids up to grade is continuing
- Work on relocating operations/maintenance office back to water treatment plant trailer started
- West oxidation pond aerator motors greased

January Waste Plant results:

Bis (2-ethylhexyl)phthalate: ND

Cyanide: ND

Copper: **FAIL** 104.2 ug/l

Mercury: ND

BOD/TSS (4 tests): All pass

Bacti (5 sets of 3 tests): **FAIL** 1 single Enterococcus on 1.04.2018

February Waste Plant Lab Results

Date	BOD (65 mg/l max)	TSS (65 mg/l max)	Bacti (Pass/Fail)	Cyanide (4.3 ug/l)	Copper (25 ug/l)	Mercury (0.05 ug/l)	Bis(2-ethylhexyl) Phthalate (5.9 ug/l)
2.5.18	-----	-----	Pass	Pending Lab	Pending Lab	Pending Lab	ND
2.7.18	25	6.5	-----				
2.12.18	-----	-----	Pass				
2.14.18	23	-----	-----				
2.15.18	-----	20.7	-----				
2.21.18	22.9	18.7	Pass				
2.26.18	-----	-----	Pass				
2.27.18	Pending lab	Pending lab	Pass				
2.28.18	Pending lab	Pending lab	-----				

February Water/Distribution Lab Results

No violations

6a 102

February Monthly Spending Report

Operations and Maintenance Department

Date	Vendor	Amount Spent	Item Description	Reason	
2.1.2018	Lowe's	\$246.88	Various	Supplies and Safety	February Emergency Funds
2.1.2018	Core&Main	\$2,498.84	3/4" direct read meters	Backup meter supply	1.15.2018 Board Meeting
2.6.2018	La Brucherie	\$80.08	3" T, teflon 1/2 pint	WTP air scour line leak	February Emergency Funds
2.6.2018	RDO Equipment	\$99.17	5 gallons Plus 50 oil	Backhoe maintenance	February Emergency Funds
2.9.2018	Lowe's	\$42.62	irrigation parts	landscaping office project	February Emergency Funds
2.9.2018	Ferguson Enterprises	\$17.85 plus Tax	Meters Gaskets	Meters frozen changed out	February Emergency Funds
2.12.2018	USA Bluebook	\$576.13	polymer injection method	New way of propac injection	2.9.2018 Board Meeting
2.12.208	Lowe's	\$40.60	Front door Office lock	Front Door Lock	February Emergency Funds
2.13.2018	UsaBluebook	\$1,315.01	Various	Supplies for WTP/WWTP	2.12.2018 Board Meeting
2.15.2018	O'reilly	\$24.77	Silicone	Waste Filters	February Emergency Funds
2.20.2018	O'reilly	\$49.54	Silicone	Waste Filters	February Emergency Funds
2.27.2018	Lowe's	\$429.44	Water Plant A/C Unit	A/C for water plant office	February Emergency Funds
2.25.2018	Lowe's	\$23.64	Toilet seat	Toilet seat for main office Restroom	February Emergency Funds

\$1,054.59 of \$2000 Emergency Funds Spent

\$4,389.98 Board Approved Funds Spent

\$5,444.57 total money spent

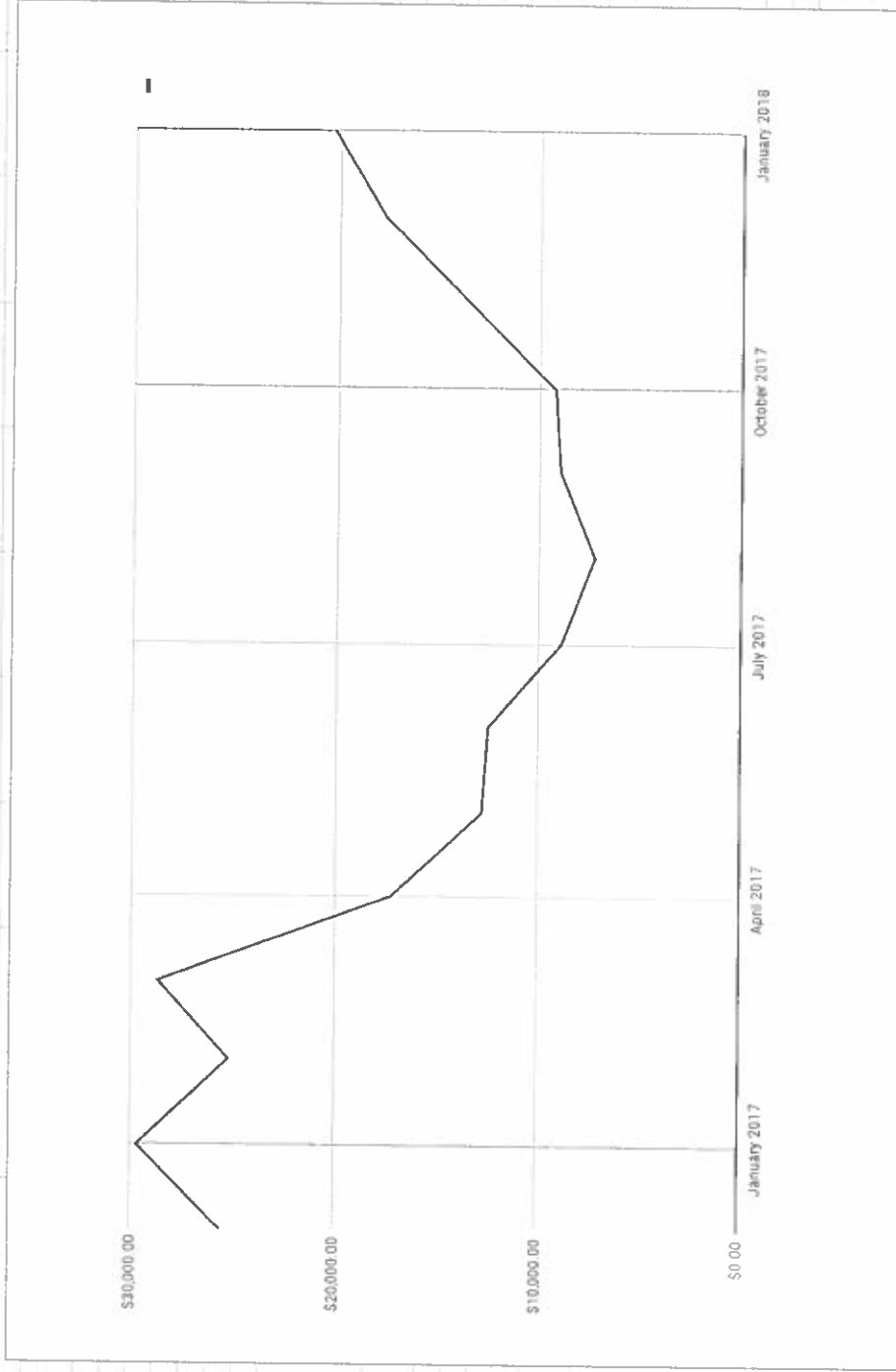
FEBRUARY 2018(DUMPERS)

