

Salton Community Services District
REGULAR MEETING *Agenda*
August 19, 2026
Open Session 2:00 p.m.
1209 Van Buren Ave.
Salton City, CA 92275
www.saltoncsd.ca.gov

THIS MEETING IS BEING CONDUCTED AT 1209 VAN BUREN AVE, SALTON CITY, CA 92275. ADDITIONALLY, THIS MEETING IS BEING CONDUCTED BY TELECONFERENCE AT THE FOLLOWING LOCATIONS: CHAPULTECATE 5 MENA MOCAMPO CENTRO VALLE SANTIAGO C.P. 38400 VALLE DE SANTIAGO, GTO, MEXICO, DIRECTOR RAMOS and 265 CALIFORNIA COURT, MISSION VIEJO, CA 92692, DIRECTOR FRIESE. PURSUANT TO GOVERNMENT CODE SECTION 54953(b), THE TELECONFERENCE LOCATIONS ARE OPEN TO THE PUBLIC, AND ANY MEMBER OF THE PUBLIC HAS AN OPPORTUNITY TO ADDRESS THE SCSD BOARD FROM A TELECONFERENCE LOCATION IN THE SAME MANNER AS IF THAT PERSON ATTENDED THE REGULAR MEETING LOCATION. THE SCSD BOARD WILL CONTROL THE CONDUCT OF THE MEETING AND DETERMINE THE APPROPRIATE ORDER AND TIME LIMITATIONS ON PUBLIC COMMENTS FROM THE TELECONFERENCE LOCATIONS.

BOARD OF DIRECTORS:

Michael Friese, President
Oscar Ramirez, Vice President
Manuel Ramos, Director
Lidia A. Sierra, Director
David Reagle, Director

STAFF:

Emmanuel Ramos, General Manager
Christina Sutton, Finance Officer
Thania Garcia, Board Secretary
Jazmine Madrigal, Admin Assistant
Omar Ruiz, Field Foreman
Pascual Muniz, Park Supervisor
Robert Patterson, Legal Counsel

1. **CALL TO ORDER:** 2:00 pm
2. **ROLL CALL:**
3. **PLEDGE OF ALLEGIANCE:** Michael Friese, President
4. **PUBLIC COMMENTS:**

Pursuant to California Government Code Section 54954.3, members of the public may address the Board at this time on any items of public interest that are within the Board's subject matter jurisdiction. The Ralph M. Brown Act, however, prohibits the Board from taking action on any matter not appearing on the agenda. Those who wish to address the Board should come to the microphone. Members of the public will be given three (3) minutes to address the Board on any items of public interest. Comments are not to be directed towards an individual or individuals but to the Board on a specific issue.

5. BOARD MEMBER COMMENTS:

6. CONSENT CALENDAR ITEMS:

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the board of directors at one time without discussion. If any board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

A. Approve the Minutes for the Regular Board Meeting of July 15, 2026 [pg.4]

B. Approve demands for the month of July 2026. [pg.7]

C. Slovak, Baron, Empey, Murphy, & Pinkney July 2026 (\$4,424.95)

7. REPORTS:

Field Foreman's report [pg. 31]

Park Supervisor's report [pg.35]

General Manager's report [pg.36]

Finance Officer's report [pg.41]

8. MEMBERS OF THE BOARD REPORTS: STANDING COMMITTEE:

A. Architectural Committee Report

9. UNFINISHED BUSINESS:

A. Discussion and approval of Director Reagles' nominee to the Architectural Committee.

10. NEW BUSINESS:

A. Discussion and approval for a Backpack Giveaway for the children of the community

B. Discussion and approval for October event.

C. Discussion and approval of the Fleetio Proposal for Management Software Platform [pg.42]

D. Discussion and approval to purchase a commercial diesel mower for In-House Turf Scalping and Maintenance and Establishment of \$30,000.00 Price Cap [pg.52]

E. Discussion and approval of Salton City Park Master Plan Proposals [pg. 64]

F. Discussion and approval of Desert Shores Park Master Plan Proposals [pg.75]

G. Discussion and approval of Proposed Budget Amendment for GF Engineering Expense [pg.86]

H. Discussion and Approval authorizing the Finance Officer to transfer \$36,302.00 to the LAIF account [pg.88]

I. **Resolution No. 2026-08-19-01**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ADOPTING A PEPPER SPRAY POLICY AND PROCEDURES FOR DISTRICT EMPLOYEES [pg.89]

11. Adjournment:

Sonia Thania Garcia, Secretary of the Board

Upon written request, this agenda will be made in an appropriate alternative format to persons with disabilities as required by Section 202 of the American with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Secretary of the Board at least 72 hours before the meeting. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at 1209 Van Buren St, Suite 1, Salton City, California 92275.

Salton Community Services District
REGULAR MEETING *Minutes*

July 15, 2026

Open Session 2:00 p.m.

1209 Van Buren Ave.

Salton City, CA 92275

www.saltoncsd.ca.gov

BOARD OF DIRECTORS:

Michael Friese, President
Oscar Ramirez, Vice President
Manuel Ramos, Director
Lidia A. Sierra, Director
David Reagle, Director

STAFF:

Emmanuel Ramos, General Manager
Christina Sutton, Finance Officer
Thania Garcia, Board Secretary
Jazmine Madrigal, Admin Assistant
Omar Ruiz, Field Foreman
Pascual Muniz, Park Supervisor
Robert Patterson, Legal Counsel

1. CALL TO ORDER: 2:00 p.m.

2. ROLL CALL:

President Friese Present	Director Sierra Present
Vice President Ramirez Present	Director Reagle Present
Director Ramos Present	

3. PLEDGE OF ALLEGIANCE: Michael Friese, President

4. ANNOUNCEMENT OF CLOSED SESSION ACTIONS:

5. PUBLIC COMMENTS:

Pursuant to California Government Code Section 54954.3, members of the public may address the Board at this time on any items of public interest that are within the Board's subject matter jurisdiction. The Ralph M. Brown Act, however, prohibits the Board from taking action on any matter not appearing on the agenda. Those who wish to address the Board should come to the microphone. Members of the public will be given three (3) minutes to address the board on any items of public interest. Comments are not to be directed towards an individual or individuals but to the Board on a specific issue.

No public comments.

6. BOARD MEMBER COMMENTS:

President Friese- Commented on the ribbon cutting and the water event the district had for the community with free food and games.

Vice President Ramirez- No comment

Director Ramos- No comment

Director Sierra- No comment

Director Reagle- No comment

7. CONSENT CALENDAR ITEMS:

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the board of directors at one time without discussion. If any board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

A. Approve the Minutes for the Regular Board Meeting of June 17, 2026

President Friese motioned to approve the minutes with an amendment to his comments to the title of the book Sand Rubble: The Salton City Story. To read Sand and Rubble: The Salton City Story. Vice President Ramirez seconded the motion.

Roll Call:

President Friese Yes	Director Sierra Yes
Vice President Ramirez Yes	Director Reagle Yes
Director Ramos Yes	

Motion Passes 5-0

B. Approve demands for the month of June 2026.

President Friese motioned to approve the demands for 2026. Director Ramos seconded the motion.

Roll Call:

President Friese Yes	Director Sierra Yes
Vice President Ramirez Yes	Director Reagle Yes
Director Ramos Yes	

Motion Passes 5-0

C. Slovak, Baron, Empey, Murphy, & Pinkney June 2026 (\$6,670.00)

President Friese motioned to approve the Slovak, Baron, Empey, Murphy, & Pinkney in June 2026. Director Ramos seconded the motion.

Roll Call:

President Friese Yes	Director Sierra No
Vice President Ramirez Yes	Director Reagle Yes
Director Ramos Yes	

Motion Passes 4-1

8. REPORTS:

Field Foreman's report [Omar Ruiz]
Park Supervisor's report [Pascual Muniz]
General Manager's report [Emmanuel Ramos]
Finance Officer's report [Christina Sutton]

9. MEMBERS OF THE BOARD REPORTS: STANDING COMMITTEE:

Architectural Committee Report [Thania Garcia]

10. UNFINISHED BUSINESS:

**A. Discussion and approval of Director Reagles' nominee to the Architectural Committee.
Tabled**

11. NEW BUSINESS:

A. Discussion and Approval of the Salton City Park Restroom Restoration Project Bid Results.

President Friese motioned to reject all bids received on June 29, 2026, for the Salton City Park Restroom Improvements Project number SCP1 and authorize staff to re-advertise the project for competitive bidding at a later date. Vice President Ramirez seconded the motion.

Roll Call:

President Friese Yes

Director Sierra Yes

Vice President Ramirez Yes

Director Reagle Yes

Director Ramos Yes

Motion Passes 5-0

12. Adjournment:

Meeting Adjourned at 3:15 pm

Sonia Thania Garcia, Secretary of the Board

Michael Friese, President of the Board

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Salton Community Services District

Profit and Loss by Class

July 2026

	General Fund	Sewer Construction	Sewer Maintenance	Total
Income				
4-1000 Revenue - GF				
4-1101 Property Tax - Secured - GF				
4-1102 Property Tax - Unsecured - GF	161.34			161.34
4-1103 Tax - Homeowners Gen Op				
4-1104 Tax - Supplemental - GF				
4-1105 Tax - HOX - GF				
Total for 4-1000 Revenue - GF	161.34			\$161.34
4-1304 Cell Tower Rent - GF	13,877.61			13,877.61
4-1307 Burrtec Waste Contract - GF	979.55			979.55
4-1612 FD Utility (rental) Income - GF	1,312.50			1,312.50
4-1906 ND unspecified dept donations	162.30			162.30
4-2101 Sewer User Charges - SM			114,122.09	114,122.09
4-2102 SM Sewer Connections			33,300.00	33,300.00
4-2103 Sewer Lot Maintenance Fee - SM			13,746.60	13,746.60
4-2104 Interest & Penalties - SM			21,037.49	21,037.49
4-2107 Admin Fees from GF - SM			0.00	0.00
4-2203 Checking Interest Income - SM			1.33	1.33
4-2401 Ste.2 Rental Income - SM (ICFL)			520.00	520.00
4-2404 ICFL Utility Reimbursement SM			107.18	107.18
4-3203 Checking Interest Income - SC		0.04		0.04
Total for Income	16,493.30	0.04	182,834.69	\$199,328.03
Gross Profit	16,493.30	0.04	182,834.69	\$199,328.03
Expenses				
6-1302 GF Internet service expense			250.00	250.00
6-1400 Bank Charge Expense - GF	64.25			64.25
6-1501 GF Auditing Expense	2,616.25			2,616.25
6-1502 Accounting Services - GF	17,000.00			17,000.00
6-1802 Admin Fees Due to SM - GF	-5,640.26		5,640.26	0.00
6-2003 Street Light Expense - ND	1,820.00			1,820.00
6-2301 District Legal Expense - ND	2,212.47			2,212.47
6-3150 PW uniforms expense	300.00			300.00
6-4101 PW Wages Expense			8,829.34	8,829.34
6-4710 PW vehicle maintenance expense	-44.98			-44.98
6-4720 PW fuel and oil expense	794.79			794.79
6-5102 SC Park water service expense	47.28			47.28
6-5103 SC Park electric service exp	268.16			268.16
6-5106 SC Park equip/bldg maint. exp	149.00			149.00
6-5107 SC Park improvement expense				
6-5110 SC Park Grant	904.30			904.30
Total for 6-5107 SC Park improvement expense	904.30			\$904.30
6-5302 DS Park water service expense	941.26			941.26
6-5303 DS Park electric service exp	483.89			483.89

Salton Community Services District

Profit and Loss by Class
July 2026

	General Fund	Sewer Construction	Sewer Maintenance	Total
6-5403 Office Electrical Expense			1,338.32	1,338.32
6-5503 Duplex/SCSD Lights Electrical Expense	250.76			250.76
6-6101 SM maint. crew wages expense			36,695.30	36,695.30
6-6102 SM employer expense			5,770.78	5,770.78
6-6104 SM health benefits expense			12,572.82	12,572.82
6-6105 Sm retiree health benefits exp			2,189.37	2,189.37
6-6109 SM clerical office wages exp			20,543.76	20,543.76
6-6110 SM administration. (GM) wages			8,461.56	8,461.56
6-6113 SM Directors' Compensation exp			500.00	500.00
6-6201 SM uniforms expense			900.00	900.00
6-6206 SM janitorial supplies expense			0.00	0.00
6-6401 SM vehicle maintenance expense			4,597.09	4,597.09
6-6402 SM equipment maintenance exp			66,962.76	66,962.76
6-6403 SM Equipment Rental			27,753.00	27,753.00
6-6405 SM fuel & oil expense			2,745.35	2,745.35
6-6407 SM shop supplies expense			6.45	6.45
6-6408 SM Consumables			97.18	97.18
6-6501 SM water service expense			369.35	369.35
6-6502 SM electric service expense			5,593.42	5,593.42
6-6503 SM telephone expense			245.19	245.19
6-6504 SM cell phone expense			1,284.28	1,284.28
6-6505 SM underground alerts expense			312.65	312.65
6-6506 SM internet service expense	250.00			250.00
6-6508 SM Alarm/Security Expense			3,505.19	3,505.19
6-6607 SM toxic waste disposal exp			500.28	500.28
6-6711 SM sewer lines maint. expense			1,702.36	1,702.36
6-6712 SM pump station maint expense			7,557.04	7,557.04
6-6713 SM sewer pond maint expense			2,216.65	2,216.65
6-6750 SM lab testing expense			4,017.65	4,017.65
6-6752 SM Engineering Service Expense			2,983.00	2,983.00
6-6763 SM - Accounting Services			17,000.00	17,000.00
6-6811 SM Loan Interest Expense			2,837.45	2,837.45
6-6831 SM Legal Expense			2,212.48	2,212.48
6-6832 SM Auditing Expense			2,616.25	2,616.25
6-6854 SM/GF Copier Lease/Maint. Expense			350.31	350.31
6-6856 SM/GF Subscriptions Expense			275.00	275.00
6-6894 SM Payroll Processing Fee Exp.			678.95	678.95
6-7601 GF Duplex Water Service Expense	17.50			17.50
Total for Expenses	22,434.67		262,110.84	\$284,545.51
Net Operating Income	-5,941.37	0.04	-79,276.15	-\$85,217.48
Net Income	-5,941.37	0.04	-79,276.15	-\$85,217.48

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-1302 GF Internet service expense							
07/02/2026	Bill		Frontier Communications	District Office Internet	6-1302 GF Internet service expense	Accounts Payable - SM	250.00
Total for 6-1302 GF Internet service expense							\$250.00
6-1400 Bank Charge Expense - GF							
07/21/2026	Check	ACH	Columbia Bank	MISCELLANEOUS DEBIT ANALYSIS ACTIVITY FOR 06/26	6-1400 Bank Charge Expense - GF	General Fund	64.25
Total for 6-1400 Bank Charge Expense - GF							\$64.25
6-1501 GF Auditing Expense							
07/31/2026	Bill	0726-42	O'Connor & Company	A24-Salton CSD-3112 For professional services rendered on the above referenced project for the period ending: July 31, 2026	6-1501 GF Auditing Expense	Accounts Payable - SM	2,616.25
Total for 6-1501 GF Auditing Expense							\$2,616.25
6-1502 Accounting Services - GF							
07/31/2026	Bill	116219	The Pun Group	Accounting and Advisory Services for the years ended June 30, 2024 Final Billing	6-1502 Accounting Services - GF	Accounts Payable - SM	5,000.00
07/31/2026	Bill	116220	The Pun Group	FY2025 Accounting Support Service	6-1502 Accounting Services - GF	Accounts Payable - SM	12,000.00
Total for 6-1502 Accounting Services - GF							\$17,000.00

