

# 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, Victor Ibarra, Esteban Jaramillo

## **REGULAR MEETING**

Date: October 11, 2017, MONDAY

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

Time: 6:30 PM

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

## **PUBLIC COMMENT**

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

## **DISCUSSION CALENDAR**

4. Engineer's Report: The Holt Group, Juny Marmolejo
5. Secretary Report
  - a. Financial Reports
  - b. Miscellaneous/Correspondence
  - c. Payroll summary

6. Chief Operators Report
  - a. Accomplished Tasks
  - b. Water Treatment Plant Reports and Laboratory Results
  - c. Waste Water Treatment Plant Reports and Laboratory
  - d. Dumper Station
  - e. Violations
  - d. Sensus meter readers and programming

<b>CONSENT CALENDAR</b>
-------------------------

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

7. Demands (Accounts Payable)
8. Approval of Minutes: **REGULAR MEETING September 11, 2017**
9. Authorize 4 Administrative days for the President of the Board for the month of **October 2017.**
10. Approval of the purchase of Sodium Hypochlorite for Water Treatment Plant from Brenntag Co. for a total cost of **\$1,145.12** (tax and freight included).
11. Approval of purchase of routine office supplies (paper, stamps and cleaning supplies for office (envelopes, copy paper, toner for printers and copier, toilet paper, paper towels, eight rolls of postage stamps, cleaning liquid, trash liners/bags, dish soap, bathroom cleaner, disposable water/coffee cups) not to exceed **\$750.00** {Sparkllets drinking water service **\$47.10**} [**\$392** for stamps alone].
12. Approval of order of disposable gloves and lab wipes from Amazon. Total not to exceed in the amount of **\$225.37**
13. Approval of order of lab equipment (Imhoff cones and accessories) from USABlueBook. Total not to exceed in the amount of **\$198.88**
14. Approval of order of 20 size 3 meter box lids with touch read pit from Ferguson \$17.18 each. Total not to exceed in the amount of **\$343.60**

<b>ACTION CALENDAR</b>
------------------------

15. Discussion/Action to approve Director Ibarra's verbal request for a leave of absence commencing September 11, 2017, and ending December 10, 2017.

16. Discussion/Action to approve estimate from D'Marcos Fencing & Ironworks to install "Welcome to Seeley" Flagstone on a concrete base/footing, plus landscaping with rocks/sand and gravel for ground coverage, this quote is including 2 solar light fixtures with anti-vandalism covers and solar panel on a post. Prevailing wage rate applies in total. Total estimate not to exceed in the amount of **\$2,898**

17. Discussion/Action to approve Gary Thornburg Operator Training Class "CORBS" Colorado River Basin Section of the California Water Environment Association for one (1) day Oct 4, 2017 @ Coachella Sanitary District, the training is free. Total roundtrip miles 160, paid at 53.5 per mile. Total miles reimbursement not to exceed in the amount of **\$85.60**.

18. Discussion/Action to approve Jonan Medrano, Operator Training Class "CORBS" Colorado River Basin Section of the California Water Environment Association for one (1) day Oct 4, 2017 @ Coachella Sanitary District, the training is free. Total roundtrip miles 160, paid at 53.5 per mile. Total miles reimbursement not to exceed in the amount of **\$85.60**.

19. Discussion/Action to approve professional services agreement with Kimley-Horn for data park collection and master plan, including the optional Task 3.3 Character Sketches for **\$1500**. Kimley-Horn will customize a short one page questionnaire to be used to gather community input on the master plan graphic, for all graphics and questionnaires, Kimley-Horn will work with us to make sure we get them formatted with the proper English and Spanish callouts/descriptions before we release them to the community for review, this is included in agreement. Proposal will be paid from the Local Entity grant funding from the IID, full payment contingent upon grant funding awarded by IID. Customer account funds will not and cannot be used for the park improvements. Data, Character Sketches and MasterPlan total not to exceed in the amount of **\$15,875.00**. Approximate estimate of \$23,125 for phase one construction documents, approval, bidding and procurement will be a separate agreement with Kimely-Horn in which we may choose them or another firm, once the results of the master plan are finalized and limits of the phase one, improvements have been determined.

20. Discussion/Action to purchase a replacement pH probe for wastewater treatment plant routine lab work from Hach. Total not to exceed in the amount of **\$653.67**.

21. Discussion/Action to approve purchase of 1,500 gallons of propac 9890 from NTU Technologies, Inc. for the (WTP) Water treatment plant. Total not to exceed in the amount of **\$11,319.00**

22. Discussion/Action to seek approval to allow Sharp Sanitation to clean their 1,500 gallon truck of gravel and sand at our waste facility. They were also looking to purchase water as necessary to assist with the cleaning of their vehicle.

23. Discussion of Proposal for transportation and disposal of 1250 tons of dried bio solids, estimate of \$57 per ton or total amount of **\$71,250.00**

<b>CLOSED SESSION:</b>
------------------------

- 24. Conference with Real Property Negotiators  
Property: 1898 W Main Street, and Parcel Number 051-150-007  
Agency Negotiator: District Legal Counsel  
Negotiating Parties: Westerra Solar Inc.  
Under Negotiation: Price and Terms of Lapsed Lease Agreement and related issues
  
- 25. Conference with Real Property Negotiators  
Property: 1826 W. Park Street, and Parcel Number 051-192-001  
Agency Negotiator: District Legal Counsel  
Negotiating Parties: County of Imperial, Ms. Robin Hodgkins Interim, CEO.  
Under Negotiation: Price and Terms of Lapsed Lease Agreement and related issues
  
- 26. Conference with Legal Counsel  
Anticipated Litigation – Significant exposure to Litigation (54956.9(d) (2)  
2 potential cases).
  
- 27. Conference with Legal Counsel  
Existing Litigation (54956.9(d) (1) Case No. ECU07743.
  
- 28. Conference with Legal Counsel –Anticipated Litigation  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section  
54956.9: (1) potential case.

<b>OTHER ITEMS</b>
--------------------

**Next regular meeting: MONDAY, November 13, 2017 at 6:30 P.M.**

# Seeley County Water District

## PROFIT AND LOSS

July 1 - October 6, 2017

*Fiscal YTD*

	TOTAL
INCOME	
General Fund Income	148.79
Interest income	315.66
Sales	1,983.38
Sewer - Off Site Revenue	36,050.91
Sewer Charges Base - Commercial	17,308.31
Sewer Charges Base - Residential	71,782.71
Unapplied Cash Payment Income	-1,102.94
Uncategorized Income	725.00
Water Charges - Base - Commercial	15,154.70
Water Charges Base - Residential	49,551.73
Water Charges Commercial Metered Usage	2,512.21
Water Charges Residential Metered Usage	26,056.82
Water/Sewer Fees	519.96
<b>Total Income</b>	<b>\$221,007.24</b>
GROSS PROFIT	<b>\$221,007.24</b>
EXPENSES	
Advertising	3,252.56
Alert Services Expense	58.55
Bank Charges/Late Fees/Overlimit Fees	48.00
Copy charges	36.04
Director Fees	3,075.00
Dues and subscriptions	2,663.45
Employee Insurance	10,577.19
Fuel	2,818.04
General Fund Expenses	1,626.16
Interest Expense	48.69
Lab Testing	12,335.00
Legal and Professional Fees	9,700.00
Office Expense	134.02
Payroll Expenses	78,345.45
Postage and Freight	712.90
Professional & special services	15,941.42
Repair & Maintenance	12,538.82
Supplies	10,499.04
Telephone Expense	3,258.77
Transport & Travel	874.95
Tuition	1,955.00
Uniforms	1,384.23
Utilities	25,507.91
<b>Total Expenses</b>	<b>\$197,391.19</b>
NET OPERATING INCOME	<b>\$23,616.05</b>
OTHER INCOME	