Total Gallon Per Month

Safety Harvest/Prime Sanitat.	1,800	\$162.00
Alpha Site Logistics	41,600	3,744.00
Diamond Enironmental	5,400	\$486.00
El Don	500	\$45.00
Galeekos Inc,	1,050	\$94.50
J & H Rent-A-Can	15,000	\$1,350.00
JosMar Packing, Inc.	600	\$54.00
Loris Sanitation Services	20,400	\$1,836.00
Perc Water Corp,(Ancon)	0	\$0.00
Prime Ag. Services	4,800	\$432.00
QT Sanitation	2,400	\$216.00
Roto Rooter	10,800	\$972.00
RS Harvesting	700.00	\$63.00
S & S Harvesting	3,000.00	\$270.00
Sharp Sanitation	40,550	\$3,649.50
Star Sanitation	15,700	\$1,413.00
Glamis Rentals	1,500	\$135.00
JJL Harvesting	480	\$43.20
Perez&Ramirez	360	\$32.40
Total	166,640	\$14,997.60

6d

November 2016	\$19,506.15
December 2016	\$25,536.60
January 2017	\$29,681.10
February 2017	\$25,199.10
March 2017	\$28,684.80
April 2017	\$17,284.50
May 2017	\$12,811.50
June 2017	\$12,518.35
July 2017	\$8,918.10
August 2017	\$7,296.30
September 2017	\$9,016.60
October 2017	\$9,292.00
November 2017	\$13,583.00
December 2017	\$17,753.40
January 2018	\$20,275.20
FEB.2018	\$14,997.60



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Board President: Patrick Harris

Board Members: Jason Grima, Keith Baird, Esteban Jaramillo

NOTICE OF ADJOURNED SPECIAL MEETING

Date: ~~February 6, 2018, TUESDAY~~ **February 9, 2018, FRIDAY**

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

Time: **6:30 PM**

1. Call to Order

a. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Harris

b. Quorum - Roll Call

Director 1 Jason Grima - Absent

Director 2 Keith Baird

Director 3 Esteban Jaramillo

Director 5 Patrick Harris

Also Present:

Admin General Mgr. /Secretary of the Board Miriam Rosales, Maintenance Manager Aaron Garcia, Legal Counsel Dennis Morita, Mike Morales, Teamster Representative. Alternate Steward in Training Nadia Rosas.

2. Discussion of the Agenda

a. Items to be pulled from the Action Calendar.

b. Emergency Items to be added.

c. Approval of the agenda.

Director Jaramillo 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 Reports to announce

ACTION CALENDAR SECTION 1

4. Discussion and Action to nominate Seeley County Water District, Director to the seat vacated by Director Ibarra, the term of the seat is a (4) four year term starting February 6 of 2018, and ending on December 10, 2021.

Director Jaramillo made a motion to nominate and appoint Leslie Hill immediately.

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. It was unanimous. Ayes: Jaramillo, Baird and Harris Noes- Absent: Director Grima,

(8)

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

5. ~~Discussion and Action to appoint the newly nominated candidate to the Seeley County Water District Director seat.~~

6. Discussion and Action Oath of Office and Certificate of Appointment of new Director
Director Harris called for Director Hill to take Oath of Office, Miriam Rosales Administrative General Manager Administered the Oath of Office and Certificate of Appointment

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

ACTION CALENDAR SECTION 2

7. Discussion/Action Seeley County Water District (SCWD) to address the required response to the State Water Resources Control Board, Division of Drinking Water regarding the IID Joint Monitoring Program.
Director Baird made a motion to join the IID Monitoring Program at \$288 per year for 4 years. Seconded by Director Hill. Discussion of the Board and Public followed.

Director Jaramillo made a motion to modify the motion and accept the new motion to pursue the per population distribution of the cost. Seconded by Director Harris. 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: Jaramillo, Baird, Hill and Harris

Noes-	Absent: Director Grima	
Director 1	Jason Grima	Absent
Director 2	Keith Baird	Yes
Director 3	Esteban Jaramillo	Yes
Director 4	Leslie Hill	Yes
Director 4	Patrick Harris	Yes

8. Discussion/Action seeking approval from the Board for parts at the Water Treatment Plant, chemical storage/pumping modification. Total parts not to exceed in the amount of **\$534.04**

Director Baird made a motion to approve item 8. Seconded by Director Hill. Discussion of the Board and Public followed the motion carried with all members voting in the affirmative.

9. Discussion/Action the General Manager seeking approval from the Board to amend the amount of mileage and meals, reported (in the amount of \$184.00) for the Water Board Leadership Institute Training approved at the ~~February~~ January 15, 2018 Board Meeting. Total roundtrip 16.8 miles at the new IRS rate of 54.5 equals \$9.16 times 5 employees equals \$45.80 for (6) sessions \$274.80. Total meals for 5 employees for (6) sessions \$300 at \$10 per meal. Total amount for mileage and meals not to exceed in the amount of \$574.80

Director Jaramillo made a motion to approve item 9. Seconded by Director Hill. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

Entered into Closed Session at 7pm

CLOSED SESSION:

11. PUBLIC EMPLOYEE APPOINTMENT

Title: Water Treatment / Waste Water Plant Operator I

OTHER ITEMS

The Board unanimously took an action to fill this position.