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-1802 Admin Fees Due to SM - GF							
07/06/2026	Journal Entry	CS070926		Pay Period: 06/29/2026 to: 07/05/2026	6-1802 Admin Fees Due to SM - GF		1,265.86
07/06/2026	Journal Entry	CS070926-3		FY 26-27 to date 10% Wages	6-1802 Admin Fees Due to SM - GF		-1,265.86
07/13/2026	Journal Entry	CS071626		Pay Period: 07/06/2026 to: 07/12/2026	6-1802 Admin Fees Due to SM - GF		1,518.19
07/13/2026	Journal Entry	CS071626-3		FY 26-27 to date 10% Wages	6-1802 Admin Fees Due to SM - GF		-1,518.19
07/20/2026	Journal Entry	CS072326		Pay Period: 07/13/2026 to: 07/19/2026	6-1802 Admin Fees Due to SM - GF		1,319.34
07/20/2026	Journal Entry	CS072326-3		FY 26-27 to date 10% Wages	6-1802 Admin Fees Due to SM - GF		-1,319.34
07/23/2026	Journal Entry	CS072326		Imperial County Tax Roll Warrant 818493	6-1802 Admin Fees Due to SM - GF		11.29
07/23/2026	Journal Entry	CS072326-2		7% Admin Fee From Imperial County GF Check	6-1802 Admin Fees Due to SM - GF		-11.29
07/27/2026	Journal Entry	CS073026		Pay Period: 07/20/2026 to: 07/26/2026	6-1802 Admin Fees Due to SM - GF		1,536.87
07/27/2026	Journal Entry	CS073026-3		FY 26-27 to date 10% Wages	6-1802 Admin Fees Due to SM - GF		-1,536.87
Total for 6-1802 Admin Fees Due to SM - GF							\$0.00
6-2003 Street Light Expense - ND							
07/08/2026	Bill		IID	SC Street Lights Electrical Service Expense Account# ****7900	6-2003 Street Light Expense - ND	Accounts Payable - SM	1,820.00
Total for 6-2003 Street Light Expense - ND							\$1,820.00

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-2301 District Legal Expense - ND							
07/31/2026	Bill	102098	Slovak Baron Empey Murphy & Pinkney	Legal Services Through 07/31/26	6-2301 District Legal Expense - ND	Accounts Payable - SM	2,212.47
Total for 6-2301 District Legal Expense - ND							\$2,212.47
6-3150 PW uniforms expense							
07/01/2026	Check	0789	Pascual Muniz	FY 26-27 Uniform Pant Allowance - Pascual Muniz	6-3150 PW uniforms expense	General Fund	150.00
07/01/2026	Check	0790	Hector Jaimes	FY 26-27 Uniform Pant Allowance - Hector Jaimes	6-3150 PW uniforms expense	General Fund	150.00
Total for 6-3150 PW uniforms expense							\$300.00
6-4101 PW Wages Expense							
07/06/2026	Journal Entry	CS070926-2		Payroll accrual 07/05/26	6-4101 PW Wages Expense		2,197.60
07/13/2026	Journal Entry	CS071626-2		Payroll accrual 07/12/26	6-4101 PW Wages Expense		2,197.60
07/20/2026	Journal Entry	CS072326-2		Payroll accrual 07/19/26	6-4101 PW Wages Expense		2,236.54
07/27/2026	Journal Entry	CS073026-2		Payroll accrual 07/26/26	6-4101 PW Wages Expense		2,197.60
Total for 6-4101 PW Wages Expense							\$8,829.34

Salton Community Services District

Transaction Report
July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-4710 PW vehicle maintenance expense							
07/17/2026	Vendor Credit	05552297473	Auto Zone	Unit 11 - DORMAN BMR SKU-000452593	6-4710 PW vehicle maintenance expense	Accounts Payable - SM	-44.98
Total for 6-4710 PW vehicle maintenance expense							-\$44.98
6-4720 PW fuel and oil expense							
07/15/2026	Bill	219497	Beck Oil, Inc.	Fuel Card Expense-GF	6-4720 PW fuel and oil expense	Accounts Payable - SM	281.18
07/31/2026	Bill	221460	Beck Oil, Inc.	Fuel Card Expense-GF	6-4720 PW fuel and oil expense	Accounts Payable - SM	513.61
Total for 6-4720 PW fuel and oil expense							\$794.79
6-5102 SC Park water service expense							
07/02/2026	Bill		CVWD	SC Park Water Service Account# 106457-145806	6-5102 SC Park water service expense	Accounts Payable - SM	47.28
Total for 6-5102 SC Park water service expense							\$47.28
6-5103 SC Park electric service exp							
07/08/2026	Bill		IID	Electrical Expense Account# ****7986	6-5103 SC Park electric service exp	Accounts Payable - SM	268.16
Total for 6-5103 SC Park electric service exp							\$268.16

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-5106 SC Park equip/bldg maint. exp							
07/07/2026	Bill	9928	First Call Security & Sound LLC	Service Call Regarding SC Park Camera System	6-5106 SC Park equip/bldg maint. exp	Accounts Payable - SM	149.00
Total for 6-5106 SC Park equip/bldg maint. exp							\$149.00
6-5110 SC Park Grant							
6-5110 SC Park Grant							
07/13/2026	Bill	25050-008	Hermann Design Group, Inc.	Project 25050 - Bathroom Renovation Bidding Phase Services	6-5107 SC Park improvement expense:6-5110 SC Park Grant	Accounts Payable - SM	904.30
Total for 6-5110 SC Park Grant							\$904.30
Total for 6-5110 SC Park Grant with sub-accounts							\$904.30
6-5302 DS Park water service expense							
07/02/2026	Bill		CVWD	DS Park Water Service Expense Account# 100569-101606	6-5302 DS Park water service expense	Accounts Payable - SM	941.26
Total for 6-5302 DS Park water service expense							\$941.26
6-5303 DS Park electric service exp							
07/08/2026	Bill		IID	Desert Shores Park Electrical Expense Account# ****6177	6-5303 DS Park electric service exp	Accounts Payable - SM	483.89
Total for 6-5303 DS Park electric service exp							\$483.89

Salton Community Services District

Transaction Report

July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-5403 Office Electrical Expense							
07/08/2026	Bill		IID	Electrical Service Expense suite 1,2, 3, 5 Account# ****8778 Suite 2 Account# ****8757 Suite 5 Account# ****2673 Suite 3 Account# ****8777 Suite 1	6-5403 Office Electrical Expense	Accounts Payable - SM	1,338.32
Total for 6-5403 Office Electrical Expense							\$1,338.32
6-5503 Duplex/SCSD Lights Electrical Expense							
07/08/2026	Bill		IID	SC Entrance Lights Electrical Service Expense Account# ****3794	6-5503 Duplex/SCSD Lights Electrical Expense	Accounts Payable - SM	23.14
07/08/2026	Bill		IID	Duplex Electrical Expense Account# ****8496	6-5503 Duplex/SCSD Lights Electrical Expense	Accounts Payable - SM	204.46
07/08/2026	Bill		IID	DS Drive Entrance Lights Account# ****9659	6-5503 Duplex/SCSD Lights Electrical Expense	Accounts Payable - SM	23.16
Total for 6-5503 Duplex/SCSD Lights Electrical Expense							\$250.76
6-6101 SM maint. crew wages expense							
07/06/2026	Journal Entry	CS070926-2		Payroll accrual 07/05/26	6-6101 SM maint. crew wages expense		7,967.38
07/13/2026	Journal Entry	CS071626-2		Payroll accrual 07/12/26	6-6101 SM maint. crew wages expense		11,345.64

Salton Community Services District

Transaction Report

July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
07/20/2026	Journal Entry	CS072326-2		Payroll accrual 07/19/26	6-6101 SM maint. crew wages expense		8,210.70
07/27/2026	Journal Entry	CS073026-2		Payroll accrual 07/26/26	6-6101 SM maint. crew wages expense		9,171.58
Total for 6-6101 SM maint. crew wages expense							\$36,695.30
6-6102 SM employer expense							
07/06/2026	Journal Entry	CS070926-2		Payroll accrual 07/05/26	6-6102 SM employer expense		1,282.11
07/13/2026	Journal Entry	CS071626-2		Payroll accrual 07/12/26	6-6102 SM employer expense		1,551.54
07/20/2026	Journal Entry	CS072326-2		Payroll accrual 07/19/26	6-6102 SM employer expense		1,383.91
07/27/2026	Journal Entry	CS073026-2		Payroll accrual 07/26/26	6-6102 SM employer expense		1,553.22
Total for 6-6102 SM employer expense							\$5,770.78
6-6104 SM health benefits expense							
07/01/2026	Bill		Laborers Health & Welfare Trust So. CA	June 2026 Health Insurance	6-6104 SM health benefits expense	Accounts Payable - SM	12,572.82
Total for 6-6104 SM health benefits expense							\$12,572.82

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-6105 Sm retiree health benefits exp							
07/01/2026	Check	1860	Robert Dunning	Retiree Health Benefit for the Month of August 2026	6-6105 Sm retiree health benefits exp	Sewer Maintenance	371.73
07/01/2026	Check	1861	Fair, Gloria L.	Retiree Health Benefit for the Month of August 2026	6-6105 Sm retiree health benefits exp	Sewer Maintenance	405.33
07/01/2026	Check	1862	Thompson, Janice	Retiree Health Benefit for the Month of August 2026	6-6105 Sm retiree health benefits exp	Sewer Maintenance	209.41
07/01/2026	Check	1863	Reagles, Rosa Mesoraca	Retiree Health Benefit for the Month of August 2026	6-6105 Sm retiree health benefits exp	Sewer Maintenance	500.00
07/01/2026	Check	1864	Freeman, Mr. Blake	Retiree Health Benefit for the Month of August 2026	6-6105 Sm retiree health benefits exp	Sewer Maintenance	500.00
07/01/2026	Check	1865	Timothy A. Roberts	Retiree Health Benefit for the Month of August 2026	6-6105 Sm retiree health benefits exp	Sewer Maintenance	202.90
Total for 6-6105 Sm retiree health benefits exp							\$2,189.37
6-6109 SM clerical office wages exp							
07/06/2026	Journal Entry	CS070926-2		Payroll accrual 07/05/26	6-6109 SM clerical office wages exp		4,479.20
07/13/2026	Journal Entry	CS071626-2		Payroll accrual 07/12/26	6-6109 SM clerical office wages exp		4,622.80
07/20/2026	Journal Entry	CS072326-2		Payroll accrual 07/19/26	6-6109 SM clerical office wages exp		4,622.80
07/27/2026	Journal Entry	CS073026-2		Payroll accrual 07/26/26	6-6109 SM clerical office wages exp		6,818.96
Total for 6-6109 SM clerical office wages exp							\$20,543.76

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-6110 SM administration. (GM) wages							
07/06/2026	Journal Entry	CS070926-2		Payroll accrual 07/05/26	6-6110 SM administration. (GM) wages		2,115.39
07/13/2026	Journal Entry	CS071626-2		Payroll accrual 07/12/26	6-6110 SM administration. (GM) wages		2,115.39
07/20/2026	Journal Entry	CS072326-2		Payroll accrual 07/19/26	6-6110 SM administration. (GM) wages		2,115.39
07/27/2026	Journal Entry	CS073026-2		Payroll accrual 07/26/26	6-6110 SM administration. (GM) wages		2,115.39
Total for 6-6110 SM administration. (GM) wages							\$8,461.56
6-6113 SM Directors' Compensation exp							
07/20/2026	Journal Entry	CS072326-2		Payroll accrual 07/19/26	6-6113 SM Directors' Compensation exp		500.00
Total for 6-6113 SM Directors' Compensation exp							\$500.00
6-6201 SM uniforms expense							
07/01/2026	Check	1867	Erick Allen	FY 26-27 Uniform Pant Allowance - Erick Allen	6-6201 SM uniforms expense	Sewer Maintenance	150.00
07/01/2026	Check	1868	Oracio Lemus	FY 26-27 Uniform Pant Allowance - Oracio Lemus	6-6201 SM uniforms expense	Sewer Maintenance	150.00
07/01/2026	Check	1869	Cameron Lewis	FY 26-27 Uniform Pant Allowance - Cameron Lewis	6-6201 SM uniforms expense	Sewer Maintenance	150.00

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
07/01/2026	Check	1870	Omar Ruiz	FY 26-27 Uniform Pant Allowance - Omar Ruiz	6-6201 SM uniforms expense	Sewer Maintenance	150.00
07/01/2026	Check	1871	Richard Windsor	FY 26-27 Uniform Pant Allowance - Richard Windsor	6-6201 SM uniforms expense	Sewer Maintenance	150.00
07/01/2026	Check	1872	Julio Zuniga	FY 26-27 Uniform Pant Allowance - Julio Zuniga	6-6201 SM uniforms expense	Sewer Maintenance	150.00
Total for 6-6201 SM uniforms expense							\$900.00
6-6206 SM janitorial supplies expense							
07/15/2026	Invoice	1752	Imperial County Free Library	Paper towels and Toilet Paper	6-6206 SM janitorial supplies expense	Accounts Receivable	0.00
Total for 6-6206 SM janitorial supplies expense							\$0.00
6-6401 SM vehicle maintenance expense							
07/17/2026	Bill	26-0932588-00	Pete's Road Service, Inc.	Unit 57 10 New 16ply Tires	6-6401 SM vehicle maintenance expense	Accounts Payable - SM	4,597.09
Total for 6-6401 SM vehicle maintenance expense							\$4,597.09
6-6402 SM equipment maintenance exp							
07/02/2026	Bill	28653	Thermal Truck and RV Inc.	Unit 55 - Replace broken crank sensor	6-6402 SM equipment maintenance exp	Accounts Payable - SM	5,207.78

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
07/06/2026	Bill	29610	Thermal Truck and RV Inc.	Unit 55 - replace IPR Valve; check high side oi pressure with manual gauge . pressure dropping when engine worms up. check low side oi pressure with manual gauge and oil pressure does not drop when engine is warm. check injection control pressure sensor, sensor test good. removed injection control pressure regulator valve and found screen blown out .needs replaced	6-6402 SM equipment maintenance exp	Accounts Payable - SM	5,003.78
07/20/2026	Bill	051587	Municipal Maintenance Equipment	Unit 53 Blower motor replacement -2 I found the bearings on your vacuum compressor have failed. Bearing failure looks to have been caused by a combination of lack of grease and incorrect grease being used	6-6402 SM equipment maintenance exp	Accounts Payable - SM	56,661.40
07/22/2026	Bill	1YTV-LWQ3-D63D	Amazon	Unit 39 - Cirecsiy Recoil Pull Starter Assembly - Fits DeWalt DG2900 / DG3000 / DXPW3025 / DXPW3228 / DXCHM16008WB Pressure Washers & Generators	6-6402 SM equipment maintenance exp	Accounts Payable - SM	24.56
07/28/2026	Bill		Harbor Freight	Unit G86 10" HD Wheel kit	6-6402 SM equipment maintenance exp	Accounts Payable - SM	65.24
Total for 6-6402 SM equipment maintenance exp							\$66,962.76
6-6403 SM Equipment Rental							
07/17/2026	Bill	INV42470	HAAKER	Sewer Jet Rental 6/19-7/16	6-6403 SM Equipment Rental	Accounts Payable - SM	15,947.00
07/28/2026	Bill	INV43328	HAAKER	Sewer Jet Rental 7/17 -7/27/2026	6-6403 SM Equipment Rental	Accounts Payable - SM	11,806.00
Total for 6-6403 SM Equipment Rental							\$27,753.00