	TOTAL
Property Taxes - Curr Unsec.	1.28
<b>Total Other Income</b>	<b>\$1.28</b>
NET OTHER INCOME	<b>\$1.28</b>
NET INCOME	<b>\$23,617.33</b>

# Seeley County Water District

## BALANCE SHEET

As of September 6, 2017

*LAST MONTH - Sept*

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash - A/C 7053000	0.00
Cash with County	0.00
Deposits with others	0.00
Dumper Checking Acct #27754	127,801.31
General Checking-Union Bank	305,214.21
Natural Disaster Fund - Certificate of Deposit	0.00
Petty Cash - Change Box	500.00
<b>Total Bank Accounts</b>	<b>\$433,515.52</b>
Accounts Receivable	0.00
Accounts Receivable	
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Construction in progress-asset	716,894.41
Other Rec - Interest	0.00
Payroll Corrections	0.00
Payroll Refunds	26.22
Undeposited Funds	1,800.00
<b>Total Other Current Assets</b>	<b>\$718,720.63</b>
<b>Total Current Assets</b>	<b>\$1,152,236.15</b>
Fixed Assets	
Accumulated Depreciation	-3,347,486.00
Chevrolet Silverado 2014	37,738.93
Computer Panel - Water Plant	12,882.61
Equipment	221,824.94
Furniture & Fixtures	4,524.53
Harben trailer Jet, Model E180	47,826.12
Lift Station Aerator	1,985.00
Other - Fencing	18,712.00
Other - Fire protection	40,662.00
Sewer - equipment	88,676.27
Sewer - Misc.	18,443.00
Sewer - Mt. Signal Lift	1,239,288.76
Sewer - Office equipment	3,681.00
Sewer - Plant	771,654.00
Sewer - Reclam. Fac. Improv	950,121.67
Sewer - Structure & improv.	8,643.00
Sewer - Vehicles	14,035.33
Sewer Project	677,682.35
Waste Effluent Station Pump	7,605.15
Water - Dist. System Improv.	1,700,000.00

	TOTAL
Water - Equipment	108,527.55
Water - Grant Proj.	2,090,459.00
Water - Improvements	49,676.63
Water - Office equipment	6,320.43
Water - Plant	857,425.82
Water - TTHM System improv.	2,007,748.39
Water - Vehicles	55,048.33
Water Plant - Land	125,346.50
Water Valve	1,497.43
<b>Total Fixed Assets</b>	<b>\$7,820,550.74</b>
Other Assets	0.00
Other OPS-Equipment-New Assets	15,734.40
Principal Financial Group - Stock	
<b>Total Other Assets</b>	<b>\$15,734.40</b>
<b>TOTAL ASSETS</b>	<b>\$8,988,521.29</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	0.00
A/P - Accounts Payable	26,714.54
Deposits from Others	0.00
Direct Deposit Payable	0.00
Other A.P. - A/P	0.00
Other pay. - A/P	0.00
Payable to County of Imperial	0.00
Payroll Liabilities	6,854.14
<b>Total Other Current Liabilities</b>	<b>\$33,568.68</b>
<b>Total Current Liabilities</b>	<b>\$33,568.68</b>
Long-Term Liabilities	0.00
Contract Payable	419.13
Loan Pay. USDA	155,273.31
Loan Payable - USDA	-1,193.90
Note Payable - Smith	
<b>Total Long-Term Liabilities</b>	<b>\$154,498.54</b>
<b>Total Liabilities</b>	<b>\$188,067.22</b>
Equity	
Net Assets	8,775,413.41
Net Income	25,040.66
<b>Total Equity</b>	<b>\$8,800,454.07</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$8,988,521.29</b>



# Seeley County Water District

## BALANCE SHEET

As of August 31, 2017

*Prior TO LAST MONTH - AUG*

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash - A/C 7053000	0.00
Cash with County	0.00
Deposits with others	0.00
Dumper Checking Acct #27754	127,801.31
General Checking-Union Bank	293,491.02
Natural Disaster Fund - Certificate of Deposit	0.00
Petty Cash - Change Box	500.00
<b>Total Bank Accounts</b>	<b>\$421,792.33</b>
Accounts Receivable	0.00
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Construction in progress-asset	716,894.41
Other Rec - Interest	0.00
Payroll Corrections	0.00
Payroll Refunds	26.22
Undeposited Funds	4,838.65
<b>Total Other Current Assets</b>	<b>\$721,759.28</b>
<b>Total Current Assets</b>	<b>\$1,143,551.61</b>
Fixed Assets	
Accumulated Depreciation	-3,347,486.00
Chevrolet Silverado 2014	37,738.93
Computer Panel - Water Plant	12,882.61
Equipment	221,824.94
Furniture & Fixtures	4,524.53
Harben trailer Jet, Model E180	47,826.12
Lift Station Aerator	1,985.00
Other - Fencing	18,712.00
Other - Fire protection	40,662.00
Sewer - equipment	88,676.27
Sewer - Misc.	18,443.00
Sewer - Mt. Signal Lift	1,239,288.76
Sewer - Office equipment	3,681.00
Sewer - Plant	771,654.00
Sewer - Reclam. Fac. Improv	950,121.67
Sewer - Structure & improv.	8,643.00
Sewer - Vehicles	14,035.33
Sewer Project	677,682.35
Waste Effluent Station Pump	7,605.15
Water - Dist. System Improv.	1,700,000.00

	TOTAL
Water - Equipment	108,527.55
Water - Grant Proj.	2,090,459.00
Water - Improvements	49,676.63
Water - Office equipment	6,320.43
Water - Plant	857,425.82
Water - TTHM System Improv.	2,007,748.39
Water - Vehicles	55,048.33
Water Plant - Land	125,346.50
Water Valve	1,497.43
<b>Total Fixed Assets</b>	<b>\$7,820,550.74</b>
Other Assets	
Other OPS-Equipment-New Assets	0.00
Principal Financial Group - Stock	15,734.40
<b>Total Other Assets</b>	<b>\$15,734.40</b>
<b>TOTAL ASSETS</b>	<b>\$8,979,836.75</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
A/P - Accounts Payable	0.00
Deposits from Others	27,084.13
Direct Deposit Payable	0.00
Other A.P. - A/P	0.00
Other pay. - A/P	0.00
Payable to County of Imperial	0.00
Payroll Liabilities	6,854.14
<b>Total Other Current Liabilities</b>	<b>\$33,938.27</b>
<b>Total Current Liabilities</b>	<b>\$33,938.27</b>
Long-Term Liabilities	
Contract Payable	0.00
Loan Pay. USDA	419.13
Loan Payable - USDA	155,273.31
Note Payable - Smith	-1,193.90
<b>Total Long-Term Liabilities</b>	<b>\$154,498.54</b>
<b>Total Liabilities</b>	<b>\$188,436.81</b>
Equity	
Net Assets	8,775,413.41
Net Income	15,986.53
<b>Total Equity</b>	<b>\$8,791,399.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$8,979,836.75</b>