Director Harris made a motion that the Board recognizes the authority of the Administrative General Manager ("AGM") to appoint and fill the current open position at SCWD under the Title: Water Treatment and Waste Water Plant Operator I. The Board recognizes the authority of the AGM and enforces that authority. Seconded by Director Hill. 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: Jaramillo, Baird, Hill and Harris

Noes-	Absent: Director Grima	Absent
Director 1	Jason Grima	Yes
Director 2	Keith Baird	Yes
Director 3	Esteban Jaramillo	Yes
Director 4	Leslie Hill	Yes
Director 4	Patrick Harris	Yes

Director Harris made a motion to approve an Ad-Hoc Committee, approval for Directors Harris and Hill to form that committee and review resolutions and report it's findings at the next board meeting. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion passed with all members voting in the affirmative.

Meeting Adjourned at 9pm

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

President

Administrative General Manager & Secretary of the Board

SEELEY COUNTY WATER DISTRICT

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REGULAR MEETING

Date: February 12, 2018, MONDAY

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

Time: 6:30 PM

1. Call to Order
 - a. Pledge of Allegiance
Pledge of Allegiance was led by Director Grima
 - b. Quorum - Roll Call
 - Director 1 Jason Grima Absent**
 - Director 2 Keith Baird**
 - Director 3 Esteban Jaramillo**
 - Director 4 Leslie Hill Arrived 7:38**
 - Director 5 Patrick Harris**

Also Present:

Administrative General Mgr. & Secretary of the Board Miriam Rosales, Maintenance Manager Aaron Garcia, General Counsel Dennis Morita, Chief Operator John Kemp. Juny Marmolejo, Justina Arce and Jack Holt. Other members of the Public: Jorge Rosales

2. Discussion of the Agenda
 - a. Items to be pulled from the Action Calendar.

Item 21 removed from the Agenda

 - b. Items to be pulled from the Discussion Calendar.
 - c. Emergency Items to be added.
 - d. Approval of the agenda.

Director Baird 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.

A follow-up announcement from Director Jaramillo regarding the soccer goal posts, youth were playing with the posts themselves, the post were not secured, and they were being utilized as monkey bars; the Sunbeam County Park has the soccer goal

posts and they no plans on returning the goal posts, they are broken and in storage. However, they are available if we wish to fix them.

ACTION CALENDAR SECTION 1

4. Discussion/Action to remove Director Grima as Vice President starting February 12, 2018.

Director Harris made a motion to remove Director Grima immediately; all Directors should have check signing capabilities. Seconded by Director Jaramillo. 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: Jaramillo, Baird and Harris

Noes-

Absent: Director Grima, Hill

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

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

Director Harris made a motion to nominate and appoint Director Baird as Vice President. Seconded by Director Jaramillo. The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative. Ayes: Jaramillo, Baird and Harris

Noes-

Absent: Director Grima, Hill

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

PUBLIC COMMENT

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No Public Comment

DISCUSSION CALENDAR SECTION I

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

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

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

Director Harris gave a directive for Chief Plant Operator ("CPO") John Kemp, and Dennis Morita to take the lead to lower penalties, CPO, stated until we have a compliance project from the Regional Water Quality Control board we don't have a project.

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

CPO is open and willing to have a discussion with another Agency to see what other options they can offer SCWD, and then we would bring this back to place it on the action calendar at the next board meeting.

The Board so directs to meet with Hazen on Thursday February 15, 2018, Chief John Kemp, together with Aaron Garcia Operations Manager, Assistant Manager Gustavo Pandora, and Miriam Rosales Administrative General Manager to meet, and come back and make a recommendation to the Board for action at the next board meeting for this project.

9. Administrative General Manager and Secretary Report

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

Director Jaramillo made a motion to approve item #9. Seconded by Director Baird. 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/Correspondence

Director Jaramillo made a motion to approve item #10. 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)
12. Approval of Minutes: REGULAR MEETING January 15, 2018
13. Authorize 4 Administrative days for the President of the Board for the month of January 2018.
14. Approval of the purchase of Sodium Hypochlorite for Water Treatment Plant from Brenntag Co. for a total cost not to exceed in the amount of \$1,145.12 (tax and freight included).
15. Approval of purchase of routine office supplies (paper, stamps and cleaning supplies for office (envelopes, copy paper, toner for printers and copier, toilet paper, paper towels, eight rolls of postage stamps, cleaning liquid, trash liners/bags, dish soap, bathroom cleaner, disposable water/coffee cups) not to exceed \$750.00 {Sparkllets drinking water service \$50.87} [\$400 for stamps alone].
16. Approval of the purchase of supplies from USA Bluebook for parts for repair and upgrade of our waste plant effluent composite sampler. Total not to exceed in the amount of \$745.44
17. Approval of the purchase of supplies from USA Bluebook for parts for repair and upgrade of our water plant replacement of chlorine analyzer, polymer pump repair kit, and NTU analyzer replacement part. Total not to exceed in the amount of \$728.77

Director Baird made a motion to approve item 11 through 17. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

ACTION CALENDAR SECTION II

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

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

motion passed with all members voting in the affirmative. Ayes: Jaramillo, Baird and Harris Noes- Absent: Director Grima, Hill

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

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

Director Baird made a motion to approve Aaron Garcia as the Chief Plant Operator. Seconded by Director Jaramillo Discussion of the Board and Public followed. The motion passed with all members voting in the affirmative

Director Baird made a motion to amend the motion to include, Chief Water Treatment and Chief Waste Treatment Plant Operator. Seconded by Director Jaramillo. The motion was taken to a roll call vote. The motion carried with all members voting in the affirmative. Ayes: Jaramillo, Baird and Harris Noes- Absent: Director Grima, Hill

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

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

Director Jaramillo made a motion to approve the transfer of authority of Legally Responsible Official from John Kemp to Aaron Garcia as the new Chief Plant Operator (CPO), and Legally Responsible Official. Seconded by Director Baird. 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. Ayes: Jaramillo, Baird and Harris Noes- Absent: Director Grima, Hill

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

Item 21 Removed

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

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

Director Baird made a motion to approve the extension of JHK agreement from March 9, 2018 to March 12, 2018. Seconded by Director Jaramillo Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

Director Harris made a motion to amend the extension date of agreement from March 9, 2018 to March 12, 2018. Seconded by Director Baird. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

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

Director Harris made a motion to amend commencement date March 12, 2018, and end September 12, 2018. Seconded by Director Baird. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

Director Jaramillo made a motion to approve the amended item #23. Seconded by Director Baird. Discussion of the board and Public followed. The motion carried with all members voting in the affirmative.