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-6405 SM fuel & oil expense							
07/15/2026	Bill	219497	Beck Oil, Inc.	Fuel Card Expense-SM	6-6405 SM fuel & oil expense	Accounts Payable - SM	1,237.20
07/31/2026	Bill	221460	Beck Oil, Inc.	Fuel Card Expense-SM	6-6405 SM fuel & oil expense	Accounts Payable - SM	1,508.15
Total for 6-6405 SM fuel & oil expense							\$2,745.35
6-6407 SM shop supplies expense							
07/06/2026	Bill	018466	Steve's ATV/Napa Auto Parts	Marking Pens to mark equipment, tools etc.	6-6407 SM shop supplies expense	Accounts Payable - SM	6.45
Total for 6-6407 SM shop supplies expense							\$6.45
6-6408 SM Consumables							
07/11/2026	Bill	1F6W-TKHM-XW44	Amazon	Paint Marking Pens, Ice Bags	6-6408 SM Consumables	Accounts Payable - SM	97.18
Total for 6-6408 SM Consumables							\$97.18
6-6501 SM water service expense							
07/02/2026	Bill		CVWD	District Shop Water Service Expense Account# 106235-143472	6-6501 SM water service expense	Accounts Payable - SM	18.86
07/02/2026	Bill		CVWD	Vactor Truck Water Service Expense Account# 273739-732666	6-6501 SM water service expense	Accounts Payable - SM	55.34
07/02/2026	Bill		CVWD	Sewer Jet Water Service Expense Account# 273741-732668	6-6501 SM water service expense	Accounts Payable - SM	97.40
07/02/2026	Bill		CVWD	District Water Service-Office Account# 597961-732634	6-6501 SM water service expense	Accounts Payable - SM	31.09

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
07/02/2026	Bill		CVWD	District Water Service-Office Irrigation Account# 597959-732636	6-6501 SM water service expense	Accounts Payable - SM	30.78
07/28/2026	Bill		CVWD	Construction Meter	6-6501 SM water service expense	Accounts Payable - SM	135.88
Total for 6-6501 SM water service expense							\$369.35
6-6502 SM electric service expense							
07/08/2026	Bill		IID	Station# 24-240 Volt STBY Monthly Electricity Expense Account# ****7916	6-6502 SM electric service expense	Accounts Payable - SM	25.14
07/08/2026	Bill		IID	Station# 1 Monthly Electricity Expense Account# ****8017	6-6502 SM electric service expense	Accounts Payable - SM	36.61
07/08/2026	Bill		IID	Station# 15 Monthly Electricity Expense Account# ****7959	6-6502 SM electric service expense	Accounts Payable - SM	172.19
07/08/2026	Bill		IID	Shop Back Building Monthly Electricity Expense Account# ****7762	6-6502 SM electric service expense	Accounts Payable - SM	155.06
07/08/2026	Bill		IID	Station# 24-480 Volt Monthly Electricity Expense Account# ****1442	6-6502 SM electric service expense	Accounts Payable - SM	778.88
07/08/2026	Bill		IID	District Shop Monthly Electricity Expense Account# ****7893	6-6502 SM electric service expense	Accounts Payable - SM	376.55
07/08/2026	Bill		IID	Station# 2 Monthly Electricity Expense Account# ****8036	6-6502 SM electric service expense	Accounts Payable - SM	399.45
07/08/2026	Bill		IID	Station# 15 Monthly Electricity Expense Account# ****7959	6-6502 SM electric service expense	Accounts Payable - SM	190.84

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
07/08/2026	Bill		IID	Station# 13 Monthly Electricity Expense Account# ****7969	6-6502 SM electric service expense	Accounts Payable - SM	32.93
07/08/2026	Bill		IID	Station# 16 Monthly Electricity Expense Account# ****5317	6-6502 SM electric service expense	Accounts Payable - SM	441.26
07/08/2026	Bill		IID	Station# 17-18 Monthly Electricity Expense Account# ****7941	6-6502 SM electric service expense	Accounts Payable - SM	73.55
07/08/2026	Bill		IID	Station# 19-20 Monthly Electricity Expense Account# ****7933	6-6502 SM electric service expense	Accounts Payable - SM	61.97
07/08/2026	Bill		IID	Station# 10 Monthly Electricity Expense Account# ****7977	6-6502 SM electric service expense	Accounts Payable - SM	234.76
07/08/2026	Bill		IID	Station# 5 Monthly Electricity Expense Account# ****7993	6-6502 SM electric service expense	Accounts Payable - SM	117.13
07/08/2026	Bill		IID	Station# 12 Monthly Electricity Expense Account# ****3692	6-6502 SM electric service expense	Accounts Payable - SM	23.16
07/08/2026	Bill		IID	Station# 6 Monthly Electricity Expense Account# ****9623	6-6502 SM electric service expense	Accounts Payable - SM	78.89
07/08/2026	Bill		IID	Station# 22-B Monthly Electricity Expense Account# ****1441	6-6502 SM electric service expense	Accounts Payable - SM	282.97
07/08/2026	Bill		IID	Lansing Ponds Monthly Electricity Expense Account# ****1216	6-6502 SM electric service expense	Accounts Payable - SM	739.00
07/08/2026	Bill		IID	TRC Ponds Monthly Electricity Expense Account# ****1443	6-6502 SM electric service expense	Accounts Payable - SM	319.36
07/08/2026	Bill		IID	Station# 21 Monthly Electricity Expense Account# ****7292	6-6502 SM electric service expense	Accounts Payable - SM	28.07

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
07/08/2026	Bill		IID	Station# 8 Monthly Electricity Expense Account# ****3786	6-6502 SM electric service expense	Accounts Payable - SM	99.51
07/08/2026	Bill		IID	Station# 7 Monthly Electricity Expense Account# ****4645	6-6502 SM electric service expense	Accounts Payable - SM	43.66
07/08/2026	Bill		IID	DS Ponds Monthly Electricity Expense Account# ****3804	6-6502 SM electric service expense	Accounts Payable - SM	882.48
Total for 6-6502 SM electric service expense							\$5,593.42
6-6503 SM telephone expense							
07/28/2026	Bill	489255	Cytracom	District Office Monthly Phone Service Bill	6-6503 SM telephone expense	Accounts Payable - SM	245.19
Total for 6-6503 SM telephone expense							\$245.19
6-6504 SM cell phone expense							
07/01/2026	Bill		Ooma.com	Station 16 Alert Monitoring phone line service	6-6504 SM cell phone expense	Accounts Payable - SM	29.99
07/01/2026	Bill		Ooma.com	Station 22 Alert Monitoring phone line service	6-6504 SM cell phone expense	Accounts Payable - SM	29.99
07/01/2026	Bill		Ooma.com	Station 2 Alert Monitoring phone line service	6-6504 SM cell phone expense	Accounts Payable - SM	29.99
07/22/2026	Bill		Ooma.com	Station 24 Alert Monitoring phone line service	6-6504 SM cell phone expense	Accounts Payable - SM	29.99
07/24/2026	Bill		Ooma.com	Station 16 Alert Monitoring phone line service	6-6504 SM cell phone expense	Accounts Payable - SM	29.99

Salton Community Services District

Transaction Report

July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
07/25/2026	Bill	6149535808	Verizon Wireless	Company Cell phone, Tablet Service Account# 542131140-00001	6-6504 SM cell phone expense	Accounts Payable - SM	1,074.35
07/27/2026	Bill		Ooma.com	Station 22 Alert Monitoring phone line service	6-6504 SM cell phone expense	Accounts Payable - SM	29.99
07/29/2026	Bill		Ooma.com	Station 2 Alert Monitoring phone line service	6-6504 SM cell phone expense	Accounts Payable - SM	29.99
Total for 6-6504 SM cell phone expense							\$1,284.28
6-6505 SM underground alerts expense							
07/01/2026	Bill	620260647	Underground Service Alert/SC	127 Dig Alerts @ 2.15	6-6505 SM underground alerts expense	Accounts Payable - SM	273.05
07/01/2026	Bill	620260647	Underground Service Alert/SC	Monthly Database Maintenance fee	6-6505 SM underground alerts expense	Accounts Payable - SM	10.00
07/01/2026	Bill	25-264470	Underground Service Alert/SC	California State Fee for Regulatory Costs** California Underground Facilities Safe Excavation Board Operational Expenses - \$5,250,000 Statewide Billable (New) Tickets 2024 - 7,509,386	6-6505 SM underground alerts expense	Accounts Payable - SM	29.60
Total for 6-6505 SM underground alerts expense							\$312.65
6-6506 SM internet service expense							
07/02/2026	Bill		Frontier Communications	District Office Internet	6-6506 SM internet service expense	Accounts Payable - SM	250.00
Total for 6-6506 SM internet service expense							\$250.00

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-6508 SM Alarm/Security Expense							
07/01/2026	Bill	60051	Desert Alarm Inc.	Alarm Security -District Shop	6-6508 SM Alarm/Security Expense	Accounts Payable - SM	134.85
07/06/2026	Bill	603735/603845/603847	Desert Alarm Inc.	District Office Security Cameras	6-6508 SM Alarm/Security Expense	Accounts Payable - SM	3,370.34
Total for 6-6508 SM Alarm/Security Expense							\$3,505.19
6-6607 SM toxic waste disposal exp							
07/06/2026	Bill	I500-01402066	Asbury Environmental Services	Used Oil Service Charge	6-6607 SM toxic waste disposal exp	Accounts Payable - SM	282.28
07/06/2026	Bill	I500-01401992	Asbury Environmental Services	Used Oil Service Charge	6-6607 SM toxic waste disposal exp	Accounts Payable - SM	153.00
07/08/2026	Bill	I500-01402945	Asbury Environmental Services	Used Oil & Gasoline filters	6-6607 SM toxic waste disposal exp	Accounts Payable - SM	65.00
Total for 6-6607 SM toxic waste disposal exp							\$500.28
6-6711 SM sewer lines maint. expense							
07/15/2026	Bill	1414772-00	Western Waterworks	3 - 8 EXT RANGE CPLG 860-975 304SS B/N EPOXY	6-6711 SM sewer lines maint. expense	Accounts Payable - SM	1,702.36
Total for 6-6711 SM sewer lines maint. expense							\$1,702.36
6-6712 SM pump station maint expense							
07/16/2026	Bill	INV01104358	USA BlueBook	(5) Stations - 3,6,7,9,17,19,20,21,23 - ABS EJ05W -2 0.5HP/1PH/115V/Manual-15' Cord	6-6712 SM pump station maint expense	Accounts Payable - SM	5,572.04

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
07/27/2026	Bill	2579	Exxel Services Electrical & HVAC	Station 15 - Replaced Up and Down travel mechanical limit switches. Replaced Wiring for Up and Down travel mechanical limit switches and interlocked it with a reversing motor starter. Replaced forward and reverse motor starters. Replaced wiring for floor control box and added a manual disconnect with thermal overload protection.	6-6712 SM pump station maint expense	Accounts Payable - SM	1,985.00
Total for 6-6712 SM pump station maint expense							\$7,557.04
6-6713 SM sewer pond maint expense							
07/01/2026	Bill	1681	BIOALCHEMY INC.	Bioaugmentation	6-6713 SM sewer pond maint expense	Accounts Payable - SM	2,138.84
07/15/2026	Bill	IN00827471	Geotech Environmental Equipment Inc	Tubing sz silicone, tubing pe polyethylene for monthly well sampling	6-6713 SM sewer pond maint expense	Accounts Payable - SM	77.81
Total for 6-6713 SM sewer pond maint expense							\$2,216.65
6-6750 SM lab testing expense							
07/12/2026	Vendor Credit	CG60586-9867	Babcock Laboratories, Inc. Accounts Receivable	Vendor Credit for Over Charging	6-6750 SM lab testing expense	Accounts Payable - SM	-450.00
07/13/2026	Bill	LG6022-9867	Babcock Laboratories, Inc. Accounts Receivable	TRC Monthly Water Well Samples	6-6750 SM lab testing expense	Accounts Payable - SM	517.65
07/23/2026	Bill	CG61323-9867	Babcock Laboratories, Inc. Accounts Receivable	TRC Monthly Water Well Samples	6-6750 SM lab testing expense	Accounts Payable - SM	2,505.00

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
07/23/2026	Bill	LG60034-9867	Babcock Laboratories, Inc. Accounts Receivable	TRC Monthly Water Well Samples	6-6750 SM lab testing expense	Accounts Payable - SM	580.00
07/27/2026	Bill	CG61459-9867	Babcock Laboratories, Inc. Accounts Receivable	TRC Monthly Pond Samples	6-6750 SM lab testing expense	Accounts Payable - SM	203.00
07/27/2026	Bill	CG61460-9867	Babcock Laboratories, Inc. Accounts Receivable	Lansing Monthly Pond Samples	6-6750 SM lab testing expense	Accounts Payable - SM	331.00
07/27/2026	Bill	CG61463-9867	Babcock Laboratories, Inc. Accounts Receivable	Desert Shores Monthly Pond Samples	6-6750 SM lab testing expense	Accounts Payable - SM	331.00
Total for 6-6750 SM lab testing expense							\$4,017.65
6-6752 SM Engineering Service Expense							
07/28/2026	Bill	2026-843	TKE Engineering, Inc	TKE 157-06 WDR Regulatory Support	6-6752 SM Engineering Service Expense	Accounts Payable - SM	2,983.00
Total for 6-6752 SM Engineering Service Expense							\$2,983.00
6-6763 SM - Accounting Services							
07/31/2026	Bill	116219	The Pun Group	Accounting and Advisory Services for the years ended June 30, 2024 Final Billing	6-6763 SM - Accounting Services	Accounts Payable - SM	5,000.00
07/31/2026	Bill	116220	The Pun Group	FY2025 Accounting Support Service	6-6763 SM - Accounting Services	Accounts Payable - SM	12,000.00
Total for 6-6763 SM - Accounting Services							\$17,000.00

Salton Community Services District

Transaction Report
July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-6811 SM Loan Interest Expense							
07/01/2026	Check	1866	Salton Sea Enterprises, LLC.	Loan Interest Payable 2026	6-6811 SM Loan Interest Expense	Sewer Maintenance	2,837.45
Total for 6-6811 SM Loan Interest Expense							\$2,837.45
6-6831 SM Legal Expense							
07/31/2026	Bill	102098	Slovak Baron Empey Murphy & Pinkney	Legal Services Through 07/31/26	6-6831 SM Legal Expense	Accounts Payable - SM	2,212.48
Total for 6-6831 SM Legal Expense							\$2,212.48
6-6832 SM Auditing Expense							
07/31/2026	Bill	0726-42	O'Connor & Company	A24-Salton CSD-3112 For professional services rendered on the above referenced project for the period ending: July 31, 2026	6-6832 SM Auditing Expense	Accounts Payable - SM	2,616.25
Total for 6-6832 SM Auditing Expense							\$2,616.25
6-6854 SM/GF Copier Lease/Maint. Expense							
07/17/2026	Bill	42384843	Xerox Financial Services	Copier Machine Lease	6-6854 SM/GF Copier Lease/Maint. Expense	Accounts Payable - SM	350.31
Total for 6-6854 SM/GF Copier Lease/Maint. Expense							\$350.31