# Regular Board Meeting: October 9, 2017

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

Board President: Patrick Harris

Clerical and Administration Department:

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



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

DATE:	Vendor:	Amount Spent:	Budget:	Item:	Board Meeting Date:	Remainder:	Description	Notes:
9/18/2017	360 Business Products	\$19.47 ✓		12	9/11/2017		Routine Monthly Office Supplies	Surge protector, 6-outlet
9/15/2017	360 Business Products	\$411.85 ✓		12	8/14/2017		Routine Monthly Office Supplies	copy paper, drawstring trash bags, printer toner, 12 digit calculator, tissue paper
9/11/2017	US Postal	\$196.00 ✓		12	9/11/2017		Routine Monthly Office Supplies	ordered four (4) rolls of postal stamps
8/4/2017	Sparkletts	\$109.02 ✓		12	8/14/2017		Routine Monthly Office Supplies	Drinking Water
		<b>\$736.34</b>				<b>\$ 13.66</b>		

## 2) Prior Board Approval: Expenditures by Item: **\$250**

5/18/2017	Lowes	\$156.68		19	4/10/17	\$93.32		
6/19/2017	Lowes	\$53.35		19	4/10/17	\$39.97		Landscaping supplies: Credit Remaining \$39.97 Not Utilized
		<b>\$210.03</b>				<b>\$39.97</b>		

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

DATE:	Vendor:	Amount Spent:	EF	Remainder:	Description	Reason
9/2/2017	Target	\$64.90	Sept		Signage/letters	wood letters for signs.
9/12/2017	Lowes	\$205.48	Sept		Tables, wood for billboard	4 tables and wood to make notice board
9/13/2017	Treasurer of Imperial	\$5.00	Sept		Notary Fees	fees to notarize for "request for permission to copy Nolte plans for waste treatment plans"
9/19/2017	Smart Signs	\$50.06	Sept		Smart Signs	3 signs for entrances into Seely \$50.06 over the approved amount due to customization and delivery fee
8/16/2017	LaJollaEtching	\$88.00	Sept		Rock Slab	Etched flagstone, 45-48" Welcome to Historic Seely
		<b>\$413.44</b>				

**\$86.56**

	SPENT	BUDGET	REMAINING
1) Total	\$736.34	\$750.00	-\$13.66
2) Total	\$210.03	\$250.00	-\$39.97
3) Total	\$413.44	\$500.00	-\$86.56
	\$1,359.81	1,500.00	-\$140.19

1) Board Monthly approved routine office supplies (including postage/stamps)

2) Prior Approved Board Meeting: Expenditures

3) Monthly Emergency Funds:

TOTAL SPENDING: **\$1,359.81**  
 BUDGET: **\$1,500.00**  
 REMAINING CREDIT: **\$140.19**

# 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, Victor Ibarra

## GENERAL MANAGER REPORT FOR SCWD BOARD MEETING

**For:** Regular Board Meeting

**Date:** Oct 9, 2017

- a. Financial Reports
- b. Miscellaneous/Correspondence

### **Accomplished Tasks/Events**

**9/5-** Meeting with Crystal Ransdell The Holt Group, helped SCWD with the (DIR) registration of the TTHM Water Project

**9/6-** GM Training "Understanding the Brown Act" at the Coachella Water District, Palm Springs.

**9/7** - Installation of Verizon phones, programming and cradle point

**9/11** - Board Meeting

**9/11** - Westerra walkthrough for future carport, solar panels, etc.

- c **9/13** - SCWD requested permission to copy plans from Nolte, this copies were needed by Westerra Solar, for electrical at the WWTP. The following forms were filled out:
  - owner of affidavit, (notarized)
  - public records request
  - request for permission to copy plans (notarized)

- c **9/27** – SCWD picked up Nolte electrical copies from the County and Westerra Solar is now currently working on the plans.

**9/14** – Public Meeting at SCWD - County Planning and Development (Richard Cabanilla). Timing. The new environmental justice requirements are the product of SB 1000, which was signed into law by Governor Jerry Brown on September 24, 2016. Under SB 1000's amendments to Government Code Section 65302, a local agency (*Imperial County*) will now be required to address environmental justice issues when, on or after January 1, 2018, it concurrently adopts or revises two or more general plan elements. In those circumstances, the local agency must either adopt an environmental justice general plan element or include environmental justice goals, policies, and objectives in its existing general plan elements (*For Seeley and other areas*). *SCWD should address our goals for Seeley and present our findings.*

General Plan Requirements. So, what are the required policy considerations that these environmental justice general plan amendments must address? Pursuant to SB 1000,

# 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, Victor Ibarra

they must spell out objectives and policies that:

- Reduce the unique or compounded health risks in disadvantaged communities by means that include . . . the reduction of pollution exposure, including the improvement of air quality, and the promotion of public facilities, food access, safe and sanitary homes, and physical activity.
- Promote civil engagement in the public decision making process.
- Prioritize improvements and programs that address the needs of disadvantaged communities.

**9/21** - First Aid and AED Certification

**9/26 - (DAC) County Grant 335K:** Letter of interest (Update from Esperanza Colio) Funding source is still processing the grant administration agreement. No update has been provided to Esperanza regarding the availability of funds to begin projects.

- c **9/26** – County Grand Funding Opportunity: The California Department of Housing and Community Development Block Grant (CDBG) – Colonia's allocation. **10/5** - Because the county was able to secure \$3.4M in CDBG funds last year (\$2M general allocation and \$1.4M Colonias allocation), Esperanza is required to submit a waiver to become eligible to apply for additional funds. However, the County is required to have shovel ready projects to become eligible and to be competitive. Esperanza Colio really doesn't want to miss this opportunity to secure funding for a Colonia designation in need of funding for water, sewer, or housing activities.

**9/28** – Heber Public Utility Ribbon Cutting Ceremony completion of phases 1 through 3 of Water Improvement Expansion Project. Phase one of project began in 2008.

**9/29** – Seeley County Water District Ground Breaking Ceremony marking the start of construction on our long awaited TTHM removal project. This 355,000 project was funded by US Department of Agriculture to upgrade the Seeley's existing water treatment plant. TTHM's have been an issue all over the Imperial Valley and the State.

- c **10/3** – Requested from the IID total amount paid by SCWD years for the following two accounts 50412268 Area Lights, 50019862 Street Lights, their response, request was submitted to their Customer Service Department and we'll know if they are able to provide the report.

**10/4** – Mr. George Woo Financial Audit Prep Meeting.

**10/4** – Public Outreach - Coffee with a Cop, Wed 9am-11am Address: 1774 Rio Vista, Seeley. The mission of coffee with a Cop is to break down the barriers between deputies and the citizens they serve. This is the opportunity of the public to ask questions and voice concerns. Event was noticed through the Newspaper IV Press, Seeley School, SCWD Webpage and Seeley County Water District Office.