24. Discussion/Action to authorize the Administrative General Manager and President of the Board to sign documents which may be necessary to consent to acceptance of DAC Grant Funding in the amount of \$335,000 for the following (3) project studies. *Water Distribution System Study, Wastewater Treatment Plant Collection System Study, and Sewer and Water Master Plan*

Director Harris made a motion to amend item 24 to include the following three (3) projects. Water Distribution System Study, Wastewater Treatment Plant Collection System Study, and Sewer and Water Master Plan; and to amend authorization to sign contracts and agreements to the Secretary of the Board who is also the Administrative General Manager. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

Director Baird made a motion to approve amended item 24. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

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

Director Harris made a motion to amend authorization to sign contracts and agreements to the Secretary of the Board who is also the Administrative General Manager. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

Director Jaramillo made a motion to approve amended item 25. Seconded by Director Hill. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

DISCUSSION CALENDAR SECTION II

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

Director Harris directed Mr. Morita to finalize the wording on the Resolution for establishing a job description for Chief Plant Operator, and a resolution establishing a code of conduct or employee handbook for management and intermittent employees not subject to the MOU. Points of Discussion:

- **AGM is to not make decisions in respects to running the waste and water plant.**
- **AGM has the authority to suspend for insubordination, without needing prior approval from the board, and should be brought up before the board to make the final decision. However, a recommendation from the AGM to the board is to be presented to terminate the incumbent, this clause is only for the position of the CPO, all other positions in the District are to be excluded from this clause and will not be subject to the same provision.**
- **The Resolution is to make reference to Legally Responsible Officer of the Plant under the authority of the AGM**
- **Chief is to not fire anybody, but has total autonomy over his crew.**
- **Chief would be subject to all HR related issues under the AGM**
- **We have an MOU in place to govern the ethical behavior of all employees, and the previous employee handbook was rescinded. There is no Code of Ethics or employee handbook in place for management or intermittent employees. Mr. Morita Legal Counsel to start the process.**

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

- Walking trail/path – **A decomposed granite pathway or other similar material will be preferred to a sidewalk around the park. Moving the fence inward to accommodate the 4' or 6' pathway. They also like the idea of keeping the fence to separate the people who will be walking around the park from the kids who will be playing inside the park, but talked about opening in the fence to be able to walk into the play area and the meandering pathways within the park. (They mentioned if we have a sidewalk it would cost Seeley more money because of the drainage, ADA ramp etc... that comes from needing to put a sidewalk).**
- Exercise stations.
- Playground for different age groups **(more traditional items, swings, etc.)**
- Shade Ramada's/picnic areas. Eliminate this and concentrate on large group ramada
- Large Group Ramada **This Ramada for community gathering or should be where current basketball court is or on the Dirt Lot next to it. This could also be used as a form of income by reserving the spot for events or any other gathering.**
- Restroom Building **they would like to see a bathroom in the future with one stall for men and 1 for women. Or one for both men and women. But it should not cost more than 80,000 - 100,000 possibly phase 2 or 3 of park project.**
- Skate Park
- Tennis Court **This should be at the park near the plant**
- Splash pad. **I think all the board members liked the idea of seeing a small splash pad; Seeley provides all the water the park will use.**
- Multi-use field **we have a broken soccer goal post that we would like to repair and bring back for the field. They also want to have a place to play ball and if the field area needs to move, that is fine.**
- Native landscape areas
- Re-stripe existing court
- Renovate/relocate existing memorial. **Regarding this we will have help from the Naval Base, 1 mile away from us, but they like the idea of relocating it.**
- Shade Trees. **More trees are needed within the park and next to the exercise stations and meandering walkways.**
- Drinking Fountain. **The County installed the drinking fountain, but the kids have said the water tastes off. And they prefer not to drink from it.**

- Benches
- Trash Receptacles
- Small Off-leash Area. **We would like this to be available for small or big dogs, the area should not too big that it will reduce the recreational activities for the kids. For 2nd or 3rd phase of the park.**
- Lighting around the park automated. **We want more lighting,**
- Maintenance Yard/Area. **We think this could be next to Fire House lot**
- Entry Sign/Monument **Boulder or flagstone with the name of park**
- Relocate/repurpose NASA shade structures these could be used for shade or other use?
- **Historical Markers –**

CLOSED SESSION:

28. CONFERENCE WITH LEGAL COUNSEL---EXISTING LITIGATION

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

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

OTHER ITEMS

Director Hill 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, March 12, 2018 at 6:30 P.M.**

Meeting Adjourned at: **8:25pm**

Board President

Administrative General Manager And 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, Leslie Hill

RESOLUTION 031218-01 ESTABLISHING A JOB DESCRIPTION FOR A CHIEF WATER TREATMENT, WASTEWATER PLANT OPERATOR AND CHIEF DISTRIBUTION OPERATOR

DATE: MARCH 12, 2018

Job Title: CHIEF PLANT OPERATOR

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

Salary Range: \$66,227.00 ANNUAL, FULL-TIME POSITION WITH BENEFITS (March 2018)

Position Summary:

The Chief Plant Operator ("CPO") is a salaried, non-union "Management" designated position and as such the CPO works at the will and pleasure of the Board of Directors. This position provides direct supervision and general direction to the operations, and maintenance of the water treatment plant, water distribution system, wastewater treatment plant, dump station, and the sewer collection system. The CPO oversees and supervises the duties of system operations and Maintenance staff. In addition the CPO covers duties as necessary and performs related work as required and is not compensated comp-time.