Salton Community Services District

Transaction Report July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-6856 SM/GF Subscriptions Expense							
07/21/2026	Bill		Intuit	QuickBooks Monthly Expense	6-6856 SM/GF Subscriptions Expense	Accounts Payable - SM	275.00
Total for 6-6856 SM/GF Subscriptions Expense							\$275.00
6-6894 SM Payroll Processing Fee Exp.							
07/03/2026	Check	ACH	ADP	Payroll Processing Fee	6-6894 SM Payroll Processing Fee Exp.	Sewer Maintenance	96.38
07/03/2026	Check	ACH	ADP	Payroll Processing Fee	6-6894 SM Payroll Processing Fee Exp.	Sewer Maintenance	99.75
07/10/2026	Check	ACH	ADP	Payroll Processing Fee	6-6894 SM Payroll Processing Fee Exp.	Sewer Maintenance	90.89
07/17/2026	Check	ACH	ADP	Payroll Processing Fee	6-6894 SM Payroll Processing Fee Exp.	Sewer Maintenance	84.36
07/24/2026	Check	ACH	ADP	Payroll Processing Fee	6-6894 SM Payroll Processing Fee Exp.	Sewer Maintenance	94.16
07/31/2026	Check	ACH	ADP	Payroll Processing Fee	6-6894 SM Payroll Processing Fee Exp.	Sewer Maintenance	96.38
07/31/2026	Check	ACH	ADP	Payroll Processing Fee	6-6894 SM Payroll Processing Fee Exp.	Sewer Maintenance	117.03
Total for 6-6894 SM Payroll Processing Fee Exp.							\$678.95

Salton Community Services District

Transaction Report

July 2026

Transaction date	Transaction type	Num	Name	Description	Account Name	Item split account	Amount
6-7601 GF Duplex Water Service Expense							
07/02/2026	Bill		CVWD	DS Building Water Service-Duplex Account# 710799-100642	6-7601 GF Duplex Water Service Expense	Accounts Payable - SM	17.50
Total for 6-7601 GF Duplex Water Service Expense							\$17.50
TOTAL							\$284,545.51



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Field Foreman

Omar Ruiz

July 2026

SCSD

SCSD has continued with its normally scheduled services to stations and facilities

- Daily station hour readings.
- Collecting samples for Lab testing.
- Monitoring of stations conditions.
- Collect data on pond reading.
- Test station alarm systems.
- Change feeding pond accordingly.
- Upkeep of all three pond facilities

July 10th.

We received a call about visible water near 86 Expressway, upon inspection it was found that we did in fact have a water line breakage. the team got into action quickly by bringing supplies and equipment to job site. We ran into an obstacle while attempting to repair the line which was a concrete case around our line which delayed the repair. The team was able to plug the line temporarily same day and returned the next day to fully repair the line. We will be looking into adding a valve near our ponds to minimize issues with this particular section of pipe as it is not regularly used.



July 19th.

The team received an overnight alert of high level at station #7 it was found that the sub pump had a gagger wedged in the impeller, gagger was removed and back to service. It was also noted that the reducer coupler was becoming loose. I will be getting more information on rejuvenating station #7 as it is showing signs of deterioration.



July 30th.

We received a call overnight from a resident near Palm Dr in Desert Shore stating that a manhole was holding, which was confirmed after inspection. The team jetted and drafted main line and removed mainly roots along with grease buildup. After service we confirmed that flow returned back to normal.





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Park Supervisor Report For the month of July 2026

Salton City Park

- We continue to monitor homeless and vandalism.
- Wash the floors with simple green, restock the restrooms with toilet paper
- Installed a new American flag
- Cut the trees down
- Getting paint for the sign

Desert Shores Park

- Washed the patio and sidewalk
- Cut the grass
- Trimmed the trees from the bottom
- One tree is looking pretty bad, increased water and iron
- Order ne hand dryers for both restrooms

Buildg.

- Clean and moped for meeting
- Water trees
- Had a contractor to inspect the building for termites and pest control



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General Manager's Report

July 2026

Emmanuel Ramos

- We recently held a ribbon-cutting ceremony for the Desert Shores Soccer Park, which saw a strong turnout from community members. We were also honored to welcome several distinguished guest speakers, including representatives from Imperial County Air Pollution, Hermann Design, and Supervisor Ryan Kelley.
- The Salton Community Services District recently held a successful event featuring water games, free food, and music, thanks to the support of Imperial County, Burrtec, and local businesses. We appreciate the dedicated employees who organize these events, as well as our volunteers Michael Friese, Manuel Ramos, and Michelle Gilmore for their valuable contributions.
- I collaborated with Hermann Design on the Master Park Plan Proposal, ensuring we are well-prepared to present it to the board today.
- We recently held a meeting with Hermann Design concerning the restoration of the Salton City Park Restroom. Following the board's guidance at our previous meeting, we are exploring opportunities to reduce costs while maintaining the high quality expected for this project.

- Unit 53

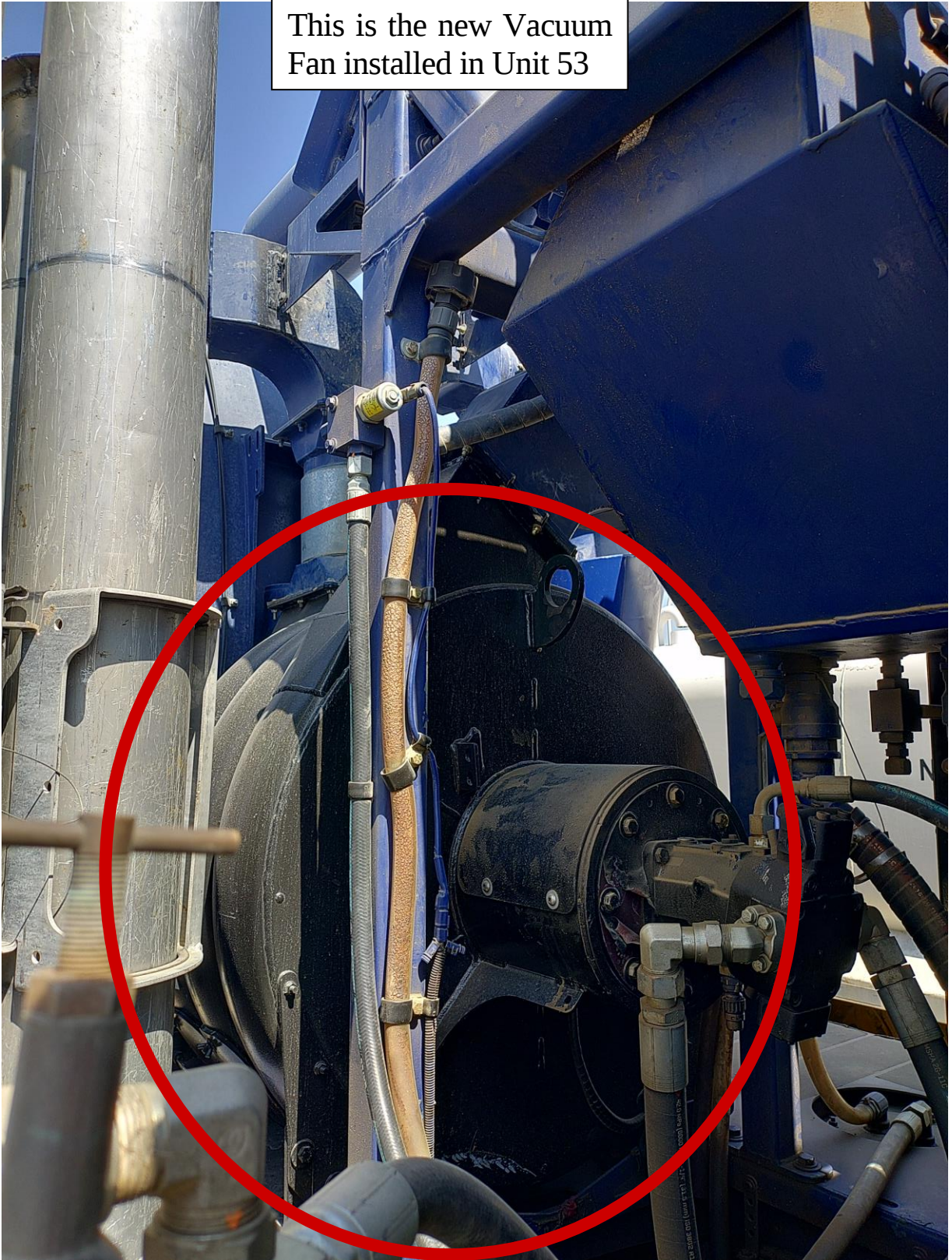


The grease fitting serves as a crucial point for applying grease to lubricate the vacuum fan, as it contains the bearings. It's important to ensure that this area remains clear if it becomes clogged, it may hinder our ability to identify any potential issues within the casing. This could lead to mechanical errors or bearing failures, which we would prefer to avoid.



Unite 53

This is the new Vacuum Fan installed in Unit 53



Unit 55 (Vactor Truck) was sent to the shop for necessary chassis repairs. During this period, we arranged for the rental of a Vactor truck from HAAKER for \$27,753.00 to ensure continued operational efficiency. As of now, Unit 55 is currently getting a performance inspection at MME. Also, Unit 53 is back out, and the rental was returned to HAAKER.





1209 VAN BUREN AVE.
POST OFFICE BOX 5268
SALTON CITY, CALIFORNIA 92275-5268
TELEPHONE: (760) 394-4446
scsd@saltoncsd.ca.gov

Wednesday, August 19, 2026

Finance Report

For the Month of July:

Revenue: \$ 199,328.03
GF: \$ 16,493.30
SM: \$ 182,834.69

Expense: \$ 284,545.51
GF: \$ 22,434.67
SM: \$ 262,110.84

- 29% decrease in expenses over June
- Continued work with the Punn Group and O'Connor & Company on Audits
 - FY 2025 is under Audit review
 - Awaiting Finalized FY 2024 Audited Financial Reports
- Continued work on Prop 218 Sewer Database
- Presenting Staff Report for Board to approve FY 25-26 Surplus \$ 36,302.00 to be transferred to LAFE account to fund reserves.
- Presenting Staff Report for Board to approve Budget Amendment for Park Master Plans
 - Master plans cost increased

Update on Standby Fee Refund Checks: Total Properties to be refunded 1,943

District has refunded a total of 984 properties leaving only 959 properties left to be refunded.



Salton Community Services District

MEETING DATE: 08/19/2026 Item Number: 10. C

STAFF REPORT

TO: Board of Directors

FROM: Staff

SUBJECT: Approval of Fleetio Proposal for the Management Software Platform

1. PURPOSE

To review and consider approving the adoption of Fleetio, a cloud-based fleet management software platform, to centralize, streamline, and track the Salton Community Services District's vehicles, equipment, maintenance, and operational costs.

2. BACKGROUND & PROBLEM STATEMENT

Managing District vehicles and equipment requires tracking maintenance schedules, inspection logs, warranties, parts, and fuel expenses.

- **Current Challenges:** Relying on paper forms, manual data entry, and decentralized records causes missed warranty credits, delays in maintenance, potential billing errors, and lack of clarity on the total cost of owning equipment.
- **Proposed Solution:** Fleetio provides a single digital system accessible via computer and smartphone (Fleetio Go app) to handle all fleet tracking in real time.

3. KEY FEATURES & BENEFITS OF FLEETIO

- **Automated Data Entry (Smart Uploads):** Uses AI to instantly extract line items, mileage, and costs from vendor maintenance invoices, saving up to 70–90% of manual entry time and flagging billing errors.
- **Paperless Inspections:** Replaces paper inspection sheets with quick electronic forms on driver smartphones, storing FMCSA-compliant DVIRs even without internet access.
- **Maintenance & Work Orders:** Automatically sends alerts for routine services (e.g., oil changes, tire rotations) and tracks maintenance history for long-term safety and compliance.

- **Warranty Alerts:** Alerts technicians to active original equipment manufacturer (OEM) and parts warranties before work orders are completed to maximize warranty credits and lower repair costs.
- **Unlimited User Access:** Allows unlimited District employees and outside vendors to use the platform with role-based security permissions, multi-language support (English, Spanish, French), and zero per-user fees.
- **Reporting & Cost Tracking:** Generates detailed reports on total cost of ownership (TCO) and cost-per-mile to help staff make informed, data-driven decisions on when to repair versus replace vehicles.

4. FINANCIAL IMPACT

The proposed investment for up to **40 assets** is outlined below based on Fleetio's pricing options:

Description	Billing Frequency	Total Cost
Fleetio Premium Software (40 Assets max @ \$10/asset/month)	Annual	\$4,800.00
Onsite Training (Optional)	One-time	\$6,000.00

5. RECOMMENDATION

Staff recommends that the Board approve the contract with Fleetio for the Premium Plan and Standard Onboarding Package to modernize operations, ensure driver safety compliance, and reduce overall fleet maintenance expenses.



Proposal

| Salton Community Services District and Fleetio |

Changing Fleet Management

Fleetio is a web-based software platform that is changing how teams manage a fleet through our guiding philosophy:

1. **Simple** - Fleet management software should reduce complexity, not add to it.
2. **Comprehensive** - A central location for all fleet data is key to staying organized.
3. **Collaborative** - Working together as a team is the best way to manage the fleet.
4. **Informative** - Fleet data is useless unless it helps you make better decisions.

Since its inception in 2011, our product has constantly improved based on the feedback of our more than 7,500 customers in 100+ countries. Updates and enhancements are included in our pricing and driven by customer feedback from organizations like yours - ensuring we are building the right features at the right time to deliver maximum value.

Why Fleetio:

VEHICLE INVENTORY MANAGEMENT

Add vehicles, heavy equipment, or assets to start tracking fleet activities in a centralized platform or decode a vehicle's details and specifications automatically from the VIN. Then, assign vehicles to your team easily and create groups to organize and focus your team and their assets based on your preferred hierarchy. You can view an assignment audit trail anytime, update assignments at lightning speed, and enjoy customization by creating unique fields with customizable rules to capture all the data important to your fleet.

MAINTENANCE MANAGEMENT

Stay on top of regular service items such as oil changes, mileage service intervals, brakes and more. You don't have to do it alone; you can empower your fleet to report defects on the spot, helping you address problems before they seriously affect day-to-day operations. Set reminders for any service item, and Fleetio will remind you when service is due, due soon, or overdue - helping you to maximize vehicle uptime and readiness.

Whether you perform maintenance in-house or outsource it, Fleetio stores service records for all your assets in one place, making it easy to view history at any time. This is important for long-term compliance and safety liability.

SMART UPLOADS FOR SERVICE ENTRIES

Smart Uploads uses AI to automatically extract unit numbers, completion dates, mileage, and itemized breakdowns from any invoice format, reducing creation time by up to 70-90% and capturing details that manual entry can miss.

Beyond time savings, Smart Uploads enables sophisticated spend analysis by breaking down parts, labor, and taxes automatically. Fleet managers can now identify vendor markup patterns, catch billing errors, and use granular cost data to make informed decisions about vehicle replacement and vendor relationships. The system also helps fleets build a centralized, searchable invoice repository in Fleetio, which proves invaluable for maintenance analysis.