# 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, Victor Ibarra

- c **10/4** – Westerra Solar is finalizing preliminary design and they'll be put in-front of the County and IID for review. At the same time they can begin review of the PPA shortly.
- 10/5** –Interviews for Operator I, one (1) candidate scheduled
- 10/5** – Ms. Robin Hodgkins, the Interim CEO for the County, advised lapsed agreement should be ready for review by SCWD on Monday.
- 10/6** – Meeting with the Holt Group. Engineering Project with Assistance in Funding for possible BioLac Waste System and Violations. On another note Justina and Jeorge will need to see how these findings may or may not affect the Service Area Plan findings.
- 10/6** – AR Construction starts work on TTHM Water Improvement Project
- 10/9** – Interviews for Operator I, two (2) candidates scheduled
- 10/10-** Interview for Operator I, one (1) candidate scheduled
- 10/18** – Mr. George Woo Financial Audit Begins.

# 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, Victor Ibarra

## Payroll Summary Report

**Sep 22, 2017**

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
09/22/2017	Garcia, Jr., Aaron	\$1,493.28	80.00
09/22/2017	McHone, Allen A.	\$418.15	40.87
09/22/2017	Medrano, Jonan	\$665.58	62.32
09/22/2017	Obeso, Nancy L.	\$984.86	81.12
09/22/2017	Pantoja, Gustavo	\$1,296.67	80.00
09/22/2017	Rosales, Miriam A.	\$1,597.69	80.00
09/22/2017	Rosas, Nadia	\$839.46	74.62
09/22/2017	Thornburg, Gary L.	\$1,201.42	82.20
<b>Totals</b>		<b>\$8,497.11</b>	<b>581.13</b>



## Payroll Summary Report

**Sep 08, 2017**

CHECK DATE	NAME	NET AMOUNT	TOTAL HOURS
09/08/2017	Garcia, Jr., Aaron	\$1,493.29	80.00
09/08/2017	McHone, Allen A.	\$451.41	44.70
09/08/2017	Medrano, Jonan	\$648.88	60.88
09/08/2017	Obeso, Nancy L.	\$1,008.24	82.31
09/08/2017	Pantoja, Gustavo	\$1,296.66	80.00
09/08/2017	Rosales, Miriam A.	\$1,597.70	80.00
09/08/2017	Rosas, Nadia	\$364.46	32.38
09/08/2017	Thornburg, Gary L.	\$1,174.98	80.78
<b>Totals</b>		<b>\$8,035.62</b>	<b>541.05</b>

# SEELEY COUNTY WATER DISTRICT

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

Telephone: 760.352.6612 Facsimile: 760.352.0589



**Board President:** Patrick Harris

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

10/4/2017

## Accomplished Tasks:

- Routine system operations and maintenance
  - WWTP Clemson ponds receive  $\text{CuSO}_4$  dosages three times weekly
  - Dead ends in distribution system continue to receive weekly flushing
  - Work on changing out water meters and meter boxes/lids continues
- All meters read through smartphones directly into spreadsheet. Time saving for office staff.
- One company has provided a quote for disposal to landfill or disposal via land application second company needs lab work done on solids before providing quote
- Working on updating our SAM registration. Due by November 2nd, 2017
- Truck 3 title sent to insurance company in order to issue check for truck
- Repaired 2 leaking curb stops
- Repaired electrical issue with 2 aerators in oxidation pond. All 6 aerators back in service.
- Current waste plant NPDES permit was extended by the SWRCB until their new permit is finished

## September Waste Plant Lab Results

Date	BOD (mg/l)	TSS (mg/l)	Bacti (Pass/Fail)	Cyanide (ug/l)	Zinc (ug/l)	Bis(2-ethylhexyl)Phthalate (ug/l)
9/05/2017	-----	-----	Pass	<0.02mg/l	0.04 (mg/l)	ND <6.7/5.9
9/07/2017	5.4/65	10/73	-----			
9/12/2017	-----	-----	Pass			
9/13/2017	-----	-----	Pass			
9/14/2017	13.98/65 (special)	23/73 (special)	-----			
9/18/2017	pending lab	pending lab	Pass			
9/22/2017	pending lab	pending lab	-----			
9/26/2017	-----	-----	Pass			
9/28/2017	pending lab	pending lab	-----			

## August Water/Distribution Lab Results

No violations

**September Monthly Spending Report**  
Operations and Maintenance Department

Date	Vendor	Amount Spent	Item Description	Reason
9.5.2017	USABlueBook	\$44.52	100ft roll discharge tubing	WTP cl2 line repair
9.5.2017	Lowes	\$67.76	Hoze nozzle, squeegee, 2x shovel	supply replenishment
9.5.2017	Brenntag	\$1,122.95	WTP Cl2 refill	WTP disinfection
9.6.2017	Ferguson	\$145.20	Tapping tool adaptor	Part for tool
9.11.2017	Post Office	\$0.98	return of OIT certificate postage	
9.11.2017	USABlueBook	\$278.22	Rubber boots, dpd powder for cl2 residual testing, discharge tubing for chemical feed pumps	Supplies for WTP plant
9.12.2017	LaBrucherie Irrigation Supply	\$48.82	1/4 packing	Backwash Pump Waste
9.13.2017	America's Tire	\$94.53	Right Rear Tire	Truck 1 (Ranger)
9.13.2017	O'Reilly	\$59.49	AC Gas Refill	Truck 4 (F150)
9.18.2017	Lowes	\$123.59	Various	Trailer hitch repair, 2 tires for wagon, cartridge replacement for respirators
9.18.2017	America's Tire	\$504.92	right and left front tires	Silverado Truck
9.21.2017	USABlueBook	\$234.19	Pens	Chart Recorder pens
9.22.2017	Lowes	\$78.38	Mar, Univ FlatFree /DMND CTTNGWHEEL	
9.25.20117	Seeley Market	\$97.00	backhoe diesel fuel	
9.14.2017	Ferguson	\$67.31	Sch. 80 pvc threaded flanges	WTP repairs, parts
9.26.2017	America's Tire	\$114.44	1 truck tire	F-150 tire
9.27.2017	Brenntag	\$1,122.95	wtp cl2 refill	wtp disinfection
9.28.2017	Lowe's	\$98.72	shade	shade for ribbon ceremony

\$1,553.15 of \$2000 Emergency Funds Spent  
\$4,303.97 Total Funds Spent

## September 2017(DUMPERS)

### Total Gallon Per Month

Alpha Site Logistics	24,000	2,160.00
Diamond Enironmental	3,600	\$324.00
Galeekos Inc,	2,400	\$216.00
J & H Rent-A-Can	6,000	\$540.00
JosMar Packing, Inc.	600	\$54.00
Loris Sanitation Services	8,850	\$796.00
Prime Ag. Services	2,600	\$234.00
QT Sanitation	6,000	\$540.00
Roto Rooter	10,800	\$972.00
Sharps Sanitation	33,200	\$2,988.00
Star Sanitation	1,600	\$144.00
Perez&Ramirez	540	\$48.60
<b>Total</b>	<b>100,190</b>	<b>\$9,016.60</b>

