

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

MINUTES OF SPECIAL MEETING

ADJOURNMENT OF REGULAR MEETING

Date: JULY 17, 2017, MONDAY ~~July 10, 2017, MONDAY~~ ~~July 11, 2017, TUESDAY~~

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

Director 1 Jason Grima

Director 2 Victor Ibarra

Director 3 Keith Baird

Director 4 Patrick Harris

Also Present:

Maintenance Manager Aaron Garcia, Assistant Manager Gustavo Pantoja, General Counsel Dennis Morita, Admin General Mgr./Secretary of the Board Miriam Rosales, Other members of the Public: None

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 Ibarra. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

3. Board Member Reports / Announcements.

President Reported, SCWD had a meeting with Seeley Union School on July 11, 2017, regarding RCAC Rate Study.

Grant proposal Letter submitted to IID February 28, 2017, it was accepted and IID awarded Seeley County Water District funding for Park Improvements on June 26, 2017. The Holt Group was contacted in regards to a quote on how much we will be charged for environmental, design, permits and construction management of the park improvements.

4. Discussion/Action to appoint new board member. Term to end December 1, 2017.

Director Harris made a motion to approve movement of item 4 to 13A under the consent calendar on the Agenda. Seconded by Director Grima. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

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 comments

DISCUSSION CALENDAR

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

Director Grima made a motion to approve Holt Group Report. Seconded by Director Ibarra. In August a meeting to take place with Justina, THG on the SAP. Discussion of the Board and Public followed. The motion carried with all members voting in the affirmative.

6. Secretary of the Board Report

General Manager/Secretary of the Board, Miriam Rosales, reported the internal promotions of Gary Thornburg to Operator II and Gustavo Pantoja to Assistant Operations Manager

- a. Financial Report

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

- b. Miscellaneous/Correspondence

- c. Payroll summary

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

7. 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 Ibarra. 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.

- 8. Demands (Accounts Payable)
- 9. Approval of Minutes: REGULAR MEETING **June 10, 2017**
- 10. Authorize 3 Administrative days for the President of the Board for the month of **July 2017.**
- 11. 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).
- 12. 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 \$32} [**\$392** for stamps alone].
- 13. Discussion/Action to approve the purchase of 34" skimming rake (100.00), 24 grease cartridges (\$164.00), Case of 12 cans blue marking paint (\$45.95), Case of 12 cans green marking paint (\$45.95) \$356.30+38.75 (est. ship)+\$30.62 (est. tax). Total not to exceed in the amount of **\$425.67**

Director Grima made a motion to approve all items 8 through 13 under the consent calendar. Seconded by Director Ibarra. Discussion of the Board and Public followed. The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative. Ayes: Directors Grima, Ibarra, Baird and Harris Noes:

Director 1	Jason Grima	Yes
Director 2	Victor Ibarra	Yes
Director 3	Keith Baird	Yes
Director 4	Patrick Harris	Yes

13A. Discussion/Action to appoint new board member. Term to end December 1, 2017.

Director Harris made a motion to approve appointment of Esteban Jaramillo for the vacant director seat Effective July 17, 2017 through November 30, 2017. Esteban Jaramillo was sworn in by Miriam Rosales before the Board of Directors, and assumed his seat. Seconded by Director Ibarra. Discussion of the Board and Public followed. The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative. Ayes: Directors Grima, Ibarra, Baird and Harris Noes:

Director 1	Jason Grima	Yes
Director 2	Victor Ibarra	Yes
Director 3	Keith Baird	Yes
Director 4	Patrick Harris	Yes

ACTION CALENDAR

14. Discussion of Seeley County Water District proposing solar energy power for facilities from Westerra Solar Consulting. **Legal Counsel recommended an Ad-Hoc committee to further discuss the proceedings with Westerra, Directors Victor Ibarra and Keith Baird approved and accepted Jason Grima and Patrick Harris as the Ad-Hoc Committee.**

15. Discussion/Action approving **RESOLUTION 071017-01** for the submittal of a grant application to the USDA under the Water and Waste Disposal loan and grant program for FY 2016-2017.

Director Grima made a motion to approve Resolution 071017-01. Seconded by Director Ibarra. Submittal of Grant. Discussion of the Board and Public followed. The motion was taken to a roll call vote. The motion passed with all members voting in the affirmative. Ayes: Directors Grima, Ibarra, Baird, Jaramillo and Harris Noes:

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

16. Discussion/Action to purchase drinking water from Sparklets Water; delivery of (3) five gallon jugs every (2) weeks including a hot and cold water dispenser. Monthly service charge of \$32.00 to be included with our monthly "routine office supplies" no additional monthly funds needed, the budget amount stays at \$750.00. The initial invoice total to start services including tax is **\$50.93**

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

17. Discussion/Action requesting Board approval for an extension of the current Contract Agreement with JHK Consulting, John Kemp for an additional six (6) month period with the understanding that the contract may be terminated earlier than six (6) months when in house staff licensing becomes valid.