TIRE MANAGEMENT

Track tire health and usage in one place to ensure compliance and maximize ROI. Maintain a complete record for every tire—specs, position history, and usage—and automatically flag tires approaching or below tread-depth thresholds. Pull tread depth, condition, and pressure from DVIRs and real-time sensor data to target preventative maintenance or replacement before failures. Record rotations and placements on web or mobile to manage even wear across assets and extend tire life. Analyze longevity, durability, and cost per mile by brand and model to identify top performers and invest with confidence.

WARRANTY MANAGEMENT

Never miss a repair under warranty. Automatically alert mechanics to active OEM and parts warranties before they complete a work order. Maximize your fleet's warranty credits with the ability to track standard and extended warranties, add part and labor warranty credits to work orders, and view warranty opportunities in reports.

WORK ORDER MANAGEMENT

View past and upcoming service activities, track work order statuses, and log technician work duration. Plan, schedule and carry out detailed fleet maintenance work orders, tasks, and costs. Efficiently track service work and every associated line item from start to finish and analyze the service cost for your assets.

INSPECTIONS

Relieve drivers from the burden of paper inspection forms and improve inspection quality, all from your smartphone with Fleetio Go. Unlike paper, electronic inspection reports are accessible anytime, anywhere with Fleetio. FMCSA-compliant DVIRs are quickly accessible from anywhere, even areas without internet, helping you prove safety and compliance on the road.

PARTS & INVENTORY MANAGEMENT

Track fleet parts and supplies using Fleetio's web-based inventory system and Fleetio Go. You can store all your parts information in one place, document purchases and their transaction details, and track inventory valuation and cost reporting through GAAP-approved accounting methods.

REPORTING & ANALYTICS

Leverage 40+ fleet reports to oversee operations, grasp the total cost of ownership (TCO), and implement timely vehicle replacement policies. Make data-driven decisions about asset acquisition and replacement. Understanding the total cost of ownership for each fleet vehicle enables you to unite your industry experience with up-to-date numbers to make more informed choices.

Every report features easy-to-read data visualizations, flexible filtering and customizable date ranges. Subscribe to a report and schedule it straight to your inbox, or print and export PDFs and CSVs to make sharing critical operations data quick and simple.

ADVANCED ANALYTICS

Turn fragmented fleet data into clear, actionable insights that cut costs and lift performance. Create executive-ready reports and analysis—without exporting to pivot tables or external BI tools. Intuitive visuals and trusted drill-downs keep every metric in one place, making root causes obvious. Managers can compare costs line by line across fuel, parts, and labor to spot outliers and rein in TCO. With Fleetio Advanced Analytics, shareable, scheduled dashboards align finance and operations on priorities, from quick wins to long-range strategy.

WORKFLOW AUTOMATIONS

Save time and reduce errors by automating repetitive fleet tasks. Build workflows that automatically address critical issues in real-time, ensure consistent approval workflows, and maintain reliable fleet data.

With customizable triggers, conditions, and actions, you can tailor automations to make maintenance decisions, minimize downtime, and keep your team focused on what matters most. For example, whenever a critical issue is logged, you can automatically create a work order to resolve it, and update the vehicle's status to "In-Shop" for everyone in your fleet to see.

Customers using automations save an average of 10 hours per month while improving asset uptime and operational efficiency.

INTEGRATIONS

Access pre-built integrations, spanning telematics, fuel, toll management, and more, to automate fleet data and maintenance workflows designed to improve your daily operations in Fleetio. By bringing available integrations together in one place, you can build a connected fleet maintenance and management system to manage your daily operations across asset management, maintenance compliance, and cost control.

API, WEBHOOKS, and DATA CONNECTORS

Fleetio's REST API provides secure, controlled access to your Fleetio data, including vehicle information, maintenance activity and driver records, to support connections with your other business systems. In addition, Fleetio's Developer Portal offers organized API references and an implementation guide to assist customers and third-party developers in building, testing, and deploying integrations at scale.

Fleetio also supports real-time and bulk data transfer through Webhooks, Data Connectors, and Data Destinations. Together, these tools provide multiple secure pathways to create automations, improve reporting and system synchronization, and support your organization's use of Fleetio as your central operating system while connecting to the additional tools and platforms your business runs on.

USER & VENDOR MANAGEMENT

We offer unlimited users on all our plans to ensure you gain the control over your fleet that you need. Invite co-workers, outside vendors and others to review fleet data, update information, generate reports, receive notifications and more. Includes role-based access and fine-grained control over what each user can do within Fleetio.

Keep your team informed through in-app comments and @mentions.

Fleetio now supports multilingual experiences with Spanish and French translation capabilities, allowing teams to collaborate seamlessly in their preferred language. Your users can switch languages instantly for a localized and inclusive experience.

FLEETIO GO MOBILE APP

Our mobile application provides a personalized view for every user. It helps keep everyone, from drivers and technicians to fleet managers, charging forward toward the best, most productive version of your fleet.

Relieve drivers from the burden of paper inspection forms and improve inspection quality. Unlike paper, electronic inspection reports are accessible anytime, anywhere with Fleetio.

FMCSA-compliant DVIRs are quickly accessible from anywhere, even areas without internet, helping you prove safety and compliance on the road.

SECURITY

Fleetio provides high-level security of your data:

- Highly confidential personal information such as credit card data is protected with encryption using Secured Socket Layer (SSL) technology during transmission over the Internet.
- All data in the Service is stored and processed through third-party subprocessor [Amazon Web Services \(AWS\)](#), which has its processing in the United States of America and Ireland.
- Your account information and access to Fleetio is accessible only through an individual username and password. You should keep your password confidential and not disclose it to anyone else.

SAML-BASED SINGLE SIGN-ON (SSO)

Increases security and eliminates barriers to usage and login issues.

- Increases Security by eliminating additional credentials. Eliminates phishing opportunities and the number of times users need to log in.
- Increases application access and an enhanced user experience by eliminating barriers to usage so users no longer have to type in a password; they just need to click a link.
- Eliminates admin time and costs by eliminating duplicate effort to maintain duplicate credentials and eliminating extra help desk calls to reset passwords.

TOOL MANAGEMENT

** Available as an add-on for all plans.*

Tools is a tracking and light maintenance solution for your fleet's tools and small equipment. See what's in service, who has a tool out on a job, if a tool is missing, or if it needs repair, all at a glance. Log maintenance as it happens and track costs over time, so you'll know exactly when it makes more sense to replace a tool than repair it. Because Tools is available in the same solution as the rest of your assets, your team can hit the ground running without needing to learn a new system.

Customer Support

Fleetio's Support Team maintains a better-than-best-in-class 95% Customer Satisfaction Score (CSAT). If you ever need support assistance, just visit our [contact us](#) page or use the help menu inside of Fleetio. Support services include:

1. **Online self-help tools** - Detailed documentation, videos, user guides.
2. **Live customer support** - Phone, email, and chat with customer portal for ticket tracking.
3. **Proactive communication** - Our [status page](#) indicates upcoming maintenance windows, provides System Metrics, and details incidents.

Onboarding Services

Our Onboarding Services Team offers an effective combination of deep product knowledge and fleet management expertise to get your team using Fleetio to its full extent in no time. Our goal is to show Fleetio's value and set you up for long-term success by tailoring your Onboarding experience to meet your business goals. Our team will be your consultant and guide as you configure your account to fit your fleet's specific needs. We'll work with you to ensure your team adopts and masters Fleetio to encourage real-time collaboration.

The Onboarding Services Packages include:

- Dedicated Onboarding Specialist
- Customized Implementation Plan
- Education Materials
- Data Guidance
- Integration Support
- Roll Out Preparation
- Fleetio and Industry Best Practices

Investment Overview

Product	Price	Max Asset Count	Payment Frequency	Total
Premium	\$10.00 USD	40	Annual	\$4,800 USD
Onboarding	\$4,000.00 USD	1	One Time	\$4,000 USD

Product	Price	Max Asset Count	Payment Frequency	Total
Premium	\$10.00 USD	40	Annual	\$4,800 USD
Onboarding	\$4,000.00 USD	1	One Time	\$4,000 USD
Onsite Training	\$6,000.00 USD	1	One Time	\$6,000 USD



Salton Community Services District

MEETING DATE: 08/19/2026 Item Number: 10. D

STAFF REPORT

TO: Board of Directors

FROM: Staff

SUBJECT: Authorization to Purchase Commercial Diesel Mower for In-House Turf Scalping and Maintenance and Establishment of \$30,000.00 Price Cap

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize staff to purchase a commercial diesel-powered lawnmower to perform turf scalping and routine athletic field maintenance in-house.
2. Establish an expenditure price cap of **\$30,000.00** to accommodate the equipment purchase, applicable taxes, handling, freight, and extended warranty costs.
3. Direct staff to select between the **Kubota ZD Series** and **John Deere X758** commercial options based on final vendor availability and warranty options.

BACKGROUND

Turf scalping (cutting grass back down close to the soil line) is a critical seasonal practice required to prepare athletic fields and park turf for winter overseeding and long-term grass health. Scalping removes built-up thatch and dead organic matter so winter rye seed can establish uniform, healthy root systems.

Historically, the District has relied on outside contractors to perform turf scalping operations at Desert Shores Soccer Park. However, third-party subcontracting costs have escalated significantly, with recent vendor quotes rising to **\$16,000.00+ per single service:**

- **Mariposa Landscape Inc.:** \$6,616.00 (subject to change)
- **Soluna Landscape LLC:** \$15,260.00

Given this upward pricing trend, continuing to outsource scalping services is no longer cost-effective for the District.

ANALYSIS & NEED FOR DIESEL EQUIPMENT

1. Limitations of Existing Equipment & Battery Limitations

The District's current maintenance lawnmower lacks the horsepower, deck heavy-duty torque, and collection capacity required to perform deep turf scalping across large park fields.

While electric and battery-powered commercial equipment was evaluated, battery technology poses distinct operational challenges for turf scalping:

- **High Load & Power Depletion:** Scalping creates intense, heavy mechanical resistance as blades cut through dense thatch layers. Battery systems draw high amperage under this load, leading to rapid power depletion before tasks are complete.
- **Field Size Constraints:** Considering the acreage of District park fields, battery units require frequent recharging cycles or costly spare battery packs, leading to excessive staff downtime.

2. Operational Superiority of Commercial Diesel

Commercial diesel-powered mowers offer the precise torque profile required for heavy scalping operations:

- **High Torque at Low RPM:** Diesel engines sustain high cutting torque under heavy turf loads without stalling or overheating.
- **Continuous Duty Cycle:** Diesel equipment runs continuously across large acreage without battery voltage drop or thermal shutdown.
- **Long-Term ROI:** Bringing scalping operations in-house using a diesel unit will allow the District to recover the entire capital cost of the mower in **1.5 to 2 scalping cycles**, eliminating contractor dependency permanently.

QUOTE COMPARISON & BRAND EVALUATION

Staff solicited vendor estimates for commercial-grade diesel equipment suited for heavy turf maintenance:

Vendor / Supplier	Brand & Model	Specifications	Total Quoted Cost
Eberhard Equipment (Coachella, CA)	Kubota ZD1011-3-54 / ZD1021-3-60	Commercial Zero-Turn, 19.3–21.6 HP 3-Cyl Diesel, Canopy, 2-Bag Powered Bagger	\$20,882.00 (plus tax)

Vendor / Supplier	Brand & Model	Specifications	Total Quoted Cost
RDO Equipment Co. <i>(Imperial, CA)</i>	John Deere X758	2026 Commercial Diesel Tractor, 54" HC Shaft Drive Deck, MCS Blower & 3-Bag Hopper, 48-Mo Bumper Warranty	\$21,430.76 <i>(tax & fees incl.)</i>
Arlington Power Equipment	CAT Turbocharge Unit	48 HP CAT Diesel Engine	\$54,174.00

Brand Reputation & Local Support

Both **Kubota** and **John Deere** are highly reputable, local equipment dealers with proven track records in the region, including widespread commercial use at institutions like Coachella Valley High School. Both dealers offer nearby service centers for rapid maintenance support and parts fulfillment.

Conversely, the Arlington Power quote (\$54,174.00) exceeds practical budgeting constraints for this application.

FINANCIAL IMPACT

- **Equipment Expenditure:** Both recommended equipment options are priced at ~\$21,000.00.
- **Proposed Price Cap:** Staff requests a budget cap of **\$30,000.00**. This leaves an approximate **\$8,500.00 safety margin** to cover sales tax, freight/handling fees, accessory adjustments, or extended dealer warranties.
- **Savings Realization:** By eliminating subcontracts costing \$6,600.00 to \$15,260.00 per event, the equipment will pay for itself within 2 seasons and generate recurring operational savings for the District.

CONCLUSION

Investing in a commercial diesel mower enables District staff to take direct ownership of field scalping and routine park maintenance. This transition eliminates recurring high contractor costs, resolves equipment power depletion issues, and ensures high-quality turf care across all District parks.

Scalping Quotes

M A R I P O S A L A N D S C A P E S I N C

PROPOSAL

*Scalping
Estimate*

Wednesday, August 12, 2026

Pascual Muniz - Parks Supervisor

Salton Community Services District
1209 Van Buren Avenue, Suite 1
Salton City, CA 92275
Phone 760-883-9328 Mail pmuniz@saltoncsd.ca.gov

Re: Scalping turf at Desert Shores Soccer Park

Description	This proposal provides for all labor, material, and equipment to perform the following services at Desert Shores Soccer Park. This project has been discussed with Pascual Muniz 1. Scaping the soccer park turf and preparing for the overseeding. 2. Collect all the turf debris and dump in SCSD trailer. 3. Seeding with 3 ways blend seed at 10 lb. per 1000 sq. ft. Note: Salton Community Services District will provide the dump for the grass at no cost to Mariposa Landscape Inc.
Price	Total price for above described work \$6,616.00 Six Thousand Six Hundred Sixteen And 00/100
Terms:	Total due upon completion.
Exclusions:	Prevailing wages, any unforeseen underground obstacles, and anything not mentioned.
Time	Project start date is currently 10 days after acceptance.
Limits	Time limit for the acceptance of this proposal is 30 calendar days from the above date.



TEL 800 • 794 • 9458 • FAX 626 • 960 • 8477 • www.mariposa-ca.com
6232 SANTOS DIAZ ST., IRWINDALE, CA 91702 • CA CONTRACTOR'S LIC # 592268 A, C-27, D-49

Our Core Values – Safety • Teamwork • Quality • Integrity

Respectfully submitted,
Andres Perez – Account Manager
andres@mariposa-ca.com
626-392-3050 cell (626) 960-8477 fax

Pascual Muniz – Parks Supervisor
Signature and Date



Our Core Values – Safety • Teamwork • Quality • Integrity



Scalping
Estimate

Invoice

Quote # 196

Date:

Aug 12, 2026

Soluna Landscape LLC

Victor Valdez
Coachella, CA 92236
care@solunalandscape.com
760-771-7133
CA Contractor License #: 1139603

Bill To:

Salton Community Services District

Pascual Muñiz
1209 Van Buren Ave, Ste 1
Thermal, CA 92274

Service Property

Desert Shores Community Park
55 Palm Dr
Thermal, CA 92274

Item	Quantity	Rate	Amount
Lawn Scalping / Winter Overseeding Preparation Proposal (Labor Only)	1	\$15,260.00	\$15,260.00
• Scalp designated turf areas to the appropriate height in preparation for winter overseeding. • Provide all labor and equipment necessary to perform the lawn scalping. • Collect and consolidate grass clippings and debris generated from the scalping operation. • Perform general cleanup of sidewalks, curbs, hardscape, and adjacent areas affected by the work. • Pricing reflects applicable prevailing-wage labor requirements.			
Contractor Hauling & Disposal	1	\$1,490.00	\$1,490.00
• Soluna Landscape LLC will load, haul, and dispose of grass clippings and green waste generated from the lawn scalping operation. • Includes labor, transportation, hauling, and applicable disposal costs.			