VENDOR	AMOUNT	PURPOSE
Patrick Harris	\$600.00	Regular Board Meeting: \$100 9/11/17; Pre-Approved 4 Admin Days @ 9/11/17 BM \$400; Westerra Solar Plant Walkthrough 9/11/17 \$100
Jason Grima	\$100.00	Regular Board Meeting: \$100 9/11/17
Victor Ibarra	\$0.00	Regular Board Meeting: \$0 9/11/17
Keith Baird	\$0.00	Regular Board Meeting: \$0 9/11/17
Esteban Jaramillo	\$100.00	Regular Board Meeting: \$100 9/11/17
US Postal Service	\$196.00	Four (4) rolls of stamps for Postal Service
John H Kemp, JHK Consulting	\$4,000.00	Invoice for Water/Waste Invoice Date 10/2/17; Water 9/10/17-10/9/2017 \$2000, Waste 9/10/17-10/9/2017 \$2000
ATS Laboratories	\$2,456.00	18984 9/5 \$150, 18990 9/5 \$300, 19025 9/12 \$150, 19068 9/14 \$272, 19057 9/14 \$150, 9/19 19077 \$300, 9/19 19091 \$272, 9/19 19088 \$150, 9/19 19078 \$140, 9/21 19111 \$150, 9/23 19145 \$150, 9/23 19146 \$272
ATS Laboratories	\$327.00	Inv 19017 9/12 \$232, 19093 9/20 \$95
Brenntag	\$1,181.36	Invoice BPI 771586 Date 9/27/17 Customer #186694 (approved 9/11/17#26) sodium hyperclorite
CoPower	\$49.00	CoPower ID 902727 CoPower one good, level 1 (Nancy Obeso) Dental Prem. Ins.
Dig Alert	\$16.60	Invoice 820170651 (dig alert tickets) \$6.60. (monthly database maintenance fee) \$10.00
Ferguson Enterprises, INC	\$172.27	Invoice 5086210 Customer#18142 \$145.20, tax \$12.80, freight \$20.00 (SeptEF) (tapping tool adaptor)
Ferguson Enterprises, INC	\$70.86	Invoice 5158832 Customer#18142 \$72.86, freight, tax \$5.55 (SeptEF) wtp repair, prts 80 pvc threaded flanges
Greg Bentley Electric	\$336.94	Invoice 2017115 9/28 heater element - troubleshoot decant pump
Greg Bentley Electric	\$624.80	Invoice 2017118 9/28 repair two areation motors
Greg Bentley Electric	\$90.00	Invoice 2017116 9/28 check amperage on areator motor & main breaker
Greg Bentley Electric	\$90.00	Invoice 2017117 9/28 repair cord on areation motor
The Holt Group	\$3,617.50	Invoice No 17-08-009 Re: SAP Project No. 1186.009, Services: Aug2017
The Holt Group	\$9,349.25	Invoice No 17-08-031 Re: SAP Project No. 1186.009P, Services: Aug2017
Imperial Valley Occup Medicine	\$25.00	Invoice 002322 6/22/17 Marco Resendiz drug screen
Image Source	\$47.37	Invoice #AR 651718 8/9/17 Acct#28 Xerox 8/7/17-9/6/17 total meter read \$19.46, Tax \$3.41, supply fulfillment fee \$9.50, contract base fee \$15
JOL	\$1,200.00	Invoice 3131 9/1 electrical evaluation of the Waste Treatment Plant
LaBrucherie	\$48.82	Invoice 144004c Cust ID: Seeley County Water (1/4" packing grafitie 20' roll) (SeptEF)
Lori's Sanitation LLC	\$880.00	Inv #3315 7/6 \$220, Inv #3385 8/3 \$220, Inv #3498 9/1 \$220, Inv #3641 10/3 \$220 skid#7 Yard, skid#230 office
Union Bank	\$141.44	Account#8195 Statement 8/29-9/27 9/25 Seeley Mkt \$97 FUEL WWD, 9/11 USPS \$0.98 Postage Waste, Account#8203 Statement 7/29-8/28; Due 9/25, 7/29 MyFax \$10, 8/4 Intuit Payroll \$49.50, 8/18 Intuit QB online \$65, Total Dues/Subscriptions WWD \$126, 9/2 Target \$64.90, 9/2 Amazon \$96.70 (AugEF), 9/12 Lowes 205.48, 9/13 Treasurer of Imp \$5, Total Office Expense \$372.08.08 WWD
Union Bank	\$498.08	Invoice 358434 Customer No. 69946 9/5/17 100ft roll discharge tubing, WTPc12 line repair
USA BlueBook	\$281.56	Invoice 373249 Customer No. 69946 9/21/17 chart recorder pens (SeptEF)
USA BlueBook	\$238.97	Invoice 2687-497241 9/13 (AC Gas Refill for F150) (SeptEF)
O'Reilly	\$59.49	Document 9334762145
Personnel Concepts	\$824.08	Billing for: OCT Local Union 542 (Allen McHone, Nancy Obeso, Nadia Rosas, Gary Thornburg)
Teamster Union 542	\$120.00	Reimbursement 10/3 Operator Training Class "CORBS"
Aaron Garcia	\$85.60	Reimbursement 9/28, trip to bookkeeper 300 S. Imperial Ave
Nadia Rosas	\$9.68	Reimbursement 9/12, 9/20, 9/26, trip t/bank & bookkeeper
Nancy Obeso	\$28.89	Reimbursement 9/12, 9/13, 9/27, 9/28, 10/6 Mileage Reimbursement. Trip to Bookkeeper & USDA, The Holt Group.
Miriam Rosales	\$56.76	Request for Deposit Refund (Acct 408-036) 9/21/17 New Address: 1657 Southwind Drive, El Centro CA 92243
Patricia Flores	\$100.00	Request for Deposit Refund (Acct 425-03) 9/13/17 New Address: 3479 3rd St. El Centro CA 92243
Isabel Cortez	\$100.00	Request for Deposit Refund (Acct 425-03) 9/13/17 New Address: 3479 3rd St. El Centro CA 92243
Total	\$28,123.32	Above demands approved by the Board on OCTOBER 9, 2017

# 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, Victor Ibarra, Esteban Jaramillo

## REGULAR MEETING

Date: September 11, 2017, MONDAY

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

Time: 6:30 PM

1. Call to Order
  - a. Pledge of Allegiance

**Director Harris led the Pledge of Allegiance**

- b. Quorum - Roll Call

<b>Director 1</b>	<b>Jason Grima</b>
<b>Director 2</b>	<b>Victor Ibarra - Absent</b>
<b>Director 3</b>	<b>Keith Baird - Absent</b>
<b>Director 4</b>	<b>Patrick Harris</b>
<b>Director 5</b>	<b>Esteban Jaramillo</b>

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

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

Also Present:

**Admin General Mgr. /Secretary of the Board Miriam Rosales, Maintenance Manager Aaron Garcia, Teamster Rep Mike Morales, General Counsel Dennis Morita, Chief Operator John Kemp. Members of the Public**

3. Board Member Reports / Announcements.

**Director Jaramillo reported he set a meeting with Supervisor Kelly.**

**Director Grima reported generator did not turn on during the power outage 8/9, issue was resolved.**

**Director Harris reported on the TTHM pre-construction meeting and placement of Solar panels around the District from Westerra Solar, Inc.**

## PUBLIC COMMENT

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

## DISCUSSION CALENDAR

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

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

### 5. Secretary Report

#### a. Financial Reports

**Director Grima made a motion to approve Financial Reports. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative. Print out**

#### b. Miscellaneous/Correspondence

**IID Letter of acceptance of grant funding deadline September 25<sup>th</sup>, 2017. Kimley-Horn submitted required information identifying how SCWD would use funding for park improvements. General Manager, reported free training for Operators in Coachella.**

#### 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

#### d. Sensus meter readers and programming

**Director Grima made a motion to approve Operator's Report. Aaron Garcia gave his Accomplished Monthly Report. Seconded by Director Jaramillo. 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.