Organizational Structure:

The CPO is a highly responsible position reporting directly to the Administrative General Manager on a day to day basis, the CPO is required to attend Seeley County Water District Board of Directors monthly meetings and submit reports. The CPO at all times carries out the decisions and directives the District.

Essential Duties and Responsibilities:

The following duties and responsibilities have been provided as examples of the type of work performed by the individual assigned to this position. The Chief Operator is responsible for the overall performance and regulatory compliance of all waterworks operations.

Administrative duties consist of preparing departmental goals and objectives, as well as developing and maintaining training and safety programs, and having knowledge in pre-treatment. Conduct routine employee evaluations and address personnel issues. Work with planning and building officials, and private developers in the expansion of the District. Assist the General Manager in developing departmental budgets and managing annual expenditures. The aforementioned duties and responsibilities are provided as examples of the type of work to be performed by the individual assigned to this position. The District

reserves the right to add, modify, change, or rescind work assignments as needed, provided such changes are consistent with the experience and training of the incumbent and is consistent with the duties set forth herein.

1. Implements the backflow & cross-connection prevention program, pretreatment facility inspection program, and sanitary sewer overflow/spill response plans
2. Oversee and plan work related to the operation and maintenance of the water treatment plant, water distribution system, sewer collection system, dump station, and wastewater treatment plant facilities and related equipment
3. Trains, supervises, and instructs operations and maintenance staff
4. Creates and enforces operations and maintenance policies and standards
5. Order and stock supplies and equipment necessary for system operations and maintenance
6. Coordinates work with outside technicians, vendors, and others as necessary
7. Prepare, sign, and submit reports to the California State Water Resources Control Board Division of Drinking Water, Regional Water Quality Control Board, and other regulatory agencies as necessary
8. Consult with regulatory agencies regarding conditions related to the operations and maintenance of water/wastewater treatment plant and related facilities
9. Attend seminars, classes, and training as necessary subject to the budget and prior approval by the Administrative General Manager
10. Coordinate with Engineers and Construction crews as necessary during major upgrades or expansions of water and wastewater treatment plants and related facilities
11. Respond to and investigate customer concerns and complaints
12. Advise Administrative General Manager and Board of Directors on any changes to water and wastewater policy
13. Prepare and present reports to Seeley County Water District Board highlighting the status of the operations and maintenance of District facilities and related costs.
14. Must be able to work cooperatively with other employees and members of the general public
15. Perform related operations and maintenance duties including daily checklist duties as necessary
16. Submit no later than April 1, of each year a proposed list of projects to be completed for the next fiscal year, the list must include specific items and best cost estimate available.

Knowledge of:

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

Ability to:

1. Research and plan intelligently and effectively
2. Supervise, oversee, and instruct the work and conduct of staff
3. Work efficiently and effectively under little to no supervision
4. Follow verbal and written directions
5. Give clear directions to staff and offer guidance and assistance as necessary
6. Remain calm and retain the ability to think clearly under highly stressful emergency situations
7. Effectively use computers for research, report creation, communication, and other duties as necessary
8. Monitor, operate, and troubleshoot water, water distribution, and wastewater system equipment
9. Read and interpret gauges, meters, and other recording devices related to system operations
10. Take samples for water quality analysis
11. Keep logs and records of system operations
12. Read and interpret maps
13. Communicate clearly and concisely, both orally and in writing
14. Establish and maintain effective working relationships with those contacted in the course of work including Seeley County Water District customers. Maturity, sound judgement and desire to serve the public is key factor for this position

Physical:

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

Minimum Requirements:

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

Special Skill:

Applicants must be knowledgeable in waterworks plumbing and mechanical trades, including pipefitting and fabrication. In addition, must possess the ability to work with computers and use office software such as Microsoft Excel, Word, PowerPoint, and other program in order to complete reports, write letters, create spreadsheets, send electronic correspondence, make presentations, etc. Must have the ability to use computers with internet access.

Motion made by: Director: _____

Motion seconded by: Director: _____

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

Date: March 12, 2018

PATRICK E. HARRIS
President of the Board

A T T E S T:

Miriam Rosales
Administrative General Manager and
Secretary of the Board

Imperial County Assessor
Robert Menvielle
940 West Main Street, Suite 115
El Centro, CA 92243

Invoice No.

2247

INVOICE

Customer

Name Seeley County Water District
Address 1898 West Main St.
City Seeley State CA ZIP 92273
Phone 760-425-0041 mrosales@seeleywaterdistrict.com

Misc

Date 3/8/2018
Order No.
Rep
FOB

Qty	Description	Unit Price	TOTAL
0.5hr	Imperial County Tax Rate Area boundary for Indicated area	\$ 38.00	\$ 19.00
1	Setup Fee	\$ 20.00	\$ 20.00
Attn: Miriam Rosales			