Total:

\$16,750.00

Terms:

Payment: No payment is due until the work is completed.

Balance Due: The remaining balance will be due upon completion of all work.

Liability & Insurance: We are fully licensed and insured to ensure your peace of mind throughout the project.

Lawnmowers

Quotes



General Retail Purchase Order
Eberhard Equipment
86-100 Avenue 54 - Coachella, CA 92236
Phone (760) 398-4141 - Fax (760) 398-6635



Kubota

Date 8/13/2026
Invoice # _____

Buyer Salton Community Services District Phone _____
Address _____ City, State, ZIP _____

Stock #	Equipment Description	Serial Number	Amount
TBA	ZD1011-3-54 Kubota Zero Turn Mower 19.3hp, 3cyl diesel, Canopy		
	54" Pro-Deck/ACS, 2 bag bagger powered, hitch		\$20,882
	ZD1021-3-60 Kubota Zero Turn Mower 21.6hp Kubota diesel engine		\$23,197
	60" Pro Deck/ACS, 2 bag powered bagger, hitch, Canopy		

Bill of Sale for Property Taken In Trade			Total Before Sales Tax	
For value received I/we hereby bargain and sell, grant and deliver unto Eberhard Equipment No. 2			Sales Tax	RESELL plus tax
Equipment Description	Serial #	Amount	Total Cash	
			Trade In	\$ -
			Less Owing	\$
			Net Value	\$
			Cash to Seller	\$
			Rent Applied	\$
			Total Down Payment	
			Cash Balance	
			Unpaid Balance	

I/We hereby certify that there is no lien, claim, debt, mortgage, or encumbrance of any kind, nature, or description against this property now existing, of record or otherwise, and that same is free and clear and is my/our sole and absolute property.
Signed _____

Financial Instructions: _____

Delivery Instructions: _____

Additional Service Instructions:	A finance charge of 1.5% per month charged on all delinquent accounts or agreements, which is an annual percentage rate of 18%. In the event of commencement of suit to enforce payment of this agreement, I agree to pay such additional sum as attorney fees and court costs as the court may adjudge reasonable.
Special Agreements:	

Warranty:	Salesman:
Purchaser:	Sales Manager:



20175 N Rand Rd
Palatine, IL 60074
Phone (847) 241-1530
Fax (847) 241-1535
www.arlingtonpower.com

Invoice Estimate 428611

Thank you for your business! We hope to see you again soon!
Store hours: Mon - Fri 7:30 am - 4:00 pm
Saturday 8:00 am - 1:00 pm
Sunday Closed

Bill To				Ship To		
Salton Community Services Dist 1209 Van Buren Ave Salton City, CA 92275						
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
180959			(760) 883-9328		Estimate	Diesel 60" and 72"
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department
VZ	VZ	08/10/26	428611			Sales Retail

Part Number	Line	Description	Ordered	B/O'd	Shipped	Net Each	Amount	
FREIGHT-INBOUND	FREI	Freight Inbound Special Order	1		1	\$200.00	\$200.00	
Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
5901929	FEQW	Rid,is2600zy24d61	1		1	\$24,149.00	\$19,271.00	\$19,271.00
5902162	FEQW	48 HP CAT Turbocharge	1		1	\$41,854.00	\$34,703.00	\$34,703.00

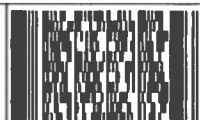
Note

Lead time 3 to 5 days to our store.
Out bound freight additional if required.

Invoice Total	\$54,174.00
Sales Tax	\$0.00
Grand Total	\$54,174.00

Thank you for allowing us to quote your power equipment needs! Your quote is valid for 5 business days or while supplies last.
Thanks again! Lets get'r done!

Notes:



Customer acknowledges receipt thereof:



JOHN DEERE

Investment Proposal (Quote)

RDO Equipment Co.
3275 Hwy 86
Imperial CA, 92251
Phone: (760) 355-7829 - Fax: (760) 355-1821



WARNING

**Warning: Cancer and
Reproductive Harm.**

For more information go to:
www.P65Warnings.ca.gov

Proposal for:
SALTON COMMUNITY SERVICES DISTRICT
PO BOX 5268
SALTON CITY, CA, 922755268
IMPERIAL

Investment Proposal Date: 7/30/2026
Pricing Valid Until: 8/13/2026
Deal Number: 2054670
Customer Account#: 7771737
Account Manager: Armando Galicia
Phone: 1 (760) 355-7815
Fax: 1 (760) 355-1821
Email: AGalicia@rdoequipment.com

Comments

X758 has 48 month or 700 hrs bumper to bumper standard warranty.

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	1M0X758AATM140784 Z234391	0	New 2026 JOHN DEERE X758 Inside Parts BM21682 Chute Inside Parts BM20671 3 Bag Hopper Inside Parts BUC10282 MCS Blower	\$17,445.70 \$0.00 \$0.00 \$0.00
1	TBD TBD		New 2026 JOHN DEERE 54HC	\$2,443.64
Equipment Subtotal:				\$19,889.34

Purchase Order Totals

Balance:	\$19,889.34
CA STATE TAX:	\$1,193.36
CA COUNTY TAX:	\$49.72
CA SPECIAL TAX:	\$298.34
Sales Tax Total:	\$1,541.42
Sub Total:	\$21,430.76
Cash with Order:	\$0.00
Balance Due:	\$21,430.76

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	1M0X758AATM140784	2026 JOHN DEERE X758	001A UNITED STATES AND CANADA YENV ENVIRO CRATE YAF0 FREIGHT CHARGE YMDF MDF CHARGE
1	TBD	2026 JOHN DEERE 54HC	907BM 54-in. Shaft Drive High Capacity Mower Deck (54 HC) 001A United States and Canada 3425 Standard Connect



Salton Community Services District

MEETING DATE: 08/19/2026 Item Number: 10. E

STAFF REPORT

TO: Board of Directors

FROM: Staff

SUBJECT: Approval of Revised Professional Services Agreement with Hermann Design Group for Salton City Park Master Plan

RECOMMENDATION

Approve the revised professional landscape architecture services agreement with **Hermann Design Group (HDG)** in the total amount of **\$43,775.00** to prepare the Salton City Park Master Plan, including surveying/mapping subconsultant services, public outreach workshops, and preliminary cost estimates.

BACKGROUND

The Salton Community Services District is advancing the master planning process for Salton City Park (located at 2208 Iridescent Avenue, APN 015-061-001) to position the District for future construction grant opportunities.

Following preliminary discussions, the scope was updated to include comprehensive survey work as well as three community outreach workshops to capture public input on desired amenities. Desired components identified for the park site include:

- Paved parking lot and site lighting
- Turf ballfields and multi-use sports pickleball courts
- Picnic facilities with BBQs and upgraded play equipment
- Exercise stations, shade trees, and drinking fountains
- Loop perimeter trail

SCOPE OF SERVICES

The proposed agreement encompasses four core service components:

1. **Surveying and Mapping Services:** Provided via subconsultant The Altum Group, including record boundary analysis, aerial topographic surveying, and utility research.
2. **Master Plan Design Services:** Project kick-off, base map preparation from survey data, conceptual design plans, preliminary exhibits, final color-rendered master plan, and opinion of probable construction costs.
3. **Community Outreach:** Three public workshops utilizing rating image boards, online surveys, and a dedicated project Facebook page to refine park concepts with community input.
4. **General Services:** Attendance at staff meetings, public hearings, and board presentations throughout the project.

FISCAL IMPACT

The total contract fee is structured on a lump-sum, hourly, and reimbursable basis not to exceed **\$43,775.00**:

Task / Description	Fee Type	Total Cost
I. Surveying & Mapping Services		
<i>A. Record Boundary</i>	Fixed	\$3,737.50
<i>B. Aerial Topographic Survey</i>	Fixed	\$9,717.50
<i>C. Utility Research</i>	Fixed	\$3,220.00
II. Master Plan Design Services	Lump Sum	\$16,500.00
III. Community Outreach	Hourly	\$7,750.00
IV. General Services	Hourly	\$2,500.00
Reimbursable Expenses	As Incurred	\$350.00

Task / Description	Fee Type	Total Cost
Total Not-to-Exceed Fee		\$43,775.00

NEXT STEPS

Upon approval and execution of the agreement, staff will coordinate with Hermann Design Group and The Altum Group to schedule initial surveying tasks, project kick-off, and Community Workshop One.

July 7, 2026

Via Email

Mr. Emmaneul Ramos, General Manager
SALTON COMMUNITY SERVICES DISTRICT
1209 Van Buren Boulevard, Suite 1
Salton City, CA 92275

Email: eramos@saltoncsd.ca.gov

RE: Salton City Park Master Plan
Landscape Architecture Services - Revised

Dear Emmanuel:

Hermann Design Group is pleased to have an opportunity to work with the Salton Community Services District on the master planning for Salton City Park. As per your meeting with Jose Estrada, we understand that some of the park components that the District desires include a paved parking lot, site lighting, turf ballfields, picnic facilities with BBQ's, upgrade play equipment, shade trees, exercise stations, multi-use sports pickleball courts, drinking fountains, and a loop perimeter trail. We are excited to have the opportunity to help the District create the design necessary to qualify for the grant(s) needed to build the project. As per our conversations, the proposal has been revised to include three community outreach workshops.

Our proposal includes surveying and mapping services provided by our subconsultant, The Altum Group.

We can begin work immediately upon award of the contract and look forward to the opportunity to provide our services to the Salton Community Services District. Please do not hesitate to call me if there are any questions or concerns regarding this proposal.

Sincerely,

HERMANN DESIGN GROUP

Chris

E. Chris Hermann, PLA/ASLA
CEO/President

ECH/kmh

Enclosures

SCOPE OF WORK

Hermann Design Group (HDG) will provide the following landscape architecture services for the project as requested. Salton City Park located at 2208 Iridescent Avenue, Salton City, Imperial County, California ("Project"). The site is identified with Assessor's Parcel Number 015-061-001. It is our understanding that the District will be perusing grant opportunities with the Master Plan.

I. SURVEYING AND MAPPING SERVICES

- A. Record Boundary – Our project consultant will obtain from the applicable governing agencies for right-of-way and parcel information in preparation of a digital parcel boundary. The digital base file will include the current County parcel base created by the County Assessor's Office and only includes the field location of existing available street centerline monuments.
- B. Aerial Topographic Survey – Our project consultant will contract with a licensed photogrammetrist to provide 1"=20' scale aerial mapping for the project site. Said mapping will have planimetric manmade features together with digital orthogrametric photo. The horizontal accuracy of 90% of planimetric features shall be better than 1/30th of an inch at the mapping scale, contours are excluded. The task includes providing the required office support, setting control and the aerial premarks as required by the photogrammetrist subconsultant. Consultant will prepare a digital topography file (AutoCAD format) which includes the Project with mapping limits indicated with the magenta line on the attached Aerotech Mapping exhibit.
- C. Utility Research - Altum will meet with and/or contact all relevant governmental agencies and utility companies (County of Imperial, Imperial Irrigation District, water district(s) and others). Research includes requesting available plats, maps or other records which identify existing on-site or adjacent off-site wet and dry utilities. Altum will then perform a cursory site visit, review the City provided records and prepare a digital utility base file (AutoCAD format) based on the topographic survey and boundary for use with the project drawings. Potholing of utilities, dry utility design and coordination is not included in this task.

II. MASTER PLAN DESIGN SERVICES

- A. Project Kick-off Meeting – The project team and District staff will meet to review project scope, programming, budgets, design objectives and gain further understanding of the community needs and workshop process requirements. A written summary will be prepared for staff after the meeting.
- B. Site Visit – The project team will review existing site conditions.
- C. Data Collection – We will perform all necessary data collection that will include research, gathering and reviewing existing District records.
- D. Base Sheets – We will develop base sheets from the surveying and mapping information provided by The Altum Group in Section I. The base sheet will illustrate the location of existing hardscape, plant material and other elements within the project area.
- E. Conceptual Plans – We will prepare conceptual plans that illustrate the scale and relationship of the park area with District's input from the community.

- F. Preliminary Exhibits - We shall prepare preliminary exhibits for District review as follows: a) conceptual layout of the overall park depicting landscaping areas, sight lines, viewing and pedestrian areas; b) refine and adjust location of park amenities; and, c) include choices for trees, shrubs, hardscape, and address issues such as cost, maintenance, sustainability, and image.
- G. Final Master Plan – After reviewing the conceptual plan and exhibits with the District, we will make refinements and create a color-rendered master plan
- H. Opinion of Probable Cost Projection – We will prepare a detailed breakdown of the probable construction costs by unit and quantities.

III. COMMUNITY OUTREACH

We will assist the District in conducting community outreach with a combination of tools and methods including an online survey and workshops with stakeholders and the community, as well as a Facebook page dedicated to the master planning of the park. At each meeting we will gather names and emails of attendees.

WORKSHOP ONE – We will provide a bubble diagram of park elements on the site plan with an image board of park amenities to illustrate a conceptual design of the park. Photo images of possible park amenities will be created on boards for residents to rate and prioritize as part of the workshop process.

The project team will discuss the conceptual plan and receive public comment on the design. The outcome of the meeting will be to refine the direction of the conceptual plan for the next meeting. In addition, a flyer will be handed out allowing community members to provide input via electronic survey or email.

WORKSHOP TWO – We will present a refined park plan based on input from the stakeholders and input received from the first workshop. The outcome of this meeting will be to refine the direction for the final master plan for the park.

WORKSHOP THREE – We will present the refined park master plan that represents input from the previous two meetings.

IV. GENERAL SERVICES

We will meet with District staff and the project team as required to complete the project. The principal/project manager or the other appropriate key personnel who are knowledgeable in specific areas will also be available to attend presentations, public meetings, and public hearings. The nature and content of these meetings will be coordinated with the District.

FEES AND CHARGES

Our fees will be billed on a lump sum, percentage complete basis unless otherwise indicated. **Should invoices age past 45 days, all work will cease until such time as account is made current.** All reimbursable expenses will be billed in accordance with Attachment -1.

I.	SURVEYING AND MAPPING SERVICES	
A.	Record Boundary	\$ 3,737.50
B.	Aerial Topographic Survey	\$ 9,717.50
C.	Utility Research	\$ 3,220.00
II.	MASTER PLAN DESIGN SERVICES	\$16,500.00
III.	COMMUNITY OUTREACH (Hourly)	\$ 7,750.00
IV.	GENERAL SERVICES (Hourly)	\$ 2,500.00
	REIMBURSABLES (Billed Only as Incurred)	\$ 350.00
	TOTAL FEE INCLUDING ALLOWANCES	<u>\$43,775.00</u>

All provisions of the terms and conditions attached are an integral part of this proposal as if herein written in full. This agreement represents the entire and integrated agreement between the Client and the Landscape Architect and supersedes all prior negotiations, representations, or agreements, either written or oral.

This proposal shall be deemed to expire within 45 days of proposal date if not fully executed.