7. Demands (Accounts Payable)
8. Approval of Minutes: REGULAR MEETING **August 14, 2017**
9. Authorize 4 Administrative days for the President of the Board for the month of **September 2017.**
10. Approval of the purchase of Sodium Hypochlorite for Water Treatment Plant from Brenntag Co. for a total cost 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** {Sparklets drinking water service **\$47.10**} [**\$392** for stamps alone].

**Director Grima made a motion to approve all items 7 through 11 under the consent calendar. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.**

#### ACTION CALENDAR

12. Discussion/Action to approve Aaron Garcia Operator Training Class "CORBS" Colorado River Basin Section of the California Water Environment Association for one (1) day Oct 3, 2017 @ Coachella Sanitary District, the training is free. Total roundtrip miles 160 paid at 53.5 per mile. Total miles reimbursement not to exceed in the amount of **\$85.60**. **Director Grima made a motion to approve Aaron Garcia to be reimbursed for mileage totaling \$85.60 and Operator Training. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.**
13. Discussion/Action to seek approval for Miriam Rosales for Board Secretary Training/Certification in Anaheim for \$575.00, hotel stay for 3 days and 2 nights total \$453.60, total roundtrip 382 miles paid at the rate of 53.5 per mile total \$204.37. Total Training and Travel not to exceed in the amount of **\$1,232.97**.



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

14. Discussion/Action 2006 Chevy Colorado totaled, Claims department has given SCWD two (2) options, either Glatfelter purchases truck or SCWD to owner retain  
The total current value of the vehicle is \$8,877.73.

**Option A)** Glatfelter will purchase truck and they will need original title.

**Option B)** If the district chooses to owner retain, claims will need a copy of the signed title, A CA Reg481 form is sent to the CA DMV and a copy will get sent to SCWD. This form lets the CA DMV know SCWD have owner retained the vehicle.

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

15. Discussion/Action to approve LiquiVision Tech Diving Services, inspection and cleaning of water tanks, repairs are an additional fee and are not included. Total price not to exceed the amount of \$4,600.00.

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

16. Discussion/Action to approve purchase of 3ft x 4ft flagstone and approve the wording "Welcome to Historic Seeley EST 1909", flagstone with wording price \$1,100, delivery fee \$200. The flagstone will be placed at the **V** entrance coming into Seeley from Evan Hewes Hwy. Total price including delivery not to exceed in the amount of \$1300.00.

**Director Grima made a motion to approve etched flagstone. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion passed with all members voting in the affirmative. Ayes: Directors Grima, Jaramillo, and Harris**  
**Noes:           Absent: Directors Baird, Ibarra**

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

17. Discussion/Action to seek approval to upgrade from (3) flip phones to three (3) smart phones (SamsungS7) for Operators and OIT only, new monthly bill per month will be \$49.99 per phone, current monthly bill is \$38.00. Total initial startup including cases and tax not to exceed in the amount of \$368.70.  
**Director Grima made a motion to approve upgrade from flip phones to smart phones. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.**

18. Discussion/Action to approve purchase of Blue Can Water Emergency canned drinking water in preparation for September's National Preparedness Month. Blue Can offers a 50 year shelf life guarantee for its water. The proposal/quote is time sensitive and expires on October 7, 2017.

**Option A)** 13 cases at \$29.95, 24 cans per case plus crv \$15.60 this amount is enough to supply (9) employees for 3 days. Total amount including delivery fee not to exceed in the amount of \$534.95.

**Option B)** 100 cases at \$24.95, 24 cans per case plus crv \$120.00 this amount will supply water to 218 people for one (1) day. Total amount including delivery not to exceed in the amount of \$2865.00

**Director Grima made a motion to approve Option A, Blue Can Emergency Water proposal. Seconded by Director Jaramillo. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.**

19. Discussion/Action to approve purchase of external storage to be placed adjacent to Administrative Building for personal office files.

**Quote A)** Home Depot Wooden Storage Shed 12 ft. x 20 ft. Total purchase not to exceed in the amount \$4,324.59

**Quote B)** California Metal Container, Inc. 12 ft. x 20 ft. Total purchase including delivery not to exceed in the amount of \$3,100.00

**Director Harris made a motion to approve Quote B. Seconded by Director Grima. Discussion of the Board and Public followed. The motion passed with all members voting in the affirmative. Ayes: Directors Grima, Jaramillo, Baird and Harris**  
**Noes:**

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

20. Discussion/Action to approve purchase of two (2) tires from America's Tire for the 2014 Chevrolet Silverado 2500. Total including tax not to exceed in the amount of \$504.92.

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

<b>CLOSED SESSION:</b>
------------------------

21. Conference with Real Property Negotiators  
Property: 1898 W. Main Street, 1850 Alamo Street, and Parcel 051-150-007.  
Agency Negotiator: District Legal Counsel  
Negotiating Parties: Westerra Solar Inc.  
Under Negotiation: Price and Terms of Lease and related issues
22. Conference with Legal Counsel  
Anticipated Litigation – Significant exposure to Litigation (54956.9(d) (2) 2 potential cases).
23. Conference with Legal Counsel  
Existing Litigation (54956.9(d) (1) Case No. ECU07743.
24. Conference with Legal Counsel –Anticipated Litigation  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (1) potential case.

<b>OTHER ITEMS</b>
--------------------

**Nothing to report out of closed session.**

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

**Meeting Adjourned at 7:51**

**Next regular meeting: MONDAY, October 9, 2017 at 6:30 P.M.**

# 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 Myriam Rosales

**ADDRESS:** 1898 W Main St. Seeley, CA 92273

**PHONE:** (575) 494-4649

Install Seeley Sign on a concrete base/footing as per manufacturer's instructions and decorate around sign with desert type landscaping.

Provide 2 boulders on landscaping

Use colored sand/rock/gravel for ground coverage.

Small cactus can be used in landscaping if desired. Please note that no water is available for irrigation.

Install 2 solar light fixtures with anti-vandalism cover and solar panel on a post

Prevailing wage rate applies.

Total:	\$2,896.00
Down payment of:	\$1,448.00
Balance upon completion:	\$1,448.00

**Estimated by:** Marcos Ramirez

Date: October 5, 2017

item 16

# Kimley»Horn

October 4, 2017

Miriam Rosales  
Administrative General Manager/ Secretary of the Board  
Seeley County Water District  
1898 West Main Street  
PO Box 161  
Seeley, CA 92273

Re: Professional Services Agreement

Dear Miriam

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to Seeley County Water District ("Client") for providing Bates Park Master Planning Services.

## Project Understanding

John Robert Bates Memorial Park in Seeley, CA is in need of improvements for amenities that have exceeded their life cycles, as well as a plan to create more efficient use of the park site. These improvements will need to consider changes in programming needs to provide optimum use of the park for future use.

## Scope of Services

Kimley-Horn will provide the services specifically set forth below.