SubTotal \$ 39.00

Shipping

Payment Credit

Name
Credit Card #
Expires
C V V #
Billing Address

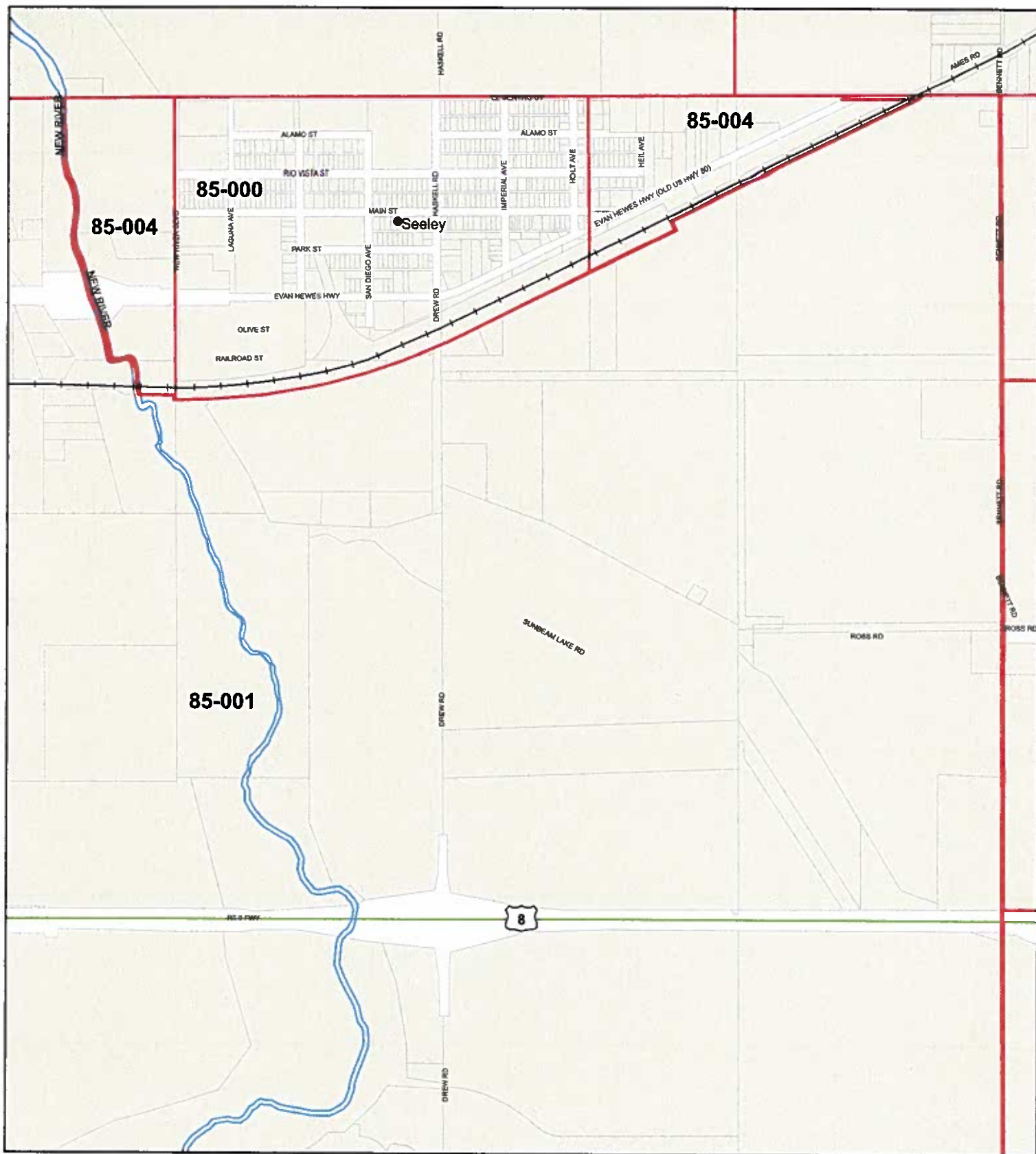
Tax Rate(s)

TOTAL \$ 39.00

Office Use Only

Please, make checks payable to Imperial County Assessor
Attention Laura Cervantes