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

18. Discussion/Action requesting Board approval for an extension of the current Contract Agreement with Pam Hammond for an additional six (6) month period, with a new expiration date of January 31, 2018. Services shall be increased to \$25 per hour, from \$20 per hour, and total compensation shall not exceed \$1500.00 in six (6) month period.

Director Grima made a motion to approve agreement extension with Pam Hammond, Professional Services prior six (6) month contract did not exceed \$1500.00, total amount paid up to date \$664.00. Seconded by Director Ibarra. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

19. Discussion/Action requesting the board to approve OIT application renewal for Aaron Garcia, Operator Manager in the amount of \$170 to be submitted to the State Water Resources Control Board Office. The purpose, Operator Certification.

Director Grima made a motion to approve Aaron Garcia \$170 for OIT application renewal. Seconded by Director Ibarra. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

20. Discussion/Action to approve reimbursement of Wastewater Operator Certification fee for Gary Thornburg from State Water Resources Control Board. Total reimbursement fee not to exceed in the amount of \$170

Director Grima made a motion to approve Gary Thornburg \$170 for certification application renewal, Gary advanced from OIT to Operator I on the Waste side. Seconded by Director Ibarra. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

21. Discussion/Action to approve reimbursement of Distribution II, training fee for Gustavo Pantoja from State Water Resources Control Board. Total reimbursement fee not to exceed in the amount of \$65.00

Director Grima made to approve Gustavo Pantoja \$65 reimbursement for Distribution II training fee. Seconded by Director Ibarra. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

22. Discussion/Action to approve Miriam Rosales General Manager for training, "Understanding the Brown Act" at the Coachella Valley Water District for one (1) day, September 6, 2017, \$25 registration fee, total roundtrip miles 187, mileage to be paid at 53.5 totaling \$100.05. Total training and mileage not to exceed in the amount of **\$125.05**

Director Ibarra made a motion to approve Miriam Rosales, for training and mileage reimbursement. Seconded by Director Baird. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

23. Discussion/Action to approve the Repair of WWTP influent lift station pump by West 80 Electric. Total not to exceed in the amount of **\$632.00**

Director Grima made a motion to approve a repair of \$632.00. Seconded by Director Ibarra. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

24. Discussion/Action to approve the Seeley County Water Staff to receive training in Adult CPR, AED and First Aid Certification by instructor led classroom course (4) hours by Medic First. Total not to exceed in the amount of **\$390.00**

Director Ibarra made a motion to approve Adult CPR, AED by instructor. Seconded by Director Grima. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

25. Discussion/Action to approve Purchase of 2 replacement tires (front tires) for Backhoe from RM Tires. Total not to exceed in the amount of **\$379.60**

Director Grima made a motion to approve purchase of 2 replacement tires. Seconded by Director Ibarra. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

26. Discussion/Action to approve the purchase of (10) bags of Copper Sulfate from Brenntag; \$3.30/lb. plus \$65 surcharge. Total not to exceed in the amount of **\$1,715.00**

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

27. Discussion/Action to approve the Purchase of parts (8 and 6 inch pipe and fittings and glue) to repair filter effluent to storage tank pipeline at WTP

Option A in the amount of \$747.72 from La Brucherie Irrigation Supply

Option B in the amount of \$980.44 from La Brucherie Irrigation Supply

Option C in the amount of \$1,247.51 from Ferguson Enterprises

Director Harris made a motion to approve purchase of option C for \$1247.51 the difference in the options are the materials. Seconded by Director Ibarra. Discussion of the Board and Public followed. The motion was carried with all members voting in the affirmative.

28. Discussion/Action seeking board approval for the programming and installation of a faulty communication module for the newly replaced WTP HMI screen. Total amount not to exceed in the amount of \$4,402.56. This will allow HMI to be remotely accessed for future troubleshooting by technicians

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

CLOSED SESSION:

29. 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: Westenra Solar Inc.

Under Negotiation: Price and Terms of Lease and related issues

30. Conference with Legal Counsel

Anticipated Litigation – Significant exposure to Litigation (54956.9(d) (2) 2 potential cases).

31. Conference with Legal Counsel

Existing Litigation (54956.9(d) (1) Case No. ECU07743.

31. Conference with Legal Counsel –Anticipated Litigation

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (1) potential case.

OTHER ITEMS

Nothing to report out of closed session.

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

Meeting adjourned at 8:10pm

Next regular meeting: MONDAY, August 14, 2017 at 6:30 P.M.