### Task 1.0 Data Collection

#### 1.1 Site Boundary and Topographic Survey

- Consultant will perform a site boundary and topographic survey to document the legal boundaries of the site and existing physical conditions.  
*[Deliverables: Results of Survey]*

#### 1.2 Base Plan Development

- Consultant will develop a site base plan in AutoCAD format, utilizing the Site Boundary and Topographic Survey information, for use in preparing the Master Plan  
*[Deliverables: AutoCAD Base Plan and pdf]*

### Task 2.0 Master Plan

#### 2.1 Preliminary Master Plan Concepts

- Consultant will develop (2) alternative concepts for public review/input which illustrate varying horizontal relationships and program elements proposed for Bates Park. It is assumed that the consultant will address one (1) round of District Staff comments prior to concepts being released to the public for review.  
*[Deliverables: (1) 30"x42" Bates Park Preliminary Master Plan Concepts board and pdf]*

#### 2.2 Final Master Plan

- Consultant will develop a final preferred Bates Park Master Plan which addresses one (1) round of District Staff comments and one (1) round of public comments. Program elements

item 19

shown will be based on input received on preliminary concepts developed as a part of task 2.1. All revisions to be made to the master plan will be directed by the District's Project Manager.

*[Deliverables: (1) 30"x42" Final Bates Park Master Plan board and pdf]*

### 2.3 Estimate of Probable Construction Costs (Full Master Plan)

Consultant will prepare an Estimate of Probable Construction Costs that captures all park elements shown within the Final Bates Park Master Plan (Task 2.2).

*[Deliverables: Estimate of Probable Construction Costs (pdf)]*

### 2.4 Estimate of Probable Construction Costs (Phase One)

Consultant will prepare an Estimate of Probable Construction Costs for the phase one park improvements, as determined by the District's Project Manager.

*[Deliverables: Phase One Estimate of Probable Construction Costs (pdf)]*

### 2.5 Progress Meetings

Consultant will participate in, up to three (3), project progress meetings via telephone with District Staff to discuss project progress, park programming and public comments. Up to one (1) hour has been assumed per meeting.

*[Deliverables: A typed summary for each meeting will be provided upon request (pdf)]*

## **Task 3.0 Optional Tasks**

### 3.1 Public Open House

Consultant will assist City staff in preparing for and conducting a Public Open House to provide information on the development of the Bates Park Master Plan.

*[Deliverables: Powerpoint Presentation, Public Open House Results Technical Memorandum (pdf)]*

### 3.2 Character Sketches

Consultant will develop two (2) 3-D character sketches, based on the final master plan, that will realistically convey what the park improvements will look like when constructed.

*[Deliverables: (1) 30"x42" Final Bates Park Master Plan Character Sketches board and pdf]*

## **Services Not Included**

Any other services, including but not limited to the following, are not included in this Agreement:

- 1) Meetings not identified in the above scope
- 2) Presentations and/or submittals to Boards, Districts or Commissions for Plan approval
- 3) Attendance at Public Meetings or recording/ compilation of public comments unless otherwise outlined above.
- 4) District web site, public meeting advertisement or meeting venue coordination

## **Additional Services**

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- 1) Design and/ or Construction Documents
- 2) Construction Administration Services
- 3) Geotechnical, agronomy and bio-assay testing
- 4) GIS Services
- 5) Off-site improvements (roads, utilities etc.)
- 6) Environmental Planning (404 Permitting, Cultural Resources, etc)
- 7) Permitting/Submittals and any associated fees
- 8) Hard copies for submittal, permitting, bidding and construction purposes

## **Information Provided By Client**

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

## **Responsibilities of Client**

In addition to other responsibilities set out in this Agreement, the Client shall:

- 1) Grant Permission to access the park site for the boundary and topographic survey and all other park analysis work needed to prepare the Master Plan.

## **Schedule**

We will provide our services as expeditiously as practicable with the goal of meeting the following schedule: **Final Master Plan is estimated to be completed within 90 days of notice to proceed.**

## **Fee and Expenses**

Kimley-Horn will perform the services in Tasks 1 -2 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a ten percent (10%) markup, will be immediately issued to and paid by the Client.

## Task 1.0 Data Collection

Task 1.1: Site Boundary and Topographic Survey	\$5,820
Task 1.2: Base Plan Development	\$575

## Task 2.0 Master Plan

Task 2.1: Preliminary Master Plan Concepts	\$2,000
Task 2.2: Final Master Plan	\$3,900
Task 2.3: Estimate of Probable Construction Costs (Full)	\$925
Task 2.4: Estimate of Probable Construction Costs (Ph. 1)	\$550
Task 2.5: Progress Meetings	\$605

---

<b>Total Lump Sum Fee</b>	<b>\$14,375</b>
---------------------------	-----------------

## Task 3.0 Optional Tasks

Task 3.1: Public Open House	\$3,150
Task 3.2: Character Sketches	\$1,500

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 30 days of your receipt of the invoice.

## **Closure**

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to Seeley County Water District.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

\_\_\_\_\_ Please email all invoices to \_\_\_\_\_

\_\_\_\_\_ Please copy \_\_\_\_\_

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.



Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

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

**Dennis Landaal, PE**  
**Senior Vice President**

\_\_\_\_\_  
(Date)

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

**Randall Kopff, PLA**  
**Project Manager**

\_\_\_\_\_  
(Date)

## SEELEY COUNTY WATER DISTRICT

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

**Patrick Harris**  
**President of the Board**

\_\_\_\_\_  
(Date)

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

**Miriam Rosales**  
**General Manager and Secretary of the Board**

\_\_\_\_\_  
(Date)

Client's Federal Tax ID: \_\_\_\_\_

Client's Business License No.: \_\_\_\_\_

Client's Street Address: \_\_\_\_\_

Attachment – Request for Information  
Attachment – Standard Provisions

## Request for Information

*Please return this information with your signed contract; failure to provide this information could result in delay in starting your project*

### Client Identification

Full, Legal Name of Client					
Mailing Address for Invoices					
Contact for Billing Inquiries					
Contact's Phone and e-mail					
Client is (check one)	Owner		Agent for Owner		Unrelated to Owner

### Property Identification

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Street Address				
County in which Property is Located				
Tax Assessor's Number(s)				

### Property Owner Identification

	Owner 1	Owner 2	Owner 3	Owner 4
Owner(s) Name				
Owner(s) Mailing Address				
Owner's Phone No.				
Owner of Which Parcel #?				

### Project Funding Identification – List Funding Sources for the Project


*Attach additional sheets if there are more than 4 parcels or more than 4 owners*

**KIMLEY-HORN AND ASSOCIATES, INC.**

**STANDARD PROVISIONS**

(1) **Consultant's Scope of Services and Additional Services.** The Consultant's undertaking to perform professional services extends only to the services specifically described in this Agreement. However, if requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.10 times cost.