15
1 of 3



TAX RATE AREA MAP **IMPERIAL COUNTY ASSESSOR'S OFFICE**

MARCH 2018

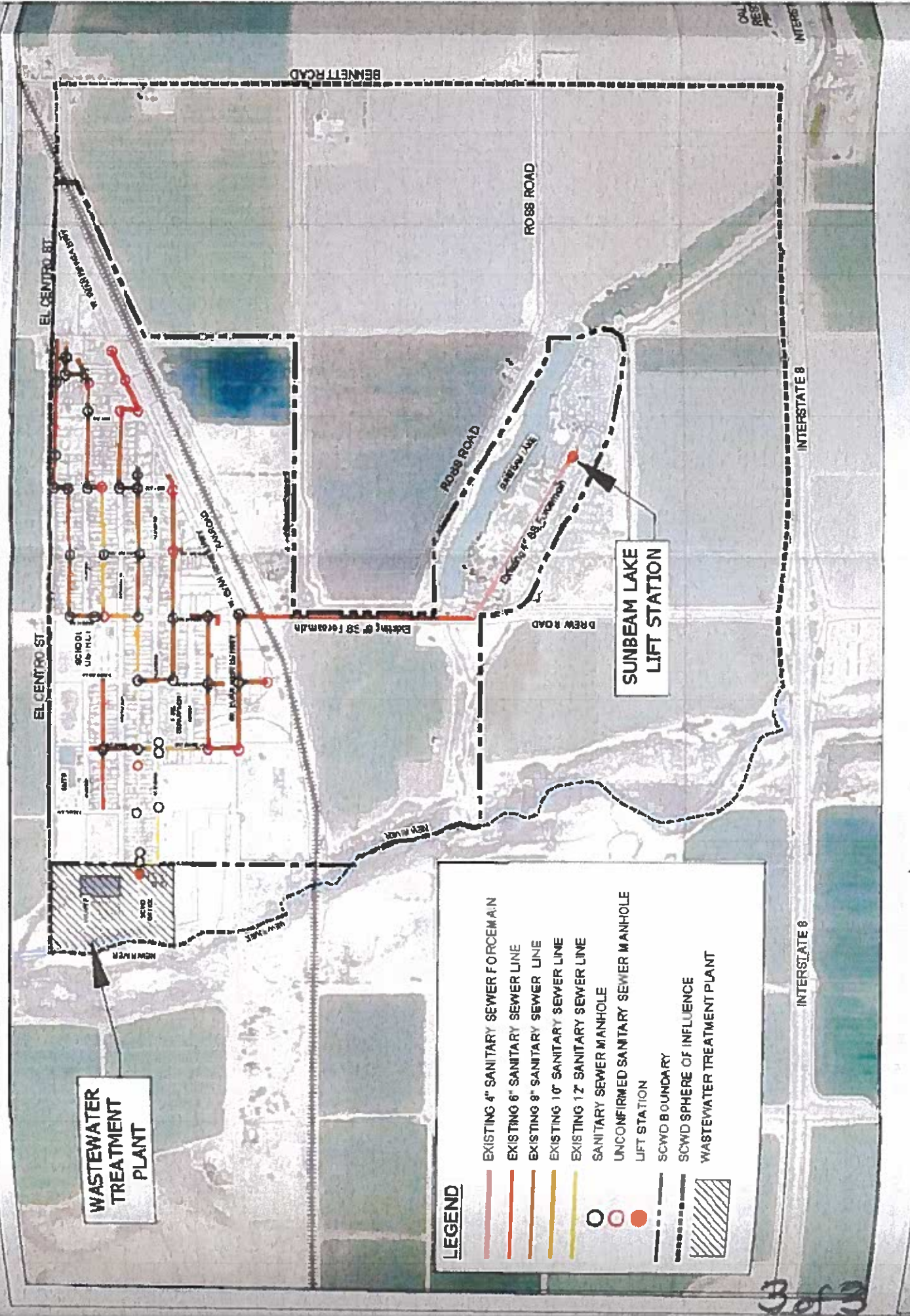


2 of 3

THIS IS NOT AN OFFICIAL MAP. THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. INFORMATION ON THIS MAP CAN AND WILL CHANGE WITHOUT NOTICE. THE COUNTY OF IMPERIAL DOES NOT GUARANTEE THE ACCURACY OF DATA IN THIS MAP. ANY ERRORS OR OMISSIONS ARE NOT THE RESPONSIBILITY OF THE COUNTY OF IMPERIAL OR THE ASSESSOR. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN. USERS OF OUR MAPS AND OTHER ANALYSIS PRODUCTS HOLD THE COUNTY OF IMPERIAL HARMLESS FROM AND AGAINST, AND ASSUME ALL RISK AND RESPONSIBILITY FOR, ANY AND ALL DAMAGES, LOSS OR LIABILITY ARISING FROM THE USE OF THESE PRODUCTS.

SCWD Service Area

Wastewater T



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: Manuel Robles, Jason Grima, Beatriz Scroggins

December 20, 2016

LETTER OF INTEREST

Colorado River Integrated Regional Water Management – Disadvantaged Community (DAC)

Dear Esperanza Colio Warren,

SCWD is interested in pursuing funding for the following projects with Colorado River Integrated Regional Water Management – Disadvantaged Community (DAC).

The following are the projects we want to pursue:

2. Water Distribution System Study	Updated Cost: \$120,000.00
3. WWTP Collection System Study	Updated Cost \$115,000.00
4. Sewer & Water Master Plan	Updated Cost: \$100,000.00
Total	\$335,000.00

This is a preliminary letter only. All business activities of the district still require approval by the Seeley County Water District board of Directors.

We also understand the consulting fees and administration expenses totaling \$8,319 for SCWD will be covered by the grant.

Thank you,

President of the Board – Patrick Harris

116

ESTIMATE

***D'Marcos Fencing & Ironworks
Marcos Ramirez***

1818 Park Street

Seeley, CA 92273-0410

(760) 540-3681

*CA Contractors License #674378
DIR #100033707*

NAME: Seeley County Water District c/o Miriam Rosales

ADDRESS: 1898 W Main St. Seeley, CA 92273

PHONE: (575) 494-4649

Install Seeley Signs on a concrete post type footing along highway on 3 different spots

Prevailing wage rate applies.

Total: \$975.00

Estimated by: Marcos Ramirez

Date: February 20, 2018

18

La Jolla Stone Etching

PO Box 631
La Jolla, CA 92038
Phone- 619.847.0047

Proposal

DATE: MARCH 1, 2018

CITY OF SEELEY
Miriam Rosales

		UNIT PRICE	TOTAL
1	45-48" Flagstone John Robert Bates Memorial Park		\$1,100.00
SUBTOTAL			\$1,100.00
TAX			\$88.00
DELIVERY			\$200.00
TOTAL DUE			\$1,388.00

40 more acknowledgement

Thank you!



Re: Seeley - Park Flagstone

Tara Tarrant <tara@lajollastoneetching.com>
To: Miriam Rosales <mrosales@seeleywaterdistrict.com>

Hi Miriam,

How about this?

Tara


Welcome to
John Robert Bates
Memorial Park

Made possible by the IID's Local Entity Grant Funding

Sent from my iPhone

On Mar 7, 2018, at 9:53 AM, Miriam Rosales <mrosales@seeleywaterdistrict.com> wrote:

Tara,

Can you add this logo to the bottom of the flagstone together with a small acknowledgement.

 Logo.jpg

"made possible by The IID's Local Entity Grant Funding"

On Thu, Mar 1, 2018 at 6:30 PM, Miriam Rosales <mrosales@seeleywaterdistrict.com> wrote:
Thank you!

On Mar 1, 2018 5:15 PM, "Tara Tarrant" <tara@lajollastoneetching.com> wrote:
Here is the proposal :)

19 option 1



Re: Seeley - Park Flagstone

Tara Tarrant <tara@lajollastoneetching.com>

To: Miriam Rosaes <mrosales@seeleywaterdistrict.com>

Miriam,

Here is a layout with different jets and a layout without any images.

Tara



Welcome to
John Robert Bates
Memorial Park

19 option 2



Welcome to
John Robert Bates
Memorial Park

19 option 3

Sent from my iPhone



Re: Seeley - Park Flagstone

Tara Tarrant <tara@lajollastoneetching.com>

To: Miriam Rosales <mrosales@seeleywaterdistrict.com>

Yeah I like that one with the jets too. Here is a design. What about this?