APPROVED:

SALTON COMMUNITY SERVICES DISTRICT ("Client")

BY: _____ DATE: _____
Printed Name and Title: _____

HERMANN DESIGN GROUP, INC. ("Landscape Architect")

BY: _____ DATE: _____
E. Chris Hermann, ASLA
CLARB Certified Landscape Architect
President

ATTACHMENT -1

NORMAL HOURLY RATES

Principal Landscape Architect/Principal Planner	\$205.00 per hour
Construction Manager	185.00 per hour
Landscape Architect	165.00 per hour
Project Manager/Associate	165.00 per hour
Irrigation Designer	165.00 per hour
Senior Designer	130.00 per hour
Professional Staff/Specification Writer	105.00 per hour
Designer	105.00 per hour
Draftsperson	95.00 per hour
Administrative Staff	95.00 per hour

OUTSIDE CONSULTANTS

Services of outside consultants not listed in this proposal, at our direct cost, plus 15% of the actual cost of their services for coordination.

REIMBURSABLES

Reimbursable items, such as the cost of reprographics, soil samples, and travel required outside the project area will be charged at our cost plus 15% within the allowances provided in the fee breakdowns.

RATE INCREASES

Due to increases in wages/benefits, fees and hourly rates are subject to an annual increase based on the Consumer Price Index (CPI-U) published by the Bureau of Labor Statistics.

ATTACHMENT -2

ADDITIONAL SERVICES

Additional services shall be performed only when requested or approved by the Client. Compensation for such services shall be in accordance with our Normal Hourly Rates and Reimbursable items, per Attachment -1. Additional services may include, but are not limited to:

1. Revisions or modifications to documents, drawings, or specifications when such revisions or modifications are inconsistent with approvals or instructions previously given or are required by the enactment or revision of codes or laws by governmental agencies having jurisdiction over the project subsequent to the preparation of such documents, drawings, or specifications.
2. Work requested by that is not heretofore mentioned.

CLIENT RESPONSIBILITY

1. Site plan, grading plan, and survey with appropriate callouts for infrastructure and other site elements (CAD), if available.
2. Complete information concerning available services and utilities, if available.
3. The cost of structural, electrical, civil engineering not already included herein, if required.
4. Water feature construction drawings, including (but not limited to) plumbing and electrical specifications.

The landscape architect will be entitled to rely on the adequacy and accuracy of the information provided by Client or Client's consultants and representatives.

OWNERSHIP OF DOCUMENTS

Hermann Design Group grants its Client a nonexclusive license to use landscape architectural documents as described in this agreement provided the Client performs in accordance with the terms of this agreement. No other license is implied or granted under this agreement. All instruments of professional service prepared by the landscape architect, including but not limited to: drawings, specifications and all digital files, are the property of the landscape architect. These documents shall not be reused on other projects without the landscape architect's written permission. Hermann Design Group retains all rights, including copyrights, in its documents.

INDEMNIFICATION

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Landscape Architect, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or other consultants or anyone for whom Client is legally liable. The Landscape Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Landscape Architect's negligent performance of landscape architecture services under this Agreement and that of its subconsultants or anyone for whom the Landscape Architect is legally liable. Neither the Client nor the Landscape Architect shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this agreement, and to the fullest extent permitted by law, neither the Client nor the Landscape Architect, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages that either party may have incurred from any cause of action including negligence, strict liability, and breach of contract. Both the Client and the Landscape Architect shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

THIRD-PARTY BENEFICIARIES

Nothing contained in this agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Landscape Architect. The Landscape Architect's services under this agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Landscape Architect because of this agreement or the performance or nonperformance of services hereunder. The Client and the Landscape Architect agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this project to carry out the intent of this provision.

LIMITATION OF LIABILITY

The Client agrees to limit the landscape architect's liability to the Client and to all construction contractors and subcontractors on the project due to the landscape architect's negligent acts, errors or omission, such that the total aggregate liability of the landscape architect shall not exceed the amount of the landscape architect's contractual fee. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

OPINIONS OF PROBABLE CONSTRUCTION COSTS

The landscape architect has no control over the cost of labor, materials, or equipment, or over the contractor's method of determining prices, or over competitive bidding or market conditions. Our opinions of probable construction costs provided for herein are to be made on the basis of our firm's experience and qualifications. These opinions represent our best judgment due to our familiarity with the construction industry. However, we cannot and do not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by us. If the Client wishes greater assurance as to the construction cost, he shall employ an independent cost estimator.

PROJECT RESTART FEE

Because of substantial costs incurred by the landscape architect to stop and restart a project once it is underway, should this project's progress be halted at any time for 30 or more days by the Client, for any reason other than agency approval process delay, a project restart fee of \$500.00 or 10% of the total fee earned to date, whichever is greater, will be due and payable immediately.

TERMINATION OF AGREEMENT

This agreement may be terminated by either party upon seven (7) days written notice via registered mail, should the other party fail substantially to perform in accordance with its terms through no fault of the other. In the event of termination due to the fault of others, the landscape architect shall be paid his compensation for expenses then due. If a dispute arises under this contract and litigation is instituted, the prevailing party shall be entitled to recover its reasonable attorney fees.

DISPUTE RESOLUTION

Client and landscape architect agree to mediate disputes arising out of or relating to this agreement before initiating litigation. The mediation shall be conducted by a mediation service acceptable to both parties. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and the parties agree to mediate in good faith. In no event shall any demand for mediation be made after such a claim or dispute would be barred by applicable law. Mediation fees shall be shared equally.

NOTICE

Landscape architects are regulated by The State of California. Any questions concerning a landscape architect may be referred to The Landscape Architects Technical Committee, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834 (916) 575-7230.



Salton Community Services District

MEETING DATE: 08/19/2026 Item Number: 10. F

STAFF REPORT

TO: Board of Directors

FROM: Staff

SUBJECT: Approval of Revised Professional Services Agreement with Hermann Design Group for Desert Shores Park Master Plan

RECOMMENDATION

Approve the revised professional landscape architecture services agreement with **Hermann Design Group (HDG)** in the total amount of **\$21,000.00** to prepare the Desert Shores Park Master Plan, including public outreach and preliminary cost estimates.

BACKGROUND

The Salton Community Services District is initiating a master planning process for Desert Shores Park to prepare competitive design deliverables for future grant funding applications.

Following preliminary staff discussions with HDG, the scope was updated to include an enhanced community outreach process consisting of three public workshops to gather resident input on desired park amenities. Identified potential amenities for the park include:

- Site lighting and extended turf areas
- Picnic facilities with BBQs
- Replacement of existing playground equipment
- Exercise station area
- Sand volleyball court and pickleball court
- Drinking fountains

SCOPE OF SERVICES

The proposed agreement encompasses three main phases:

1. **Master Plan Design Services:** Project kick-off, site analysis, base map development, preliminary conceptual layouts, color-rendered final master plan, and an opinion of probable construction costs.
2. **Community Outreach:** Three structured public workshops utilizing photo image rating boards, online surveys, and a dedicated project Facebook page to refine park features based on community feedback.
3. **General Services:** Attendance at staff meetings, public hearings, and board presentations throughout the project timeline.

FISCAL IMPACT

The contract fee is structured on a lump-sum and hourly basis not to exceed **\$21,000.00**:

Task / Description	Fee Type	Total Cost
I. Master Plan Design Services	Lump Sum	\$10,500.00
II. Community Outreach	Hourly	\$7,750.00
III. General Services	Hourly	\$2,500.00
Reimbursable Expenses	As Incurred	\$250.00
Total Not-to-Exceed Fee		\$21,000.00

July 7, 2026

Via Email

Mr. Emmaneul Ramos, General Manager
SALTON COMMUNITY SERVICES DISTRICT
1209 Van Buren Boulevard, Suite 1
Salton City, CA 92275

Email: eramos@saltoncsd.ca.gov

RE: Desert Shores Park Master Plan
Landscape Architecture Services - Revised

Dear Emmanuel:

Hermann Design Group is pleased to have an opportunity to work with the Salton Community Services District on the master planning for Desert Shores Park. As per your meeting with Jose Estrada, we understand that some of the park components that the District desires include site lighting, extend turf area, picnic facilities with BBQ's, replace existing play equipment, exercise station area, sand volleyball court, pickleball court and drinking fountains. We are excited to have the opportunity to help the District create the design necessary to qualify for the grant(s) needed to build the project. As per our conversations, the proposal has been revised to include three community outreach workshops.

We can begin work immediately upon award of the contract and look forward to the opportunity to provide our services to the Salton Community Services District. Please do not hesitate to call me if there are any questions or concerns regarding this proposal.

Sincerely,

HERMANN DESIGN GROUP

Chris

E. Chris Hermann, PLA/ASLA
CEO/President

ECH/kmh

Enclosures

SCOPE OF WORK

Hermann Design Group (HDG) will provide the following landscape architecture services for the project as requested. It is our understanding that the District will be perusing grant opportunities with the Master Plan.

I. MASTER PLAN DESIGN SERVICES

- A. Project Kick-off Meeting – The project team and District staff will meet to review project scope, programming, budgets, design objectives and gain further understanding of the community needs and workshop process requirements. A written summary will be prepared for staff after the meeting.
- B. Site Visit – The project team will review existing site conditions.
- C. Data Collection – We will perform all necessary data collection that will include research, gathering and reviewing existing District records.
- D. Base Sheet - HDG will develop site plan base sheet from the existing park plans prepared by HDG. This plan will be used to initiate the design of the project.
***Please Note:** Base sheets prepared via field measurements, drone flights, Google Earth and City records are not always accurate. The only way to ensure base sheet accuracy is via the use of an up-to-date survey prepared by a licensed surveyor.*
- E. Conceptual Plans – We will prepare conceptual plans that illustrate the scale and relationship of the park area with District's input from the community.
- F. Preliminary Exhibits - We shall prepare preliminary exhibits for District review as follows: a) conceptual layout of the overall park depicting landscaping areas, sight lines, viewing and pedestrian areas; b) refine and adjust location of park amenities; and, c) include choices for trees, shrubs, hardscape, and address issues such as cost, maintenance, sustainability, and image.
- G. Final Master Plan – After reviewing the conceptual plan and exhibits with the District, we will make refinements and create a color-rendered master plan
- H. Opinion of Probable Cost Projection – We will prepare a detailed breakdown of the probable construction costs by unit and quantities.

II. COMMUNITY OUTREACH

We will assist the District in conducting community outreach with a combination of tools and methods including an online survey and workshops with stakeholders and the community, as well as a Facebook page dedicated to the master planning of the park. At each meeting we will gather names and emails of attendees.

WORKSHOP ONE – We will provide a bubble diagram of park elements on the site plan with an image board of park amenities to illustrate a conceptual design of the park. Photo images of possible park amenities will be created on boards for residents to rate and prioritize as part of the workshop process.

The project team will discuss the conceptual plan and receive public comment on the design. The outcome of the meeting will be to refine the direction of the conceptual plan for the next meeting. In addition, a flyer will be handed out allowing community members to provide input via electronic survey or email.

WORKSHOP TWO – We will present a refined park plan based on input from the stakeholders and input received from the first workshop. The outcome of this meeting will be to refine the direction for the final master plan for the park.

WORKSHOP THREE – We will present the final park master plan that represents input from the previous two meetings.

III. GENERAL SERVICES

We will meet with District staff and the project team as required to complete the project. The principal/project manager or the other appropriate key personnel who are knowledgeable in specific areas will also be available to attend presentations, public meetings, and public hearings. The nature and content of these meetings will be coordinated with the District.

FEES AND CHARGES

Our fees will be billed on a lump sum, percentage complete basis unless otherwise indicated. **Should invoices age past 45 days, all work will cease until such time as account is made current.** All reimbursable expenses will be billed in accordance with Attachment -1.

I. MASTER PLAN DESIGN SERVICES	\$10,500.00
II. COMMUNITY OUTREACH (Hourly)	\$ 7,750.00
III. GENERAL SERVICES (Hourly)	\$ 2,500.00
REIMBURSABLES (Billed Only as Incurred)	\$ 250.00
TOTAL FEE INCLUDING ALLOWANCES	<u>\$21,000.00</u>

All provisions of the terms and conditions attached are an integral part of this proposal as if herein written in full. This agreement represents the entire and integrated agreement between the Client and the Landscape Architect and supersedes all prior negotiations, representations, or agreements, either written or oral.

This proposal shall be deemed to expire within 45 days of proposal date if not fully executed.

APPROVED:

SALTON COMMUNITY SERVICES DISTRICT ("Client")

BY: _____ DATE: _____
Printed Name and Title: _____

HERMANN DESIGN GROUP, INC. ("Landscape Architect")

BY: _____ DATE: _____
E. Chris Hermann, ASLA
CLARB Certified Landscape Architect
President

ATTACHMENT -1

NORMAL HOURLY RATES

Principal Landscape Architect/Principal Planner	\$205.00 per hour
Construction Manager	185.00 per hour
Landscape Architect	165.00 per hour
Project Manager/Associate	165.00 per hour
Irrigation Designer	165.00 per hour
Senior Designer	130.00 per hour
Professional Staff/Specification Writer	105.00 per hour
Designer	105.00 per hour
Draftsperson	95.00 per hour
Administrative Staff	95.00 per hour

OUTSIDE CONSULTANTS

Services of outside consultants not listed in this proposal, at our direct cost, plus 15% of the actual cost of their services for coordination.

REIMBURSABLES

Reimbursable items, such as the cost of reprographics, soil samples, and travel required outside the project area will be charged at our cost plus 15% within the allowances provided in the fee breakdowns.

RATE INCREASES

Due to increases in wages/benefits, fees and hourly rates are subject to an annual increase based on the Consumer Price Index (CPI-U) published by the Bureau of Labor Statistics.

ATTACHMENT -2

ADDITIONAL SERVICES

Additional services shall be performed only when requested or approved by the Client. Compensation for such services shall be in accordance with our Normal Hourly Rates and Reimbursable items, per Attachment -1. Additional services may include, but are not limited to:

1. Revisions or modifications to documents, drawings, or specifications when such revisions or modifications are inconsistent with approvals or instructions previously given or are required by the enactment or revision of codes or laws by governmental agencies having jurisdiction over the project subsequent to the preparation of such documents, drawings, or specifications.
2. Work requested by that is not heretofore mentioned.

CLIENT RESPONSIBILITY

1. Site plan, grading plan, and survey with appropriate callouts for infrastructure and other site elements (CAD), if available.
2. Complete information concerning available services and utilities, if available.
3. The cost of structural, electrical, civil engineering not already included herein, if required.
4. Water feature construction drawings, including (but not limited to) plumbing and electrical specifications.

The landscape architect will be entitled to rely on the adequacy and accuracy of the information provided by Client or Client's consultants and representatives.

OWNERSHIP OF DOCUMENTS

Hermann Design Group grants its Client a nonexclusive license to use landscape architectural documents as described in this agreement provided the Client performs in accordance with the terms of this agreement. No other license is implied or granted under this agreement. All instruments of professional service prepared by the landscape architect, including but not limited to: drawings, specifications and all digital files, are the property of the landscape architect. These documents shall not be reused on other projects without the landscape architect's written permission. Hermann Design Group retains all rights, including copyrights, in its documents.

INDEMNIFICATION

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Landscape Architect, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or other consultants or anyone for whom Client is legally liable. The Landscape Architect agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Landscape Architect's negligent performance of landscape architecture services under this Agreement and that of its subconsultants or anyone for whom the Landscape Architect is legally liable. Neither the Client nor the Landscape Architect shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this agreement, and to the fullest extent permitted by law, neither the Client nor the Landscape Architect, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages that either party may have incurred from any cause of action including negligence, strict liability, and breach of contract. Both the Client and the Landscape Architect shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

THIRD-PARTY BENEFICIARIES

Nothing contained in this agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Landscape Architect. The Landscape Architect's services under this agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Landscape Architect because of this agreement or the performance or nonperformance of services hereunder. The Client and the Landscape Architect agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this project to carry out the intent of this provision.