(2) **Client's Responsibilities.** In addition to other responsibilities described herein or imposed by law, the Client shall:

- (a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
- (b) Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project including all numerical criteria that are to be met and all standards of development, design, or construction.
- (c) Provide to the Consultant all previous studies, plans, or other documents pertaining to the project and all new data reasonably necessary in the Consultant's opinion, such as site survey and engineering data, environmental impact assessments or statements, upon all of which the Consultant may rely.
- (d) Arrange for access to the site and other private or public property as required for the Consultant to provide its services.
- (e) Review all documents or oral reports presented by the Consultant and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Consultant.
- (f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary for completion of the Consultant's services.
- (g) Cause to be provided such independent accounting, legal, insurance, cost estimating and overall feasibility services as the Client may require.
- (h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the scope, timing, or payment of the Consultant's services or any defect or noncompliance in any aspect of the project.
- (i) Bear all costs incidental to the responsibilities of the Client.

(3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work timely after receipt of a properly executed copy of this Agreement and any required retainer amount. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months (cumulatively), Consultant's compensation shall be renegotiated.

(4) **Method of Payment.** Compensation shall be paid to the Consultant in accordance with the following provisions:

- (a) Invoices will be submitted periodically for services performed and expenses incurred. Invoices are due and payable upon presentation. Client shall pay Consultant a time-price differential of one and one-half percent (1.5%) of the outstanding amount of each invoice that is overdue for more than 30 days. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant for the duration of the project and applied against the final invoice. If the Client fails to make any payment due to the Consultant under this or any other agreement within 30 days after presentation, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid in full and may commence proceedings, including recording liens, to secure its right to payment under this Agreement.
- (b) If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
- (c) If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due within 25 days of receipt.
- (d) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

(5) **Use of Documents.** All documents, including but not limited to drawings, specifications, reports, and data or programs stored electronically, prepared by the Consultant are related exclusively to the services described in this Agreement, and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use, partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client to any of the Consultant's documents, or any use, partial use or reuse of the documents without written authorization or adaptation by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code developed in the development of application code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern. Because data stored in electronic media format can deteriorate or be modified without the Consultant's authorization, the Client has 60 days to perform acceptance tests, after which it shall be deemed to have accepted the data.

(6) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(7) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, or upon thirty days' written notice for the convenience of the terminating party. If any change occurs in the ownership of the Client, the Consultant shall have the right to immediately terminate this Agreement. In the event of any termination, the Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination. If the Consultant's compensation is a fixed fee, the amount payable for services will be a proportional amount of the total fee based on the ratio of the amount of the services performed, as reasonably determined by the Consultant, to the total amount of services which were to have been performed.

(8) **Insurance.** The Consultant carries Workers' Compensation insurance, professional liability insurance, and general liability insurance. If the Client directs the Consultant to obtain increased insurance coverage, the Consultant will take out such additional insurance, if obtainable, at the Client's expense.

(9) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's undertaking herein or its performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

(10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent of the law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. Under no circumstances shall the Consultant be liable for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans and specifications. This Section 10 is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section 10 shall require the Client to indemnify the Consultant.

(11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

(12) **Certifications.** The Consultant shall not be required to execute certifications or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the

Consultant to violate applicable rules of professional responsibility.

(13) **Dispute Resolution.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the Construction Industry Mediation Procedures of the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(14) **Hazardous Substances and Conditions.** In no event shall Consultant be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to professional analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant shall notify the Client of hazardous substances or conditions not contemplated in the scope of services of which the Consultant actually becomes aware. Upon such notice by the Consultant, the Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

(15) **Construction Phase Services.**

(a) If the Consultant's services include the preparation of documents to be used for construction and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

(b) If the Consultant provides construction phase services, the Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

(c) The Consultant is not responsible for any duties assigned to the design professional in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

(16) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

(17) **Confidentiality.** The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

(18) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State of California. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Provided, however, that any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



Secure Order Checkout



1. Contact & Items
2. Address
3. Shipping & Freight
4. Review & Payment

\* Required Information

Your Contact Information

First and Last Name \*

Phone Number \* Extension

Email \*

Not a valid email address

Call us: 1-800-227-4224

Order List

Item #	Description	Unit Price	Quantity	Subtotal	
PHC10105	Intellical™ PHC101 Field Low Maintenance Gel Filled pH Electrode, 5 m Cable	<a href="#">Update</a>		\$612.00	\$612.00
				<b>Subtotal:</b>	\$612.00
				<b>Shipping and Handling:</b>	\$41.67
				<b>Total (may not include all taxes):</b>	\$653.67

Hazardous Items

Items with this mark may be considered hazardous under some shipping conditions. If necessary, we will change your selected shipping method to accommodate these items.

Obsolete Items

Items with this mark may be obsolete or unavailable through eCommerce. Please contact Hach customer service for further assistance.

item 21



P. O. Box 1107 Davis, CA 95617  
Orders: (800) 342-6733 Fax: (844) 270-1688

## Quote

### Seeley County Water District

**Aaron Garcia**

1898 West Main Street  
Seeley, CA 92273

**September 4, 2017**

#### PRICE QUOTE

PRODUCT	PACKAGING	PRICE	QUANTITY	AVAILABILITY
Pro Pac 9890	Bulk Tanker Truck	\$0.615/lb/del	2,500 Gallons Minimum	ARO 7 – 15 Business Days
Pro Pac 9890	Bulk Tanker Truck	\$0.70/lb/del	1,500 Gallons Minimum	ARO 7 – 15 Business Days
Pro Pac 9890	275-Gallon Totes (2800 lbs net)	\$1.25/lb/del	ANY QUANTITY	ARO 7 – 15 Business Days
Pro Pac 9890	55-Gallon Drums (560 lbs net)	\$1.25/lb/del	ANY QUANTITY	ARO 7 – 15 Business Days

**Please call our office to place all orders at (800) 342-6733**

**- or -**

**EMAIL: [evie@ntutechnologies.com](mailto:evie@ntutechnologies.com)**

**\*This quote supersedes any and all prior quotes\***

435 Williams Court, Suite 100  
Baltimore, MD 21220  
[www.synagro.com](http://www.synagro.com)



SEPTEMBER 20, 2017

Mr. Aaron Garcia – Maintenance Manager  
Seeley County Water District  
1898 West Main Street  
El Centro, CA 92243

**Re: Proposal for Transportation and Disposal of Dried Biosolids**

Dear Mr. Gaarcia:

Synagro-WWT, Inc. (Synagro) is pleased to provide the following proposal for transportation and disposal of biosolids generated at the Seeley County Water District (District) located at 1898 West Main Street El Cento, CA 92243.

Our proposed scope of work is to load and transport approximately 1250 tons of dried biosolids to authorized end use sites as directed by Synagro.

We are providing the Authority the following price as a non-binding budgetary estimate of \$57 per ton or \$71,250.00.

Our proposal is delivered in good faith and we are prepared to enter into a mutually acceptable contract and is contingent on lab results currently in process. Please note that this proposal is based on Synagro's standard terms and conditions and shall be strictly non-binding upon Synagro until all parties negotiate and execute a binding contract. This proposal shall not obligate Synagro to negotiate an agreement and any of the terms of the contract shall be subject to Synagro's approval, at its discretion. Pricing may vary until the final contract is negotiated.

If you have any questions or require further information, please contact me at 951.234.4851 or [tyanavage@synagro.com](mailto:tyanavage@synagro.com). Thank you for the opportunity to submit our proposal for this work.

Respectfully submitted,

*Tim Yanavage*

Tim Yanavage  
Area Sales Manager

cc: Gary Gibson, Craig Geyer, Brian Millage