Welcome to
John Robert Bates
Memorial Park


Sent from my iPhone

On Mar 1, 2018, at 3:51 PM, Miriam Rosales <mrosales@seeleywaterdistrict.com> wrote:

19 option 4

Quote A
Option A

Gold
Coast



Environmental
1868 Palma Drive, Suite I
Ventura, CA 93003

Quote

DATE: 02/15/18
Quote #: Q-021518-10-JM

<p>Bill To:</p> <p>Seeley County Water District 1898 Main Street Seeley, CA 92273</p>	<p>Ship to:</p>
---	------------------------

QTY	DESCRIPTION	PER UNIT	TOTAL
Process Instrumentation Annual Calibration Services			
	GCE is proposing to service and calibrate the following meters. Each meter will be inspected for proper wiring. 4-20 output will be calibrated, each meter cleaned any open cable penetrations on instrument will be sealed and plugged with putty to help prevent gas and dust intrusion. Flow meters will be tested per manufacturers recommendations using brand proprietary verification tools. Propellor meters will be removed from flow tube, cleaned and any worn parts or seals will be replaced with OEM parts. Samplers will have pump tubing and suction line replaced, desiccant replaced. Exterior and interior of samplers will be cleaned, pump gears will be lubed if necessary. Internal battery will be tested. Turbidity meter calibrations do not include the cost of NTU Formazine, customer can either supply the necessary Formazine or GCE will supply each required bottle and an extra charge will be added per bottle.		
Wastewater Facility			
1	Daily rate for above services.	1650.00	1,650.00
Potable Water Plant			
2	Daily rate for above services	1650.00	3,300.00
		SUBTOTAL	\$ 4,950.00
		SALES TAX	
		SHIPPING	
		TOTAL	\$ 4,950.00
<p>Thank You for your business!</p> <p>Proposal does not include any sales, use, federal, state, local, excise, or other similar taxes or duties unless expressly stated in this quotation. All applicable taxes shall be paid by Buyer. Upon acceptance of an order by Seller, Buyer shall provide a resale certificate or tax exemption whichever is applicable, to Seller.</p> <p>DELIVERY: 1-2 weeks from receipt of PO TERMS: P.O, Company check or credit card QUOTATION IS VALID 30 DAYS FROM DATE ABOVE Phone: 805.498.3811 email: jim@goldcoastenv.com</p>			

22 option A

Gold
Coast



Environmental

1868 Palma Drive, Suite I
Ventura, CA 93003

Quote B
option B

DATE: 02/15/18

Quote #: Q-021518-9-JM

Bill To:

Ship to:

Seeley County Water District
1898 Main Street
Seeley, CA 92273

QTY DESCRIPTION

PER UNIT

TOTAL

Process Instrumentation Annual Calibration Services

GCE is proposing to service and calibrate the following meters. Each meter will be inspected for proper wiring, 4-20 output will be calibrated, each meter cleaned, any open cable penetrations on instrument will be sealed and plugged with putty to help prevent gas and dust intrusion. Flow meters will be tested per manufacturers recommendations using brand proprietary verification tools. Propellor meters will be removed from flow tube, cleaned and any worn parts or seals will be replaced with OEM parts. Samplers will have pump tubing and suction line replaced, desiccant replaced. Exterior and interior of samplers will be cleaned, pump gears will be lubed if necessary. Internal battery will be tested. Turbidity meter calibrations do not include the cost of NTU Formazine, customer can either supply the necessary Formazine or GCE will supply each required bottle and an extra charge will be added per bottle.

Wastewater Facility

1	Influent - Foxbor IMT25 w/ 6" flowtube	500.00	500.00
1	Influent - ISCO 5800 Sampler	250.00	250.00
1	Effluent - Krohne IFC300 w/ 4" flow tube	500.00	500.00
1	Effluent - Hach/Sigma SD900 Sampler	250.00	250.00

22 option B

1 Effluent Chart Recorder - Honeywell DR 4300

250.00 250.00

Potable Water Plant

1 Combined Filter Flow Meter - Foxboro IMT25 w/ 8" flow tube

500.00 500.00

1 Raw Water Pump Station - ABB/Fischer Porter w/ 12" flow tube

500.00 500.00

1 Distribution Flow Meter - McCrometer Propellor Meter

500.00 500.00

4 Honeywell DR4300 Chart Recorders

250.00 1,000.00

1 Distribution Chlorine - Kuntze K100

250.00 250.00

1 Finished Water Storage Tank pH

350.00 350.00

1 Finished Water Storage Tank pressure transducer

250.00 250.00

1 Raw Water Turbidity - HF Scientific MicroTol (NTU buffers not included)

350.00 350.00

2 Effluent Turbidity - HF Scientific MicroTol (NTU buffers not included)

350.00 700.00

Combined Filter Turbidity - Hach sc200 w/1720E (NTU buffer not included) new
bulb included

350.00 350.00

1 Combined Filter Chlorine - Hach sc200 w/CLF10

250.00 250.00

SUBTOTAL \$ 6,750.00

Thank You for your business!

SALES TAX

SHIPPING

TOTAL \$ 6,750.00

Proposal does not include any sales, use, federal, state, local, excise, or other similar taxes or duties unless expressly stated in this quotation. All applicable taxes shall be paid by Buyer. In acceptance of an order by Seller, Buyer shall provide a resale certificate or tax exemption whichever is applicable, to Seller.

DELIVERY: 1-2 weeks from receipt of PO

TERMS: P.O., Company check or credit card

QUOTATION IS VALID 30 DAYS FROM DATE ABOVE

Phone: 805.498.3811 email: jim@goldcoastenv.com

1750.00

5000.00



License: 1031383 C10, A.
ASQ CCT: 2359

Date 1/22/2018

Proposal Submitted To:
Aaron Garcia
Seeley County Water District
Maintenance Manager

Re: Calibration of Facilities CCT Required.

PROPOSAL

SCOPE OF WORK:

DDP Electric, Inc. will supply labor and materials to complete the following:

Based on the size of water facilities for the City of Seeley, it is safe to say that we are able calibrate the flow rates for "each" facility per State Water Board Standards at \$500.

TOTAL PROPOSAL PRICE OF EACH FACILITY..... \$500.00

PAYMENT SCHEDULE: Net Due in 10 Days upon invoicing

Respectfully Submitted By:  Paul Magana, Vice President

This Proposal is valid for 30 days. Please contact DDP Electric, Inc. if time has elapsed. Any item not specifically stated on this document as included is excluded.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this estimate. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. We carry Commercial General Liability Insurance through Tyler Insurance Agency @ 760.352.2611

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature: _____

RS Instruments & Services

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

Service Estimate

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

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

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

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

Subtotal: \$294.00
Sales Tax \$0.00
(7.750%):
Total: \$294.00

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

Thank you for your business!

1 of 2
22 Option D



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

Service Estimate

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

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

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

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

Subtotal: \$888.00
Sales Tax \$0.00
(7.750%):
Total: \$888.00

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

Thank you for your business!

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