LIMITATION OF LIABILITY

The Client agrees to limit the landscape architect's liability to the Client and to all construction contractors and subcontractors on the project due to the landscape architect's negligent acts, errors or omission, such that the total aggregate liability of the landscape architect shall not exceed the amount of the landscape architect's contractual fee. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

OPINIONS OF PROBABLE CONSTRUCTION COSTS

The landscape architect has no control over the cost of labor, materials, or equipment, or over the contractor's method of determining prices, or over competitive bidding or market conditions. Our opinions of probable construction costs provided for herein are to be made on the basis of our firm's experience and qualifications. These opinions represent our best judgment due to our familiarity with the construction industry. However, we cannot and do not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by us. If the Client wishes greater assurance as to the construction cost, he shall employ an independent cost estimator.

PROJECT RESTART FEE

Because of substantial costs incurred by the landscape architect to stop and restart a project once it is underway, should this project's progress be halted at any time for 30 or more days by the Client, for any reason other than agency approval process delay, a project restart fee of \$500.00 or 10% of the total fee earned to date, whichever is greater, will be due and payable immediately.

TERMINATION OF AGREEMENT

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DISPUTE RESOLUTION

Client and landscape architect agree to mediate disputes arising out of or relating to this agreement before initiating litigation. The mediation shall be conducted by a mediation service acceptable to both parties. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and the parties agree to mediate in good faith. In no event shall any demand for mediation be made after such a claim or dispute would be barred by applicable law. Mediation fees shall be shared equally.

NOTICE

Landscape architects are regulated by The State of California. Any questions concerning a landscape architect may be referred to The Landscape Architects Technical Committee, 2420 Del Paso Road, Suite 105, Sacramento, CA 95834 (916) 575-7230.



Salton Community Services District

MEETING DATE: 08/19/2026, Item Number: 10. G

SUBJECT: Review and Approve Proposed Budget Amendment for GF Engineering Expense

DATE: 08/19/2026

FROM: Christina R. Sutton, Finance Officer/Human Resources Director

To: District Board of Directors

Item:

Review and approve the proposed Budget Amendment for GF Engineering Expense

Background and Analysis:

The budget document is the Salton Community Services District's annual financial plan, prepared by the Finance Officer and approved by the Board of Directors. The financial plan serves as a policy document, an operations guide for District's Departments, and as a communication device. The audience of the budget document are the citizens, local businesses, debt holders and debt rating agencies, other governmental agencies, and the District's independent auditor.

Description:

This item is being presented in response to revised proposed services by Herman Design Group for Desert Shores Park and Salton City Park Master Plans. Original master plan proposals presented to the district did not include community outreach workshops. The original cost for Desert Shores Master Plan \$ 13, 250.00 with the following services;

I. MASTER PLAN DESIGN SERVICES \$10,500.00
II. GENERAL SERVICES (Hourly) \$ 2,500.00
REIMBURSABLES (Billed Only as Incurred) \$ 250.00
TOTAL FEE INCLUDING ALLOWANCES \$13,250.00

The revised Desert Shores Master Plan Proposal cost \$ 21,000.00 with the following services;

I. MASTER PLAN DESIGN SERVICES \$10,500.00
II. COMMUNITY OUTREACH (Hourly) \$ 7,750.00
III. GENERAL SERVICES (Hourly) \$ 2,500.00
REIMBURSABLES (Billed Only as Incurred) \$ 250.00
TOTAL FEE INCLUDING ALLOWANCES \$21,000.00

The original cost for Salton City Park Master Plan \$ 36,250.00 with the following services;

I. SURVEYING AND MAPPING SERVICES

A. Record Boundary \$ 3,737.50

B. Aerial Topographic Survey \$ 9,717.50

C. Utility Research \$ 3,220.00

II. MASTER PLAN DESIGN SERVICES \$16,500.00

III. GENERAL SERVICES (Hourly) \$ 2,500.00

REIMBURSABLES (Billed Only as Incurred) \$ 350.00

TOTAL FEE INCLUDING ALLOWANCES \$36,025.00

The revised Salton City Master Plan Proposal cost \$ 43,775.00 with the following services;

I. SURVEYING AND MAPPING SERVICES

A. Record Boundary \$ 3,737.50

B. Aerial Topographic Survey \$ 9,717.50

C. Utility Research \$ 3,220.00

II. MASTER PLAN DESIGN SERVICES \$16,500.00

III. COMMUNITY OUTREACH (Hourly) \$ 7,750.00

IV. GENERAL SERVICES (Hourly) \$ 2,500.00

REIMBURSABLES (Billed Only as Incurred) \$ 350.00

TOTAL FEE INCLUDING ALLOWANCES \$43,775.00

Background:

The Board approved the FY 26-27 budget on June 17, 2026, with the budgeted amount of \$ 50,000 for GF Engineering Expense. With the revised master plan proposal amounts puts the total cost \$ 14,775.00 over the approved budgeted amount approved by the Board.

Recommended Action:

Board approve the budget amendment from \$ 50,000 to \$ 64,775.00 for GF Engineering Expense



Salton Community Services District

MEETING DATE: 08/19/2026

Item Number: 10. H

SUBJECT: Transfer of Funds to LAIF Reserve Account

DATE: 08/19/2026

FROM: Christina R. Sutton, Finance Officer/Human Resources Director

To: District Board of Directors

Background:

The District has identified available funds that maybe allocated to strengthen the LAIF Reserve Account. Maintaining adequate reserve balances supports the District's long-term financial stability, provides funding for future capital needs, and helps ensure sufficient resources are available for unforeseen expenses.

Fiscal Impact:

Approval of this item will transfer \$36,302.00 into the LAIF Reserve Account. This transfer does not increase the District's overall expenditures but reallocates existing funds to designated reserves in accordance with the District's financial objectives.

Discussion:

The proposed transfer will increase the balance of the LAIF Reserve Account and improve the District's reserve position. Maintaining healthy reserve levels is considered a sound financial practice and supports the District's ability to address future infrastructure, equipment replacement, and other long-term obligations without significantly impacting operating budgets.

Recommendation:

Staff recommends that the Board approve the transfer of \$36,302.00 Surplus, \$ 21,443.04 from General Fund and \$ 14,858.96 from Sewer Maintenance into the LAIF Reserve Account.



Salton Community Services District

MEETING DATE: 08/19/2026 Item Number: 10. I

STAFF REPORT

TO: Board of Directors

FROM: Staff

SUBJECT: Adoption of District-Wide Pepper Spray Policy & Safety Guidelines

Summary

SUBJECT:

This report presents a proposed Pepper Spray Policy for the Salton Community Services District. The policy authorizes trained permanent and temporary employees to carry District-issued pepper spray solely as a defensive tool to prevent assault by a person or attack by an animal while on duty.

Background & Legal Compliance

Under California Penal Code Section 12403.7, individuals are permitted to use pepper spray for self defense purposes. A review of relevant local County and District ordinances confirmed that no conflicting local regulations exist regarding this policy.

Key Policy Highlights

- **Authorization & Training:** Only employees who complete required training—conducted by a work group supervisor or an approved instructor—are authorized to carry District-issued pepper spray. Training includes policy review, manufacturer guidelines, test deployment, and legal compliance.
- **Strictly Defensive Use:** Pepper spray is authorized solely to incapacitate an aggressive individual or attacking animal to allow the employee to escape from danger. It cannot be used retaliatory after a threat has retreated, nor in response to offensive language alone.
- **De-Escalation First:** Employees are expected to use verbal de-escalation and give warnings (e.g., "Stop or I'll spray you!") whenever safe and practical before deploying pepper spray.

• **Incident Protocol & Reporting:**

1. **Immediate Actions:** After deploying pepper spray, employees must retreat to a safe distance and call 9-1-1 immediately for law enforcement assistance.
2. **Medical Monitoring:** Employees must watch for severe medical distress (e.g., difficulty breathing, loss of consciousness) and call emergency medical aid if necessary. (Providing direct first aid is optional and only if safe to do so).
3. **Reporting Requirements:** Any intentional deployment must be reported verbally to a supervisor on the day of the incident, followed by a formal written Incident Report submitted by the end of the next workday.

Fiscal Impact

The District will supply standardized pepper spray containers and coordinate required safety training for authorized personnel.

Recommendation

It is recommended that the Board of Directors approve and adopt the Pepper Spray Policy to enhance field safety and clear risk-management protocols for District staff.

RESOLUTION NO. 2026-08-19-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ADOPTING A PEPPER SPRAY POLICY AND PROCEDURES FOR DISTRICT EMPLOYEES

WHEREAS, the Salton Community Services District ("District") desires to maintain a safe work environment and provide appropriate self-defense options for its employees while on duty; and

WHEREAS, California Penal Code Section 12403.7 permits the legal purchase, possession, and use of pepper spray (oleoresin capsicum) solely for self-defense purposes; and

WHEREAS, a review of applicable county and District ordinances indicates no conflicting local regulations regarding the occupational carrying or use of pepper spray; and

WHEREAS, the District has developed a Pepper Spray Policy establishing comprehensive guidelines, authorization rules, usage criteria, and safety procedures to ensure pepper spray is utilized strictly as a defensive measure.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Salton Community Services District as follows:

1. **Adoption of Policy:** The Board of Directors hereby approves and adopts the *Pepper Spray Policy and Procedures* attached hereto as Exhibit "A" and incorporated herein by reference.
2. **Authorization and Training:** District employees who complete the required training—conducted by a Woods Security Training-approved instructor—and receive District approval are authorized to carry and deploy District-issued pepper spray for self-defense while on duty, in strict accordance with the adopted policy.
3. **Implementation:** The General Manager (or designee) is authorized and directed to take all necessary and proper steps to implement, administer, and enforce this policy.
4. **Effective Date:** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Salton Community Services District at a regular meeting held on the 19th day of August, 2026.

	Yes	No
Michael Friese, President	_____	_____
Oscar Ramirez, Vice President	_____	_____
Manuel Ramos, Director	_____	_____
Lidia A. Sierra, Director	_____	_____
David Reagle, Director	_____	_____

Michael Friese, President of the Board of Directors

ATTEST:

Sonia Thania Garcia, Secretary of the Board of Directors

Exhibit A

Pepper Spray Policy

Policy

Pepper spray is a chemical with an active ingredient derived from the cayenne pepper plant. Exposure to pepper spray in aerosol form has physiological effects including inflammation and swelling of the mucus membranes of the eyes, nose, and throat and involuntary closure of the eyes. Pepper spray, also known as oleoresin capsicum (OC), is available commercially in containers that can be used for self-defense purposes. Use of pepper spray solely for self-defense purposes is allowed by state law in accordance with Penal Code Section 12403.7. In addition a review of local County and District ordinances has been conducted to look for further regulation, and none have been identified which impact this policy.

Permanent and temporary employees working at (Salton Community Services District) who have completed the required training and have (Salton Community Services District) approval are authorized to carry and use pepper spray as a self-defense measure while on duty. Occupational use of pepper spray must be in accordance with the guidelines and procedures set forth in this document. Pepper spray is considered an available self-defense option to facilitate an employee's withdrawal from an assault by a person or attack by an animal.

Procedures

A. Authorization

1. Employees may request to be considered for authorization to carry pepper spray while on duty.
2. Only employees who have completed the required training are authorized to carry pepper spray.
3. The (Salton Community Services District) will supply the pepper spray container.
4. Training will be performed by a Woods Security Training approved instructor. Training will include review of this Policy and Procedures document, the instructions accompanying the pepper spray container, and Penal Code Section 12403.7. Employees must demonstrate a thorough understanding of these three items in order to receive authorization to carry pepper spray. Training will also include test deployment of the pepper spray container.

B. Usage Criteria

1. Pepper spray may be used for self-defense when an employee reasonably believes that it is necessary to protect him- or herself from an imminent physical threat posed by a person or animal. Pepper spray may be used to incapacitate a person attempting an assault or an attacking animal, in order to avoid physical harm and facilitate escape from danger.
2. Employees should use verbal techniques to de-escalate a confrontation, if possible, before resorting to deployment of pepper spray.
3. To the extent practical and reasonable, employees should issue a verbal warning prior to using pepper spray against an individual (e.g., "Stop or I'll spray you!"). Verbal persuasion and/or verbal warning are not required when there is a risk to the safety of the employee if the use of pepper spray is delayed.
4. Once the assailant or attacking animal is incapacitated, use of pepper spray is no longer justified.

Pepper Spray Policy

5. Pepper spray cannot be used in response to language that is offensive but not physically threatening.
6. Use of pepper spray shall strictly be a defensive measure. If a person strikes or assaults an employee, then ceases the assault and retreats or is removed from the scene so as not to pose a further threat to the employee's safety, the employee may not pursue and use pepper spray against the individual.

C. Usage Procedures

1. Whenever possible, employees should be upwind from the assailant or attacking animal before using pepper spray, and should avoid entering the spray area.
2. Employees should maintain a safe distance from the assailant or attacking animal of between four and six feet.
3. A single spray burst of between one and three seconds should be directed at the assailant's or attacking animal's eyes, nose, and mouth. Additional burst(s) may be used if the initial or subsequent burst proves ineffective.
4. The use of pepper spray must be reasonably proportionate to the apparent need to defend against an imminent threat of physical injury.

D. Effects of Pepper Spray and Staff Response

1. Within several seconds of being sprayed with pepper spray, the sprayed individual will normally display symptoms of temporary blindness and have difficulty breathing, a burning sensation in the throat, nausea, lung pain, and/or impaired thought processes. The effects of pepper spray vary among individuals.
2. Employees should retreat to a safe distance from the assailant or attacking animal and immediately call 9-1-1 to request law enforcement assistance.
3. Employees should encourage bystanders to move to a safe location, as applicable.
4. If it is safe to do so, employees should be alert to any indications that the sprayed individual needs medical care. This includes, but is not limited to, breathing difficulties, gagging, profuse sweating, and loss of consciousness. Upon observing these or other medical problems, employees should immediately summon emergency medical aid.
5. Employees are under no obligation to provide first aid to the sprayed individual. If it is safe to do so, employees may elect to offer optional first aid:
 - a. Employees should wear rubber gloves while assisting an exposed individual.
 - b. Indicate to the sprayed individual (or animal owner) that the effects are temporary, and encourage them to relax.
 - c. Suggest that the individual move to an uncontaminated area and face towards the wind. Air will normally begin reducing the effects of pepper spray within 15 minutes of exposure.
 - d. Encourage the individual to avoid rubbing the affected areas, and to rinse with cool water. Recommend that the individual wash affected areas with soap and water.
 - e. The individual should remove contaminated clothing and contact lenses, and avoid entering a vehicle, tent, or other enclosure until cleaning is complete.

E. Reporting Procedures

1. Any intentional use of pepper spray shall be reported to the supervisor on the day of the incident, either by phone or in person.
2. A written Incident Report shall be completed by the end of the next work day.

F. Inspection and Replacement

Pepper Spray Policy

1. Pepper spray devices shall be maintained in an operational and charged state by authorized employees or vendors.
2. Employees are responsible for following the manufacturer's instructions for care and storage of the pepper spray container.
3. Employees are responsible for requesting replacement of a damaged, inoperable, or empty device.